

SAPULPA CITY COUNCIL MEETING

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, MARCH 18, 2019

Notice is hereby given that the Mayor and City Council of the City of Sapulpa, Oklahoma, will meet in regular session at 7:00 p.m. on the 18th day of March, 2019, in the Council Chambers, Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma, with the agenda for said meeting as follows:

MEETING PROCEDURE: Comments from the public are welcome at two different times during the course of the meeting. A **Sign in Sheet** is located at the back of the room. Those wishing to address the City Council are to sign in prior to the start of the meeting and identify the item(s) they wish to address. Comments concerning items scheduled on the Agenda will be heard immediately following the presentation by staff or petitioner. Comments concerning items not scheduled on the Agenda will only be heard under the Public Comments section. The City Council will not act on any matter discussed in the Public Comments section and will act on the Item on the Agenda after all comments have been heard.

Please come to the podium when the Mayor calls your name.

- AGENDA -

1. **CALL TO ORDER.**
2. **INVOCATION.**
3. **PLEDGE OF ALLEGIANCE.**
4. **ROLL CALL.**
5. **MINUTES.**
 - A. Consider approving the minutes of the March 4, 2019, regular city council meeting.
6. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**
7. **CONSENT ITEMS:** All matters under “Consent” are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request.
 - A. Consider approving Claims in the amount of \$449,691.56.
 - B. Consider approving Prepaid Claims in the amount of \$5,632.00.

- C. Discussion and possible action regarding an agreement with Office Express Janitorial Services for janitorial service for Senior Center, beginning on April 8th, 2019 in the amount of \$850.00 per month.
- D. Discussion and possible action regarding an agreement with Office Express Janitorial Services for janitorial service for Booker T. Washington Recreation Center, beginning on April 8th, 2019 in the amount of \$995.00 per month.
- E. Consider and discuss approval of Cooperative Field Service Agreement with the United States Department of Agriculture, Wildlife Services Division (USDA) to provide wildlife damage control services in and about the city lakes and park land at cost of \$4,375.00.

8. PUBLIC HEARINGS.

- A. Consider conducting a public hearing to receive public input and recommendations on community needs for the City of Sapulpa as a member of the Tulsa County Community Development Block Grant (CDBG) Urban County.

9. COMMUNITY DEVELOPMENT.

10. ADMINISTRATION.

- A. Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, requesting 2019 Community Development Block Grant (CDBG) assistance from the Tulsa Urban County Program for \$152,442.30 for the East Washington Avenue street repair project.
- B. Discussion and possible action regarding approval of agreement with AT&T for enhanced E 911 services and equipment (Multi-Service Agreement) at a cost of \$62,375.00.
- C. Consider approving the close-out of the rewiring project at the water treatment plant with Houchin Electric Co., Inc., and approve the final payment of \$40,825.00. Approval of all other close-out documents and establish the warranty date commencing February 15, 2019.
- D. Discussion and possible action regarding approval of a Quit Claim Deed with Lee and Maple, LLC for the S 10' of the N 100' of the East 25' of Lot 2, Block 60, O.T. Sapulpa, Creek County, Oklahoma.

11. NEW BUSINESS. (Items that were not known about at the time of posting the agenda.)

12. **INFORMATIONAL ITEMS FROM MAYOR, CITY COUNCIL, CITY MANAGER, OR CITY ATTORNEY.**

13. **PUBLIC COMMENTS.** The purpose of the Public Comments Section of the Agenda is for members of the public to speak to the City Council on any subject not scheduled on the Regular Agenda. City Council shall make no decision or action, except to direct the City Manager to take action, or to schedule the matter for City Council discussion at a later date.

Please come to the podium when the Mayor calls your name and keep your comments as brief as possible.

14. **EXECUTIVE SESSION.**

15. **ADJOURNMENT.**

Posted this 15th day of March, 2019 at or before 5:00 p.m., at the Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Name: *Mikaila Stepp*

Title: *Administrative Assistant*



AGENDA ITEM

City Council Regular

5.A.

Meeting Date: March 18, 2019

Submitted By: Shirley Burzio, City Clerk

Department: City Clerk

Presented By:

SUBJECT:

Consider approving the minutes of the March 4, 2019, regular city council meeting.

BACKGROUND:

RECOMMENDATION:

Attachments

minutes.03-04-2019 city

CITY OF SAPULPA, OKLAHOMA
COUNCIL PROCEEDINGS
Meeting of March 4, 2019

The City Council of Sapulpa, Oklahoma, met in regular session Monday, March 4, 2019, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Reg Green, Mayor
Louis Martin, Jr., Vice-Mayor
John Anderson, Councilor
Bruce Bledsoe, City Councilor
Wes Galloway, Councilor
Carla Gunn, Councilor
Hugo Naifeh, Councilor

Absent: Marty Cummins, Councilor
Craig Henderson, Councilor
Carla Stinnett, Councilor

Staff Present: Joan Riley, City Manager; Pam Vann, City Treasurer / Finance Director; David Widdoes, City Attorney; Shirley Burzio, City Clerk; Nikki Howard, Urban Development Director; Steve Hardt, Acting Public Works Director

1. INVOCATION.

The invocation was given by Kevin Day.

2. PLEDGE OF ALLEGIANCE.

Mayor Reg Green led the Pledge of Allegiance.

3. MINUTES.

Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Wes Galloway, to approve the following items of business:

- A.** Approve the minutes of the February 18, 2019, regular city council meeting;
- B.** Approve claims in the amount of \$183,341.16;
- C.** Approve prepaid claims in the amount of \$20,433.64.

ROLL CALL: AYE: Reg Green, Louis Martin, Jr., John Anderson,
Bruce Bledsoe, Wes Galloway, Carla Gunn,
Hugo Naifeh

MOTION CARRIED

4. COMMUNITY DEVELOPMENT.

- A.** Motion was made by Councilor Hugo Naifeh, seconded by Vice-Mayor Louis Martin, to approve the application by Becky Roper for a Specific Use Permit, SUP-029, to allow a commercial medicinal marijuana dispensary located at 921 South Main Street, Sapulpa, Oklahoma.

ROLL CALL: AYE: Reg Green, Louis Martin, Jr., John Anderson,
Bruce Bledsoe, Wes Galloway, Carla Gunn,
Hugo Naifeh

MOTION CARRIED

5. ADMINISTRATION.

- A.** Motion was made by Councilor John Anderson, seconded by Vice-Mayor Louis Martin, to approve the adoption of a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Development Authority, Sapulpa, Oklahoma amending the FY 2018-2019 annual budget by increasing revenues and appropriations in the Sapulpa Development Authority Fund by \$5,000.00 to recognize reimbursement revenue to provide funding for legal services related to TIF District #5. (Resolution #4562)

ROLL CALL: AYE: Reg Green, Louis Martin, Jr., John Anderson,
Bruce Bledsoe, Wes Galloway, Carla Gunn,
Hugo Naifeh

MOTION CARRIED

- B.** Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to approve the adoption of a Resolution of the City of Sapulpa, Oklahoma, amending the FY 2018-2019 annual budget by increasing revenues and appropriations in the Library Fund in the amount of \$3,657.00 for the purpose of recognizing grant funds awarded and appropriating such funds for the purpose of training & travel expenses. (Resolution #4563)

ROLL CALL: AYE: Reg Green, Louis Martin, Jr., John Anderson,
Bruce Bledsoe, Wes Galloway, Carla Gunn,
Hugo Naifeh

MOTION CARRIED

- C. Motion was made by Councilor Hugo Naifeh, to approve the agreement with Professional Engineering Consultants, P.A., (PEC) for professional services for the Ozark Trail STP Re-Application to INCOG, in the lump sum amount of \$7,500.00, including reimbursable expenses.

ROLL CALL: AYE: Reg Green, Louis Martin, Jr., John Anderson,
Bruce Bledsoe, Wes Galloway, Carla Gunn,
Hugo Naifeh

MOTION CARRIED

- D. Motion was made by Councilor John Anderson, seconded by Councilor Hugo Naifeh, to approve the adoption of a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, amending the FY 2018-2019 annual budget by increasing transfers out in the Stormwater Management Fund and increasing transfers in and appropriations in the Grants and Aid Fund in the amount of \$46,480.00 to provide additional funding for the CDBG Urban County Program 2017 Grant Project which includes street overlay of several sections of Lazy H Addition. (Resolution #4564)

ROLL CALL: AYE: Reg Green, Louis Martin, Jr., John Anderson,
Bruce Bledsoe, Wes Galloway, Carla Gunn,
Hugo Naifeh

MOTION CARRIED

6. INFORMATIONAL ITEMS FROM MAYOR, CITY COUNCIL, CITY MANAGER, OR CITY ATTORNEY.

- A. A project status report from the acting Public Works Director regarding City and Trust projects was presented for discussion and review. There was no action taken by the council.

7. PUBLIC COMMENTS.

There were no comments made by the public.

8. **ADJOURNMENT.**

There being no further business to consider, motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to adjourn the meeting.

ROLL CALL: AYE: Reg Green, Louis Martin, Jr., John Anderson, Bruce Bledsoe, Wes Galloway, Carla Gunn, Hugo Naifeh

MOTION CARRIED

Mayor

Attest:

City Clerk



Consent Agenda 7.A.

City Council Regular

Meeting Date: March 18, 2019

Submitted By: Amber Fisher, Accounts Payable Clerk

SUBJECT:

Consider approving Claims in the amount of \$449,691.56.

Attachments

Claims List 3/18/19

FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125432	99-10160	MERRIFIELD OFFICE SOLUTIONS	SPRINTER RIBBON & RECEIPTS	3/2019	0163002-001	428.58
125884	99-10160	MERRIFIELD OFFICE SOLUTIONS	BUSINESS CARDS	3/2019	0165609-001	56.00
125885	99-10160	MERRIFIELD OFFICE SOLUTIONS	BUSINESS CARDS	3/2019	0165611-001	112.00
125776	99-10240	VIEWU LLC	LES CAMERAS	3/2019	32427	617.00
123249	99-10252	CECIL COX ENTERPRISES	REPAIR FLATS/STEMS	3/2019	3040161	10.00
125934	99-103	ONG	GAS CHR9 JANUARY 2019	3/2019	JAN 2019 125934	3,076.52
123268A	99-10395	AUBREY WEATHERFORD	SOCIAL MEDIA	3/2019	SAP0319	500.00
125118	99-10488	ADMIRAL EXPRESS LLC	LAMINATOR/SCANNER	3/2019	2020006-0	1,045.37
125119	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	3/2019	2020007-0	4.11
125168	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	3/2019	2020008-0	15.79
125789	99-10488	ADMIRAL EXPRESS LLC	OFFICE/JANITORIAL SUPPLIE	3/2019	2018739-0	424.81
126100	99-10488	ADMIRAL EXPRESS LLC	TWO BINDERS	3/2019	2018204-0	14.98
126201	99-10488	ADMIRAL EXPRESS LLC	COPY PAPER/ALL DEPTS	3/2019	2020062-0	1,072.63
123865	99-10547	BEASLEY TECHNOLOGY INC	DATA STORAGE	3/2019	COR-103799	112.50
123866A	99-10547	BEASLEY TECHNOLOGY INC	REMOTE MONITORING	3/2019	COR-103752	137.50
123867	99-10547	BEASLEY TECHNOLOGY INC	MTHLY COMPUTER MAINT	3/2019	COR-103850	2,250.00
125796	99-10622	BYRNES, CADY	MEAL REIMBURSEMENT	3/2019	3/11-12/19 125796	32.00
123845	99-10665	A. HOPE COMPANY dba THE BUIC	COMPUTER MAINTENANCE	3/2019	30096	500.00
125673	99-10753	CHARLIE'S TEE'S	SIGNS FOR DOORS	3/2019	2/26/19 125673	30.00
125343	99-10774	TIMOTHY CHRISTOPHER PENDLEY	PEST CONTROL	3/2019	262641	207.50
123587	99-1206	REASOR'S INC.	SNACKS FOR MEETINGS	3/2019	9799 3/1/19	9.99
125599	99-1206	REASOR'S INC.	PRISONER FOOD	3/2019	8516 1/30/19	956.34
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANC	WORKMANS COMP QTRLY PYMNT	3/2019	4TH QTR 121395	78,261.34
123682	99-1565	OKLAHOMA MUNICIPAL ASSURANC	PROPERTY INSUR COVERAGE	3/2019	PRO1400478 4/1/19	62,139.75
123239	99-161	CREEK COUNTY RURAL WTR #4	12 MONTHS SEWER STATION 4	3/2019	741 1/29-2/26/19	96.00
125113	99-1794	INTERNATIONAL CODE COUNCIL	INSPECTION CERTIFICATION	3/2019	1001013067	850.00
123476	99-1992	JOHN DEERE FINANCIAL ACCT#5	MISC PARTS-BLDG MAINT	3/2019	N38284/2 2/12/19	66.93
124945	99-1992	JOHN DEERE FINANCIAL ACCT#5	DOG FOOD	3/2019	N38968/2 2/14/19	83.98
125781	99-1992	JOHN DEERE FINANCIAL ACCT#5	LOCKS	3/2019	N40732/2 2/18/19	39.96
126105	99-2576	OKLAHOMA MUNICIPAL LEAGUE	ILABOR RELATIONS PROGRAM	3/2019	032287	550.00
125801	99-3113	FIRE MARSHALS ASSOCIATION	OMED MARIJUANA SEMINAR	3/2019	#1 3/10/19 125801	70.00
123474	99-3633	PUBLIC SERVICE COMPANY OF O	MONTHLY FEE-STORM SIREN	3/2019	953681117 2/26/19	11.33
126030	99-3707	O'REILLY AUTOMOTIVE INC	OIL FILTERS	3/2019	153-154611	35.03
126031	99-3707	O'REILLY AUTOMOTIVE INC	SPARK PLUGS-UNIT11-0597	3/2019	153-154813	47.84
126033	99-3707	O'REILLY AUTOMOTIVE INC	SPARK PLUGS, IDLER PULLY	3/2019	153-155114	87.84
123966A	99-4047	SHOW, INC.	LAWN CLEAN-UP	3/2019	19867	40.00
124485	99-4047	SHOW, INC.	TRASH CLEAN UP	3/2019	19868	20.00
123971	99-4183	UPTOWN SAPULPA ACTION, INC.	REVITALIZATION PROGRAM	3/2019	MARCH 2019 123971	2,500.00
123775	99-4269	CREEK COUNTY RURAL WTR #3	WATER FEES-GUN RANGE	3/2019	33975 1/21-2/21/19	24.00
125758	99-4295	HENSON, BRETT	MEAL REIMBURSEMENT	3/2019	3/6/19 125758	14.00
125811	99-4412	COUNCIL ON LAW ENFORCEMENT	FOOD & LODGING	3/2019	A1902-1061	1,770.00
126082	99-4588	GARY HARRIS	BODY CAM STORAGE SYS	3/2019	8716	98.50
125111	99-4677	OKLAHOMA FLOODPLAIN MANAGEM	OFMA SPRING WORKSHOP	3/2019	2542	75.00
123433A	99-4690	TOTAL RADIO, INC	SIREN SRVC AGREEMENT	3/2019	80001107	588.00
125935	99-4700	COX COMMUNICATIONS	PHONE CHARGES 2-2019	3/2019	067201101 2/1/19	9,665.04
125857	99-5388	OFFICE DEPOT 25022426	OFFICE SUPPLIES	3/2019	280632716001	114.09
125393	99-6130	EXPRESS TEST CORP	FIT TEST FOR 47 EMPLOYEES	3/2019	4183	300.00
124110	99-6477	WEST PUBLISHING CORPORATION	WESTLAW SUBSCRIPTION	3/2019	839863708	769.26
125515	99-7168	LEGAL DIRECTORES PUB CO	2019 LEGAL DIRECTORY	3/2019	0105051 / 0342121	69.75
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	3/2019	0297414123	26.64

FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125793	99-7487	NATIONAL EMERGENCY NO. AS	MEMBERSHIP DUES	3/2019	300046382	55.00
125170	99-7868	WESTLAKE HARDWARE INC	ICE MELT	3/2019	8139498	51.96
125555	99-7868	WESTLAKE HARDWARE INC	GAS CANS/STEP STOOLS	3/2019	8139539	84.95
125883	99-8016	NORTHERN SAFETY COMPANY	INLEATHER GLOVES	3/2019	903350024	353.68
125887	99-8016	NORTHERN SAFETY COMPANY	INLEATHER GLOVES	3/2019	903359715	91.50
125889	99-8016	NORTHERN SAFETY COMPANY	INLEATHER GLOVES/SIZE M	3/2019	903350025	169.12
125448	99-8059	ACE AIR, INC.	THERMOSTAT REPAIR	3/2019	101386	80.80
125604	99-8434	FLEETCOR TECHNOLOGIES d/b/acng/FEBRUARY 2019		3/2019	NP55579932	82.56
123240	99-8469	SAPULPA RURAL WATER	12 MONTHS WATER-STATION 4	3/2019	48003 1/14-2/11/19	78.55
123242	99-8817	DE LAGE LANDEN PUBLIC FINANCOPIER CONTRACT		3/2019	62657916	150.00
123269	99-8817	DE LAGE LANDEN PUBLIC FINANPRINTER/COPIER LEASE PYMN		3/2019	62672817	2,327.00
124161	99-8861	NATHAN CHADWICK	LANDSCAPING/MOWING	3/2019	4167	301.25
125381	99-8936	CONRAD FIRE EQUIPMENT, INC.	VEHICLE MAINTENANCE	3/2019	533688	82.89
123855	99-9288	ADVANCE ALARMS, INC	GARAGE-ALARM MONITORING	3/2019	1711188	25.00
121394	99-9393	AIRLINK INTERNET SVCS	MONTHLY INTERNET SERVICE	3/2019	5685	2,861.87
124577A	99-9515	PITNEY BOWES INC	QTR. LEASE POSTAGE MACH	3/2019	3308277471	254.30
126032	99-9569	O2 FOR U, INC	ARGON/WELDING MACHINE	3/2019	32629	53.00
124783	99-9630	MAC KFC, LLC	FOOD FOR STUDY SESSION	3/2019	712150	62.97
124799	99-9630	MAC KFC, LLC	MEAL FOR STUDY SESSION	3/2019	712149	70.95
126034	99-9756	BOB MOORE OF TULSA, LLC	OIL FILTER HOUSING	3/2019	93242T	204.10
122306	99-9859	VERIZON WIRELESS SERVICES	LDATA PLAN FOR IPAD	3/2019	9825016263A	40.01
123241	99-9859	VERIZON WIRELESS SERVICES	LWIRELESS CHARGES-IPADS	3/2019	9825016263	400.10
FUND TOTAL:						177,909.46

FUND: 15 - SAPULPA DEVELOPMENT AUTH

SUMMARY REPORT

123677R	99-3760	HILBORNE & WEIDMAN, PC	LEGAL SERVICES	3/2019	2/19/19 TIF DIST#5	40,000.00
FUND TOTAL:						40,000.00

FUND: 20 - SMA-AUTHORITY FUND

SUMMARY REPORT

124169	99-10143	PERDUE, BRANDON, FIELDER, CBAD	DEBT COLLECTIONS	3/2019	2/1-2/28/19 124169	90.05
125934	99-103	ONG	GAS CHRQ JANUARY 2019	3/2019	JAN 2019 125934	3,267.22
123926	99-10302	LAMPTON WELDING SUPPLY CO,	GAS TANK RENTAL	3/2019	00912134	17.75
124081	99-10302	LAMPTON WELDING SUPPLY CO,	BOTTLE RENTAL	3/2019	00912135	28.00
125910	99-10451	NCH CORPORATION	PERMALUBE	3/2019	3453590	335.95
126201	99-10488	ADMIRAL EXPRESS LLC	COPY PAPER/ALL DEPTS	3/2019	2020062-0	231.92
123865	99-10547	BEASLEY TECHNOLOGY INC	DATA STORAGE	3/2019	COR-103799	112.50
123866A	99-10547	BEASLEY TECHNOLOGY INC	REMOTE MONITORING	3/2019	COR-103752	137.50
123867	99-10547	BEASLEY TECHNOLOGY INC	MTHLY COMPUTER MAINT	3/2019	COR-103850	2,250.00
122992	99-10558	TECHNICAL PROGRAMMING SERV	MAILING OF UTILITY BILLS	3/2019	103327	1,847.63
125912	99-10560	CORE & MAIN LP	4" COMPRESSION FLANGE	3/2019	K181308	34.00
125673	99-10753	CHARLIE'S TEE'S	SIGNS FOR DOORS	3/2019	2/26/19 125673	30.00
125343	99-10774	TIMOTHY CHRISTOPHER PENDLEY	PEST CONTROL	3/2019	262641	207.50
124529	99-141	LOCKE SUPPLY CO.	BLACK PIPE & CONNECTORS	3/2019	36703400-00	18.53
125642	99-1443	BRENNTAG SOUTHWEST, INC.	SODIUM PERMANGANTE	3/2019	BSW078793	4,217.60
125644	99-1443	BRENNTAG SOUTHWEST, INC.	ACH	3/2019	BSW077987	13,583.40
125984	99-1443	BRENNTAG SOUTHWEST, INC.	NONIONIC POLYMER	3/2019	BSW077986	3,654.00
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANC	WORKMANS COMP QTRLY PYMNT	3/2019	4TH QTR 121395	12,115.13
124547	99-1992	JOHN DEERE FINANCIAL ACCT#5	SMALL REPAIR SUPPLIES	3/2019	G55121/2 1/25/19	2.97

FUND: 20 - SMA-AUTHORITY FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125902	99-1992	JOHN DEERE FINANCIAL ACCT#5	BLANKET-SMALL REPAIRS	3/2019	G61028/2 2/8/19	50.68
122891	99-3593	CITY OF TULSA	METER FEES	3/2019	103688966 2/20/19	241.98
124276	99-3593	CITY OF TULSA	SEWER CONSUMPTION	3/2019	109321802 2/13/19	592.55
123857	99-3633	PUBLIC SERVICE COMPANY OF	OSRWCS ELEC SERVICE	3/2019	951490220 2/25/19	5,535.74
126029	99-3707	O'REILLY AUTOMOTIVE INC	OUTER TIE ROD END	3/2019	153-154610	47.17
123680	99-3881	FHC, INC. DBA TETRA TECH	FHENG SRVCS-SRWCS	3/2019	51417024	7,903.62
124288	99-3908	VERDIGRIS VALLEY ELEC COOP	SWRCE ELECTRIC	3/2019	2621103200 2/28/19	12.24
123966A	99-4047	SHOW, INC.	LAWN CLEAN-UP	3/2019	19867	40.00
123398	99-4112	ACCURATE ENVIRONMENTAL INC.	TESTING FOR DEQ PERMIT	3/2019	BB28025	180.00
124542	99-4112	ACCURATE ENVIRONMENTAL INC.	TESTING SUPPLIES	3/2019	SU29863	368.49
125645	99-4112	ACCURATE ENVIRONMENTAL INC.	OPED FOR FEBRUARY 2019	3/2019	BB21060	250.00
125648	99-4112	ACCURATE ENVIRONMENTAL INC.	SOC FOR FEBRUARY 2019	3/2019	BB19010	440.00
125409	99-4253	US ARMY CORPS OF ENGINEERS	COE O&M FEES	3/2019	10774	6,867.31
123274	99-4319	AT&T	DEDICATED PHONE-SKIATOOK	3/2019	9182462544 2/15/19	66.95
125977	99-4557	SOUTHERN MAT'L HANDLING	COMFORKLIFT CERTIFICATION	3/2019	00300728	875.00
122991A	99-4936	WASTE MANAGEMENT OF TEXAS,	REFUSE COLLECTION SRVC	3/2019	2220091 / 2220595	115,671.27
125323	99-5295	CLIFFORD POWER SYSTEMS	GENERATOR REPAIR	3/2019	SVC-0083184	2,983.96
125908	99-6399	SMITH & LOVELESS, INC.	VALVES AND GASKETS	3/2019	133542	736.94
125071	99-6671	SAPULPA AREA CHAMBER OF	COMPRIDE IN SAPULPA	3/2019	MARCH 2019 125071	2,500.00
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	3/2019	0297414123	152.20
125170	99-7868	WESTLAKE HARDWARE INC	ICE MELT	3/2019	8139498	51.96
125987	99-7868	WESTLAKE HARDWARE INC	PLUMBING PARTS	3/2019	8139512	133.65
121397	99-7994	BANCFIRST	DEBT SERVICE PAYMENTS	3/2019	SERIES2012 3/5/19	136,479.16
123272	99-7994	BANCFIRST	SMA UTIL SYS REV BOND	3/2019	SERIES2013 3/5/19	206,105.42
123399A	99-7998	AMERICAN ENVIRONMENTAL	LANDSLUDGE DISPOSAL FEE	3/2019	9624	1,548.74
125448	99-8059	ACE AIR, INC.	THERMOSTAT REPAIR	3/2019	101386	80.80
125911	99-8374	TRIKNTRUX	FLOOR LINER	3/2019	854	110.00
125604	99-8434	FLEETCOR TECHNOLOGIES d/b/a	CNG/FEBRUARY 2019	3/2019	NP55579932	171.30
124895	99-8495	DYNAMIC RESTORATIONS	SERVICWATER RESTORATION	3/2019	8094	9,842.41
124898	99-8495	DYNAMIC RESTORATIONS	SERVICPRO SHOP RESTORATION	3/2019	8101	1,839.48
125410	99-8769	OKLAHOMA DEPARTMENT OF	LABOBOILER CERTIFICATION	3/2019	B790511 2/20/19	25.00
124161	99-8861	NATHAN CHADWICK	LANDSCAPING/MOWING	3/2019	4167	301.25
125981	99-9084	SCHUERMANN ENTERPRISES,	INCSCADA SOFTWARE RENEWAL	3/2019	3186	1,944.00
125988	99-9084	SCHUERMANN ENTERPRISES,	INCPRESSURE TRANSDUCER	3/2019	3190	415.80
124577A	99-9515	PITNEY BOWES INC	QTR. LEASE POSTAGE MACH	3/2019	3308277471	254.29
122079	99-9710	PACE ANALYTICAL SERVICES,	I2019 INDUSTRY SAMPLING	3/2019	1960069452	2,611.00
123853	99-9859	VERIZON WIRELESS SERVICES	LDEDICATED PHONE-SWRCS	3/2019	9824795604	16.00
FUND TOTAL:						549,628.01

FUND: 29 - STORMWATER MANAGEMENT

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125934	99-103	ONG	GAS CHRQ JANUARY 2019	3/2019	JAN 2019 125934	591.57
124343	99-10488	ADMIRAL EXPRESS LLC	JANITORIAL SUPPLIES	3/2019	2019076-0	144.03
113695	99-10737	SCREENVISION DIRECT INC	PUBLIC EDU COMMERCIAL	3/2019	LOC_000201503	140.00
121395	99-1565	OKLAHOMA MUNICIPAL ASSURAN	WORKMANS COMP QTRLY PYMNT	3/2019	4TH QTR 121395	1,289.59
124341	99-191	FARMERS FEED, INC.	STUMP KILLER	3/2019	3/8/19 124341	20.25
121319	99-1992	JOHN DEERE FINANCIAL ACCT#5	MISC OPERATIONAL SUPPLIES	3/2019	N41665/2 2/21/19	16.11
121322	99-1992	JOHN DEERE FINANCIAL ACCT#5	MISC MINOR TOOLS	3/2019	N41666/2 2/21/19	36.98
126036	99-3707	O'REILLY AUTOMOTIVE INC	2 TUBES OF SILICONE	3/2019	153-155879	12.58
126028	99-6158	OCT EQUIPMENT LLC	SKID STEER MAINTENANCE	3/2019	S02002370-1	794.55

FUND: 29 - STORMWATER MANAGEMENT

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	3/2019	0297414123	26.64
125604	99-8434	FLEETCOR TECHNOLOGIES d/b/acNG/FEBRUARY 2019		3/2019	NP55579932	343.04
FUND TOTAL:						3,415.34

FUND: 30 - STREET & ALLEY

SUMMARY REPORT

125934	99-103	ONG	GAS CHRNG JANUARY 2019	3/2019	JAN 2019 125934	277.51
124343	99-10488	ADMIRAL EXPRESS LLC	JANITORIAL SUPPLIES	3/2019	2019076-0	144.03
126151	99-10732	BOOT BARN HOLDINGS INC	SAFETY BOOTS	3/2019	031051 3/6/19	287.98
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANCWORKMANS COMP QTRLY PYMNT		3/2019	4TH QTR 121395	4,774.12
122832	99-191	FARMERS FEED, INC.	PROPANE FOR PATCHING	3/2019	3/8/19 122832	43.12
122844	99-1992	JOHN DEERE FINANCIAL ACCT#5MISC WORK/SAFETY SUPPLIES		3/2019	G59893/2 2/5/19	30.95
125062	99-2959	DAVIDSON AND DAVIDSON ENTERHOSES/HYDRAULIC LINES		3/2019	0139908-IN	75.00
122842	99-3707	O'REILLY AUTOMOTIVE INC	MISC TRUCK PARTS/SUPPLIES	3/2019	153-155902	24.03
125933	99-4482	OTA / GOV. ACCOUNTS	MONTHLY PIKEPASS/FEB	3/2019	20190200549	14.05
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	3/2019	0297414123	26.63
126035	99-8539	CROW BURLINGAME COMPANY	BRAKE LINE HOSE	3/2019	106-17956	36.82
FUND TOTAL:						5,734.24

FUND: 31 - CEMETERY MAINTENANCE

SUMMARY REPORT

125934	99-103	ONG	GAS CHRNG JANUARY 2019	3/2019	JAN 2019 125934	429.36
126201	99-10488	ADMIRAL EXPRESS LLC	COPY PAPER/ALL DEPTS	3/2019	2020062-0	57.98
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANCWORKMANS COMP QTRLY PYMNT		3/2019	4TH QTR 121395	2,627.24
125690	99-191	FARMERS FEED, INC.	FILTER FOR SPRAY RIG	3/2019	3/6/19 125690	13.00
125604	99-8434	FLEETCOR TECHNOLOGIES d/b/acNG/FEBRUARY 2019		3/2019	NP55579932	42.57
FUND TOTAL:						3,170.15

FUND: 32 - HUNTING & FISHING

SUMMARY REPORT

123878	99-10516	HINSCH MARY	CARETAKER AGREEMENT	3/2019	730494	167.00
123885	99-10516	HINSCH MARY	LAKE CARETAKER STIPENED	3/2019	MARCH 2019 123885	750.00
FUND TOTAL:						917.00

FUND: 33 - GOLF COURSE

SUMMARY REPORT

125043	99-10133	HARRELL'S LLC	FUNGICIDES FOR GREENS	3/2019	INV01226006	7,523.00
125934	99-103	ONG	GAS CHRNG JANUARY 2019	3/2019	JAN 2019 125934	420.23
125049	99-10303	KEELING COMPANY	BRASS KEYS	3/2019	S3529775.001	369.81
124897	99-10488	ADMIRAL EXPRESS LLC	JANITORIAL SUPPLIES	3/2019	2018057-0	137.12
126126	99-10488	ADMIRAL EXPRESS LLC	PAPER TOWELS, TP	3/2019	2020005-0	69.62
125036	99-106	SAND SPRINGS SAND & GRAVEL SAND FOR AERIFICATION		3/2019	29548	899.73
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANCWORKMANS COMP QTRLY PYMNT		3/2019	4TH QTR 121395	4,425.55
125035	99-1992	JOHN DEERE FINANCIAL ACCT#5VARIOUS TOOLS FOR SHOP		3/2019	G59497/2 2/4/19	448.27
125039	99-1992	JOHN DEERE FINANCIAL ACCT#5BOOTS & COATS		3/2019	N38289/2 2/12/19	359.94
124260	99-4700	COX COMMUNICATIONS	MTHLY CABLE PAYMENT	3/2019	067167801 2/27/19	29.51
125037A	99-5278	R & R PRODUCTS, INC.	MOWER PARTS	3/2019	CD2316404	23.50
125038	99-5367	SOUTHSIDE MOWERS, INC.	MOWER MAINTENANCE	3/2019	145061	310.01
FUND TOTAL:						15,016.29

FUND: 34 - LIBRARY

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
123539	99-10095	RICOH USA, INC	WARRANTY-GENEOL PRINTER	3/2019	5055977083	149.34
125934	99-103	ONG	GAS CHRГ JANUARY 2019	3/2019	JAN 2019 125934	572.09
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANC	WORKMANS COMP QTRLY PYMNT	3/2019	4TH QTR 121395	2,506.54
125717	99-2922	OFFICE DEPOT CREDIT PLAN	POSTER PRINTS	3/2019	2787358820017	61.80
125721	99-3901	TULSA WORLD	RENEWAL OF NEWSPAPER	3/2019	14659292 3/7/19	161.20
124051	99-4047	SHOW, INC.	RECYCLING	3/2019	19852	30.00
123540	99-7963	TAMMY YVONNE TALLEY	JANITORIAL SERVICES	3/2019	MAR 2019 123540	345.00
123541	99-7963	TAMMY YVONNE TALLEY	JANITORIAL SERVICES	3/2019	MARCH 2019 123541	950.00
125225	99-8511	GOODWILL INDUSTRIES OF TULS	DISCOUNT BOOKS	3/2019	340988	376.75
124673	99-8889	GARDNER'S USED BOOKS & MUSI	BOOKS FOR LIBRARY	3/2019	1/17/19 124673	1,230.45
FUND TOTAL:						6,383.17

FUND: 35 - PARKS & RECREATION

SUMMARY REPORT

126012	99-10160	MERRIFIELD OFFICE SOLUTIONS	DOMINO TABLE	3/2019	0165518-001	294.99
125934	99-103	ONG	GAS CHRГ JANUARY 2019	3/2019	JAN 2019 125934	1,428.06
126201	99-10488	ADMIRAL EXPRESS LLC	COPY PAPER/ALL DEPTS	3/2019	2020062-0	28.99
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANC	WORKMANS COMP QTRLY PYMNT	3/2019	4TH QTR 121395	3,571.98
125735	99-1992	JOHN DEERE FINANCIAL ACCT#5	LITTER GRABBERS/BUCKET	3/2019	G57687/2 1/31/19	161.57
126015	99-4004	H & M HEAT & AIR CONDITION	SERVICE CALL & REPAIR	3/2019	26510	494.00
124401	99-4269	CREEK COUNTY RURAL WTR #3	WATER BILL FOR RV PARK	3/2019	24027 1/24-2/26/19	63.00
125933	99-4482	OTA / GOV. ACCOUNTS	MONTHLY PIKEPASS/FEB	3/2019	20190200549	12.45
124402	99-4700	COX COMMUNICATIONS	CABLE SERVICE	3/2019	0281224701 2/25/19	44.37
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	3/2019	0297414123	26.64
125604	99-8434	FLEETCOR TECHNOLOGIES d/b/a	CNG/FEBRUARY 2019	3/2019	NP55579932	152.36
123887	99-8545	TITAN COMMERCIAL SERVICES,	JANITORIAL SRVCS-PARK BAT	3/2019	MARCH 2019 123887	750.00
123881	99-9288	ADVANCE ALARMS, INC	SENIOR CENTER-ALARM MONIT	3/2019	1710742	25.00
123882	99-9288	ADVANCE ALARMS, INC	PARK MAINT BLDG-ALARM MON	3/2019	1711380	25.00
124559	99-9400	HARD HAT SAFETY & GLOVE,	LLGLOVES & SAFETY GLASSES	3/2019	31311	194.40
125748	99-9615	SKILLBUILDER, INC.	SAFETY NETTING	3/2019	83783	2,321.00
123892	99-9996	ALLIANCE MAINTENANCE, INC.	JANITORIAL SRVCS-BTW	3/2019	112475	875.00
123893	99-9996	ALLIANCE MAINTENANCE, INC.	JANITORIAL SRVS-SENIOR CE	3/2019	112474	695.00
FUND TOTAL:						11,163.81

FUND: 36 - SWIMMING POOL

SUMMARY REPORT

126017	99-10160	MERRIFIELD OFFICE SOLUTIONS	CHEESE WARMER	3/2019	0166090-001	279.99
125934	99-103	ONG	GAS CHRГ JANUARY 2019	3/2019	JAN 2019 125934	22.52
125467	99-10408	LOMENICK, KRYSTAL	LIFEGUARD CERTIFICATION	3/2019	1/2019 125467	90.10
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANC	WORKMANS COMP QTRLY PYMNT	3/2019	4TH QTR 121395	1,130.71
124000A	99-9288	ADVANCE ALARMS, INC	ALARM MONITORING	3/2019	1710463	25.00
126016	99-9370	OKLAHOMA STATE DEPARTMENT	OPERMIT	3/2019	9542 5/27/19	75.00
126024	99-9370	OKLAHOMA STATE DEPARTMENT	OFOOD SERVICE PERMIT	3/2019	19-79286 5/27/19	125.00
FUND TOTAL:						1,748.32

FUND: 38 - PARK DEVELOPMENT FUND

SUMMARY REPORT

126013	99-5343	WHEELER METALS INC	METAL FOR BTW BRIDGE	3/2019	317521	826.96
FUND TOTAL:						826.96

FUND: 40 - FIRE CASH

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125815	99-4568	GALLS, LLC	UNIFORM ACCESSORIES	3/2019	011912703	460.41
125866	99-5388	OFFICE DEPOT 25022426	2 COMPUTERS/MONITORS	3/2019	275310458001	1,761.96
FUND TOTAL:						2,222.37

FUND: 41 - POLICE CASH

SUMMARY REPORT

124901	99-3286	MOTOROLA SOLUTIONS, INC	RADIOS	3/2019	41263652	10,257.39
124932	99-8821	KPS	STRIPE NEW POLICE UNITS	3/2019	I190222140	1,275.00
FUND TOTAL:						11,532.39

FUND: 44 - MAJOR THOROFARE

SUMMARY REPORT

123852	99-3633	PUBLIC SERVICE COMPANY OF	OEXPRESSWAY LIGHTS	3/2019	953824862 2/28/19	668.39
122835	99-8909	DUNHAM'S ASPHALT SERVICE,	IPATCH	3/2019	251382	1,363.05
FUND TOTAL:						2,031.44

FUND: 45 - CAPITAL IMPROVEMENTS

SUMMARY REPORT

125034	99-10303	KEELING COMPANY	IRRIGATION REPAIR	3/2019	S3522263.001	2,705.32
123395A	99-10689	H & E MECHANICAL LLC	HEADWORK AIR HANDLE REPLA	3/2019	1438	48,135.00
FUND TOTAL:						50,840.32

FUND: 46 - WATER & SEWER SALES TAX

SUMMARY REPORT

123901	99-10094	JUAN LOZANO	QUARTERLY OIL CHANGES	3/2019	45040	85.98
125934	99-103	ONG	GAS CHRQ JANUARY 2019	3/2019	JAN 2019 125934	428.50
126201	99-10488	ADMIRAL EXPRESS LLC	COPY PAPER/ALL DEPTS	3/2019	2020062-0	28.99
125298	99-10560	CORE & MAIN LP	CLAMPS/BRASS FITTINGS	3/2019	K093658	125.85
125299	99-10560	CORE & MAIN LP	BRASS FITTINGS	3/2019	K100120	53.08
125956	99-10560	CORE & MAIN LP	CLAMPS	3/2019	K164830	18.40
125957	99-10560	CORE & MAIN LP	TAPPIN SADDLES	3/2019	K169938	360.80
125954	99-10794	RELIABILITY POINT, LLC	STRAP LIFT	3/2019	14714	62.22
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANC	WORKMANS COMP QTRLY PYMNT	3/2019	4TH QTR 121395	4,537.63
125953	99-1992	JOHN DEERE FINANCIAL ACCT#5	SAW ALL BLADE	3/2019	G60340/2 2/6/19	23.99
125958	99-1992	JOHN DEERE FINANCIAL ACCT#5	BUNGEE CORD	3/2019	N41687/2 2/21/19	22.53
125963	99-2959	DAVIDSON AND DAVIDSON ENTER	HOSE FOR VAC TRUCK	3/2019	0140206-IN	27.00
125962	99-3707	O'REILLY AUTOMOTIVE INC	STOP LEAK/TRANS FLUID	3/2019	153-156056	60.87
123860	99-7216	US CELLULAR	MONTHLY CELL PHONE	3/2019	0297414123	100.88
125604	99-8434	FLEETCOR TECHNOLOGIES d/b/a	CNG/FEBRUARY 2019	3/2019	NP55579932	229.22
124716	99-8959	BURLESON, JIM	MEAL ADVANCEMENT	3/2019	3/11-12/19 124716	32.00
125959	99-9377	FERGUSON ENTERPRISES, INC	BACK UP PARTS	3/2019	0607833	6,967.81
FUND TOTAL:						13,165.75

FUND: 48 - WATER RESOURCE

SUMMARY REPORT

125298	99-10560	CORE & MAIN LP	CLAMPS/BRASS FITTINGS	3/2019	K093658	1,171.40
125299	99-10560	CORE & MAIN LP	BRASS FITTINGS	3/2019	K100120	127.14
125956	99-10560	CORE & MAIN LP	CLAMPS	3/2019	K164830	336.90
125957	99-10560	CORE & MAIN LP	TAPPIN SADDLES	3/2019	K169938	332.00
FUND TOTAL:						1,967.44

FUND: 57 - E-911 FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANC	WORKMANS COMP QTRLY PYMNT	3/2019	4TH QTR 121395	3,486.99
123813	99-4319	AT&T	MONTHLY E-911 CHARGES	3/2019	9181540064 3/1/19	236.90
FUND TOTAL:						3,723.89
FUND: 58 - JUVENILE JUSTICE FUND						SUMMARY REPORT
123693	99-7564	HUMAN SKILLS & RESOURCES	I PROBATION SERVICES-JUVENI	3/2019	2/1-2/28/19 123693	1,250.00
123694	99-7564	HUMAN SKILLS & RESOURCES	IDRUG TESTING/JUVENILE COU	3/2019	FEB 2019 123694	210.00
FUND TOTAL:						1,460.00
FUND: 59 - HOTEL/MOTEL TAX FUND						SUMMARY REPORT
121395	99-1565	OKLAHOMA MUNICIPAL ASSURANC	WORKMANS COMP QTRLY PYMNT	3/2019	4TH QTR 121395	1,083.91
FUND TOTAL:						1,083.91
FUND: 60 - GRANTS AND AID						SUMMARY REPORT
125896	99-2217	DAYS DISCOUNT LUMBER INC	PLYWOOD-TRENCH RESCUE	3/2019	2974	190.00
FUND TOTAL:						190.00
FUND: 63 - SERIES 2014 STR CAP IMPR						SUMMARY REPORT
110195I	99-8254	PROFESSIONAL ENGINEERING	COENGINEERING SERVICES	3/2019	441173	15,483.70
FUND TOTAL:						15,483.70
FUND: 65 - STREET IMP.SALES TAX						SUMMARY REPORT
124324	99-2063	FENSCO INC	GUARD RAIL	3/2019	53933	10,062.50
122645	99-5431	FIRST UNITED BANK AND TRUST	PAVER/ASPHALT FINANCING	3/2019	1977	6,735.70
121396	99-7994	BANCFIRST	DEBT SERVICE PAYMENTS	3/2019	SERIES2014 3/5/19	52,677.29
113787B	99-9629	GUY ENGINEERING SERVICES,	I UTILITY LOCATION	3/2019	840-20	1,469.91
FUND TOTAL:						70,945.40
FUND: 83 - G.O.BOND CONSTR FUND						SUMMARY REPORT
121421B	99-10584	HOUCHIN ELECTRIC CO, INC	ELEC RENOV-PUMP STATION	3/2019	#8 1/15/19 121421B	40,825.00
FUND TOTAL:						40,825.00
GRAND TOTAL:						1,031,384.36

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
3/2019	10	501-301	TRAINING & TRAVEL	143.91	
3/2019	10	501-302	DUES AND SUBSCRIPTIONS	550.00	
3/2019	10	501-311	PROFESSIONAL SERVICES	2,500.00	
3/2019	10	502-134	WORKER'S COMPENSATION	1,983.06	
3/2019	10	502-201	OFFICE SUPPLIES	15.79	
3/2019	10	503-134	WORKER'S COMPENSATION	1,767.51	
3/2019	10	503-201	OFFICE SUPPLIES	457.57	
3/2019	10	504-134	WORKER'S COMPENSATION	1,566.74	
3/2019	10	504-201	OFFICE SUPPLIES	57.98	
3/2019	10	504-407	BOOKS	839.01	
3/2019	10	505-134	WORKER'S COMPENSATION	296.85	
3/2019	10	506-134	WORKER'S COMPENSATION	958.29	
3/2019	10	506-201	OFFICE SUPPLIES	28.99	
3/2019	10	508-134	WORKER'S COMPENSATION	966.88	
3/2019	10	508-214	OPERATIONAL SUPPLIES	53.00	
3/2019	10	508-315	FEES & OTHER CHARGES	25.00	
3/2019	10	508-331	UTILITIES	237.75	
3/2019	10	509-134	WORKER'S COMPENSATION	2,539.78	
3/2019	10	509-201	OFFICE SUPPLIES	347.88	
3/2019	10	510-134	WORKER'S COMPENSATION	468.06	
3/2019	10	510-201	OFFICE SUPPLIES	28.99	
3/2019	10	511-134	WORKER'S COMPENSATION	32,819.06	
3/2019	10	511-201	OFFICE SUPPLIES	201.06	
3/2019	10	511-221	FUEL AND OIL	40.89	
3/2019	10	511-241	SAFETY EQUIPMENT	614.30	
3/2019	10	511-301	TRAINING AND TRAVEL	1,840.00	
3/2019	10	511-311	PROFESSIONAL SERVICES	300.00	
3/2019	10	511-313	PRINTING	168.00	
3/2019	10	511-331	UTILITIES	1,659.17	
3/2019	10	511-332	COMMUNICATIONS	400.10	
3/2019	10	511-352	MAINTENANCE-VEHICLES	92.89	
3/2019	10	511-353	MAINT-BUILDINGS & FIXTURE	151.88	
3/2019	10	511-505	LEASE PAYMENTS	150.00	
3/2019	10	512-134	WORKER'S COMPENSATION	30,569.95	
3/2019	10	512-201	OFFICE SUPPLIES	289.90	
3/2019	10	512-211	JANITORIAL SUPPLIES	134.91	
3/2019	10	512-214	OPERATIONAL SUPPLIES	859.44	
3/2019	10	512-221	FUEL AND OIL	41.67	
3/2019	10	512-301	TRAINING AND TRAVEL	46.00	
3/2019	10	512-302	DUES AND SUBSCRIPTIONS	55.00	
3/2019	10	512-321	PRISONER CARE	956.34	
3/2019	10	512-331	UTILITIES	897.39	
3/2019	10	512-352	MAINTENANCE-VEHICLES	374.81	
3/2019	10	512-353	MAINTENANCE-BUILDINGS	500.00	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
3/2019	10	513-134	WORKER'S COMPENSATION	1,130.09	
3/2019	10	513-331	UTILITIES	362.93	
3/2019	10	513-332	COMMUNICATIONS	26.64	
3/2019	10	514-134	WORKER'S COMPENSATION	144.11	
3/2019	10	514-351	MAINTENANCE-EQUIPMENT	588.00	
3/2019	10	515-134	WORKER'S COMPENSATION	917.62	
3/2019	10	515-201	OFFICE SUPPLIES	575.52	
3/2019	10	515-260	MINOR EQUIPMENT & FURNISHINGS	643.79	
3/2019	10	515-301	TRAINING AND TRAVEL	75.00	
3/2019	10	516-134	WORKER'S COMPENSATION	525.95	
3/2019	10	517-134	WORKER'S COMPENSATION	1,120.86	
3/2019	10	517-301	TRAINING & TRAVEL	850.00	
3/2019	10	517-332	COMMUNICATION	40.01	
3/2019	10	518-134	WORKER'S COMPENSATION	486.53	
3/2019	10	518-201	OFFICE SUPPLIES	120.07	
3/2019	10	590-141	CONTRACT LABOR	2,841.25	
3/2019	10	590-201	OFFICE SUPPLIES	217.91	
3/2019	10	590-214	OPERATIONAL SUPPLIES	51.96	
3/2019	10	590-315	FEES & OTHER CHARGES	500.00	
3/2019	10	590-331	UTILITIES	129.16	
3/2019	10	590-332	COMMUNICATIONS	12,526.91	
3/2019	10	590-341	RENTAL OF EQUIPMENT	254.30	
3/2019	10	590-353	MAINT-BUILDING & FIXTURES	318.30	
3/2019	10	590-362	INSURANCE EXPENSE	62,139.75	
3/2019	10	590-505	LEASE PAYMENTS	2,327.00	177,909.46
3/2019	15	515-311	PROFESSIONAL SERVICES	40,000.00	40,000.00
3/2019	20	504-134	WORKER'S COMPENSATION	264.81	
3/2019	20	522-134	WORKER'S COMPENSATION	1,588.92	
3/2019	20	523-134	WORKER'S COMPENSATION	2,081.59	
3/2019	20	523-311	PROFESSIONAL SERVICES	1,937.68	
3/2019	20	523-332	COMMUNICATIONS	124.85	
3/2019	20	523-352	MAINTENANCE-VEHICLES	47.17	
3/2019	20	524-134	WORKER'S COMPENSATION	3,721.01	
3/2019	20	524-212	CHEMICALS	21,455.00	
3/2019	20	524-221	FUEL & OIL	84.73	
3/2019	20	524-301	TRAINING AND TRAVEL	875.00	
3/2019	20	524-311	PROFESSIONAL SERVICES	690.00	
3/2019	20	524-315A	FEES & OTHER CHG-ODEQ/STA	25.00	
3/2019	20	524-315B	FEES & OTHR CHGS-SKIATOOK	14,853.88	
3/2019	20	524-322	WATER PURCHASE	241.98	
3/2019	20	524-331	UTILITIES	7,869.66	
3/2019	20	524-341	RENTAL OF EQUIPMENT	28.00	
3/2019	20	524-354	MAINTENANCE-FACILITIES	549.45	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
3/2019	20	524-401	EQUIPMENT	1,944.00	
3/2019	20	525-134	WORKER'S COMPENSATION	4,458.80	
3/2019	20	525-201	OFFICE SUPPLIES	28.99	
3/2019	20	525-214-.01	OPERATING SUPPLIES-LAB	368.49	
3/2019	20	525-221	FUEL & OIL	86.57	
3/2019	20	525-311D	PROF SERVICES-TESTING	180.00	
3/2019	20	525-325	SEWAGE DISPOSAL FEE	592.55	
3/2019	20	525-331	UTILITIES	816.37	
3/2019	20	525-332	COMMUNICATIONS	27.35	
3/2019	20	525-341	RENTAL OF EQUIPMENT	17.75	
3/2019	20	525-345	DISPOSAL OF SLUDGE	1,548.74	
3/2019	20	525-351	MAINTENANCE-EQUIPMENT	3,463.91	
3/2019	20	525-354	MAINTENANCE-FACILITIES	809.12	
3/2019	20	527-141	CONTRACT LABOR	115,671.27	
3/2019	20	527-391	CONTINGENCY - 2% OF REFUSE	2,500.00	
3/2019	20	528-311E	PROF SERV - INDUSTRY TESTING	2,611.00	
3/2019	20	590-141	CONTRACT LABOR	2,841.25	
3/2019	20	590-201	OFFICE SUPPLIES	202.93	
3/2019	20	590-214	OPERATIONAL SUPPLIES	51.96	
3/2019	20	590-331	UTILITIES	129.17	
3/2019	20	590-341	RENTAL OF EQUIPMENT	254.29	
3/2019	20	590-353	BUILDING MAINTENANCE	318.30	
3/2019	20	590-501F	BOND EXP - SERIES 2012	135,854.16	
3/2019	20	590-501G	REVENUE BOND EXP - SERIES 2013	205,626.25	
3/2019	20	590-502	REVENUE BOND TRUSTEE FEES	1,104.17	
3/2019	20	591-390	CONTINGENCY NOT BUDGETED	11,681.89	549,628.01
3/2019	29	529-134	WORKER'S COMPENSATION	1,289.59	
3/2019	29	529-211	JANITORIAL SUPPLIES	144.03	
3/2019	29	529-214	OPERATING SUPPLIES	16.11	
3/2019	29	529-221	FUEL & OIL	343.04	
3/2019	29	529-231	MINOR TOOLS	36.98	
3/2019	29	529-242	PUBLIC EDUCATION MATERIALS	140.00	
3/2019	29	529-331	UTILITIES	591.57	
3/2019	29	529-332	COMMUNICATIONS	26.64	
3/2019	29	529-351	MAINTENANCE-EQUIPMENT	807.13	
3/2019	29	529-354	MAINTENANCE-FACILITIES	20.25	3,415.34
3/2019	30	530-134	WORKER'S COMPENSATION	4,774.12	
3/2019	30	530-211	JANITORIAL SUPPLIES	144.03	
3/2019	30	530-221	FUEL & OIL	43.12	
3/2019	30	530-231	MINOR TOOLS	30.95	
3/2019	30	530-241	SAFETY SUPPLIES	287.98	
3/2019	30	530-301	TRAINING AND TRAVEL	14.05	
3/2019	30	530-331	UTILITIES	277.51	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
3/2019	30	530-332	COMMUNICATIONS	26.63	
3/2019	30	530-351	MAINTENANCE-EQUIPMENT	135.85	5,734.24
3/2019	31	531-134	WORKER'S COMPENSATION	2,627.24	
3/2019	31	531-201	OFFICE SUPPLIES	57.98	
3/2019	31	531-221	FUEL & OIL	42.57	
3/2019	31	531-331	UTILITIES	429.36	
3/2019	31	531-351	MAINTENANCE-EQUIPMENT	13.00	3,170.15
3/2019	32	532-141	CONTRACT LABOR	750.00	
3/2019	32	532-142	PERMIT SALES COMMISSION	167.00	917.00
3/2019	33	533-134	WORKER'S COMPENSATION	4,425.55	
3/2019	33	533-211	JANITORIAL SUPPLIES	69.62	
3/2019	33	533-212	CHEMICALS	7,523.00	
3/2019	33	533-215	PRO SHOP SUPPLIES	137.12	
3/2019	33	533-231	MINOR TOOLS	448.27	
3/2019	33	533-241	SAFETY SUPPLIES	359.94	
3/2019	33	533-331	UTILITIES	420.23	
3/2019	33	533-351	MAINTENANCE-EQUIPMENT	333.51	
3/2019	33	533-354	MAINTENANCE-FACILITIES	1,299.05	15,016.29
3/2019	34	534-134	WORKER'S COMPENSATION	2,506.54	
3/2019	34	534-141	CONTRACT LABOR	1,295.00	
3/2019	34	534-201	OFFICE SUPPLIES	61.80	
3/2019	34	534-302	DUES AND SUBSCRIPTIONS	310.54	
3/2019	34	534-331	UTILITIES	572.09	
3/2019	34	534-353	MAINT/BUILDINGS	30.00	
3/2019	34	534-407	BOOKS	1,607.20	6,383.17
3/2019	35	535-134	WORKER'S COMPENSATION	3,571.98	
3/2019	35	535-141	CONTRACT LABOR	2,320.00	
3/2019	35	535-201	OFFICE SUPPLIES	28.99	
3/2019	35	535-221	FUEL AND OIL	152.36	
3/2019	35	535-241	SAFETY SUPPLIES	194.40	
3/2019	35	535-243	RECREATIONAL SUPPLIES	294.99	
3/2019	35	535-301	TRAINING AND TRAVEL	12.45	
3/2019	35	535-311	PROFESSIONAL SERVICES	50.00	
3/2019	35	535-331	UTILITIES	1,491.06	
3/2019	35	535-332	COMMUNICATIONS	71.01	
3/2019	35	535-353	MAINT-BUILDINGS/FIXTURES	494.00	
3/2019	35	535-354	MAINTENANCE-FACILITIES	2,482.57	11,163.81
3/2019	36	536-134	WORKMAN'S COMPENSATION	1,130.71	
3/2019	36	536-260	MINOR EQUIPMENT & FURNISHINGS	279.99	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
3/2019	36	536-301	TRAINING & TRAVEL	90.10	
3/2019	36	536-302	DUES & SUBSCRIPTIONS	200.00	
3/2019	36	536-311	PROF SERVICES	25.00	
3/2019	36	536-331	UTILITIES	22.52	1,748.32
3/2019	38	538-405	FACILITIES	826.96	826.96
3/2019	40	540-401	EQUIPMENT	2,222.37	2,222.37
3/2019	41	541-401	EQUIPMENT	11,532.39	11,532.39
3/2019	44	544-331	UTILITIES	668.39	
3/2019	44	544-354	MAINTENANCE-FACILITIES	1,363.05	2,031.44
3/2019	45	525-405	FACILITIES	48,135.00	
3/2019	45	533-401	EQUIPMENT	2,705.32	50,840.32
3/2019	46	1699	INVENTORY PURCHASED	8,114.59	
3/2019	46	546-134	WORKER'S COMPENSATION	4,537.63	
3/2019	46	546-201	OFFICE SUPPLIES	28.99	
3/2019	46	546-221	FUEL AND OIL	229.22	
3/2019	46	546-231	MINOR TOOLS	23.99	
3/2019	46	546-260	MINOR EQUIPMENT & FURNISHINGS	49.53	
3/2019	46	546-301	TRAINING AND TRAVEL	32.00	
3/2019	46	546-331	UTILITIES	428.50	
3/2019	46	546-332	COMMUNICATIONS	100.88	
3/2019	46	546-351	MAINTENANCE-EQUIPMENT	123.09	
3/2019	46	546-352	MAINTENANCE-VEHICLES	85.98	
3/2019	46	546-354	MAINTENANCE-FACILITIES	588.65-	13,165.75
3/2019	48	1699	INVENTORY PURCHASED	1,967.44	1,967.44
3/2019	57	557-134	WORKERS COMP	3,486.99	
3/2019	57	557-315-.01	FEES & OTHER CHARGES-WIRELESS	236.90	3,723.89
3/2019	58	558-141	CONTRACT LABOR	1,250.00	
3/2019	58	558-311	PROFESSIONAL SERVICES	210.00	1,460.00
3/2019	59	559-134	WORKER'S COMPENSATION	1,083.91	1,083.91
3/2019	60	585-401	EQUIPMENT	190.00	190.00
3/2019	63	563-311A	PROF SVCS-ENG DESIGN	15,483.70	15,483.70
3/2019	65	565-311A	PROF SERVICES - ENGINEERING	1,469.91	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
3/2019	65	565-405B	FACILITIES-CONTRACT	10,062.50	
3/2019	65	565-501	BOND EXP -SERIES 2004/2014	39,166.66	
3/2019	65	565-501C	NOTE PAYMENTS	6,735.70	
3/2019	65	565-501I	2004/2014 DEBT SERVICE - INT	13,177.30	
3/2019	65	565-502	REVENUE BOND TRUSTEE FEES	333.33	70,945.40
3/2019	83	576-405B	FACILITIES-CONTRACT	40,825.00	40,825.00
				GRAND TOTAL ESTIMATE:	0.00
				GRAND TOTAL ACTUAL:	1,031,384.36
				REPORT TOTAL:	1,031,384.36



Consent Agenda 7.B.

City Council Regular

Meeting Date: March 18, 2019

Submitted By: Amber Fisher, Accounts Payable Clerk

SUBJECT:

Consider approving Prepaid Claims in the amount of \$5,632.00.

Attachments

Prepaid Claims 3-18-19

Prepaid Claims for Agenda 03/18/19
Submitted by: Amber Fisher A/P

City:

CCR Construction for security construction in Legal office.

SMA:

Total Amount \$ 5,632.00



AGENDA ITEM

Consent Agenda 7.C.

City Council Regular

Meeting Date: March 18, 2019

Submitted By: Jody Baker, Parks and Recreation Director

Department: Parks & Recreation

Presented By: Jody Baker

SUBJECT:

Discussion and possible action regarding an agreement with Office Express Janitorial Services for janitorial service for Senior Center, beginning on April 8th, 2019 in the amount of \$850.00 per month.

BACKGROUND:

The current agreement with Alliance was signed July 16th 2018, for a monthly fee of \$695.00 per month. Since that time we have encountered numerous issues with inconsistent cleaning, food missing from kitchen and interruption of rentals. After several conversations with Alliance Management to prevent further incidents, it was determined that it would be in the best interest of the CITY to terminate the agreement with Alliance. This will be effective April 18th 2019.

We received two proposals, after review of these proposals, it was determined that Office Express Janitorial Service would best serve our interests. The new agreement with Office Express Janitorial Services all for a one (1) time initial cleaning fee of \$125.00. The new monthly fee is \$850.00 per month. Taking into consideration the increase in cost over a five (5) year period, and a more comprehensive agreement, the agreement with Office Express will benefit the CITY.

RECOMMENDATION:

Staff recommends Council approve Agreement and authorize the Mayor to execute same.

Fiscal Impact

Amount: \$2,160.00

To be paid from: Park and Recreation Fund

Account number: 35-535-141

Attachments

Senior Center Cleaning

Professional Janitorial Service Proposal

Prepared for:

City of Sapulpa Senior Community Center

**515 E Dewey Ave
Sapulpa, OK 74066**

Submitted By:

Office Express Janitorial Services

7181 S Braden Ave.

Tulsa, OK 74136

Amy Baumann

Account Executive

918-392-4982

amy@officeexpressjanitorial.com



October 29, 2018

Office Express Janitorial Services
7181 S Braden Ave.
Tulsa, OK 74136



October 29, 2018

Mike Hoehner
City of Sapulpa Senior Community Center
515 E Dewey Ave
Sapulpa, OK 74066

Dear Mike,

Subject: Janitorial Service Proposal - City of Sapulpa Senior Community Center, 515 E Dewey Ave, Sapulpa, OK 74066

Thank you for allowing Office Express Janitorial Services to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. So again, thanks!

A Few Reasons Why We are Different:

- 1. We have been in business for 23 years; since 1995. We are a BBB Accredited Business with an A+ Rating.**
2. Upon execution of a contract we bring a "blitz team" to your business and do a very thorough top to bottom cleaning of your facility.
3. One of Our Night Managers assigned to your geographical area checks in at your facility and fills out an Inspection Report via our own iPad app created just for our company. Your firm, the janitor, and our owner all receive a copy of this Inspection Report.
4. We use a computerized call-in system to track all of our employees. This ensures your building is cleaned as scheduled every time and that our employees are spending adequate time in your facility in order to maintain a high level of cleanliness.

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at Office Express Janitorial Services, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Office Express Janitorial Services, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Fabian Harris
President
Office Express Janitorial Services

City of Sapulpa Senior Community Center

Professional Janitorial Service Proposal

General

Office Express Janitorial Services agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached.

Compensation

6 days per week Professional Cleaning Service Program: **\$850/mo.**

Special Services

Waxable hard surface floors can be stripped and refinished: \$ 915 per occurrence

Initial Cleaning

Detail cleaning of offices, restrooms, lunchroom and hallways including:

- High and low dusting of horizontal surfaces including desks, sills, cabinets etc.
- Detail vacuum carpeted areas including edges, under desks and behind doors
- Wiping of sides of desks, files, trash cans, doors and cabinets
- Cleaning and sanitizing of telephones including cradle and receivers
- Brushing and or crevice vacuuming of all upholstered chairs
- Wipe clean legs and bases of chairs and tables in offices areas etc.
- Clean all ceiling and HVAC vents in offices
- Wipe clean all restroom partitions, fixtures etc.
- Thorough wiping of all clear areas of office desktops and horizontal surfaces

Price: \$125.00

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 6 days per week.

The cleaning crew will observe holidays observed by the customer. Office Express Janitorial Services is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 15 days.

If payment is not received within 30 days of invoice you agree to pay a 5% fee of total amount due. Also, if payment is not received within 30 days we will suspend cleaning services until payment is received.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Office Express Janitorial Services can provide these products and invoice them separately.

Office Express Janitorial Services will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Equipment

Office Express Janitorial Services will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Office Express Janitorial Services will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Office Express Janitorial Services will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Workers' Compensation

Employee Status

Personnel supplied by Office Express Janitorial Services are deemed employees of Office Express Janitorial Services and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Office Express Janitorial Services is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Office Express Janitorial Services is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

This agreement does not have a fixed duration. It continues until either party exercises its termination right. Both parties have the right to terminate this agreement on 30 days written notice delivered by U.S. Mail. OFFICE EXPRESS JANITORIAL (hereby referred to as "OEJ") has the additional right to terminate service immediately in the event that Client's account is delinquent. Whether Client's account is delinquent shall be determined by OEJ in its sole and absolute discretion.

If Client is dissatisfied with services rendered by OEJ for any reason, including acts or omissions allegedly causing loss to Client, Client's full and final remedy is to exercise its right to terminate this agreement and, for loss covered by OEJ's insurance, to proceed with a claim. Such a claim shall be limited to the applicable policy limits of OEJ's insurance. Client hereby waives any claim that is uninsured or that exceeds the amount of OEJ's insurance coverage.

If service is terminated for any reason, Client shall pay OEJ all accrued charges through the termination of the agreement, including the 30 day notice period. In the event that Client discontinues OEJ's services before the end of the 30-day notice period or terminates those services with no or short notice, then Client shall be obligated to pay OEJ as liquidated damages the full amount of all charges that it would have incurred had OEJ's services continued for an additional 30 days.

For a period of one year following termination of this agreement, Client (including any affiliates, branches, agents, or subsidiaries of Client) shall not, directly or indirectly, hire, solicit, or encourage to leave OEJ's employment, any employee, consultant, or contractor of OEJ, including any former employee, consultant, or contractor who has left OEJ within the prior year, unless Client has written consent signed by an authorized officer of OEJ.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Office Express Janitorial Services, with its principal place of business located at 7181 S Braden Ave., Tulsa, OK 74136 and City of Sapulpa Senior Community Center with its principal place of business located at 515 E Dewey Ave, Sapulpa, OK 74066.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Office Express Janitorial Services

City of Sapulpa Senior Community Center

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

City of Sapulpa Senior Community Center

Job Specifications

Community Area

<u>Task Description</u>	<u>Service Days</u>
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Arrange Furniture	6 days/wk.
Empty And Remove Trash, Replace Liner If Needed	6 days/wk.
Dust Mop Hard Surface Floors	6 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

Offices

<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	1 day/wk.
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Clean And Sanitize Telephones	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	6 days/wk.
Spot Vacuum All Carpet	5 days/wk.
Detail Vacuum All Carpet	1 day/wk.

Hallways

<u>Task Description</u>	<u>Service Days</u>
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Dust Mop Hard Surface Floors	6 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Clean And Polish Drinking Fountains	6 days/wk.

Restrooms

<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	6 days/wk.

Kitchen

Task DescriptionService Days

Spot Clean Vending Machines, Walls And Light Switches	6 days/wk.
Dust Mop Hard Surface Floors	6 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	6 days/wk.
Damp Wipe All Lunchroom Tables	6 days/wk.
Damp Wipe Eating Area Chairs	6 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	6 days/wk.
Clean Sinks Using Appropriate Cleaner	6 days/wk.
Clean Coffee Machine/Station	6 days/wk.
Vacuum Walk-Off Mats	6 days/wk.
Damp Clean Interior And Exterior Of Microwave	6 days/wk.
Empty And Remove Trash	6 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly

Other Requirements

Task DescriptionService Days

Site Supervision	1 day/wk.
Gather Supplies And Equipment For Shift	6 days/wk.
Clean And Arrange Janitor Closet	6 days/wk.
Prepare For The Next Day	6 days/wk.
Turn Off Lights - Per Instructions	6 days/wk.
Shut And Lock Doors, Set Alarm - Per Instructions	6 days/wk.

City of Sapulpa Senior Community Center

Measurement Summary

Area	Square Footage				Total
	Carpet	Waxable	Non-wax	Wood	
Community Area	---	2,184.0	---	---	2,184.0
Offices	630.0	---	---	---	630.0
Hallways	---	126.0	---	---	126.0
Restrooms	---	418.0	---	---	418.0
Kitchen	---	660.0	---	---	660.0
Totals:	630.0	3,388.0			4,018.0 sq ft

The information contained in this report is an estimate only.

City of Sapulpa Senior Community Center

Area Hours Summary

Area	Avg./Day
Community Area	0.4 hrs.
Offices	0.1 hrs.
Hallways	2.0 min.
Restrooms	0.4 hrs.
Kitchen	0.6 hrs.
Other Requirements	0.1 hrs.
Total:	1.5 hrs.



AGENDA ITEM

Consent Agenda 7.D.

City Council Regular

Meeting Date: March 18, 2019

Submitted By: Jody Baker, Parks and Recreation Director

Department: Parks & Recreation

Presented By: Jody Baker

SUBJECT:

Discussion and possible action regarding an agreement with Office Express Janitorial Services for janitorial service for Booker T. Washington Recreation Center, beginning on April 8th, 2019 in the amount of \$995.00 per month.

BACKGROUND:

The current agreement with Alliance was signed July 16th 2018, for a monthly fee of \$850.00 per month. Since that time we have encountered numerous issues with inconsistent cleaning, food missing from kitchen and interruption of rentals. After several conversations with Alliance Management to prevent further incidents, it was determined that it would be in the best interest of the CITY to terminate the agreement with Alliance. This will be effective April 18th 2019.

We received two proposals, after review of these proposals, it was determined that Office Express Janitorial Service would best serve our interests. The new agreement with Office Express Janitorial Services all for a one (1) time initial cleaning fee of \$125.00. The new monthly fee is \$995.00 per month. Taking into consideration the increase in cost over a five (5) year period, and a more comprehensive agreement, the agreement with Office Express will benefit the CITY.

RECOMMENDATION:

Staff recommends Council approve Agreement and authorize the Mayor to execute same.

Fiscal Impact

Amount: \$1,740.00

To be paid from: Park and Recreation Fund

Account number: 35-535-141

Attachments

BTW Cleaning

Professional Janitorial Service Proposal

Prepared for:

City of Sapulpa Booker T Washington Rec Center

**209 N Gary St
Sapulpa, OK 74066**

Submitted By:

Office Express Janitorial Services

7181 S Braden Ave.

Tulsa, OK 74136

Amy Baumann

Account Executive

918-392-4982

amy@officeexpressjanitorial.com



October 25, 2018

Office Express Janitorial Services
7181 S Braden Ave.
Tulsa, OK 74136



October 25, 2018

Mike Hoehner
City of Sapulpa Booker T Washington Rec Center
209 N Gary St
Sapulpa, OK 74066

Dear Mike,

Subject: Janitorial Service Proposal - City of Sapulpa Booker T Washington Rec Center, 209 N Gary St, Sapulpa, OK 74066

Thank you for allowing Office Express Janitorial Services to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. So again, thanks!

A Few Reasons Why We are Different:

- 1. We have been in business for 23 years; since 1995. We are a BBB Accredited Business with an A+ Rating.**
2. Upon execution of a contract we bring a "blitz team" to your business and do a very thorough top to bottom cleaning of your facility.
3. One of Our Night Managers assigned to your geographical area checks in at your facility and fills out an Inspection Report via our own iPad app created just for our company. Your firm, the janitor, and our owner all receive a copy of this Inspection Report.
4. We use a computerized call-in system to track all of our employees. This ensures your building is cleaned as scheduled every time and that our employees are spending adequate time in your facility in order to maintain a high level of cleanliness.

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at Office Express Janitorial Services, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Office Express Janitorial Services, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Fabian Harris
President
Office Express Janitorial Services

City of Sapulpa Booker T Washington Rec Center

Professional Janitorial Service Proposal

General

Office Express Janitorial Services agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached.

Compensation

6 days per week Professional Cleaning Service Program: **\$995/mo.**

Special Services

Carpet cleaning is available - Price quoted upon request.

Floor waxing is provided on request for \$ 1,015 per occurrence

Initial Cleaning

Detail cleaning of offices, restrooms, lunchroom and hallways including:

- High and low dusting of horizontal surfaces including desks, sills, cabinets etc.
- Detail vacuum carpeted areas including edges, under desks and behind doors
- Wiping of sides of desks, files, trash cans, doors and cabinets
- Cleaning and sanitizing of telephones including cradle and receivers
- Brushing and or crevice vacuuming of all upholstered chairs
- Wipe clean legs and bases of chairs and tables in offices areas etc.
- Clean all ceiling and HVAC vents in offices
- Wipe clean all restroom partitions, fixtures etc.
- Thorough wiping of all clear areas of office desktops and horizontal surfaces

Price: \$125.00

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 6 days per week.

The cleaning crew will observe holidays observed by the customer. Office Express Janitorial Services is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 15 days.

If payment is not received within 30 days of invoice you agree to pay a 5% fee of total amount due. Also,

if payment is not received within 30 days we will suspend cleaning services until payment is received.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Office Express Janitorial Services can provide these products and invoice them separately.

Office Express Janitorial Services will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Equipment

Office Express Janitorial Services will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Office Express Janitorial Services will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Office Express Janitorial Services will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Workers' Compensation

Employee Status

Personnel supplied by Office Express Janitorial Services are deemed employees of Office Express Janitorial Services and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Office Express Janitorial Services is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Office Express Janitorial Services is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

This agreement does not have a fixed duration. It continues until either party exercises its termination right. Both parties have the right to terminate this agreement on 30 days written notice delivered by U.S. Mail. OFFICE EXPRESS JANITORIAL (hereby referred to as "OEJ") has the additional right to terminate service immediately in the event that Client's account is delinquent. Whether Client's account is delinquent shall be determined by OEJ in its sole and absolute discretion.

If Client is dissatisfied with services rendered by OEJ for any reason, including acts or omissions allegedly causing loss to Client, Client's full and final remedy is to exercise its right to terminate this agreement and, for loss covered by OEJ's insurance, to proceed with a claim. Such a claim shall be limited to the applicable policy limits of OEJ's insurance. Client hereby waives any claim that is uninsured or that exceeds the amount of OEJ's insurance coverage.

If service is terminated for any reason, Client shall pay OEJ all accrued charges through the termination of the agreement, including the 30 day notice period. In the event that Client discontinues OEJ's services before the end of the 30-day notice period or terminates those services with no or short notice, then Client shall be obligated to pay OEJ as liquidated damages the full amount of all charges that it would have incurred had OEJ's services continued for an additional 30 days.

For a period of one year following termination of this agreement, Client (including any affiliates, branches, agents, or subsidiaries of Client) shall not, directly or indirectly, hire, solicit, or encourage to leave OEJ's employment, any employee, consultant, or contractor of OEJ, including any former employee, consultant, or contractor who has left OEJ within the prior year, unless Client has written consent signed by an authorized officer of OEJ.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Office Express Janitorial Services, with its principal place of business located at 7181 S Braden Ave., Tulsa, OK 74136 and City of Sapulpa Booker T Washington Rec Center with its principal place of business located at 209 N Gary St, Sapulpa, OK 74066.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Office Express Janitorial Services

City of Sapulpa Booker T Washington Rec Center

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

City of Sapulpa Booker T Washington Rec Center

Job Specifications

Entrances

<u>Task Description</u>	<u>Service Days</u>
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Dust Mop Hard Surface Floors	6 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	6 days/wk.
Clean Both Sides Of Door Glass And Wipe Frames	1 day/wk.
Spot Clean Entrance Glass	5 days/wk.
Vacuum Walk-Off Mats	6 days/wk.

Conference Rooms

<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	5 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Arrange Furniture	6 days/wk.
Empty And Remove Trash, Replace Liner If Needed	6 days/wk.
Dust Mop Hard Surface Floors	6 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

Offices

<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	5 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Clean And Sanitize Telephones	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	6 days/wk.
Spot Vacuum All Carpet	5 days/wk.
Detail Vacuum All Carpet	1 day/wk.

Hallways

<u>Task Description</u>	<u>Service Days</u>
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Dust Mop Hard Surface Floors	6 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Clean And Polish Drinking Fountains	6 days/wk.

Rec Rooms

<u>Task Description</u>	<u>Service Days</u>
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	6 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

Restrooms

<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	6 days/wk.

Gym

<u>Task Description</u>	<u>Service Days</u>
Sweep Hard Surface Floors	1 day/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	1 day/wk.

Other Requirements

<u>Task Description</u>	<u>Service Days</u>
Site Supervision	1 day/wk.
Gather Supplies And Equipment For Shift	6 days/wk.
Clean And Arrange Janitor Closet	6 days/wk.
Prepare For The Next Day	6 days/wk.
Turn Off Lights - Per Instructions	6 days/wk.
Shut And Lock Doors, Set Alarm - Per Instructions	6 days/wk.

City of Sapulpa Booker T Washington Rec Center

Measurement Summary

Area	Square Footage				Total
	Carpet	Waxable	Non-wax	Wood	
Entrances	---	96.0	---	---	96.0
Conference Rooms	---	990.0	---	---	990.0
Offices	528.0	---	---	---	528.0
Hallways	---	630.0	---	---	630.0
Rec Rooms	---	1,848.0	432.0	---	2,280.0
Restrooms	---	480.0	---	---	480.0
Gym	---	---	5,200.0	---	5,200.0
Totals:	528.0	4,044.0	5,632.0		10,204.0 sq ft

The information contained in this report is an estimate only.

City of Sapulpa Booker T Washington Rec Center

Area Hours Summary

Area	Avg./Day
Entrances	0.1 hrs.
Conference Rooms	0.3 hrs.
Offices	0.1 hrs.
Hallways	0.2 hrs.
Rec Rooms	0.6 hrs.
Restrooms	0.6 hrs.
Gym	0.2 hrs.
Other Requirements	0.3 hrs.
Total:	2.4 hrs.



AGENDA ITEM

Consent Agenda 7.E.

City Council Regular

Meeting Date: March 18, 2019

Submitted By: Jody Baker, Parks and Recreation Director

Department: Parks & Recreation

Presented By: Jody Baker

SUBJECT:

Consider and discuss approval of Cooperative Field Service Agreement with the United States Department of Agriculture, Wildlife Services Division (USDA) to provide wildlife damage control services in and about the city lakes and park land at cost of \$4,375.00.

BACKGROUND:

A substantial amount of wildlife damage is occurring to city lakes and park lands from the destructive activities of an uncontrolled beaver population. This damage if left unchecked poses a risk and threat to the health and safety of the community. To control and manage this situation, the USDA will identify the wildlife responsible and remove the same by using legal and approved methods for controlling wildlife damage. The agreement with USDA will expire on September 31, 2019 and is at a cost of \$4,375.

RECOMMENDATION:

Staff recommends Council approve the Agreement and authorize the Mayor to execute same.

Fiscal Impact

Amount: \$4,375.00

To be paid from: Various Departments

Account number:

Attachments

Wildlife Control Contract

COOPERATIVE SERVICE FIELD AGREEMENT

Between

City of Sapulpa

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION
SERVICE WILDLIFE SERVICES (WS)

ARTICLE 1

The purpose of this agreement is to cooperate in a wildlife damage control project, as described below:

Removal of Beaver, damaging property and threatening human health and safety, using legal & approved methods
(species, location, type of damage, service WS will provide)

ARTICLE 2

Authority exists under the Congressional Act of 1931 (7 USC 426-426b, as amended) and the Rural Development, Agriculture and Related Agencies Appropriation Act, 1988 (P.L. 100-202), to cooperate with states, individuals, public and private agencies, organizations and institutions to control wildlife damage.

ARTICLE 3

WS and the Cooperator agree:

1. WS will provide the requested wildlife damage control service.
2. The Cooperator will reimburse the U.S. Department of Agriculture the sum of \$ 4,375 to cover costs listed below:

Labor, travel and supplies needed to conduct work _____

(cost of labor, travel, supplies/materials)

3. Payment will be made by check payable to U.S. Department of Agriculture by mutually agreed upon date.
4. The monies received by WS will be used for wildlife damage control activities and upon termination of the agreement any unexpended funds will be retained by WS.
5. Control activities will be conducted in accordance with applicable Federal, State and local laws and regulations.
6. Nothing in this Agreement shall prevent any other individual or organization from entering into separate Agreements with WS for the purpose of controlling wildlife damage.

ARTICLE 4

Pursuant to Section 22, title 41, United States Code, no member of Congress shall be admitted to any share or part of the Agreement or to any benefit to arise there from.

ARTICLE 5

WS will hold the Cooperator harmless from any liability arising from the negligent act or omission of a government officer or employee acting within the scope of his or her employment to the extent compensation is available pursuant to the Federal Tort Claims Act (FTCA), 28 USC 2671 et.seq., except to the extent that aforesaid liability arises from the negligent acts or omissions of the Cooperator, his employees, agents or subcontractors). Such relief shall be provided pursuant to the procedures set forth in the FTCA and applicable regulations.

ARTICLE 6

WS has advised the Cooperator that other private sector service providers may be available to provide wildlife management services and notwithstanding these other options, Cooperator requests that WS provide wildlife management services as stated under the terms of this Agreement.

ARTICLE 7

The Agreement shall become effective on February 1st, 2019 and expire on September 31st, 2019. This Agreement may be amended or terminated at any time by mutual agreement of the parties in writing. Further, in the event the Cooperator does not, for any reason, deposit necessary funds, WS is relieved of the obligation to provide services under this Agreement.

COOPERATOR Name and Address:

Cooperator's Signature Date

U.S. DEPARTMENT OF AGRICULTURE
WILDLIFE SERVICES
2800 N. Lincoln Blvd.
Oklahoma City, OK 73105-4298

WS Field Representative Date



Public Hearings 8.A.

City Council Regular

Meeting Date: March 18, 2019

Submitted By: Nikki Howard, Urban Development Director

SUBJECT:

Consider conducting a public hearing to receive public input and recommendations on community needs for the City of Sapulpa as a member of the Tulsa County Community Development Block Grant (CDBG) Urban County.



AGENDA ITEM

Administration 10.A.

City Council Regular

Meeting Date: March 18, 2019

Submitted By: Nikki Howard, Urban Development Director

Department: Planning & Development

Presented By: Nikki Howard

SUBJECT:

Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, requesting 2019 Community Development Block Grant (CDBG) assistance from the Tulsa Urban County Program for \$152,442.30 for the East Washington Avenue street repair project.

BACKGROUND:

This Resolution affirms the City of Sapulpa's desire to obtain 2019 Community Development Block Grant (CDBG) funding to repair East Washington Avenue from South Water Street and South Maple Street.

RECOMMENDATION:

Staff recommends Council approve Resolution and authorize Mayor to execute the same.

Attachments

Resolution

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2019 TULSA COUNTY URBAN COUNTY**

RESOLUTION

WHEREAS, the Housing and Community Development Act of 1974, as amended (24 U.S.C. 93-383 et seq.), (the "Act"), provides that Community Development Block Grant, ("CDBG"), funds may be used for the support of activities that provide decent housing and suitable living environments and expanded economic opportunities principally for persons of low- and moderate-income; and,

WHEREAS, CDBG Regulations 24 CFR 570.307(a) allow counties having a total combined population of 200,000 or more from the unincorporated areas and participating incorporated areas to qualify as an urban county; and,

WHEREAS, Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended, authorized the Secretary of Housing and Urban Development, as a representative of the United States of America, to grant to Tulsa County funds and administrative responsibility for the Tulsa County CDBG Urban County program; and

WHEREAS, a Cooperation Agreement between Tulsa County and the City has been executed for the purpose of participation in the Tulsa County Urban County Community Development Block Grant Program for Federal Fiscal Years 2017-2019; and,

NOW THEREFORE, BE IT RESOLVED by the Mayor that the City of Sapulpa desires to obtain assistance in addressing community development needs and hereby requests the Tulsa County CDBG Urban County program to provide assistance.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Sapulpa City Council/Commission that the City of Sapulpa affirms its commitment to take all action within its power to facilitate the receipt of the assistance of community development funds, and upon receipt to administer said grant by the rules and regulations established by the United States of America, the State of Oklahoma, Tulsa County and all empowered agencies thereof.

ADOPTED this ____ day of _____, 2019, at a (regularly or specially) scheduled meeting of the governing body, in compliance with the Open Meeting Act, 25 O.S. §§ 301-314 (2001).

Mayor Reg Green
(Type) Name and Title of Chief Elected Official

Signature of Chief Elected Official

(S E A L)

Attest:

Subscribed and sworn to before me _____, 20____

Clerk Signature



AGENDA ITEM

Administration 10.B.

City Council Regular

Meeting Date: March 18, 2019

Submitted For: Mike Haefner, Police Chief

Submitted By: Chris Jeffries, Police Department Admin.

Department: Police Department

Presented By: Mike Haefner

SUBJECT:

Discussion and possible action regarding approval of agreement with AT&T for enhanced E 911 services and equipment (Multi-Service Agreement) at a cost of \$62,375.00.

BACKGROUND:

This is an annual agreement entered into by all members of the regional 911 Board (Bixby, Broken Arrow, Collinsville, Glenpool, Jenks, Owasso, NOETA, Sand Springs, Sapulpa, Skiatook, Tulsa and Tulsa County). The equipment and services provided are for receipt and transportation of E-911 calls within our authorized Public Safety Answering (PSA) Point, including necessary network elements required to deliver those E-911 calls to our PSAP Site. AT&T is responsible for maintenance of the equipment necessary to provide these services. The costs for these services are attributed and shared by all members of the Regional Board in a manner proportionate to each member's use. The estimated cost for Sapulpa is \$62,375, which represents 3.4% of the total estimated amount of cost and budget for the Multi-Service Agreement.

RECOMMENDATION:

Staff recommends Council approve the Agreement and authorize Mayor to execute same.

Fiscal Impact

Amount: \$62,375.00

To be paid from: E-911 Fund

Account number: 57-557-315.01

Attachments

Memo from Chief Haefner

AT&T Multi-Service Agreement



INTER-OFFICE CORRESPONDENCE

TO: Joan Riley, City Manager
FROM: Mike Haefner, Chief of Police
DATE: March 14, 2019
SUBJECT: Multi-Service Agreement
With AT&T

Handwritten signature and date: M. Haefner 3/14

Attached is the Multi-Service Agreement between the City of Sapulpa and AT&T for the purchase of 9-1-1 equipment and for services with AT&T.

The members of the Regional 9-1-1 Board are as follows: Bixby, Broken Arrow, Collinsville, Glenpool, Jenks, Owasso, NOETA, Sand Springs, Sapulpa, Skiatook, Tulsa and Tulsa County. The estimated cost to Sapulpa is \$62,375.99 or (3.47%) of the total budget. This money will come out of our E-911 Fund (57-557-3153.01).

I am asking the Council to discuss and approve this contract.

If you need and additional information, please feel free to contact me.



AT&T MULTI-SERVICE AGREEMENT

Customer Regional 9-1-1 Board Street Address: 2 W 2nd St. Ste 800 City: Tulsa State/Province: OK Zip Code: 74103 Country: USA	AT&T AT&T Corp.
Customer Contact (for notices) Name: Darita Huckabee Title: Legal & Legislative Affairs INCOG Street Address: 2 W 2nd St. Ste 800 City: Tulsa State/Province: OK Zip Code: 74103 Country: USA Telephone: (918) 579-9438 Fax: Email: dhuckabee@incog.org	AT&T Contact (for notices) Street Address: 12851 Manchester Road 1-W-408 City: St. Louis State/Province: MO Zip Code: 63131 Country: USA With a copy to: AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
This Multi-Service Agreement between the customer named above ("Customer") and AT&T Corp. ("AT&T") (each a "Party") is effective when signed by both Parties ("Effective Date").	

This AT&T Multi-Service Agreement consists of the attached provisions, and the AT&T Business Services Agreement, including definitions, located at <http://www.business.att.com/agreement> ("BSA") (collectively the attached provisions and BSA constitute the "MSA"). In order for Customer to purchase AT&T Services, the Parties must execute an applicable pricing schedule, referencing this MSA, reflecting the Services, the pricing and the pricing schedule term ("Pricing Schedule"). Collectively the MSA, Pricing Schedule and applicable Service Publications constitute the "Agreement" for those Services. A "Service Publication" includes Tariffs, Guidebooks, and Service Guides located at <http://serviceguidenew.att.com>, which reflect the product descriptions, rates, terms and conditions applicable to a particular Service. Services are further subject to the AT&T Acceptable Use Policy located at www.att.com/aup ("AUP"). Service Publications and the AUP may be amended by AT&T from time to time without notice to Customer. The order of priority of the documents that form the Agreement is: the applicable Pricing Schedule or order; the MSA; the AUP; and then Service Publications; provided, however, if applicable laws or regulations of a jurisdiction prohibits contractual modification of Tariff terms, the Tariff will prevail. In the event of a conflict within the MSA between the attached provisions and the BSA, the attached provisions take precedence. For purposes of this MSA the arbitration provisions of the BSA are replaced entirely with and superseded by the following:

ARBITRATION: ALL CLAIMS AND DISPUTES ARISING FROM THIS AGREEMENT SHALL BE SETTLED BY BINDING ARBITRATION ADMINISTERED BY THE AMERICAN ARBITRATION ASSOCIATION UNDER ITS COMMERCIAL ARBITRATION RULES (SUBJECT TO THE REQUIREMENTS OF THE FEDERAL ARBITRATION ACT). ANY JUDGMENT ON ANY AWARD RENDERED MAY BE ENTERED AND ENFORCED IN A COURT HAVING JURISDICTION. THE ARBITRATOR SHALL NOT HAVE THE AUTHORITY TO AWARD ANY DAMAGES DISCLAIMED BY THIS AGREEMENT OR IN EXCESS OF THE LIABILITY LIMITATIONS IN THIS AGREEMENT, SHALL NOT HAVE THE AUTHORITY TO ORDER PRE-HEARING DEPOSITIONS OR DOCUMENT DISCOVERY, BUT MAY COMPEL ATTENDANCE OF WITNESSES AND PRODUCTION OF DOCUMENTS AT THE HEARING. THE PARTIES WAIVE ANY RIGHT TO TRIAL BY JURY AND WAIVE ANY RIGHT TO PARTICIPATE IN OR INITIATE CLASS ACTIONS; IF THE PARTIES CANNOT WAIVE THESE RIGHTS, THIS ENTIRE PARAGRAPH IS VOID.

AGREED: Customer

AGREED: AT&T

By: _____
(by its authorized representative)

By: _____
(by its authorized representative)

(Typed or Printed Name)

(Typed or Printed Name)

(Title)

(Title)

(Date)

(Date)

AT&T Multi-Service Agreement

Services: "Service" or "Services" means all products and services (including wireless, if applicable) AT&T provides Customer pursuant to this Agreement.

Execution by Affiliates: An AT&T Affiliate or Customer Affiliate may sign a Pricing Schedule in its own name. Such Affiliate contract will be a separate but associated contract incorporating the terms of this Agreement. Customer and AT&T will cause their respective Affiliates to comply with such separate, associated contract(s). An "Affiliate" of a party is any entity that controls, is controlled by or is under common control with such party.

License and Other Terms: Software, Purchased Equipment and Third-Party Services (a service provided directly to Customer by a third party under a separate agreement between Customer and the third party) may be provided subject to the terms of a separate license or other agreement between Customer and either the licensor, the third-party service provider or the manufacturer. Customer's execution of the Pricing Schedule or placement of an Order for Software, Purchased Equipment or Third-Party Services is Customer's agreement to comply with such separate agreement. Unless a Service Publication specifies otherwise, AT&T's sole responsibility with respect to Third-Party Services is to place Customer's orders for Third-Party Services, except that AT&T may invoice and collect payment from Customer for the Third-Party Services.

Pricing and Pricing Schedule Term; Terms Applicable After End of Pricing Schedule Term: Prices listed in a Pricing Schedule are stabilized until the end of the Pricing Schedule term, including applicable extensions, ("Pricing Schedule Term") and apply in lieu of corresponding prices in the applicable Service Publication. No promotions, credits, discounts or waivers set forth in a Service Publication apply. At the end of the Pricing Schedule Term, Customer may continue Service (subject to any applicable notice or other requirements in a Service Publication for Customer to terminate a Service Component) on a month-to-month basis at the prices, terms and conditions in effect on the last day of the Pricing Schedule Term. AT&T may change such prices, terms or conditions on 30 days' prior notice to Customer.

MARC: Minimum Annual Revenue Commitment ("MARC") is an annual revenue commitment set forth in a Pricing Schedule that Customer agrees to satisfy during each 12-month period of the Pricing Schedule Term. If Customer fails to satisfy the MARC for any such period, Customer agrees to pay a shortfall charge equal to the difference between the MARC and the total of the applicable MARC-Eligible Charges, as defined in the applicable Pricing Schedule, incurred during such period, and AT&T may withhold contractual credits until Customer pays the shortfall charge.

Termination and Termination Charges: Either party may terminate for material breach upon thirty (30) days' prior written notice to the other party. If a Service or Service Component is terminated by Customer for convenience or by AT&T for cause prior to Cutover, Customer (i) agrees to pay any pre-Cutover termination or cancellation charges set out in a Pricing Schedule or Service Publication, or (ii) in the absence of such specified charges, agrees to reimburse AT&T for time and materials incurred prior to the effective date of termination, plus any third-party charges resulting from the termination. If a Service or Service Component is terminated by Customer for convenience or by AT&T for cause after Cutover, Customer agrees to pay applicable termination charges as follows: (i) 50% of any unpaid recurring charges for the terminated Service or Service Component attributable to the unexpired portion of an applicable Minimum Payment Period (as

defined in applicable Pricing Schedule); (ii) if termination occurs before the end of an applicable Minimum Retention Period (as defined in applicable Pricing Schedule), any associated credits or waived or unpaid non-recurring charges; and (iii) any charges incurred by AT&T from a third-party (i.e., not an AT&T Affiliate) due to the termination. The charges set forth in (i) and (ii) do not apply if a terminated Service Component is replaced with an upgraded Service Component at the same Site, but only if the Minimum Payment Period or Minimum Retention Period, as applicable, (the "Minimum Period") and associated charge for the replacement Service Component are equal to or greater than the corresponding Minimum Period and associated charge for the terminated Service Component, respectively, and if the upgrade is not restricted in the applicable Service Publication. In addition, if Customer terminates a Pricing Schedule that has a MARC, Customer agrees to pay an amount equal to 50% of the unsatisfied MARC for the balance of the Pricing Schedule Term.

Billing and Disputes: If Customer does not dispute a charge in writing within 6 months after the invoice date, Customer waives the right to dispute. AT&T must issue a bill within six (6) months after charges are incurred (other than for automated or live operated assisted calls) or it waives the charges.

At Customer's request, but subject to AT&T's consent (which may not be unreasonably withheld or withdrawn), Customer's Affiliates may be invoiced separately, and AT&T will accept payment from such Affiliates. Customer will be responsible for payment if Customer's Affiliates do not pay charges in accordance with this Agreement.

Purchased Equipment: Except as specified in a Service Publication or Pricing Schedule, title to and risk of loss of equipment AT&T sells Customer ("Purchased Equipment") pass to Customer on delivery to the transport carrier for shipment to Customer's designated location. AT&T retains a purchase money security interest in all Purchased Equipment until Customer pays for it in full; Customer appoints AT&T as Customer's agent to sign and file a financing statement to perfect AT&T's security interest. All Purchased Equipment is provided on an "AS IS" basis, except that AT&T passes through to Customer any warranties available from its suppliers, to the extent that AT&T is permitted to do so under its contracts with those suppliers.

Privacy: Each party is responsible for complying with the privacy laws applicable to its business. AT&T shall require its personnel, agents and contractors around the world who process Customer personal data to protect such information in accordance with the data protection laws and regulations applicable to AT&T's business. If Customer does not want AT&T to comprehend Customer data to which it may have access in performing Services, Customer must encrypt such data to be unintelligible. Customer is responsible for obtaining consent from and giving notice to its users, employees and agents regarding Customer's and AT&T's collection and use of the User, employee or agent information in connection with a Service. Customer agrees to make accessible or provide Customer personal data to AT&T only if it has legal authority to do so.

Trademarks and Publicity: Neither party will display or use the other party's trade names, logos, trademarks, service marks or other indicia of origin, or issue public statements about this agreement or the Services, without the other party's prior written consent.

Governing Law: Unless a regulatory agency with jurisdiction over the applicable Service applies a different law, this Agreement is governed by the law of the State of New York, without regard to its conflict of law principles. The United Nations Convention on Contracts for International Sale of Goods will not apply.



**AT&T HOSTED E 9-1-1 SERVICE
Pricing Schedule**

CUSTOMER Legal Name ("Customer")	AT&T ("AT&T")
Regional 9-1-1 Board	Southwestern Bell Telephone Company, d/b/a AT&T Oklahoma
CUSTOMER Address	AT&T Address
Street Address: 2 W 2nd St. Ste 800 City: Tulsa State / Province: OK Country: USA Domestic / Intl / Zip Code: 74103	One AT&T Way Bedminster, NJ 07921-0752 Attn: Master Agreement Support Team E-mail: mast@att.com
CUSTOMER Contact (for Contract Notices)	AT&T Branch Sales Contact Information
Name: Darita Huckabee Title: Legal & Legislative Affairs INCOG Telephone: (918) 579-9438 Fax: Email: dhuckabee@incog.org	<input checked="" type="checkbox"/> Primary Sales Contact Name: Todd Karl Street Address: 12851 Manchester Road, Suite 1-W-408 City: St. Louis State / Province: MO Country: USA Domestic / Intl / Zip Code: 63131 Telephone : (314) 450-2520 Email : todd.karl@att.com Sales/Branch Manager: Dustin Alexander SCVP Name: Pat Thetford
CUSTOMER Billing Address and Contact	
Street Address: 2 W 2nd St. Ste 800 City: Tulsa State / Province: OK Country: USA Domestic / Intl / Zip Code: 74103 Contact Name: Darita Huckabee Title: Legal & Legislative Affairs INCOG Telephone: (918) 579-9438 Fax: E-mail: dhuckabee@incog.org	

This Pricing Schedule is part of the Agreement between AT&T and Customer referenced above.

CUSTOMER	AT&T
By: _____ (by its authorized representative)	By: _____ (by its authorized representative)
(Typed or Printed Name)	(Typed or Printed Name)
(Title)	(Title)
(Date)	(Date)



**GENERAL TERMS APPLICABLE TO
AT&T PUBLIC SAFETY HOSTED E9-1-1 SERVICE**

This Pricing Schedule is part of the Agreement between Southwestern Bell Telephone Company, dba AT&T Oklahoma and the Customer referenced above.

This Pricing Schedule consists of this Pricing Schedule and any Attachments hereto (e.g., Statement of Work ("SOW"); Scope of Work ("SCOW"); Inventory Schedule and Payment Terms; Bill of Material; Project Implementation Guide; Implementation Timeline; or Certificate of Acceptance) that currently, or may in the future, reference this Pricing Schedule. In the event of a conflict between this Pricing Schedule and any Attachments hereto, this Pricing Schedule shall take precedence.

SERVICE: An enhanced 9-1-1 ("E 9-1-1") Service provisioned by AT&T that utilizes AT&T Premises to house certain E 9-1-1 Call Handling Equipment for purposes of receiving and transporting E 9-1-1 calls from within a predetermined service area to authorized Public Safety Answering Points (PSAPs) identified by Customer. As part of the Service, AT&T will install Customer End User Equipment identified in the Statement of Work at Customer PSAP Sites; will train Customer's employees on the use of the Customer End User Equipment; and will test the Customer End User Equipment and verify that it is operating as designed. AT&T will also provision the necessary network elements (set forth below) required to deliver E 9-1-1 calls to the Customer PSAP Sites. AT&T will be responsible for the maintenance of the Equipment necessary to provision the Service, as more fully described in the Statement of Work.

SERVICE PROVIDER: Southwestern Bell Telephone Company, d/b/a AT&T Oklahoma.

TERM: The Pricing Schedule Term shall begin on Cutover and continue to the latter of: (a) 5 years from Cutover; or (b) until such time as no Service Components are provided to Customer under this Pricing Schedule.

SERVICE COMPONENTS AND PRICING: The following prices shall apply to the various Service Components offered as part of the Service. Any Service Components that are offered under an AT&T Tariff or Guidebook are offered under the terms and conditions set forth therein unless modified in this Pricing Schedule.

Network Transport Components: The 9-1-1 tariff prices apply to trunking between AT&T Premises and the Customer PSAP Sites.

9-1-1 Database Components: Customer will provide Enhanced 9-1-1 utilizing AT&T's Tandem/Selective Router and utilizing the Automatic Number Identification system and the Automatic Location identification system. The charges and terms and conditions for these features are listed in the AT&T Tariff or Guidebook, as may be modified from time to time.

Other Components: Customer will also order the following Service Components on terms and conditions set forth in the applicable AT&T Tariff or Guidebook.

- I. AT&T Bandwidth Services provided under an "AT&T Integrated Data Services Pricing Schedule"
- II. AT&T VPN Service provided under an "AT&T VPN Pricing Schedule"
- III. AT&T Managed Internet Service provided under an "AT&T Managed Internet Service Pricing Schedule"
- IV. AT&T Managed Router Solution provided under an "AT&T Managed Router Solution Pricing Schedule"
- V. Point-to-point DS-1 Service provided under an "ILEC Intrastate Services Pricing Schedule Pursuant to Custom Terms"

Equipment and Maintenance: The rates and charges for Equipment (consisting of Customer End User Equipment and Call Handling Equipment) and maintenance of the Equipment are as follows:

Site Name	Address	City	State	Quantity of Positions	Non-Recurring Costs	Monthly Recurring Costs
Bixby	116 W Needles	Bixby	OK	2	\$ 0.00	\$ 2,190.00
Broken Arrow	1101 N 6th St.	Broken Arrow	OK	8	\$ 0.00	\$ 8,760.00
Collinsville	1023 W Center	Collinsville	OK	2	\$ 0.00	\$ 2,190.00
Glenpool	14536 S Elwood Ave	Glenpool	OK	2	\$ 0.00	\$ 2,190.00
Jenks	211 N Elm St	Jenks	OK	2	\$ 0.00	\$ 2,190.00
Owasso	452 S Main St	Owasso	OK	3	\$ 0.00	\$ 3,285.00
NOETA	200 S. Lynn Riggs Blvd	Claremore	OK	7	\$ 0.00	\$ 7,665.00
Sand Springs	100 E Broadway St	Sand Springs	OK	2	\$ 0.00	\$ 2,190.00
Sapulpa	20 N Walnut St	Sapulpa	OK	2	\$ 0.00	\$ 2,190.00
Skiatook	220 S Broadway St	Skiatook	OK	2	\$ 0.00	\$ 2,190.00
Tulsa	801 E. Oklahoma St	Tulsa	OK	32	\$ 0.00	\$ 35,040.00
Tulsa County	801 E. Oklahoma St	Tulsa	OK	2	\$ 0.00	\$ 2,190.00
Total Charges					\$ 0.00	\$ 72,270.00

Payment Terms:

- (1) Charges for Host Locations not due until Hosts are installed and accepted and first PSAP is on-line and accepted.
- (2) PSAP Location: Charges Per Position not due until PSAP installed and accepted:

Service Plan Payment Terms: Monthly Payments Annual Payments Financing: (Name of Leasing Company)

Monthly Price: \$ _____ Annual Price: \$ _____

ATTUID: _____ Public Safety Hosted Pricing Schedule	AT&T and Customer Confidential Information Page 2 of 5	ROME Opportunity ID : _____ Updated: 091918
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**GENERAL TERMS APPLICABLE TO
AT&T PUBLIC SAFETY HOSTED E9-1-1 SERVICE**

ADDITIONAL TERMS AND CONDITIONS

1. Definitions

"**AT&T E9-1-1 Hosted Service**" means the Service as described above, provided on the terms and conditions set forth herein.

"**AT&T Premises**" means an AT&T owned or operated facility specified in an Order where E9-1-1 Call Handling Equipment will be installed and certain elements of the Service are performed.

"**Call Handling Equipment**" means the equipment and Licensed Software that AT&T will acquire and install at AT&T Premise(s) for purpose of providing the Services to be provisioned under this Pricing Schedule.

"**Customer Premises**" means Customer's facility or location specified in an Order where the Equipment will be installed or Services performed. Customer Premises will be deemed Site(s) for purposes of the Agreement

"**Cutover**" means (i) for a Service, when the Service is first provisioned or made available to Customer's use at any Site; and/or (ii) for Equipment, when it is delivered to a carrier for shipment, or if AT&T provides installation as part of the Services, then upon AT&T's installation of the Equipment and acceptance by Customer.

"**Customer End User Equipment**" means the equipment and Licensed Software that AT&T licenses or leases, as applicable, to Customer or for which AT&T provides Services as provided hereunder that is installed at a Site. Ownership of, and title to, Customer End User Equipment shall at all times remain with AT&T. Upon termination of this Pricing Schedule, AT&T shall have the right to re-possess the Customer End User Equipment at a mutually agreeable date and time.

"**Equipment**" unless otherwise defined, means Customer End User Equipment and Call Handling Equipment.

"**Order**" means any purchase order issued by Customer for Equipment or Services that references this Pricing Schedule, is signed by Customer's authorized representative, and is accepted by AT&T. Orders will be deemed Attachments to this Pricing Schedule once accepted by AT&T.

"**PSAP**" means a Public Safety Answering Point. The location of a PSAP will be deemed a Site for purposes of the Agreement.

"**Statement of Work**" or "**SOW**" means the attached statement(s) of work and/or other ordering documents that describe materials and Services to be provided pursuant to this Pricing Schedule. On occasion, SOWs may be entitled Statement of Work (SOW), Scope of Work (SCOW) or Pre-Installation Guide (PIG).

2. Scope

AT&T will procure the Equipment and provision the Service as specified in this Pricing Schedule and any attachments hereto.

3. Customer End User Equipment; Delivery and Installation by AT&T

AT&T will deliver the Customer End User Equipment FOB origin, prepaid and add. Title to the Customer End User Equipment and all risk of loss to the Customer End User Equipment shall pass to Customer at the time of delivery to the carrier for shipment. Origin is defined as the manufacturer's site when the Customer End User Equipment is shipped

directly to Customer Site and as AT&T's staging facility when AT&T performs staging on the Customer End User Equipment before delivery to Customer. Customer acknowledges and agrees that AT&T's ability to provide Customer End User Equipment during the term of this Pricing Schedule is contingent upon the supply and delivery schedules of the Customer End User Equipment manufacturer(s). AT&T shall have no liability for delays in any delivery schedule. Customer End User Equipment is described in the SOW attached hereto.

4. AT&T Call Handling Equipment

AT&T shall have no liability for delays in any delivery schedule pertaining to AT&T Call Handling Equipment. AT&T is solely responsible for the installation of AT&T Call Handling Equipment on AT&T Premises.

5. Customer Responsibilities for Installation Services at Customer Premise(s)

AT&T's obligations under this Pricing Schedule and the timely fulfillment thereof, are contingent upon timely receipt from Customer of all reasonably necessary assistance and cooperation in all matters relating to this Pricing Schedule, including reasonable access to relevant personnel, records, information and facilities. Customer shall provide AT&T, in a timely fashion, with all information reasonably required for the performance of the Services by AT&T. Customer represents that all information presently known to be necessary to AT&T's understanding of the Services to be performed have been disclosed or provided to AT&T and Customer will keep AT&T timely informed of any new information which may be necessary to AT&T's understanding of the Services to be performed. Customer shall provide AT&T with reasonable access to the premises necessary for the performance of the Services required under this Pricing Schedule as more fully described in Section 3.1 of the Master Agreement. In the event of Customer's failure to perform its responsibilities hereunder, AT&T may, at AT&T's option, assume or fulfill any and/or all of Customer's responsibilities, directly or through contract with third parties. In such instance, it shall be considered an increase in the scope of the Services. AT&T may charge Customer any and all charges incurred by AT&T due to Customer's failure to timely fulfill its obligations under this Section.

Notwithstanding any other part of this Pricing Schedule: (a) AT&T shall have the right to suspend performance or to pursue any other remedies provided for under the Agreement where Customer delays or fails to comply with this provision; and (b) where any of the measures described above are unreasonably expensive, Customer may request that AT&T suspend its performance until such time as an alternative remedy or course of performance is secured or agreed upon; provided, however, that AT&T may terminate this Pricing Schedule or an Order where any such suspension lasts longer than thirty (30) days.

6. Invoicing and Payment Terms

Invoices for all Customer End User Equipment and AT&T Call Handling Equipment will be issued upon Customer's Acceptance of the Services and Customer End User Equipment, as defined in Section 7 hereof, on a PSAP-by-PSAP basis. Invoices for maintenance Services will be issued pursuant to the terms of the Master Agreement.

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GENERAL TERMS APPLICABLE TO
AT&T PUBLIC SAFETY HOSTED E9-1-1 SERVICE

7. Initial Acceptance of Services and Customer End User Equipment

On a PSAP-by-PSAP basis, Customer shall have a designated staff member on-site at the initial completion of Services and installation of the Customer End User Equipment to sign the acceptance document, acknowledging the Services were performed in accordance with the SOW and are complete as to each PSAP. If any installation Services are incomplete or nonconforming at the time of initial installation, Customer must provide written notice to AT&T identifying such installation Services within ten (10) business days of notice by AT&T of completion of said Services at a PSAP, or else Customer waives remedy. Upon written notification, AT&T will then have thirty (30) business days to re-perform or complete the nonconforming installation Services. If AT&T is unable to, or fails to, correct such nonconformance in all material respects, AT&T may, as AT&T's sole liability and Customer's sole remedy, refund to Customer all amounts paid by Customer for the nonconforming portion of the installation Services.

8. Licensed Software

Software is provided subject to the particular licensor's standard software license that accompanies Customer End User Equipment. The standard software license is a separate agreement between Customer and the licensor. Customer's assent to the terms and conditions of this Pricing Schedule binds Customer to the terms and conditions of the licensor's standard software license, as if the terms and conditions of the licensor's standard software agreement were fully set forth in this Pricing Schedule, and Customer shall comply with the terms and conditions of the licensor's standard license and associated documentation.

9. Limited Warranty, Limitation of Liability and Limitation of Remedy.

In addition to any similar protections set forth under the Master Agreement, the following provisions apply to Services and Equipment offered under this Pricing Schedule:

9.1 WARRANTIES.

(a) **Equipment:** The Equipment will be provided to Customer on an "As Is" basis. (i) AT&T DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, TITLE< NON-INFRINGEMENT, OR ARISING BY VIRTUE OF USAGE OF TRADE). (ii) AT&T WILL NOT HAVE ANY OBLIGATION OR BE LIABLE FOR ANY ERROR, OMISSION, DEFECT, DEFICIENCY, OR NONCOMFORMITY IN ANY EQUIPMENT OR ANY OF THE SERVICES. AT&T DOES NOT WARRANT THAT THE OPERATION OF EQUIPMENT WILL BE UNINTERRUPTED OR ERROR FREE. AT&T HAS NO WARRANTY OBLIGATION FOR EQUIPMENT THAT CUSTOMER ACQUIRES THROUGH AT&T AND EQUIPMENT THAT IS NOT MANUFACTURED BY AT&T AND THAT DOES NOT BEAR AN AT&T LOGO OR COPYRIGHT NOTICE. Customer, not AT&T, is responsible for selecting Equipment to achieve its intended results and for promptly verifying that the Equipment performs as specified by the manufacturer or licensor.

(b) **Manufacturer's Warranty:** Notwithstanding the disclaimer set forth in the subsection (a) of this section, AT&T shall pass through to Customer any hardware warranties available from Equipment manufacturers and subsection (a) does not negate any software warranty that Customer may obtain directly from the licensor under the particular licensor's standard software license.

9.2 WORKMANSHIP WARRANTY(a) The provision of Services and any deliverables under this Pricing Schedule shall be performed in a workmanlike manner that would meet commercial industry standards in the field to which the work pertains, as well as any standards set forth in any Attachments, including, but not limited to, any SOWs. No other warranties are provided by AT&T under this Pricing Schedule.

(b) **Further Disclaimer As To Information Provided by Customer.** The Services, as described herein and any Attachments, are based upon, among other things, information provided by CUSTOMER. IN THIS REGARD, AT&T MAKES NO EXPRESS OR IMPLIED REPRESENTATION OR WARRANTY AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION PROVIDED TO AT&T BY CUSTOMER. CUSTOMER ACKNOWLEDGES AND AGREES THAT: (I) NONE OF THE INFORMATION FURNISHED BY CUSTOMER IN CONNECTION WITH AT&T SERVICES AND/OR DELIVERABLES HAS BEEN INDEPENDENTLY VERIFIED BY AT&T AND (II) AT&T EXPRESSLY DISCLAIMS, AND WILL NOT BE SUBJECT TO, ANY LIABILITY WHICH MAY BE BASED ON SUCH INFORMATION, OR ANY ERRORS OR OMISSIONS IN SUCH INFORMATION, WHETHER OR NOT AT&T KNEW OR SHOULD HAVE KNOWN OF ANY SUCH ERRORS OR OMISSIONS, OR WAS RESPONSIBLE FOR OR PARTICIPATED IN THEIR INCLUSION IN OR OMISSION FROM THE SERVICES AND/OR DELIVERABLES. If AT&T does become aware of any errors or omissions in information are made or provided by Customer, AT&T will promptly notify Customer, in writing, of such errors and omissions.

10. Storage of Equipment

AT&T and/or its designated subcontractors may store a reasonable amount of Equipment, materials, tools and other items necessary for the performance of the Services on a Site or in such other secure location(s) as Customer may designate, at no charge. Customer will take reasonable precautions to protect and maintain the integrity of any such items and will accept delivery of any such items delivered to Customer's Site when AT&T personnel are not available to accept delivery and place or direct the placement of such items on the Site or other secure location(s). In the event Customer accepts delivery of any items under this Pricing Schedule, Customer will promptly notify AT&T of the delivery and location of the items delivered.

11. Amendments; Termination

Customer will be charged for any additions, deletions or changes ("Change") in the Equipment and/or Services. If Customer desires a Change, Customer will notify AT&T by written request, and AT&T will provide Customer a revised Bill of Materials and/or Statement of Work reflecting the Equipment, Service and price changes shipping dates, Cutover dates and other terms. Any increase or decrease in the price occasioned by a Change will be added to/subtracted from the amount of Customer's invoice. After the Effective Date of this Pricing Schedule,



**GENERAL TERMS APPLICABLE TO
AT&T PUBLIC SAFETY HOSTED E9-1-1 SERVICE**

any changes to an Order or SOW requested by Customer will be processed as a "Change Order". If AT&T does not receive the executed change documents within 30 (thirty) days, no changes will be made to the original document. This Pricing Schedule may be amended or modified only by written instrument signed by an authorized representative of each party.

If Customer changes the work schedule in a SOW or if compliance with such schedule becomes impractical, due to no fault of AT&T, AT&T reserves the right to reevaluate and amend the pricing for Equipment and Services or to submit change notice for any additional costs incurred as a consequence of such changes.

Either party may terminate this Agreement in whole or in part by giving the other party at least thirty (30) days' prior written notice. Either Party may terminate an Order or Change Order by giving the other Party written notice prior to Cutover. In the event Customer terminates an Order or Change Order: (i) prior to the date of delivery of any Equipment, Customer shall pay as a cancellation fee, and not as a penalty, an amount equal to twenty percent (20%) of the total purchase price of the Equipment cancelled (and once Equipment is delivered to Customer, the relevant Order(s) may not be cancelled); and (ii) Customer shall be liable for an amount equal to fifty percent (50%) of the fees for Services for the remaining term of this Pricing Schedule (or any applicable Order) plus any non-recoverable costs including, but not limited to, amounts incurred by AT&T in connection with the provisioning of cancelled Equipment and Services. Upon termination, Customer agrees to pay all amounts due for Equipment and Services provided by AT&T up to and including the effective date of termination, plus any costs or expenses (including restocking fees) incurred by AT&T in connection with the performance of the Order. In the event the Customer terminates an Order or Change Order prior to Cutover, the Customer shall be liable for all expenses incurred by AT&T under that Order or Change. Upon termination, Customer agrees to pay AT&T all amounts due for Equipment and Services provided by AT&T up to and including the effective date of termination, plus any nonrecoverable restocking fees or other costs incurred by AT&T. Such payment will constitute a full and complete discharge of Customer's payment obligations. Termination will also constitute a full and complete discharge of AT&T's obligations. Any Order in progress or requested prior to the termination of this Pricing Schedule will be completed and Customer agree to pay AT&T for the Services performed and/or any Equipment delivered or installed under the Order.

Customer will only be liable for the charges incurred in connection with termination as described in this Section 11. Customer shall not be responsible for any other termination charges specified in the Master Agreement.

12. Termination of Purchase Order; Suspension of Service

Except as otherwise expressly provided in this Pricing Schedule, Order(s) may not be terminated, suspended or canceled unless: a) the other party is in material breach of or default under such Order, and such breach or default continues for a period of thirty (30) days after the giving of written notice by the party not in breach or default; or b) any federal, state or local governmental agency or regulatory body or a court or tribunal of competent jurisdiction renders or enters an order, ruling, regulation, directive, decree or judgment which restricts or prohibits

either party from continuing, impairs either party's ability to continue, or makes impractical or unduly expensive either party's continuance under such Order or this Agreement.

13. General Provisions

AT&T is entitled to increased compensation and/or time for completion where AT&T encounters concealed physical conditions which differ materially from those indicated in any documents provided under this Agreement or otherwise represented by Customer, or latent physical conditions which differ materially from those ordinarily found to exist and generally recognized as inherent in the installation and/or maintenance activities contemplated by this Pricing Schedule, where such conditions would materially interfere with, delay or increase cost of performance under this Pricing Schedule.

All intellectual property in all Services and Equipment shall be the sole and exclusive property of AT&T or its suppliers.

Attachments:

- 1. Statements of Work e.g. SOW, SCOW, PIG
- 2. Bill of Materials for Equipment and Services
- 3. Invoicing Schedule and Payment Terms
- 4. Implementation Timeline
- 5. Certificate of Acceptance
- 6. Other: []



STATEMENT OF WORK

Between

INCOG

&

AT&T

For a VESTA – AT&T Hosted 911 System

Prepared by:

Brent Trease

**Technical Sales Consultant II
AT&T Public Safety**



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Statement of Work

Executive Summary

The purpose of this Statement of Work (SOW) is to clarify the responsibilities of AT&T & INCOG, regarding the scope of work, deliverables, and terms and conditions for upgrading the existing Vesta (AT&T) Hosted 911 call taking positions and ancillary equipment for the PSAP's list on **Appendix 1 below**.

Contact Information

(i) Customer Information			
Customer Name	INCOG		
Primary PSAP	INCOG		
Contact Position	Contact Name	Contact Number	Cell Number
INCOG	DARITA HUCKABEE	918-579-9438	

(ii) AT&T Information			
Position	Contact Name	Contact Number	Cell Number
911 Resolution Center	NA	1-866-AT&T-E911	NA
Acct Mgr	Todd Karl	314-450-2520	
Program Manager	TBD	TBD	
CC			
Technical Sales Consultant II	Brent Trease	918-576-2600	



Scope of Work

Overview

INCOG is a consortium of PSAP's that currently reside on an AT&T Hosted VESTA 9-1-1 Solution serving (13) 9-1-1 Agencies. AT&T upon execution of contract will upgrade the INCOG AT&T Hosted 9-1-1 solution with both a software and hardware refresh.

The AT&T Hosted 9-1-1 Services include:

- Geo-diverse & Geo-redundancy
- 911 and Mapping Functionality
- Robust ACD functionality
- MIS Reporting (ECaTS)
- Interoperability
- Security software and features
- System Health & Monitoring
- Patch Management
- Virus Protection
- Disaster Recovery
- Back Up and Restoral
- Training
- Integration Services
- Project Management
- System Design / Integration Coordination
- Vendor and AT&T Cutover Support
- On-Line & On-Site Support
- Remote Maintenance / Diagnostics



APPENDIX 1

Jurisdiction	Address	Community	Stat	Positions
Bixby	116 W Needles	Bixby	OK	2
Broken Arrow	2302 S. 1st Pl.	Broken Arrow	OK	8
Collinsville	1023 W Center	Collinsville	OK	2
Glenpool	14536 S Elwood Ave	Glenpool	OK	2
Jenks	211 N Elm St	Jenks	OK	2
Owasso	452 S Main St	Owasso	OK	3
Osage County	900 St. Paul Ave.	Pawhuska	OK	3
NOETA	200 S. Lynn Riggs Blvd.	Claremore	OK	7
Sand Springs	PO Box 338	Sand Springs	OK	2
Sapulpa	20 N Walnut St	Sapulpa	OK	2
Skiatook	220 S Broadway St	Skiatook	OK	2
Tulsa	801 E. Oklahoma St.	Tulsa	OK	32
Tulsa County	801 Oklahoma St.	Tulsa	OK	2
TOTAL				70

② 3



Assumptions

- A. The customer will provide a secure storage area to hold the 911 equipment during the interim time before the equipment is installed.
- B. The customer will coordinate all necessary installation & training dates with AT&T Project Management.
- C. AT&T, Motorola & ECaTS will perform all necessary installation & testing of the all equipment and associated configuration.
- D. Airbus will provide Vesta Administrative and Agent training to all PSAP personnel on the Vesta - 911 system. ECaTS will provide ECaTS MIS training remotely via Webinar as needed.
- E. After the installation and training is complete, AT&T will be responsible for cleaning up all affected areas and removing any items leftover from the work area.
- F. AT&T will provide all necessary post support contact information to all listed PSAP's.
- G. If one does not already exist, the customer will mount a piece of plywood (approximately 4 ft. by 4 ft) in an agreed upon space, for AT&T to mount/terminate the necessary equipment and 911 circuits.
- H. AT&T will re-use existing Host 911-Ali circuits that will provide 911 ANI / ALI information for landline & wireless 911 calls.
- I. AT&T will re-use existing Host 911-CAMA circuits.
- J. AT&T will provide a UPS backup power source by installing OMNI900 - UPS devices at each of the workstations and a 2Kva UPS in the back room of each PSAP. The UPS's will provide temporary backup power to all provided 911 equipment but, the UPS's are not designed to provide backup power for an extended period of time. The UPS's are only intended to supplement the power for a short time (typically 10 to 15 minutes) during the customer's transition from the loss of commercial A/C power, to a backup power source provided by the customer.



- K. The customer will provide a clean & separate A/C power source to a designated backroom area (located near the area where the 911 circuits are terminated, typically less than 6 feet). To provide for a stable 9-1-1 system back-room power source should be exclusive to the 911 equipment to provide for a more stable 911 platform. A separate quad (4 plug) 20 amp power outlet is preferred to power the UPS and 911 equipment in the back room. An L5-20 twist lock outlet is preferred for the backroom UPS, but not required. A separate (5-15) power source outlet is preferred for the 911 Positions in the dispatch room to keep the 911 equipment separate from other equipment. Those units are a standard 115Vac outlet.
- L. The customer will provide a solid grounding system (according to Industry Electrical specifications) that allows for a separate # 6 grounding termination for the new 911 equipment. Without an industry standard ground 9-1-1 equipment can either malfunction or be damaged by outside power sources.
- M. The existing AVPN & LTE backup networks will be re-used at each PSAP.

Proposed Project Timeline

Contract signed- TBD
Equipment ordered -Upon execution of contract
9-1-1 Installation date - TBD
Project complete date – TBD

Responsibilities of the Parties

AT&T Responsibilities

- AT&T will install the 911 equipment detailed above in the overview section of this Statement of Work and also listed in Appendix 1.
-



- AT&T will coordinate the Motorola & ECaTS training for PSAP employees on the use of the Vesta - 911 answering equipment & the ECaTS MIS platform as needed.
- AT&T will test the 911 equipment and verify that it is properly functioning in the processing of 911 calls in accordance with the Acceptance Criteria details listed below.
- AT&T will provide 3 serial cable handoffs for required customer CAD spills.
- See Assumptions section for additional AT&T responsibilities.

INCOG and member PSAP (Customer) Responsibilities

- Customer will work with AT&T to schedule end-user training associated with the Vesta - 911 answering equipment and the ECaT's MIS as needed.
 - Customer will also coordinate with AT&T on an implementation and go live schedule for the new 911 equipment.
 - Customer will be responsible to report any feature or other system malfunction to AT&T personnel for repair.
- Once acceptance criteria outlined below has been met, customer will sign the acceptance document indicating they agree that the 911 system is in a good operating state for 72 hours after cut day, free of major defects. Example: City of Tulsa cut's live, 72 hours after the cut live date without major defects or issues the PSAP would be considered accepted.
 - Customer is responsible to connect and configure any customer provided equipment that requires a CAD spill (AT&T will provide a 6ft serial cable with the CAD spill). It is the responsibility of the customers vendors (CAD / Voice Recorder / Radio, etc..) to terminate the CAD spill to their respective equipment and make any necessary configurations to the non AT&T provided CPE.
 - Where applicable Customer is responsible for providing the map data files that will be loaded into the Vesta Map Local software and for keeping the map data updated as new data comes available.

(The customer will provide a solid grounding system that provides AT&T with a #6 ground termination in the equipment room. Failure of equipment due to an inadequate grounding system is the responsibility of the customer and any costs associated with damaged equipment due to an inadequate ground is the responsibility of the customer).



Note: If a local NetClock is provided the customer will be responsible for terminating the NetClock output leads to the customer provided equipment that requires timing input. Customer will be responsible for mounting the Antenna mast and running the cable from the antenna mast to the NetClock (AT&T does not drill through floors/roofs or work on the customers roof to provide for this connection due to safety issues). AT&T will mount and install the NetClock hardware in the customer provided backroom.

See the Assumptions section for other responsibilities.

Maintenance & Warranty Information

The continuing maintenance of the new 911 equipment detailed above will be provided by AT&T to INCOG on an 8a to 5p (Mon-Fri) basis for **non-service** affecting troubles for the agreed upon period of 5 years.

Service affecting (Major/Critical) issues will be dispatched on a priority basis, first technician available. The equipment maintenance & warranty will run for an agreed upon period of 5 years beginning on the go live date of the new Vesta 911 equipment.

Upon the expiration of the maintenance contract, AT&T & INCOG have the option to renew the lease maintenance agreement for an extended period if both parties agree upon an extension period. The replacement parts (for normal wear and tear) are covered during the 5-year agreement and AT&T labor costs are also included in the AT&T Lease Maintenance / Warranty agreement.

Customer damaged equipment will be billed to INCOG at time and material as this type of damage falls outside the coverage/warranty agreement.

The Vendor Software Warranty covers software revisions and upgrades for the 5-year period. Software upgrades that require additional hardware or hardware upgrades are not covered under this agreement.

The customer will report all troubles to the AT&T 911 Service Assurance Center at (1.866.722.3911).



AT&T LAN POLICY

AT&T maintains a strict policy ("PSAP Network Security Policy") that it will install 911 equipment only in a secure PSAP LAN, and only where such LANs are not connected to any other computer network outside of AT&T's control. AT&T will identify the demarcation point for the PSAP LAN, beyond which Customer agrees that AT&T is not responsible. In the event customer connects its PSAP LAN to any other computer network, contrary to AT&T's express PSAP Network Security Policy (which Customer acknowledges it has received and read), and the PSAP LAN is infected or damaged as a result of such actions, then all warranties, and maintenance and service provisions of this Agreement shall be null and void and AT&T disclaims any liability whatsoever relating to any PSAP LAN which Customer or its agents connect to any other computer network contrary to the PSAP Network Security Policy.

Under such circumstances, AT&T will provide repair services for the PSAP LAN at Customer's request, which will be billed on a time and material basis at AT&T's then-prevailing rates. Customer further agrees to indemnify and save AT&T harmless for any damages to or claims by any third party against AT&T which arise in whole or in part from Customer's connection of the 911 equipment and/or services being provided hereunder to any LAN or any other computer network outside of AT&T's control, including without limitation the national CIC.

Strict LAN policy requirements are intended to protect the integrity and security of the provided 911 CPE.



ACCEPTANCE CRITERIA

The installed 911 system will be considered accepted when INCOG / PSAP representatives and AT&T agree that the following criteria have been met:

The installation shall be deemed complete when the 911 equipment is in an operating condition (go live state). The system will have the ability to answer (and Map calls where applicable) live 911 calls free of issues for 72 hours. Minor omissions not materially affecting system functionality shall be noted and shall be promptly remedied by AT&T.

A. **RELIABILITY** - The quality and reliability of the system has reached a level of stability such that the new 911 system has been cut over and has been in constant use as the primary source of 911 call processing for 72 consecutive hours without malfunctions. Malfunctions shall be defined as any feature, network element, or other problem that affects recording of 911 calls. Malfunctions will be mutually agreed upon between the INCOG and AT&T.

B. **FEATURES** - The system is providing all features and capabilities per the Scope of Work and associated executed contract.

C. **TRANSMISSION LEVELS** - The quality and level of transmission will be consistent with published specifications of the system.

D. **EQUIPMENT INSTALLATION AND GROUNDING** - All wiring, grounding, and interface equipment installation has been completed, and is in accordance with industry standards.

E. **TRAINING** - The training program for PSAP call takers, supervisors, and system administrators has been satisfactorily completed with INCOG PSAP personnel.

F. **DOCUMENTATION** - User documentation is completed and on file with the INCOG PSAP personnel.

G. **SERVICE CALL PROCEDURES** - Procedures have been established and understood by INCOG PSAP personnel for the receipt and dispatch of AT&T service specific technicians.



Customer Acknowledgment

The customer, by signing below, indicates that the Statement of Work has been read and the terms outlined within have been accepted. This Statement of Work is part of AT&T's Product and Services Agreement. The customer understands that any work performed outside of the Statement or work will be deemed billable work. Any questions concerning AT&T's responsibilities and the work to be done should be directed to the AT&T representative listed below.

INDIAN NATIONS COUNCIL
OF GOVERNMENT, OK 9-1-1

AT&T

Signature

Signature

Name *(type/print)*

Todd Karl

Name *(type/print)*

Title *(type/print)*

**Account Sales Executive II – E911
Public Safety – AT&T**

Title *(type/print)*

Date

Date



AGENDA ITEM

Administration 10.C.

City Council Regular

Meeting Date: March 18, 2019

Submitted For: Steve Hardt, Economic Development Director

Submitted By: Shirley Burzio, City Clerk

Department: Public Works

Presented By: Steve Hardt

SUBJECT:

Consider approving the close-out of the rewiring project at the water treatment plant with Houchin Electric Co., Inc., and approve the final payment of \$40,825.00. Approval of all other close-out documents and establish the warranty date commencing February 15, 2019.

BACKGROUND:

This project was for rewiring of old wiring at the water treatment plant. The total cost of the project is \$408,250.00, with includes one change order in the amount of \$15,156.00. All items of the project have been completed and inspected by the project manager and staff recommendation is to close-out the project and approval of the change order and final payment of \$40,825.00, establishing a warranty date effective February 15, 2019, through February 14, 2020.

RECOMMENDATION:

Staff recommends close-out of the project as stated.

Fiscal Impact

Amount: \$40,825.00

To be paid from: GO Bond Construction Fund

Account number: 83-576-405B

Attachments

Houching Final Payment & Close-out

City of Sapulpa



425 EAST DEWEY AVENUE --- P.O. BOX 1130

Sapulpa, Oklahoma 74066

TO: Honorable Mayor and City Council/Chairman and
Trustees of the Sapulpa Municipal Authority

FROM: Steve Hardt, Acting Public Works Director

DATE: March 12, 2019

SUBJECT: Consider approving the close-out of the rewiring project at the water treatment plant with Houchin Electric Co., Inc. and approve the final payment of \$40,825.00. Approval of all other close-out documents and establish the warranty date commencing February 15, 2019.

RECOMMENDATION: Staff recommends that the Mayor and City Councilors and Trustees of the Sapulpa Municipal Authority approve the above agenda item.

Attachments:

Final payment invoice with affidavit
Consent of Surety to final payment
Lien Release
Email form project manager certifying completion



Houchin Electric Co., Inc.

PO Box 471347
Tulsa OK 74147
(918) 663-1818

Service Invoice

Invoice#: 37817-Retainage

Date: 01/15/2019

Due Date: 01/25/2019

Billed To: CITY OF SAPULPA
P.O. BOX 1130
SAPULPA OK 74067

Job Address: Water Treatment Plant

Sapulpa OK

Customer Number: 6353

Purchase Order#:

Description	Quantity	Price	Ext Price
Rewire water treatment plant			
Original Contract:	1.0000	393,094.00	\$393,094.00
Change Order #1:	1.0000	15,156.00	\$15,156.00
Less Previous Billings: (Retainage Due)	-1.0000	367,425.00	-\$367,425.00

Notes:

COPY

Please use our new remittance address for all payments

Remit to:
Houchin Electric Co., Inc.
P.O. Box 59001
Department 4032
Tulsa, OK 74159-9001

Subtotal:	40,825.00
Amount Due	40,825.00

CONTRACTOR'S FINAL RELEASE CLAIMS OF
PAYMENT OF DEBTS AFFIDAVIT

TO: City of Sapulpa
1525 W. Dewey
Sapulpa, OK 74066

Date: 01/15/2019

CONTRACT FOR: City of Sapulpa / Treatment Plant

The undersigned hereby acknowledge the receipt of Three hundred sixty-seven thousand four
Dollars (\$367,425.00) in full payment of the Contract dated 10/24/17 hundred twenty
In addition, the undersigned, pursuant to the General Conditions of the Contract for +00/100-
construction, hereby certifies that, except as listed below or attached, he has paid in full
or has otherwise satisfied all obligations for all materials and equipment furnished, for all
work, labor, and services performed, and for all known indebtedness and claims against
the Contractor for damages arising in any manner in connection with the performance of
the Contract referenced above for which the owner or his property might in any way be
held responsible.

Final payment in the amount of \$ 40,825.00 upon receipt, will complete all
payments required as compensation as identified above.

EXCEPTIONS; (If none, write "None." If required by the Owner, the Contractor shall
furnish bond or other surety satisfaction to the Owner for each exception.)

SUPPORTING DOCUMENTS ATTACHED HERETO:

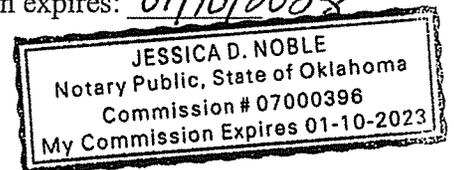
1. CONSENT OF Surety to Final Payment: Whenever Surety is involved,
Consent of Surety is required. Indicate attachment: (Yes X) (No)
2. Separate Releases or Waivers of Lien from subcontractors and material and
equipment suppliers, to the extent required by the Owner, accompanied by a
list thereof.

CONTRACTOR:

By: John Stuber Title: President

Subscribed and sworn to before me this 15 day of January, 2019.

Notary Public: Jessica D. Noble My Commission expires: 01/10/2023



John -
For Sepulpa
Job Final.

MID-CONTINENT CASUALTY COMPANY

Affidavit

With respect to Bond No. 1016951, we hereby request the following:

- Release of Retainage
- Final Payment

in the sum of \$ 40,825⁰⁰

We hereby make the following declarations and agreements:

1. The amount owed by us to the subcontractors, suppliers, etc., for this project is \$ 0 (Please attach a separate list of names and amounts.)
2. If complete, the date of completion was 01/04/2019
3. If not complete, the anticipated completion date is _____
4. The final contract price, including change orders, etc. is \$ 408,250⁰⁰

The money received by us, in accordance with your consent, will be used exclusively to pay outstanding bills on this contract and for no other purpose until all bills are paid on this contract.

1-15-19
{Date}

HOUGHIN ELECTRIC CO., INC.
{Contractor}

[Signature]
{Contractor's Signature}

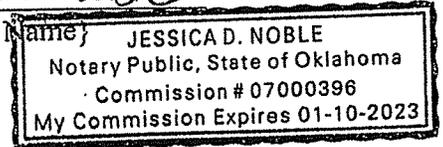
Witnessed this 15 day of Jan., 2019
personally appeared John Houghin and made oath that the above statements are true.

01/10/2023
{Commission Date}

[Signature]
{Notary Public}

67000396
{Commission No.}

Jessica D. Noble
{Typed Name}



APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO (GENERAL CONTRACTOR):
 City of Sapulpa
 1525 W Dewey Sapulpa, OK 74066
 FROM (CONTRACTOR):
 Houchin Electric Company
 9134 East 46th Street, Tulsa OK 74145
 CONTRACT FOR: City of Sapulpa

PROJECT: City Of Sapulpa
 ET PROJECT #:

APPLICATION NO: 8
 APPLICATION DATE: 01/15/19
 PERIOD TO: 01/15/19
 CONTRACT DATE: 10/24/17

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by owner			TOTAL	
Approved this Month				
Number	Date Approved		15,156.00	
1	03/30/18			
TOTALS			15,156.00	0.00
Net change by Change Orders			15,156.00	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: *Houchin Electric Co.*
John Houchin, President

By: *[Signature]* Date: *1-15-19*

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	393,094.00
2. Net change by Change Orders	15,156.00
3. CONTRACT SUM TO DATE (Line 1+/-2)	408,250.00
4. TOTAL COMPLETED & STORED TO DATE (Column 1 on G703)	408,250.00
5. RETAINAGE:	
a. <u>0</u> % of Completed Work	0.00
b. <u>10</u> % of Stored Material	0.00
Total Retainage	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	408,250.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	367,425.00
8. CURRENT PAYMENT DUE	40,825.00
9. BALANCE TO FINISH, PLUS RETAINAGE	0.00

CONTINUATION SHEET

A/A DOCUMENT G703

PROJECT: City of Sapulpa
0

APPLICATION NO.: 8
APPLICATION DATE: 15-Jan-19
PERIOD TO: 15-Jan-19

(A) ITEM NO.	(B) DESCRIPTION OF WORK	(C) SCHEDULED VALUE	(D) CHANGE ORDERS	(E) REVISED VALUE	(F) WORK COMPLETED		(G) AMOUNT THIS PERIOD	(H) MATERIAL STORED (Not in F OR G)	(I) TOTAL TO DATE		(J) PERCENT COMPLETE I/E	(K) BALANCE TO COMPLETION E-I	(L) TOTAL RETAINAGE (IF VARIABLE)
					AMOUNT PREVIOUS	AMOUNT			F+G+H	DATE			
1	Mobilization	5,675.00	0.00	5,675.00	5,675.00	0.00	0.00	0.00	5,675.00		100.00%	0.00	567.50
2	Soft Start VFD	167,544.00	0.00	167,544.00	167,544.00	0.00	0.00	0.00	167,544.00		100.00%	0.00	16,754.40
3	Labor	34,610.00	0.00	34,610.00	34,610.00	0.00	0.00	0.00	34,610.00		100.00%	0.00	3,461.00
4	Switch Gear	40,422.00	0.00	40,422.00	40,422.00	0.00	0.00	0.00	40,422.00		100.00%	0.00	4,042.20
5	Steel Work	7,540.00	0.00	7,540.00	7,540.00	0.00	0.00	0.00	7,540.00		100.00%	0.00	754.00
6	ATS Switch	31,868.00	0.00	31,868.00	31,868.00	0.00	0.00	0.00	31,868.00		100.00%	0.00	3,186.80
7	Materials	48,128.00	0.00	48,128.00	48,128.00	0.00	0.00	0.00	48,128.00		100.00%	0.00	4,812.80
8	Instrumentation	57,307.00	0.00	57,307.00	57,307.00	0.00	0.00	0.00	57,307.00		100.00%	0.00	5,730.70
9													
10													
11													
12													
13	Change Order: #1	15,156.00	0.00	15,156.00	12,125.00	3,031.00	3,031.00	0.00	15,156.00		100.00%	0.00	1,515.60
14	Change Order:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00%	0.00	0.00
15	Change Order:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00%	0.00	0.00
16													
17													
TOTALS		408,250.00	0.00	408,250.00	405,219.00	3,031.00	3,031.00	0.00	408,250.00		100.00%	0.00	40,825.00

Steve Hardt

From: Robert Petitt <rpetitt@cityofsapulpa.net>
Sent: Wednesday, February 20, 2019 9:42 AM
To: 'Steve Hardt'
Subject: RE: Houchin Elec.

Will Do.

Robert Petitt
City of Sapulpa
Water Treatment Plant
PO Box 1130
Sapulpa, OK 74067
Phone: 918/224-5006
Fax: 918/227-5123

From: Steve Hardt [mailto:shardt@cityofsapulpa.net]
Sent: Wednesday, February 20, 2019 9:24 AM
To: 'Robert Petitt'
Subject: RE: Houchin Elec.

Could you get with your contact and get an Affidavit of Releases of liens and copies of Lien Releases? Also can you make the pre-work on the 36"X24" today. I have a meeting with Joan.

Steve Hardt
City of Sapulpa
Director, Economic Development
425 E. Dewey
P.O. Box 1130
Sapulpa, OK 74067
918-216-4352

From: Robert Petitt [mailto:rpetitt@cityofsapulpa.net]
Sent: Friday, February 15, 2019 9:00 AM
To: 'Steve Hardt' <shardt@cityofsapulpa.net>
Subject: RE: Houchin Elec.

We are finished with the West Pump Station project now.

Robert Petitt
City of Sapulpa
Water Treatment Plant
PO Box 1130
Sapulpa, OK 74067
Phone: 918/224-5006
Fax: 918/227-5123

From: Steve Hardt [<mailto:shardt@cityofsapulpa.net>]
Sent: Tuesday, February 05, 2019 10:55 AM
To: 'Robert Petitt'
Subject: RE: Houchin Elec.

Did they get this wrapped up so I can process final payment?

Steve Hardt
City of Sapulpa
Director, Economic Development
425 E. Dewey
P.O. Box 1130
Sapulpa, OK 74067
918-216-4352

From: Robert Petitt [<mailto:rpetitt@cityofsapulpa.net>]
Sent: Monday, January 28, 2019 10:11 AM
To: 'Steve Hardt' <shardt@cityofsapulpa.net>
Subject: RE: Houchin Elec.

I still have to rectify some punch list items first.

Robert Petitt
City of Sapulpa
Water Treatment Plant
PO Box 1130
Sapulpa, OK 74067
Phone: 918/224-5006
Fax: 918/227-5123

From: Steve Hardt [<mailto:shardt@cityofsapulpa.net>]
Sent: Friday, January 25, 2019 11:45 AM
To: rpetitt@cityofsapulpa.net
Subject: Houchin Elec.

I received the final invoice for the work they did at the treatment plant. I just need for you to let me know that all work including any punch list is complete and I will close the project out.

Steve Hardt
City of Sapulpa
Director, Economic Development
Acting Public Works Director
425 E. Dewey
P.O. Box 1130
Sapulpa, OK 74067
918-216-4352

WAIVER OF LIEN

Job Name: Sapulpa – Southwest Pump Station VFD's

Job Location: Sapulpa, OK

Whereas the Undersigned has been employed by Houchin Electric to furnish materials and/or labor for the above described project.

Now therefore the undersigned, does hereby waive and release any and all lien or claim or right of lien relating to mechanics liens, on the above described premises and improvements thereon, and on monies or other considerations due or to become due from the owner, general contractor or its sureties, on account of labor or services, material, fixtures or apparatus heretofore furnished.

Haynes Equipment Company, LLC

Signature



State of Oklahoma

County of Oklahoma

Signed and sworn before me on March 7, 2019

My appointment expires 6-10-22

My number is 14005176

N Hill

Notary Public



ABB Inc.
16250 W. Glendale Drive
NEW BERLIN WI 53151
USA

Service Status Report
Date: 06/26/2018

Repair Center:
ABB Inc. Drives Service
2500 S.Commerce Drive
NEW BERLIN WI 53151
USA

Call Date & Time	06/01/2018 & 15:40:47	Customer	PALMER DRIVES CONTROLS AND SYSTEMS
ABB Reference Number	300356127	Address	2810 S RARITAN ST ENGLEWOOD CO 80110 US

Dear Sir/Madam,

Notification Current Status	Repair complete Notification printed
Short Description of Service/Problem	Warranty repair and return
Material Affected	YAGS8003701705
Serial Number	8180702822
Malfunction Start Date	06/01/2018
Repair type	Warranty
Service / Problem Description	20180521-543401 whole unit has a serial number like this 21821B005.

Activities

Repair Work Details (Repair Summary)	<p>VISUAL INSPECTION SERVICES INCLUDE: The technician performs a complete visual inspection of the module. Broken, damaged or defective material is identified. The module is inspected for dust, dirt, moisture, evidence of overheating, corrosion, integrity and any other abnormal conditions. Conductors and parts are checked for proper insulation. Diagnostic tests are used to locate the defective component(s). Initial Observation: Customer Reported Faults: Warranty repair and return 20180521-543401 whole unit has a serial number like this 21821B005: PPGC link per salesforce warranty notes Missing Part(s): N/A</p>
---	--



ABB Inc.
16250 W. Glendale Drive
NEW BERLIN WI 53151
USA

Service Status Report
Date: 06/26/2018

Chassis/ Frame Damage: N/A
General Condition: New
Visible Damage: N/A
CLEANING SERVICES INCLUDE:
The module is disassembled as required for cleaning. Chassis frame, covers, side panels, heat-sinks and hardware components are washed with cleaning product and water to remove any dirt or other contaminants. Ribbon cables, and other cables are cleaned or replaced as needed. Circuit card / PC boards are cleaned per specifications. All material is dried after the cleaning processes.
Additional Observation/Noted: N/A
REPAIR SERVICES INCLUDE:
The module is reassembled and defective material replaced as required. Additional circuit analysis is performed to isolate and identify any marginal components. Components are inspected for integrity, insulator breakdown, and connections. All power connections are verified for proper torque per manufacture's specifications and marked.
Result/Noted: The cabinet was returned with a complaint to PCC link fault. The warranty notes show technical support advised to return for repair of the INT board. An initial inspection found the cabinet in new condition with no visible signs of damage. The INU and ISU modules were removed from the cabinet for individual inspection and testing. No issues were found the modules. The INT circuit cards (within the modules) were verified to be working correctly. The modules were re-installed and the cabinet was powered up for further testing and the reported PCC link fault was observed. The problem was isolated to the motor side software BWXR7270 (loaded during



ABB Inc.
16250 W. Glendale Drive
NEW BERLIN WI 53151
USA

Service Status Report
Date: 06/26/2018

modifications). There is a break in the communication link between the ISU and INU causing the PPCC link fault. The software was re-loaded and the customer settings from the original shown below were reset. Only two of these are shown on the schematic so please verify with Palmer to ensure these are the correct settings

99.02 Macro #Hand auto #on schematic
16.04 Input DI2 # Fault reset #on schematic
11.02 Ext1/Ext2 select # DI4 #from customer settings
11.03 Ext rel1 select - Keypad - from customer settings
11.05 Ext1 ref maximum - 60 - from customer settings
14.03 relay RO3 output # Fault #from customer settings

After the software re-load, the cabinet was functional and working as

Intended. It appears the software was corrupt or there was some other parameter(s) additionally set that caused the communication break and

PPCC link fault. No additional problems were discovered.

PRE-TEST SERVICES INCLUDE:

Low power is applied to the module, the DC bus is meter checked for

correct readings. The technician checks for evidence of unusual

condition or other concerns or faults.

Parameters checked: N/A

Digital and analog I/O tested: N/A

Note: No control card received.

The module passed all preliminary pre-testing.

LOAD TEST SERVICES INCLUDE:

Module is installed in a test fixture assembly or cabled for standalone

testing. Module is meter checked for valid operations and proper

readings. The module is operated under full-load or equivalent load with

elevated ambient temperature as required.

Additional Comments: N/A

The module passed all load testing.

Please Note: Typical services level listed above may vary by product or



ABB Inc.
16250 W. Glendale Drive
NEW BERLIN WI 53151
USA

Service Status Report
Date: 06/26/2018

service required
Thank You! ABB Repair Facility # USA
(Template: Standard ABB Repair Fault Report REV.2014-A)

IMPORTANT DOCUMENTS ENCLOSED
DO NOT DESTROY
PACKING LIST
REPAIR REPORT



Drives Services Customer Support Center:
1-800-752-0696 – option 1
Fax # (1-800-648-2072)



AGENDA ITEM

Administration 10.D.

City Council Regular

Meeting Date: March 18, 2019

Submitted For: David Widdoes, City Attorney

Submitted By: Amy Hoehner, Legal Assistant

Department: Legal

Presented By: David Widdoes

SUBJECT:

Discussion and possible action regarding approval of a Quit Claim Deed with Lee and Maple, LLC for the S 10' of the N 100' of the East 25' of Lot 2, Block 60, O.T. Sapulpa, Creek County, Oklahoma.

BACKGROUND:

Lee and Maple, LLC owns the old Stuart Lumber property next to the railroad on Lee Street (aka Block 60 O.T. Sapulpa). During a mortgage refinance, title work disclosed that a 10' x 25' tract was conveyed to the City in 1948 (deed attached). Any municipal purpose for this small square was eliminated when the prior alley was closed in 1960, which landlocked the square tract, and the lumber company building was constructed, which was built over the square tract. In any event, to clear title, a quit claim deed from the City is appropriate.

RECOMMENDATION:

Staff recommends Council approve Quit Claim Deed and authorization for Mayor to execute same.

Attachments

Deed

March 6, 2019 Letter from Sam Allen

Map

1948 Deed

Ordinances 106 and 988

LOEFFLER, ALLEN & HAM

ATTORNEYS AT LAW

SAM T. ALLEN, III
SAM T. ALLEN, IV
JOSEPH V. ALLEN

SAPULPA OFFICE

LOEFFLER-ALLEN BUILDING

P.O. Box 230

SAPULPA, OKLAHOMA 74067-0230

(918) 224-5302

Fax: (918) 224-0670

E-MAIL / david@loefflerallenham.com

C. KEITH HAM

DAVID H. LOEFFLER
(1920-1986)

Bristow Office

M A R C H

6 T H

2 0 1 9

Mr. David Widdoes
City Attorney
PO Box 1130
Sapulpa, Ok 74067-1130

HAND DELIVERED

RE: Block 60, Original Town, Sapulpa

Dear David:

I am writing to follow up my letter of February 26, 2019, regarding this matter. I have obtained additional information which changes the situation.

Carl Prescott found Ordinance No. 988 by which the City vacated the North/South alley in November 1960. I enclose a copy of that Ordinance as well as the 1907 Ordinance that vacated the East/West alley.

I still have a problem with the small 10'x25' area that was actually deeded to the City in 1948. It is obvious that this has not been used for an alley from and after the 1960 Ordinance since it is completely land locked and inaccessible. I believe it is actually under the front of the old Stuart Lumber building now owned by Kelvin Misner. I think I can solve this problem in one of two ways. I am hoping the City would authorize the execution of the quit claim deed I gave you earlier. Otherwise, I think Oklahoma City v. Pratt (1939 OK 324, 95 P.2d 596) would support a judgment for adverse possession. Of course, Kelvin would like to save the money and avoid that and, as you know, I am fairly lazy and would prefer not do the work. Please discuss with the appropriate people and let me know how you want to proceed.

Thanks,

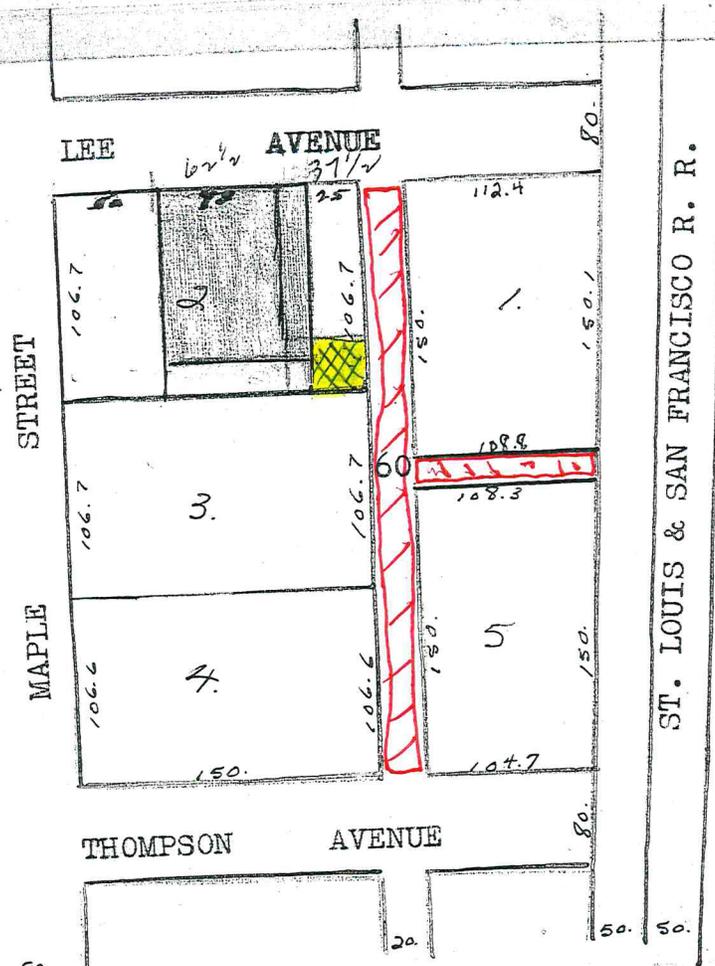
Sam T. Allen, IV
for LOEFFLER, ALLEN & HAM

STA:taw
Encls.

TO THE FOLLOWING DESCRIBED REAL ESTATE, SITUATED IN
CREEK COUNTY, OKLAHOMA

All of Block 60, in the ORIGINAL TOWN of
Sapulpa, Creek County, State of Oklahoma, according to
the recorded plat thereof.

See 4832 6-2-62



H. & K.
FOR 4-27-59
NO. 4175

COMPILED BY LAFE SPEER ABSTRACT COMPANY
SAPULPA, OKLAHOMA

also see 2763 12-22-57
" " 3700 2-11-57

000002

THIS INDENTURE, Made this August 27th day of August 27th A. D., 1940
between Martin Walter
of Tulsa County, State of Oklahoma, of the
first part, and

The City of Sapulpa, Oklahoma of the second part.

WITNESSETH, That said party of the first part, in consideration of the sum of One DOLLARS
to him duly paid, the receipt whereof is hereby acknowledged, to him hereby quit-
claim, grant, bargain, sell and convey unto the said part of the second part, and to
its heirs and assigns forever, all his right, title, interest and estate, both at law
and in equity of, in and to the following described real estate situated in the County of
Creek, and State of Oklahoma, to-wit:

The South Ten feet of the North one-half of
the East Twenty-five feet of Lot 2, Block 60, Original
Town of Sapulpa, Oklahoma.

(The object of this deed is to give the
above described tract of land to the City of
Sapulpa, to be used as an alley.)

Together with all and singular the hereditaments and appurtenances thereunto belonging.
To have and to hold the above granted premises unto the said part of the second part
its heirs and assigns forever.

IN WITNESS WHEREOF, The said part of the first part has hereunto set
his hand the day and year first above written.

Martin Walter

35-640

ORDINANCE NO. 106

File No. 18929
Dated September 16, 1907
Filed For Record Nov. 15, 1907
at 5 P. M.
Recorded in office of County
Clerk at Sapulpa, Creek County
Oklahoma, in Book 32 Page 222
Consideration

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AN ORDINANCE providing for vacating a part of the public alleys in Blocks No. 60 and 78.

BE IT ORDAINED by the Town Council of the Incorporated Town of Sapulpa, Indian Territory, in Council meeting assembled:

SEC. 1; That that portion of the public alley between Lots No. 1 and Five (5) in Block 60 in the Incorporated Town is hereby vacated and closed for public use.

Sec. 2: That the Incorporated Town of Sapulpa releases and relinquishes all its rights and title in and to the portion of the alley described in Sec. 1, and that the same revert to the abutting property owners.

Sec. 3: That that portion of the public alley between Lots One (1) and Five (5) in Block 78, in the Incorporated Town of Sapulpa is hereby vacated and closed for public use.

Sec. 4: That the Incorporated Town of Sapulpa releases and relinquishes all its right and title in and to the portion of the alley described in Sec. 1 and that the same revert to the abutting property owners.

Sec. 5: BE IT FURTHER ORDAINED all ordinances and all parts of ordinances in conflict with this ordinance is hereby repealed.

Sec. 6: BE IT FURTHER ORDAINED that this ordinance shall have full force and effect from and after its publication according to law.

PASSED AND APPROVED this 16th day of September, 1907.

ATTEST: J. A. FULP
City Clerk

AMOS AVERY
Mayor

THIS IS TO CERTIFY the above Ordinance No. 106 was passed and approved at a regular meeting of the Town Council held on the 15th day of September, 1907.

(SEAL)

J. A. FULP, City Recorder

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AN ORDINANCE VACATING THE ALLEY IN BLOCK 60, ORIGINAL
TOWNSITE OF THE CITY OF SAPULPA, OKLAHOMA, AND
DECLARING AN EMERGENCY.

WHEREAS, it appearing to the Board of Commissioners of the City of Sapulpa that the owners of property abutting upon and adjacent to the alley in Block 60 of the Original Townsite of the City of Sapulpa have filed with the City Clerk their request in writing for the vacating of said alley, and,

WHEREAS, it further appearing to said Board that said alley is no longer being used for public travel and is not being maintained as a public way and it is for the best interests of said City that the same be vacated.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SAPULPA:

Section 1. That the alley in Block 60 of the Original Townsite of the City of Sapulpa be, and the same is hereby vacated and closed, provided that the provisions of this section shall not effect the rights of any existing public utilities located in said alley or the right of the City of Sapulpa to use the same for public utility purposes in the future, including the right to use the same for collection of garbage and trash.

Section 2. For the preservation of public peace, health and safety an emergency is hereby declared to exist and by reason thereof, this ordinance shall be in full force and effect immediately from and after its approval, passage and publication.

Passed and Approved in Regular Session this 21st day of November, 1960.

Attest:

Signed: Louis A. Martin,
Mayor

Signed: John S. Bean
City Clerk