

CHICKASHA MUNICIPAL AUTHORITY

AGENDA
LOCATION OF MEETING
CITY HALL COUNCIL CHAMBERS
117 NORTH FOURTH STREET
CHICKASHA, OKLAHOMA 73018

TIME OF MEETING
6:30 PM

DATE OF MEETING
JANUARY 6, 2020

1. **Call to Order / Roll Call.**
2. **Consent Docket:**
 - a. Acceptance of the Minutes of the December 2, 2019 regular meeting.
 - b. Acceptance of Claims List.
 - c. Acceptance of the Financials for November, 2019.
3. **Discussion/Approval of Items Removed from Consent Docket:**
4. **Consideration and Discussion Items:**
 - a. Discussion, consideration and possible action to authorize Staff to solicit bids for the repair of the Rock Island Train Depot roof covering the South slope and Kitchen areas.
5. **Motion for Adjournment.**



City of
CHICKASHA

Meeting Type: CMA Agenda 1-6-2020

Meeting Date: 1/6/2020

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the December 2, 2019 regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept the Minutes of the December 2, 2019 regular meeting.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Susan M. McDaniel, City Clerk	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: January 6, 2020	(From)		

V. ATTACHMENTS:

1. CMA 12-2-2019

December 2, 2019

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the Council Chambers in City Hall on the 2nd day of December 2019, as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Mosley called the meeting to order at 7:09 p.m.

ITEM 1. **Call to Order / Roll Call**

CHAIRMAN AND TRUSTEES

PRESENT: Chris Mosley, Chairman
Kimberly Loggins, Vice-Chairman
Jim Hopkins
Oscar Nelson
David Sikes
Joseph Molder
Zachary Grayson
R. P. Ashanti-Alexander

ABSENT: Tom Rose

STAFF

PRESENT: John Noblitt, City Manager
Amanda Mullins, City Attorney
Leasa Furr, Administrative Services Director
Susan M. McDaniel, City Clerk
Gene Winsett, Community Development Director
Brian Zalewski, Fire Chief
K. D. Rowell, Police Chief
Lillie Huckaby, Library Director
Shae Mortimer, Marketing & Civic Engagement Manager

ABSENT: David Buchanan, Public Works
Kyle Marks, Parks & Rec Director

7:09 P.M.

ITEM 2. **Consent Docket: ITEM 2a – ITEM 2c**

ITEM 2a. **Acceptance of the minutes for the November 18, 2019 regular meeting.**

ITEM 2b. **Acceptance of Claims List.**

ITEM 2c. **Ratify Ordinance 2019-33 to sign a new joinder agreement with Oklahoma Municipal Retirement Fund.**

*Motion by Trustee Loggins second by Trustee Nelson to approve Consent Docket: ITEM 2a – ITEM 2c.

Roll call vote:

Ayes:” Hopkins, Nelson, Sikes, Loggins, Grayson, Ashanti-Alexander, Molder and Mosley.

“Nays:” None

“Abstain:” None

Motion carried. 8-0

ITEM 3. **Discussion / Approval of Items Removed from Consent Docket:**

No action taken on Item 3.

ITEM 4. **Discussion and Consideration Items:**

ITEM 4a. **Discussion, consideration and possible action to consent to accept a Special Warranty Deed from Apache Coves, LLC to CMA as part of a Settlement Agreement between and among City of Chickasha, TN Ward, III, Apache Coves, LLC and Word Industries Fabrication, LLC: SURFACE RIGHTS ONLY IN AND TO Lots 1, 2, 3, 4, 5 and 32 (less the West 10’ thereof), Apache Coves Subdivision, Delaware County, State of Oklahoma, according to the recorded amended plat thereof.**

*Motion by Trustee Loggins second by Trustee Grayson to accept a Special Warranty Deed from Apache Coves, LLC to CMA as part of a settlement agreement between and among City of Chickasha, TN Word, III, Apache Coves, LC and Word Industries Fabrication, LLC: SURFACE RIGHTS ONLY IN AND TO Lots 1, 2, 3, 4, 5 and 32 (less the West 10’ thereof), Apache Coves Subdivision, Delaware County, State of Oklahoma, according to the recorded amended plat thereof.

Roll call vote:

Ayes:” Hopkins, Nelson, Sikes, Loggins, Grayson, Ashanti-Alexander, Molder and Mosley.

“Nays:” None

7:09 P.M.

“Abstain:” None

Motion carried. 8-0

ITEM 5. **Motion to Adjourn.**

*Motion by Trustee Grayson, second by Trustee Ashanti-Alexander to adjourn.

Roll call vote:

Ayes:” Hopkins, Nelson, Loggins, Sikes, Ashanti-Alexander, Grayson,
Molder and Mosley

“Nays:” None.

“Abstain:” None

Motion passed. 8-0

TIME: 7:10 P.M.

Chris Mosley, Chairman

ATTEST:

Susan M. McDaniel, City Clerk

(SEAL)

Approved this 6th day of January 2020.



City of
CHICKASHA

Meeting Type: CMA Agenda 1-6-2020

Meeting Date: 1/6/2020

Department: Finance

Agenda Item No. 2.b.

AGENDA ITEM: Acceptance of Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Claims List.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Administrative Services Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: January 2, 2020	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: CMA Agenda 1-6-2020

Meeting Date: 1/6/2020

Department: Finance

Agenda Item No. 2.c.

AGENDA ITEM: Acceptance of the Financials for November, 2019.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Financials for November, 2019.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Leasa Furr, Administrative Services Director.	Fund	Account	Amount
	(To)		
Meeting Date: January 6, 2020.	FUND	ACCOUNT	AMOUNT
	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: CMA Agenda 1-6-2020

Meeting Date: 1/6/2020

Department: Public Works

Agenda Item No. 4.a.

AGENDA ITEM: Discussion, consideration and possible action to authorize Staff to solicit bids for the repair of the Rock Island Train Depot roof covering the South slope and Kitchen areas.

I. BACKGROUND/DESCRIPTION:

There are leaks in the roof on the Southwest corner over the main hall and kitchen area of the Rock Island Train Depot. Staff wishes to solicit bids to repair both these areas.

Staff also would like to request two alternate bids as part of the bid package. One to possibly repair/refurbish the fascia, soffit and trim surrounding the building and a second to reseal the Bay window area on the East side of the Depot.

II. RECOMMENDED ACTION:

Authorize Staff to solicit bids for repairs to South slope and Kitchen area of the Rock Island Train Depot.

III. FISCAL INFORMATION - Capitol Outlay - Other Projects 31-538-6400-010

IV. FUND INFORMATION:

Dept. Director: NAME, TITLE	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: January 6, 2020	(From)		

V. ATTACHMENTS:

1. Rock Island Train Depot South Roof Repair CMA-2001
2. Sothwest Corner Roof
3. Kitchen Roof
4. Bay Window #2
5. Facia #1
6. Facia #2
7. Facia #3
8. Facia #4
9. Facia #5

INVITATION TO BID

MAIL SEALED BIDS TO:	PERSONAL OR COMMON CARRIER DELIVERY
CHICKASHA CITY CLERK	CHICKASHA CITY CLERK
DO NOT OPEN	DO NOT OPEN
Rock Island Train Depot South Roof Repair	Rock Island Train Depot South Roof Repair
117 NORTH 4TH STREET	117 NORTH 4TH – 2nd Floor – City Hall
CHICKASHA, OKLAHOMA 73018	CHICKASHA, OKLAHOMA 73018

DATE BID TYPED:	BID NO: CMA-2001	TITLE: Rock Island Train Depot South Roof Repair	
NO BIDS WILL BE ACCEPTED AFTER:		CONTRACT PERIOD	
VENDORS NAME:		REASON FOR NO BID:	
MAILING ADDRESS:			
CITY:	STATE:	ZIP:	TERMS:
AREA CODE:	TELEPHONE NO.	FAX NO.	DELIVERY:
E-MAIL ADDRESS			FEDERAL EMPLOYER IDENTIFICATION NO. OR SOCIAL SECURITY NO.

NON-COLLUSION AFFIDAVIT

(This bid is invalid if BOTH Affidavits are not signed and notarized)

STATE OF _____, COUNTY OF _____,

_____ of lawful age, being first duly sworn on oath, says that 1. (s)he is the duly authorized agent of the above bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and city officials or employees, as well as facts pertaining to the giving or offering of things of value to city personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached. 2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and 3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:

- a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
- b. to any collusion with any city official or employee as to quantity, quality or price in the prospective contract, nor
- c. in any discussions between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Bidder

Subscribed and sworn to before me this _____ day of _____, 20____

Notary

My Commission Expires:

THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED!

BUSINESS RELATION AFFIDAVIT

(This bid is invalid if BOTH Affidavits are not signed and notarized)

STATE OF _____, COUNTY OF _____,

_____ of lawful age, being first duly sworn on oath, says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist; Affiant should so state).

Bidder

Subscribed and sworn to before me this _____ day of _____, 20____

Notary

My Commission Expires:

THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED!

SEALED BIDS: All sheets bid on and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE). The face of the envelope shall contain, in addition to the mailing address, the words "SEALED BID" the date of the bid opening and the contract number. Bids submitted in Federal Express or other specialized delivery envelopes shall be enclosed in a separate envelope marked as indicated above. Bids not submitted in properly marked envelopes or on the attached bid form shall be rejected. In the case of "No Bid" the vendor shall return the "Invitation to Bid" with the "Reason for No Bid" properly filled in, to remain on the City of Chickasha's active vendor/contractor list

EXECUTION OF BID: Bid must contain an original signature of an authorized representative in the space provided. Bids must be typed or printed in ink. Use of erasable ink is not permitted. ALL CORRECTIONS MADE BY BIDDER TO HIS BID MUST BE INITIALED.

BID OPENING: It is bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered, will not be considered. Offers by telegram or telephone are **not acceptable**. **NOTE:** Bid files may be examined during normal working hours by appointment. Bid tabulations WILL NOT be provided by telephone.

MISTAKES: Bidders are expected to examine the specifications, delivery schedule, bid prices and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of mistake in extension, the unit price will govern.

INVOICING AND PAYMENT: The vendor shall be paid upon submission of proper certified invoices to the City of Chickasha at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment.

WAIVER: City of Chickasha reserves the right to waive any general provision, special provision or minor specification deviation when considered to be in the best interest of the City of Chickasha. Any bid received by the awarding public agency or an officer or employee thereof, more than ninety-six (96) hours excluding Saturdays, Sundays and holidays before the time set for the opening of bids, or any bid so received after the time set for opening of bids, shall not be considered by the awarding public agency and shall be returned unopened to the bidder submitting same.

Request for Proposal – CMA-2001
Rock Island Train Depot South Roof Repair

Advertise Date: **XXXXXX**

Advertise Date: **XXXXXX**

The City of Chickasha, Oklahoma, is accepting sealed proposals for the Rock Island Train Depot roof repair

This project is for the repair of the existing clay tile roof system on the Rock Island Train Depot. The repair area is the high slope on the North face and measures approximately 1625 square feet.

Bids shall be made in accordance with this Invitation for Bids and the Bidding Documents.

Sealed proposals shall be addressed to City Clerk, City of Chickasha, 117 North 4th Street, Chickasha, Oklahoma 73018, and shall be labeled **“RFP-CMA-2001, DO NOT OPEN”** and **“Rock Island Train Depot South Roof Repair.”** Proposals shall be submitted no later than 10:00 a.m., local time on **XXXXXX, 2020**. It is the sole responsibility of the proponent to ensure that this proposal is actually in the City Hall of the City of Chickasha prior to the expiration of the time and date stated above. Bids will be opened in the City Conference Room, Second Floor – City Hall, 117 N. 4th Street, Chickasha, Oklahoma 73018

The Issuing Office for the Bidding Documents is: City of Chickasha. Technical questions should be emailed to David Buchanan, at david.buchanan@chickasha.org or call 405.222.6080. Bidding Documents also may be examined at: City of Chickasha Website <http://www.chickasha.org/Bids.aspx>

Upon consideration of the proposal, the City of Chickasha reserves the right to accept or reject any and all proposals, to waive technicalities and to make any investigation deemed necessary concerning the proponent’s ability to provide the services as covered by the specifications, and to accept what in their judgment is the most advantageous proposal.

John Noblitt

John Noblitt, City Manager

C E R T I F I C A T I O N

I certify that the above “Request for Proposal” was posted on the bulletin board of City Hall, City of Chickasha, Oklahoma, on the _____ day of _____, 2020.

Susan McDaniel, City Clerk

GENERAL PROVISIONS

1. Definitions

- A. "City" means the City of Chickasha, Oklahoma
- B. "Acquisition" means items, products, materials, supplies, services, and equipment the City acquires by purchase, lease purchase, or rental.
- C. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- D. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- E. "Solicitation" means a request or invitation by the Director of Public Works for a supplier to submit a priced offer to sell acquisitions to the City. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- F. "Supplier" or "Vendor" means an individual or business entity that sells or desires to sell acquisitions to the city.

2. Submission

Sealed bids will be received by the City of Chickasha for furnishing of equipment, materials, and supplies and incidental items necessary to perform the work as outlined in these specifications. Work will include the repair of storm water inlets at various intersections within the city. Copies of all bid documents are available for inspection in the Office of the Public Works Director. Bids are to be submitted to the City Clerk, 117 N. 4th Street, Chickasha, OK 73018, no later than the date and time indicated on the BID FORM. Submission of a Bid shall constitute an agreement on the part of the Bidder to all terms and conditions contained therein.

Bids received by the city after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

3. Insurance and Bonds

The policies of insurance shall be executed by an insurance or indemnity carrier authorized to do business in the State of Oklahoma and shall in all respects conform to the requirement of Governmental Tort Claims Act, Title 51 Oklahoma Statutes Sections 151 et seq. With liability limits to be no less than the amount specified therein and with the City of Chickasha to be additional insured on all such required policies of insurance.

The successful Bidder will be required to execute the agreement and provide all necessary bonds and insurance within ten (10) calendar days from the date the Notice of Award is delivered to the Bidder.

The following bonds are required for this project:

- 1. Bid Bond
- 2. Construction Bond
- 3. Maintenance Bond

4. Statutory Bond

The following insurance documents are required for this project:

1. General Liability
2. Workers' Comp.
3. Auto Liability

The City shall be named as an additional insured.

4. Rejection of Bid

The city reserves the right to reject any and all bids. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the city.

5. Award of Contract

The City may award the contract to more than one bidder by awarding the Contract(s) by item or groups of items or may award the Contract on an ALL OR NONE basis, whichever is deemed by the City to be in the best interest of the City of Chickasha.

Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that the best value criteria is being used.

Only properly completed bids will be considered. A completed Bid shall include the following:

1. A fully completed "Bid Form".
2. A completed and Notarized "Non-Collusion Affidavit", "Business Relation Affidavit".
3. A Certified, Cashier's Check or Bid Bond made payable to the City of Chickasha in an amount of Five percent (5%) of the total amount of the bid submitted.

BID OPENING

Sealed bids shall be opened by the City Clerk at City Hall, 117 N. 4th, Chickasha, Oklahoma 73018 on the **XX day of XXXX** at 10:00 o'clock a.m.

PRE-BID MEETING

No pre-bid meeting required

**CITY OF CHICKASHA
BID SPECIFICATIONS – BID CMA-2001
ROCK ISLAND TRAIN DEPOT ROOF REPAIRS**

SCOPE OF WORK:

This project is for the repair of existing clay tile roof system on the South side of the Rock Island Train Depot. All parts not specifically mentioned which are required for a complete unit shall conform in design, strength, quality of material and workmanship to the highest standard of engineering practice.

F.O.B. Destination.

All deliveries shall be F.O.B. Destination. Destination shall mean delivered to the receiving dock or other point specified by the purchaser. The City assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the City. The successful supplier shall be responsible for filing, processing and collecting all damage claims.

Material Delivery:

Material will be delivered to the appropriate job site.

Warranty:

The contractor warrants that at the time of delivery, all items furnished under this contract will be free from defects in material or workmanship and will conform to the specifications and all other requirements of this contract.

All warranties shall start on the date of installation and will be for the full term of said warranty.

Vendor will furnish a watertight warranty on the area being repaired. Please list length of warranty provided

**CITY OF CHICKASHA
BID SPECIFICATIONS – BID CMA-2001
ROCK ISLAND TRAIN DEPOT ROOF REPAIRS**

MINIMUM SPECIFICATIONS:

Rock Island Train Depot
100 East Chickasha Ave.
Chickasha, OK 73018

Base Bid

Main Hall

- a) Remove existing clay tiles on the high slope of the Southwest corner of the building, approximately 750 square feet, working down from the ridge to where the actual leak is located
- b) Identify and replace any deteriorated roof decking, framing or exterior cornice materials, including any flashing on walls or vents.
- c) Identify and replace any broken tiles
- d) Install new high temp. .040" ice and water shield underlayment where the tiles have been removed in order to seal the leak.
- e) Re-install existing clay tiles as per manufacturer's specifications
- f) Re-install existing ridge cap tiles and set in mortar

Kitchen Area

- g) Remove existing clay tiles on the high slope of the West side of the building, approximately 360 square feet, working down from the ridge to where the actual leak is located.
- h) Identify and replace any broken tiles
- i) Identify and replace any deteriorated roof decking, framing, roof vents or exterior cornice materials, including any flashing on walls or vents.
- j) Install new high temp. .040" ice and water shield underlayment where the tiles have been removed in order to seal the leak.
- k) Re-install existing clay tiles as per manufacturer's specifications
- l) Re-install existing ridge cap tiles and set in mortar

Alternate Bid #1

- a) Remove existing fascia board and trim approximately 620 feet.
- b) Identify and replace any deteriorated or broken soffit board or material (Must match existing material)
- c) Identify and replace any deteriorated structure under fascia board or soffit.
- d) Identify and replace any deteriorated or broken crown molding under the soffit material. (Must match existing molding)
- e) Install new fascia board and trim. (Must match existing material)
- f) Paint all new fascia board, soffit, crown molding and trim. (Must match existing color)

Alternate Bid #2

- a) Reseal bay window roof on East side of the building approximately 120 square feet.
- b) Identify and replace any deteriorated roof decking, liners, framing, exterior cornice materials to include metal trim.

**CITY OF CHICKASHA
BID SPECIFICATIONS – BID CMA-2001
ROCK ISLAND TRAIN DEPOT SOUTH ROOF REPAIRS**

CERTIFICATION

I certify that this quote is correct, and I understand that if the quote is not honored that the City may withdraw the award and as a result my firm may be disqualified as a bidder for the City of Chickasha.

DATE: _____

FIRM NAME: _____

PHONE: _____ BY: _____

FAX: _____ TITLE: _____

E-MAIL ADDRESS: _____

Base Bid

Item a) \$ _____

Item b) \$ _____

Item c) \$ _____

Item d) \$ _____

Item e) \$ _____

Item f) \$ _____

Item g) \$ _____

Item h) \$ _____

Item i) \$ _____

Item j) \$ _____

Item k) \$ _____

Item l) \$ _____

Base Bid Total \$ _____

Alternate Bid #1

Item a) \$ _____

Item b) \$ _____

Item c) \$ _____

Item d) \$ _____

Item e) \$ _____

Item f) \$ _____

Alternate #1 Bid Total \$ _____

Alternate Bid #2

Item a) \$ _____

Item b) \$ _____

Alternate Bid #2 Total \$ _____

Estimated starting date: _____















