

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, 2025

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, attorney or to the recommending board, commission or committee.

- 1. Call to Order / Roll Call.**
- 2. Consent Docket:**
 - a. Acceptance of the Minutes of the December 2, 2024, regular meeting and the Minutes of the December 16, 2024, Special Meeting.
 - b. Acceptance of the Claims List.
 - c. Accept and ratify Resolution 2024-24R amending the FY24/25 Budget.
- 3. Discussion/Approval of Items Removed from Consent Docket:**
- 4. Consideration and Discussion Items:**

- a. Discussion, consideration, and possible action to award bid CMA-2404 - City Janitorial Services to Commercial Cleaning Solutions, LLC.in the amount of \$110,052.00.
- b. Discussion, consideration and possible action to approve the Fourth Amendment to Water and Wastewater Operations Services Agreement with U.S. Water Services Corporation to provide for a discretionary right to terminate the agreement beginning January 1, 2026, by giving 120 days notice and to provide a modification of terms relating to an early termination date.

5. Motion for Adjournment.

CHICKASHA

Meeting Type: CMA Agenda 1-6-2025

Meeting Date: 1/6/2025

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the December 2, 2024, regular meeting and the Minutes of the December 16, 2024, Special Meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept the Minutes of the December 2, 2024, regular meeting and the Minutes of the December 16, 2024, Special Meeting.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Susan M. McDaniel, CMC - City Clerk

Meeting Date:

January 6, 2025

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

V. ATTACHMENTS:

1. CMA 12-2-2024
2. CMA 12-16-2024

December 2, 2024

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 2nd day of December 2024 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Grayson called the meeting to order at 7:18 p.m.

ITEM 1.

Call to Order / Roll Call:

CHAIRMAN AND TRUSTEES

PRESENT:

Zachary Grayson, Chairman
Georgianne Hebblethwaite, Vice Chairman
Kelly Boyd
Oscar Nelson
Kea Ginn
John P. Smith
Erica Alexander
Charlie Burruss
Brian Gerdes

ABSENT:

None.

STAFF

PRESENT:

Jim Crosby, City Manager
Keith Johnson, City Manager
Amanda Mullins, City Attorney
Rachel Bernish, Asst. City Manager
Susan M. McDaniel, City Clerk
Chief Music, Police Dept.
Darren Martin, Chief Building Inspector
Tony Samaniego, Fire Chief
Elaine Jensen, Finance Director
Spencer Winzenried, Parks & Rec Director
Lillie Huckaby, Library Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a – ITEM 2b.

ITEM 2a.

Acceptance of the Claims List.

ITEM 2b.

Acceptance of the Minutes of the November 18, 2024, regular meeting.

*Motion by Trustee Alexander, second by Trustee Gerdes to approve Items 2a – 2c.

Roll call vote:

Ayes:” Boyd, Nelson, Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, and Grayson.

“Nays:” None

“Abstain:” None

Motion carried. 9-0

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 approve the Agreement for the Drainage Flume and Installation and Easement with Brock and Valerie Marshall.**

*Motion by Trustee Hebblethwaite, second by Trustee Alexander to approve the Agreement for the Drainage Flume and Installation and Easement with Brock and Valerie Marshall.

Roll call vote:

Ayes:” Nelson, Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Boyd, and Grayson.

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 4b **Discussion, consideration, and possible action to award a contract for CMA-2403 – Sanitary Sewer Replacement to Leetech Services, LLC for the amount of \$164,497.00.**

*Motion by Trustee Nelson, second by Trustee Smith to award a contract for CMA-2403 – Sanitary Sewer Replacement to Leetech Services, LLC for the amount of \$174,497.00.

Roll call vote:

Ayes:” Nelson, Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Boyd, and Grayson.

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 4c **Discussion, consideration, and possible action to award a contract for CMA-2401 – Water Main Construction – Ada Sipuel Avenue at Union Pacific Railroad to Bear Creek Construction LLC in the amount of \$480,071.00.**

*Motion by Trustee Alexander, second by Trustee Hebblethwaite to award a contract for CMA-2401 – Water Main Construction – Ada Sipuel Avenue at Union Pacific Railroad to Bear Creek Construction, LLC in the amount of \$480,071.00.

Roll call vote:

Ayes:” Nelson, Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Boyd, and Grayson.

“Nays:” None

“Abstain:” None

Motion carried. 9-0

ITEM 4d **Discussion, consideration, and possible action to approve the land lease contract between the Chickasha Municipal Authority and Alan Schenk dba Dobe Farms and authorize the Chairman to execute the same.**

*Motion by Trustee Hebblethwaite, second by Trustee Alexander to approve the land lease contract between the Chickasha Municipal Authority and Alan Schenk dba Dobe Farms and authorize the Chairman to execute the same.

Roll call vote:

Ayes:” Nelson, Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Boyd, and Grayson.

“Nays:” None

“Abstain:” None

Motion carried. 9-0

Motion to Adjourn.

*Motion by Trustee Alexander, second by Trustee Hebblethwaite to adjourn.

Meeting adjourned.

TIME: 7:26 PM

Approved this 6th day of January 2025.

Zachary Grayson, Chairman

Susan M. McDaniel, CMC – City Clerk

(ATTEST)

December 16, 2024

The **SPECIAL** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 16th day of December 2024 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Grayson called the meeting to order at 7:40 p.m.

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

CHAIRMAN AND TRUSTEES

PRESENT: Zachary Grayson, Chairman
Georgianne Hebblethwaite, Vice Chairman
Kelly Boyd
Oscar Nelson
Kea Ginn
John P. Smith
Erica Alexander
Charlie Burruss – **returned to his seat 7:42 p.m.**
Brian Gerdes

ABSENT: None.

STAFF

PRESENT: Jim Crosby, City Manager
Keith Johnson, City Manager
Amanda Mullins, City Attorney
Rachel Bernish, Asst. City Manager
Susan M. McDaniel, City Clerk
Chief Music, Police Dept.
Darren Martin, Chief Building Inspector
Elaine Jensen, Finance Director
Spencer Winzenried, Parks & Rec Director
Lillie Huckaby, Library Director
Shae Mortimer, Marketing and Civic Engagement Manager

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

ITEM 2a. **Acceptance of the Claims List.**
ITEM 2b. **Acceptance of the Financials for November 2024.**

*Motion by Trustee Boyd, second by Trustee Alexander to approve Items 2a – 2b.

TIME 7:40 P.M.

Roll call vote:

Ayes:” Boyd, Nelson, Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, and Grayson.

“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 authorize the 2” overlay (Type B asphalt) for Cottonwood Road (CR1390) East of Railroad Tracks to Sooner Road for an amount not to exceed \$97,790.00 as per Interlocal Agreement with Grady County District #2.**

Council Member Burruss returns to his seat at 7:42 p.m.

*Motion by Trustee Boyd, second by Trustee Ginn to authorize the 2” overlay (Type B asphalt) for Cottonwood Road (CR1390) East of Railroad Tracks to Sooner Road for an amount not to exceed \$97,790.00 as per Interlocal Agreement with Grady County District #2.

Roll call vote:

Ayes:” Nelson, Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Boyd, and Grayson.

“Nays:” None

“Abstain:” None

Motion carried. 9-0

Motion to Adjourn.

*Motion by Trustee Alexander, second by Trustee Hebblethwaite to adjourn.

Meeting adjourned.

TIME: 7:42 PM

Approved this 6th day of January 2025.

Zachary Grayson, Chairman

Susan M. McDaniel, CMC – City Clerk

(ATTEST)

CHICKASHA

Meeting Type: CMA Agenda 1-6-2025

Meeting Date: 1/6/2025

Department: Finance

Agenda Item No. 2.b.

AGENDA ITEM: Acceptance of the Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Elaine Jensen, Finance Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: January 6, 2025	(From)		

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 1-6-2025

Meeting Date: 1/6/2025

Department: Finance

Agenda Item No. 2.c.

AGENDA ITEM: Accept and ratify Resolution 2024-24R amending the FY24/25 Budget.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept and ratify Resolution 2025-01R amending the FY24/25 Budget.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

Meeting Date:

V. ATTACHMENTS:

1. Res. 2025-01R Budget Amendment
2. 20250102104847699

RESOLUTION NO. 2025-01R

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF CHICKASHA,
GRADY COUNTY, STATE OF OKLAHOMA, AMENDING THE CITY OF
CHICKASHA ADOPTED BUDGET FOR FISCAL YEAR 2024-25**

WHEREAS, pursuant to the Oklahoma Municipal Budget Act, 11 O.S. Section 17-201 through 17-216, all steps in the process of developing the City's Budget for FY 2024-25 were followed, culminating the adoption of the Budget by the Mayor and Council on June 17, 2024; and

WHEREAS, Sections 17-215 and 17-216 of the Oklahoma Municipal Budget Act specifically authorizes amendments to the adopted budget; and

WHEREAS, the Mayor and Council have determined a need to amend the adopted budget; and

NOW THEREFORE, be it resolved by the Mayor and Council of the City of Chickasha, Grady County, Oklahoma, that:

Section 1. The adopted FY 2024-25 Budget for the GENERAL Fund #11 is hereby amended and attached hereto as "Exhibit A";
FY 2024-25 Budget for the GENERAL Fund #11 is hereby amended and attached hereto as "Exhibit B";
FY 2024-25 Budget for the COMBINED INSURANCE Fund #71 is hereby amended and attached hereto as "Exhibit C".
FY 2024-25 Budget for the CHICKASHA MUNICIPAL AUTHORITY Fund #31 is hereby amended and attached hereto as "Exhibit D".

This Resolution shall be in full force and effect from and after the passage and approval by the Mayor and Council of the City of Chickasha, Grady County, Oklahoma.

Adopted this 6th day of January 2025.

Zachary Grayson, Mayor

ATTEST:

Susan M. McDaniel, CMC - City Clerk

(SEAL)

CITY OF CHICKASHA

BUDGET AMENDMENT FORM

<u> X </u> INCREASE	<u> </u> DECREASE	<u> </u> TRANSFER
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Fund: GENERAL
 Fund No.: 11
 Amendment No.: 5
 Fiscal Year: 2024-2025

Account #	Account Name	Estimated Revenue(s)		Appropriation(s)	
		Increase	Decrease	Increase	Decrease
4500-071	TRANSFER-COMBINTED INSUR	12,880.00			
541-6300-040	VEHICLE REPLACEMENT			12,880.00	
TOTALS		12,880.00	-	12,880.00	-

EXPLANATION:
 Transfer Insurance Claim Settlement proceeds from Combined Insurance Fund to accommodate purchase of used Police Vehicle

Approved by City Manager:

 Date Signature

Approved by City Council:

 Date Signature

Exhibit B

CITY OF CHICKASHA

BUDGET AMENDMENT FORM

<u> X </u>	INCREASE	<u> </u>	DECREASE	<u> </u>	TRANSFER
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Fund: GENERAL
Fund No.: 11
Amendment No.: 6
Fiscal Year: 2024-2025

Account #	Account Name	Estimated Revenue(s)		Appropriation(s)	
		Increase	Decrease	Increase	Decrease
4300-087	ARVEST / BODY ARMOR	5,000.00		5,000.00	
570-5300-056	ARVEST / BODY ARMOR				
TOTALS		5,000.00	-	5,000.00	-

EXPLANATION:
To reflect Grant from the Arvest Foundation to assist with the purchase of Body Armor for the Police Department

Approved by City Manager:	Date _____	Signature _____
Approved by City Council:	Date _____	Signature _____

Exh. 6.7 C

CITY OF CHICKASHA

BUDGET AMENDMENT FORM

☒ INCREASE	☐ DECREASE	☐ TRANSFER
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Fund: COMBINED INSURANCE
 Fund No.: 71
 Amendment No.: 2
 Fiscal Year: 2024-2025

Account #	Account Name	Estimated Revenue(s)		Appropriation(s)	
		Increase	Decrease	Increase	Decrease
4010-004	REIMBURSEMENTS/VEHICLE	12,880.00			
571-5500-011	TRANSFER TO GENERAL FUND			12,880.00	
TOTALS		12,880.00	-	12,880.00	-

EXPLANATION:
 Recognize Insurance Claim Settlement proceeds for Police Vehicle and transfer to the General Fund to accommodate purchase of a used Police Vehicle, accordingly

Approved by City Manager:

Date _____ Signature _____

Approved by City Council:

Date _____ Signature _____

Exhibit D

CITY OF CHICKASHA

BUDGET AMENDMENT FORM

<u> X </u>	INCREASE	<u> </u>	DECREASE	<u> </u>	TRANSFER
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Fund: CHICKASHA MUNICIPAL AUTHORITY (CMA)
Fund No.: 31
Amendment No.: 2
Fiscal Year: 2024-2025

Account #	Account Name	Estimated Revenue(s)		Appropriation(s)	
		Increase	Decrease	Increase	Decrease
4300-010	CDBG/ODOC (18608 CDGB SC2	195,714.00			
530-6450-006	CDBG (18608 SC22) WATER DI			195,714.00	
TOTALS		195,714.00	-	195,714.00	-

EXPLANATION:

To reflect Reimbursement from Oklahoma Department of Commerce (ODOC) for CDBG Water Distribution Project

Approved by City Manager:

Date _____ Signature _____

Approved by City Council:

Date _____ Signature _____

CHICKASHA



Meeting Type: CMA Agenda 1-6-2025

Meeting Date: 1/6/2025

Department: Administration

Agenda Item No. 4.a.

AGENDA ITEM: Discussion, consideration, and possible action to award bid CMA-2404 - City Janitorial Services to Commercial Cleaning Solutions, LLC.in the amount of \$110,052.00.

I. BACKGROUND/DESCRIPTION:

Staff was authorized to solicit bids for CMA-2404 - City Janitorial Services on October 21, 2024.

Three bids were received and opened on November 19, 2024:

On Point Cleaning Services - \$68,100.00

Commercial Cleaning Solutions, LLC - \$110,052.00

Ecobrite Services, LLC - \$111,108.96

II. RECOMMENDED ACTION:

Award bid CMA-2404 - City Janitorial Services to Commercial Cleaning Solutions, LLC.in the amount of \$110,052.00.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Omar Fierro, Public Works Director

Meeting Date:

January 6, 2025

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

V. ATTACHMENTS:

1. 20241231134412780

CITY OF CHICKASHA PURCHASE REQUEST

DATE: 12/4/2024

DEPT: PUBLIC WORKS

DELIVER TO: PUBLIC WORKS

☐ open ☒ rec

PO #

VENDOR #

VENDORS	Vendor # 1 ☒	Vendor # 2 ☐	Vendor # 3 ☐
NAME	COMMERCIAL CLEANING SOLUTIONS LLC	ON POINTCLEANING SERVICES	ECOBRITE SERVICES LLC
ADDRESS	617 CJICKASHA AVE	437 NW 79TH ST	2975 W EXECUTIVE PKWY SUITE 141
CITY	CHICKASHA	OKC	LEHI, UT 84043

BUDGET BALANCE	ITEM-DESCRIPTION	QTY	TOTAL PRICE VENDOR # 1	TOTAL PRICE VENDOR # 2	TOTAL PRICE VENDOR # 3
	JANITORAL SERVICES		\$ 110,052.00	\$ 68,100.00	\$ 111,108.96
TOTAL			\$ 110,052.00	\$ 68,100.00	\$ 111,108.96
CASH DISCOUNT			()	()	()
TOTAL GROSS PRICE			\$ 110,052.00	\$ 68,100.00	\$ 111,108.96
TOTAL FREIGHT					
TOTAL			\$ 110,052.00	\$ 68,100.00	\$ 111,108.96

DISBURSEMENT

FUND: 31

DEPT: 538

ITEM: 5302-006

COMMENTS: JANITORIAL SERVICES FOR EACH SPECIFIED CITY FACILITY

ALL EXPENDITURES OF MORE THAN \$500 MUST BE SUPPORTED BY VERBAL OR WRITTEN QUOTATIONS, MORE THAN \$1,000 MUST BE SUPPORTED BY FORMAL WRITTEN QUOTATIONS AND MORE THAN \$3,500 MUST BE DONE THROUGH A FORMAL BID PROCESS. QUOTATIONS MUST BE FROM AT LEAST THREE (3) RESPONSIBLE BIDDERS AND MUST BE ATTACHED.

QUOTATIONS TAKEN BY: (Printed Name/Signature) _____

CIRCLE ONE			APPROVAL	
BID ONLY	RUSH	CONTRACT ONLY	DEPARTMENT HEAD	
			DIRECTOR OF FINANCE	
QUOTATIONS ONLY	EMERGENCY PURCHASE		CITY MANAGER	

Recommendation letter for Janitorial Services.

12/04/2024

Omar Fierro

Director of Public Works.

Chickasha Public Works.

502 N. Genevieve

Chickasha Ok, 73018

Re: Janitorial Service Bid for all City facilities

Dear Council!

We have evaluated all bids received on 11/19/2024 at 1:30pm for the City of Chickasha's Janitorial Service, this proposal includes routine janitorial services for each specified City facility according to the cleaning frequency outlined in the RFP, with additional services provided as needed.

3 bids were received as shown below:

On Point Cleaning Service LLC: \$68,100.00

Commercial Cleaning Solutions LLC: \$110,052.00

EcoBrite Services LLC: \$111,108.96

Note: When bids were submitted the contractors quoted stripping and waxing on all floors for City Facilities, the bids should have indicated that the only facility that would need to be stripped and waxed would be the City's Public Works building.

The lowest bid submitted was made by On Point Services in the amount of \$68,100.00

After evaluation of this bid, we came to the conclusion that the scope of the work being requested could not possibly be met at this cost, leading us to believe that the services being rendered would not meet the expectations of the City of Chickasha or of its Department heads.

Therefore, I recommend that the City of Chickasha award the contract for Janitorial services to Commercial Cleaning Services LLC in the amount of \$110,052.00

Sincerely

Omar Fierro.

BID RETURNPer Month

All items will be awarded to one (lowest/best) bidder.

Item #1	City Hall	\$ <u>2080⁰⁰</u>
Item #2	Police Station	\$ <u>1225⁰⁰</u>
Item #3	Public Work Facility	\$ <u>1735⁰⁰</u>
Item #4	Chickasha Public Library	\$ <u>1250⁰⁰</u>
Item #5	Chickasha Airport Terminal	\$ <u>850⁰⁰</u>
Item #6	911 Dispatch Center	\$ <u>1040⁰⁰</u>
Item #7a	strip and wax hard surface floors as directed. (Includes Restrooms)	\$ <u>1149⁰⁰</u>
Item #7b	Exterior first floor as directed	\$ <u>726⁰⁰</u>

Commercial Cleaning-Solutions, LLC

617 Chickasha Ave
Chickasha, OK 73018Owner: Tim Wilson
Phone: 405-823-7328

BID RETURN

All items will be awarded to one (lowest/best) bidder, PER YEAR

Item #1	City Hall	\$ <u>24,960⁰⁰</u>
Item #2	Police Station	\$ <u>14,700⁰⁰</u>
Item #3	Public Work Facility	\$ <u>20,820⁰⁰</u>
Item #4	Chickasha Public Library	\$ <u>15,000⁰⁰</u>
Item #5	Chickasha Airport Terminal	\$ <u>10,200⁰⁰</u>
Item #6	911 Dispatch Center	\$ <u>12,480⁰⁰</u>
Item #7a	strip and wax hard surface floors as directed. (Includes Restrooms)	\$ <u>13,788⁰⁰</u>
Item #7b	Exterior first floor as directed	\$ <u>8,712⁰⁰</u>

Commercial Cleaning-Solutions LLC
617 Chickasha Ave
Chickasha, OK 73018

Owner: Jim Wilson
Phone: 405.823.7328



Below are some references for your convenience with contact information.

1) Winter Creek Country Club
Connor Emerson
Connore@wintercreekgolf.com
(405) 224-4653

2) Liberty National Bank
Troy Avant
Troy.Avant@WeAreLiberty.Bank
(405) 222-0550

3) Xpress Wellness Urgent Care
Isabella Mcgeisey
i.mcgeisey@xpwell.com
(405) 224-0053

4) Cimarron Trailer MFG
Brian Nolte
bnolte@cimarrontrailers.com
(405) 222-4800

Please contact me if you need any further information,
Best regards,
Jim
405-823-7328

Back

11/07/2024 03:40 AM

QuestCDN <info@questmessenger.com>

QuestCDN Download Receipt: City Janitorial Services #9383462 - Chickasha, OK

To: Jim Wilson <8022552_112373@questmessenger.com>, Jim Wilson <jim@procleanoffice.com>

Dear Jim Wilson,

This message is your receipt and notification that a charge has been made to the credit card XXXXX7206 for \$5.00.

Quest Number: 9383462

Project Name: City Janitorial Services

Project Location: Grady - Chickasha, OK

Project Solicitor: Chickasha Municipal Authority

Bid Date/Time: 11/19/2024 01:30 PM CST

eBidDoc™ Download Delivery Fee: \$5.00

Download Date: 11/06/2024

Please contact QuestCDN Client Success at Success@QuestCDN.com or (952) 233-1632 if you have questions concerning this receipt.

We invite you to consider upgrading your membership to a Premier membership and receive premium features including, a comprehensive list of bid opportunities, advanced searching capabilities, default search types, emailed bid notifications as well as an organizational bid tool, unlimited users, email to plan holders and deferred billing (including an end of month statement displaying download activity with one comprehensive billing charge).

Visit QuestCDN to learn more at [QuestCDN Bidders](https://QuestCDN.com) email us at Info@QuestCDN.com or call us at 952-233-1632 for a demonstration of our software.

Cordially,

On Point Cleaning Services LLC

BID RETURN

CMA 2404

All items will be awarded to one (lowest/best) bidder.

Item #1	City Hall	\$ <u>1500.00</u>
Item #2	Police Station	\$ <u>1000.00</u>
Item #3	Public Work Facility	\$ <u>700.00</u>
Item #4	Chickasha Public Library	\$ <u>1450.00</u>
Item #5	Chickasha Airport Terminal	\$ <u>200.00</u>
Item #6	911 Dispatch Center	\$ <u>400.00</u>
Item #7a	strip and wax hard surface floors as directed. (Includes Restrooms)	\$ <u>275.00</u>
Item #7b	Exterior first floor as directed	\$ <u>150.00</u>

On Point Cleaning Services, LLC

Proposal for Janitorial Services

City of Chickasha – CMA-2404

November 13, 2024

To:

Susan M. McDaniel
City Clerk
Chickasha Municipal Authority
117 North 4th Street
Chickasha, OK 73018

From:

On Point Cleaning Services, LLC
437 NW 79th St
Oklahoma City, OK 73114
(405) 642-8259
onpointokc@gmail.com
www.getonpointclean.com

1. Introduction

On Point Cleaning Services LLC is pleased to submit this proposal to provide comprehensive janitorial services to the City of Chickasha. With expertise in commercial cleaning, we are committed to maintaining high standards of cleanliness across all designated city facilities.

2. Scope of Work

This proposal includes routine janitorial services for each specified city facility according to the cleaning frequency outlined in the RFP, with additional services provided as needed.

3. Cost Proposal

Monthly Service Rates by Facility:

- Item #1: City Hall (2 days per week-Wednesday and Sunday nights)
Monthly Rate: \$1500.00
- Item #2: Police Station (2 days per week-Monday and Thursday, before 3:00 p.m.)
Monthly Rate: \$1000.00
- Item #3: Public Works Facility (2 days per week - Monday and Thursday nights)
Monthly Rate: \$700.00
- Item #4: Chickasha Public Library (2 days per week - Sunday and Thursday nights)
Monthly Rate: \$1450.00
**Restrooms (Monday, Wednesday, Thursday, Sunday)
- Item #5: Airport Terminal Building (2 days per week - Monday and Thursday nights)
Monthly Rate: \$200.00
- Item #6: 911 Dispatch Center (2 days per week - Monday and Thursday nights)
Monthly Rate: \$400.00

Additional Services (as requested):

- Strip and Wax Hard Surface Floors (including restrooms)
Cost: \$275 per session
- Exterior First Floor Window Cleaning (quarterly)
Cost: \$150 per session

4. General Terms

- **Insurance:** On Point Cleaning Services LLC will provide a Certificate of Insurance covering liability, vehicle, and worker's compensation, listing the City of Chickasha as an additional insured.

References: We will supply three references upon request.

Quality Control: Inspection sheets will be completed and submitted.

Employee Background Checks: Only pre-approved employees will have access.

5. Conclusion

On Point Cleaning Services LLC, is dedicated to providing dependable, high-quality janitorial services tailored to meet the needs of the City of Chickasha. We look forward to the opportunity to serve and ensure a consistently clean and well-maintained environment across your facilities.

Thank you for considering our proposal.

Sincerely,



Stacy Ball

Owner/Operator
On Point Cleaning Services, LLC
437 NW 79th St
Oklahoma City, OK 73114
(405) 642-8259
onpointokc@gmail.com
www.getonpointclean.com

BID RETURN

All items will be awarded to one (lowest/best) bidder.

Item #1	City Hall	\$ <u>1,826.98/month</u>
Item #2	Police Station	\$ <u>919.50/month</u>
Item #3	Public Work Facility	\$ <u>676.10/month</u>
Item #4	Chickasha Public Library	\$ <u>2,704.41/month</u>
Item #5	Chickasha Airport Terminal	\$ <u>1,802.94/month</u>
Item #6	911 Dispatch Center	\$ <u>375.61/month</u>
Item #7a	strip and wax hard surface floors ad directed. (Includes Restrooms)	\$ <u>7,463.46 / biannual</u>
Item #7b	Exterior first floor as directed	\$ <u>995.12 / quarterly</u>

CHICKASHA

REP CMA 2404

City Janitorial Services

Tailored Janitorial Services and Floor Care Proposal

EcoBrite Services

2975 W Executive Pkwy Suite 141
Lehi, UT 84043

Prepared by: Shawnee Driskell

Sales Marketing Proposal Manager

marketing@ecobriteservices.com

(971) 278-5363

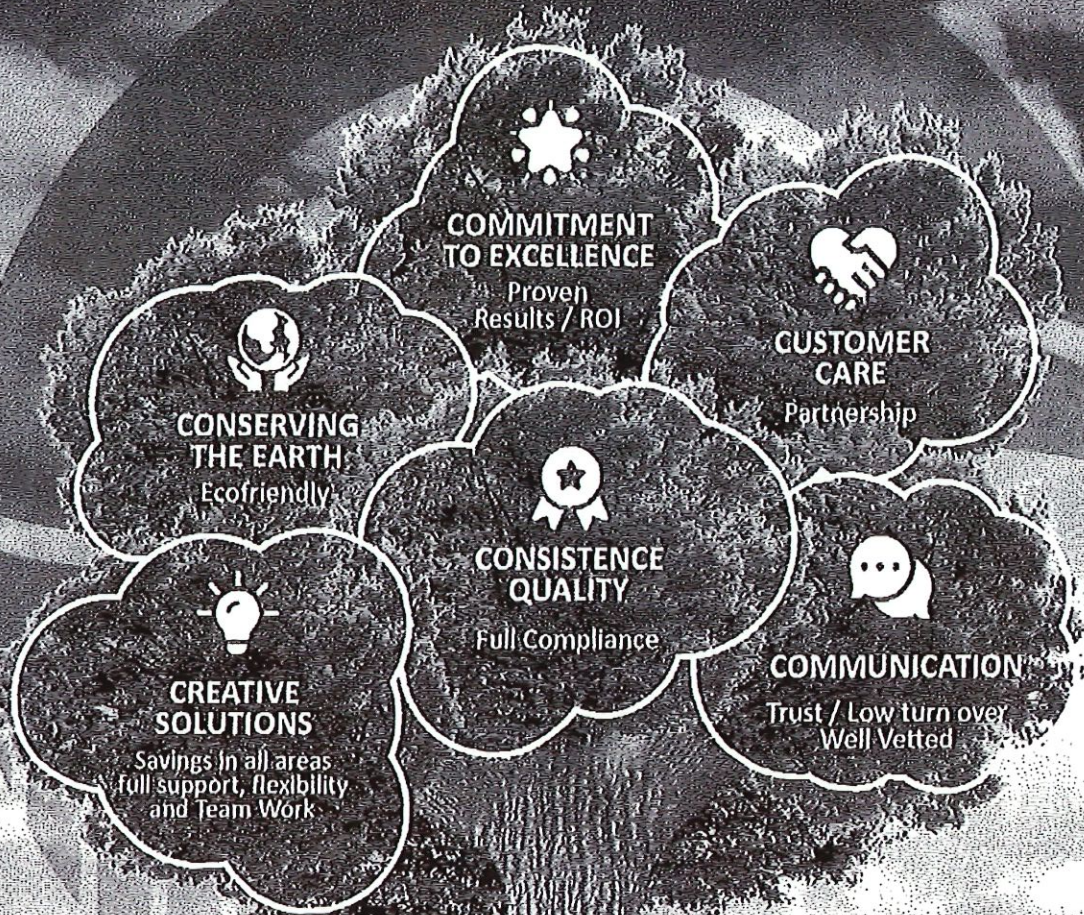
www.ecobriteservices.com

Your Facilities Manager's Dream



BUILDING A BRIGHTER, SAFER AND MORE SUSTAINABLE WORLD FOR ALL WE SERVE

MISSION STATEMENT



PEOPLE



PLANET



PROSPERITY

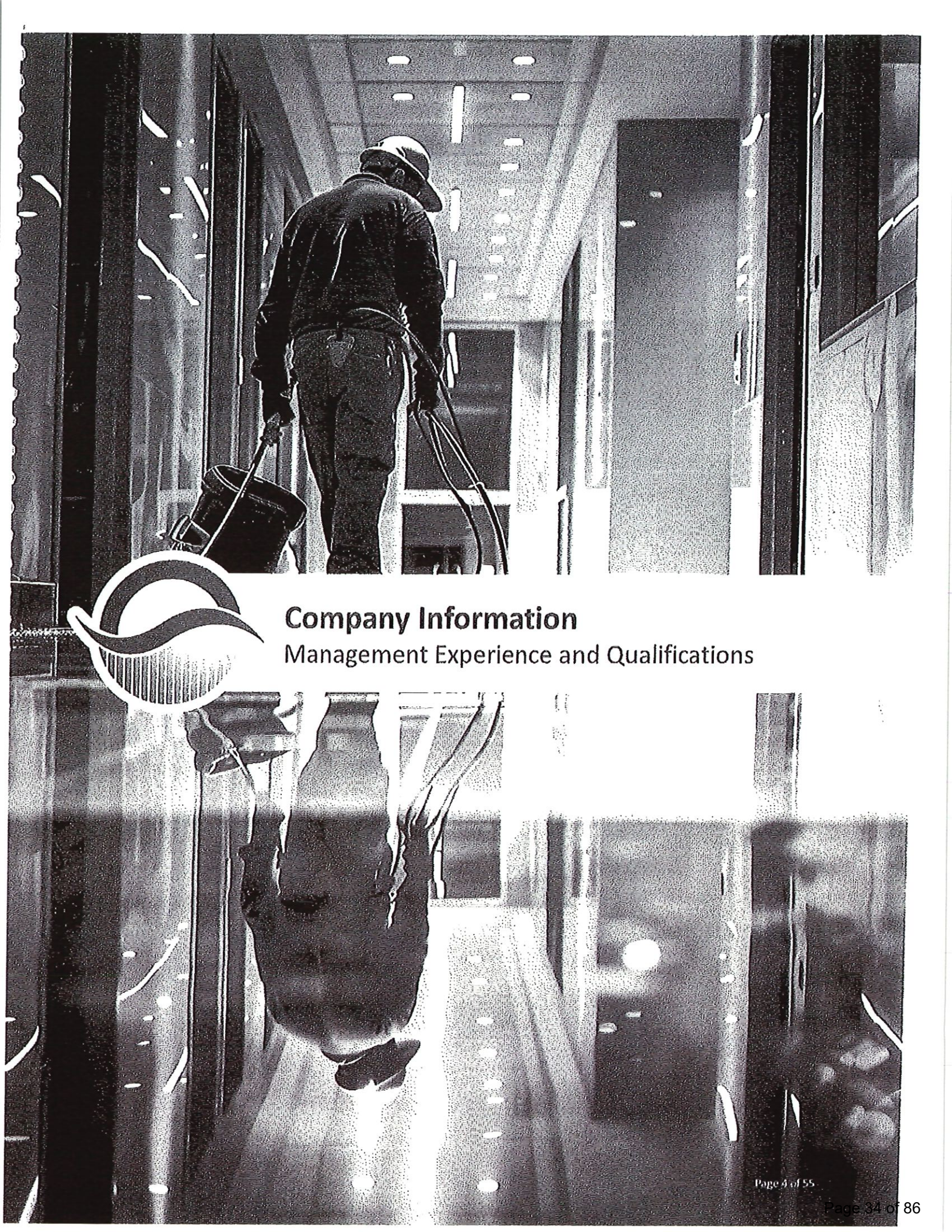
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Bully Certified — Industry Leadership





Company Information

Management Experience and Qualifications

Company Information | EcoBrite Services



Legal Information:

EcoBrite Services, LLC

2975 W. Executive Parkway, Suite 141, Lehi, UT 84043 (877) Eco-Brite Fax: (801) 857-2301

NAISC: 561720 Janitorial and Floor Care Services

EIN: 27-0953331

State of Incorporation: Utah

Date Incorporated: September 2009 (14 years)

Cage Code: 7KGF3

MBE: Certified NMSDC #NW01490

DUNS: 832417435

Name of Principal:

Ray Fuchs, Chief Executive Officer (CEO) and Co-Founder

Leadership Team BIO:

Ray Fuchs, Chief Executive Officer and Co-Founder

The accomplished COO of EcoBrite Services, with a career spanning since 1989, is a seasoned finance leader. Possessing a unique blend of financial acumen, technical expertise, and exceptional interpersonal skills, he has successfully navigated the demands of modern finance divisions. At EcoBrite Services, his leadership has consistently driven financial excellence, empowered teams, and fueled the company's growth and success. With a strong background in finance, he has leveraged his expertise to optimize financial operations and facilitate integrated decision-making. His tenure as a \$4 billion chemical industry leader resulted in significant improvements in FP&A, operational efficiencies, and cost reductions. His dedication to excellence and team empowerment remains a hallmark of his career.

Benjamin Kirton, Chief Operations Officer and Corporate Sponsor

A seasoned executive leader with a 20-year proven track record, encompassing expertise in optimizing business systems, cultivating robust relationships, efficiently managing substantial personnel volumes, and overseeing comprehensive financial reporting. Renowned for exceptional interpersonal finesse, skillfully promoting transparent communication among teams, implementing cost-effective strategies, achieving corporate objectives, and managing rigorous financial reporting responsibilities. A history highlighted by successful recruitment, training, and precise organizational skills, all complemented by a customer-centric mindset, prepared to infuse acquired knowledge and unwavering passion into new horizons while poised to drive transformative results.

Proposed working relationship between Contactor and Subcontractors:

Prime Contractor/Service Provider, Self-Performing with occasional pre-approved subcontractors for periodic work such as specialized exterior window cleaning.

Financial Strength:

EcoBrite Services demonstrates robust fiscal stamina, boasting an average revenue exceeding \$22,000,000 across the preceding three fiscal years. This steadfast foundation enables us to deliver dependable services while actively pursuing avenues for future growth.

Contact person during the proposal evaluation period:

Shawnee Driskell, Sales Marketing Proposal Manager

Shawnee.Driskell@ecobriteservices.com

mobile/text: (971) 278-5363

Validity:

Unless specified in the RFP, the proposal is valid for 90 days from the submittal date.

Company Information | Evolution and History



EcoBrite Services, a certified Minority Business Enterprise (MBE), delivers tailored professional cleaning and floorcare solutions to big box and retail giants, government agencies, high-security facilities, multi-tenant spaces, and more.

Guided by a dedicated team, the company's approach stands out for its hygiene-focused methodology and commitment to 100% Green practices. We excel in services such as dust control, floor care, high-traffic entrance maintenance, carpet cleaning, and comprehensive building upkeep. Additionally, support is provided to clients seeking LEED® certification points, highlighting the commitment to sustainability.

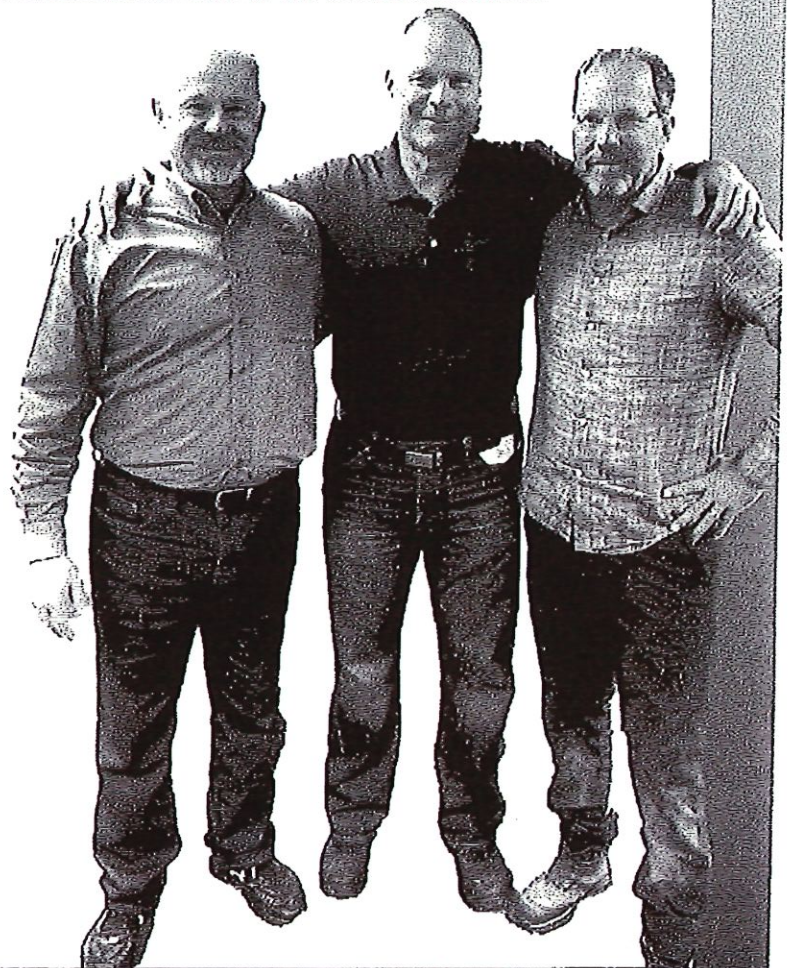
EcoBrite Services boasts a rich history spanning more than three decades, dedicated to providing cleanliness through environmentally friendly and cost-effective solutions to our valued customers.

In fact, in 1989, in Provo, Utah, three innovative brothers, the Fuchs Brothers, established what is now EcoBrite Services. Embracing the American Dream, their enduring passion has revolved around customer problem-solving, environmental protection, and providing Quality service.

This leadership style, marked by integrity and treating people with kindness while offering growth opportunities to employees, paved the way for the company's success and pioneered a culture of diversity, equity, and inclusion.

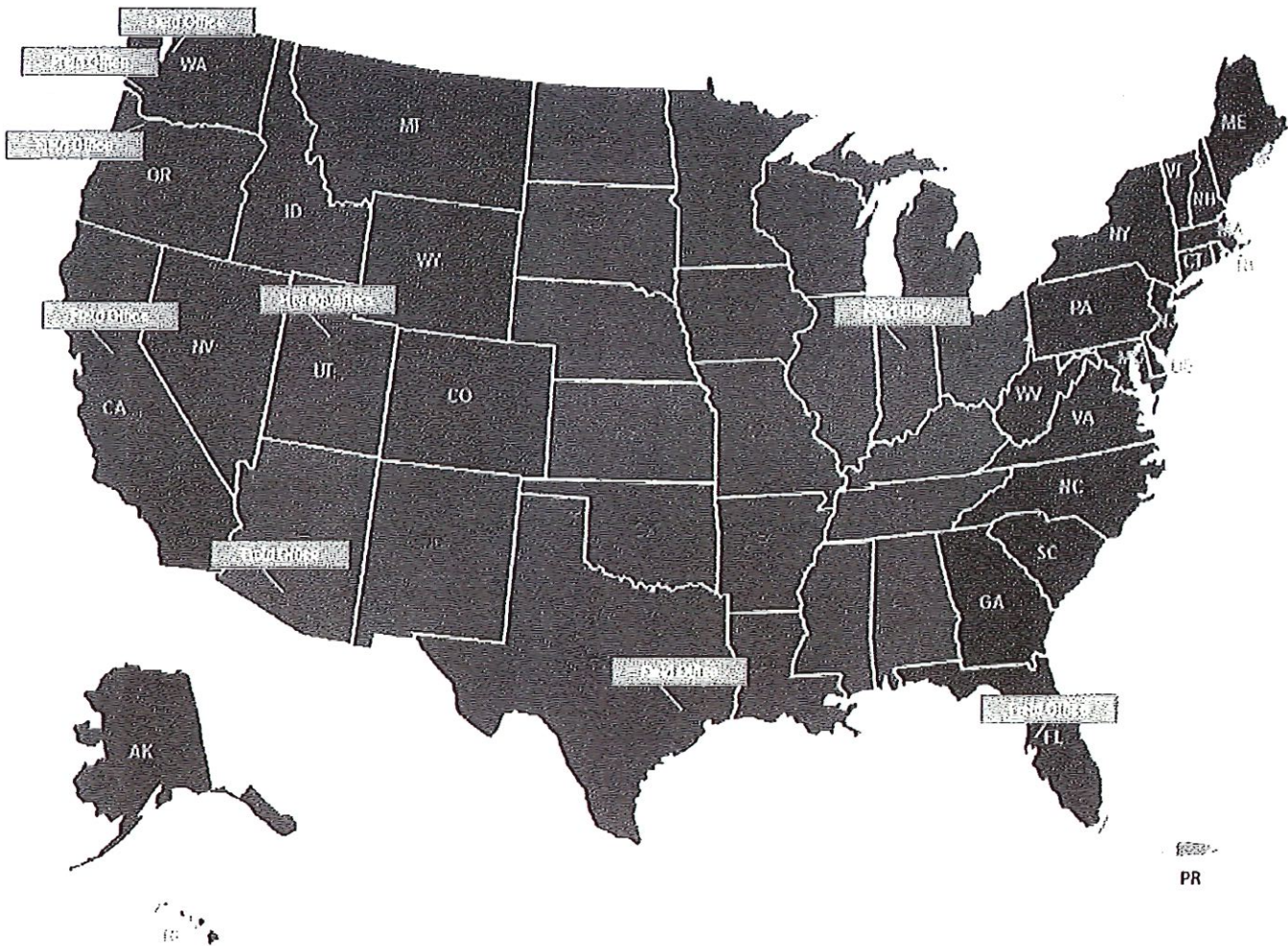
EcoBrite continues to expand nationwide, servicing millions of square feet on schedule and on time. Headquarters are in Lehi, Utah, and provide HR, staffing needs, accounting, and support services, allowing the US Operations Team to focus on servicing customers. Strategically positioned Division Managers and Field Operations Managers across the country to support Sales and Client Services, ensuring easy airport access for fast, in-person response time.

Furthermore, our commitment to excellence remains unwavering as we continuously evolve to meet the needs of our expanding client base.



The Innovative Founders
The Fuchs Brothers

Company Information | National Coverage



Clint Braden
Division Manager West



Rob Downing
Division Manager Central



Derick Cruz
Division Manager East



National Reach with Local Expertise

EcoBrite coverage is divided into three regions, each managed by a Division Manager, as shown on the color-coded map. With strategically located field offices for ease of travel, we ensure comprehensive national service.

Beyond the map, our strength lies in our local connections. We assign local supervisors to each location, providing personalized, community-focused support.

We combine the resources of a national organization with the tailored service of a local provider, ensuring we meet the needs of clients across the country.

Leadership Team | Nice to Meet You!



Ray Fuchs
CEO



Benjamin Kirton
COO



David Januario
Accounting
and Finance



Shawnee Driskell
Sales & Estimating



Daniela Ferreira
HR Supervisor



Rocio Roldan
Ops Executive Admin.



Bruna Ribeiro
Sales & Estimating



Mário Bordieri
Sales & Estimating



Clint Braden
Division Manager



Derick Cruz
Division Manager



Rob Downing
Division Manager



Tony Salinas
Sales Manager



Alma Rodriguez
Field Op. Manager



Berenice Herrera
Field Op. Manager



Lord Rudy Goudy
Field Op. Manager



Julliana Lopez
Field Op. Manager



Miguel Zamora
Field Op. Manager



María Granados
Field Op. Manager



Aiden McLain
Field Op. Manager



Tailored Facility Services
Professional Expertise





Facility Services and Expertise | How can we help you?

Sustainable Custom Cleaning

Enjoy tailored cleaning with EcoBrite Services. With 24/7 availability, we provide eco-friendly solutions for both local and corporate clients. Our personalized schedules prioritize your space, occupancy, and budget, ensuring exceptional results that benefit both you and the environment.

Expert Floor Care and Cement Polishing

Experience our expertise in maintaining floors. Present a clean, inviting space to customers, boosting repeat visits. Properly maintained floors preserve their health, appearance, and prevent lasting damage.

Tailored Carpet Care

Our carpet cleaning programs are customized to suit your needs and budget, ensuring pristine carpets that leave a lasting impression on customers. With a range of methods including foam, shampoo, bonnet, dry, steam cleaning, and restoration, we go beyond standard steam cleaning to deliver exceptional results.

High-Rise and Mid-Rise Window Cleaning

Navigating high-rise and mid-rise buildings for window cleaning is hazardous work. Trust our expertise in this specialized field. Our commercial services are safe, efficient, and affordable, ensuring your windows are rejuvenated without compromise.

Optimal Restroom Hygiene

Our Hygienic Restrooms System outperforms mops, eliminating dirt, urine, and germs, even from overlooked areas. Proven 60 times more effective against bacteria, it ensures pristine, disinfected cleanliness for your restroom.

Advanced High Dusting with Remote Viewing

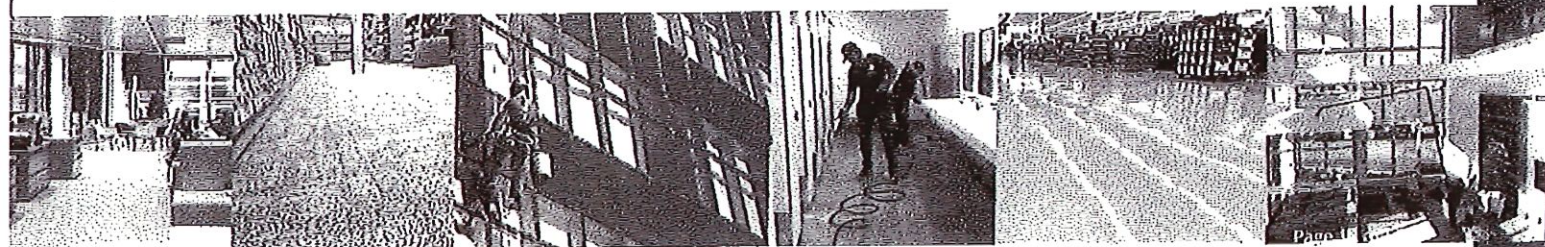
Our high-level dusting service at EcoBrite is revolutionized with cutting-edge technology. Utilizing a video camera and app, we can inspect and clean areas as high as 30 feet without ever leaving the ground, ensuring both safety and efficiency. This innovative approach not only maintains an inviting space for customers but also preserves the health of your floors.

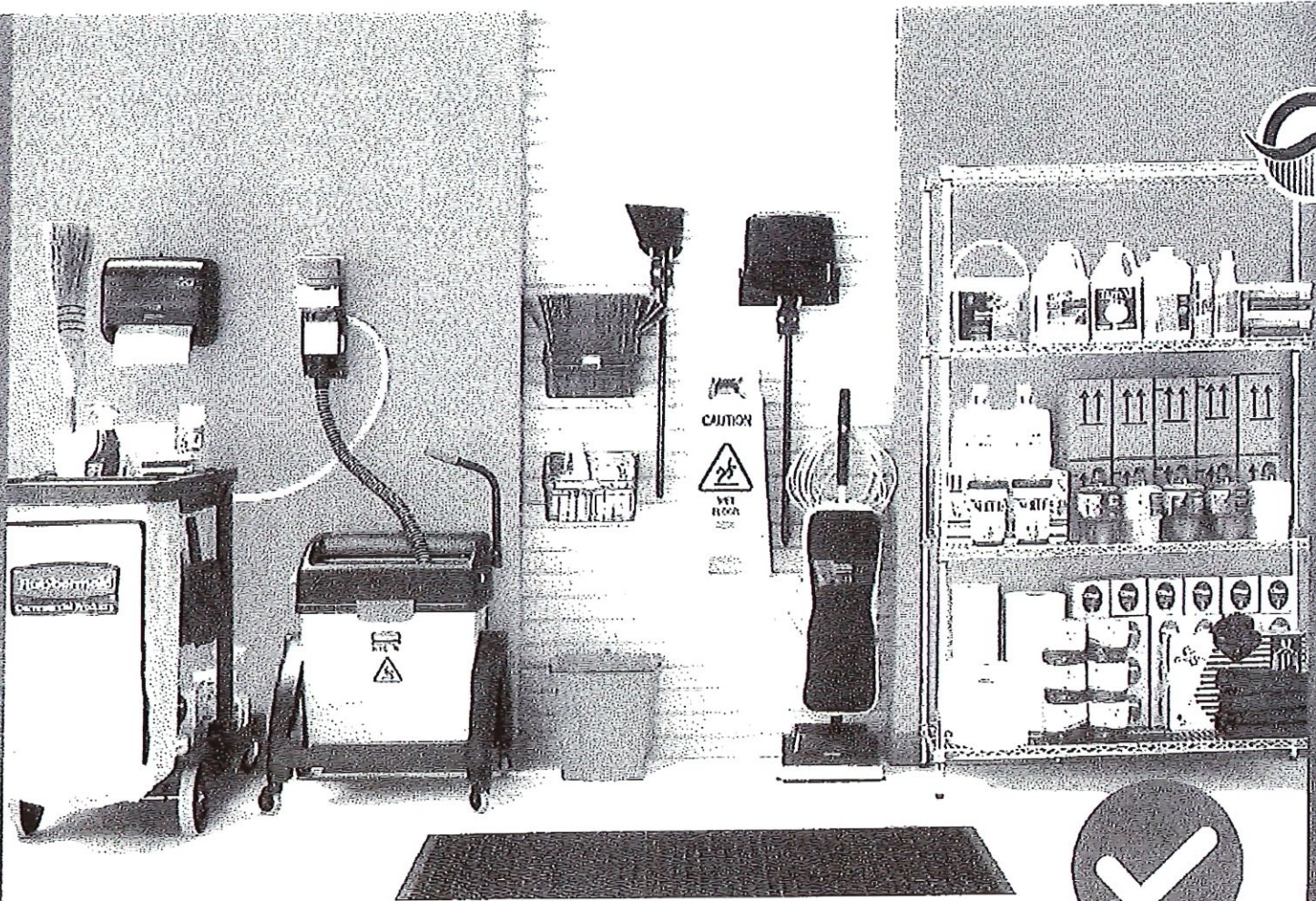
From Rough to Ready: Meticulous Construction Site Cleanup Process

Our thorough process includes initial rough cleaning, detailed main cleaning, and a meticulous move-in-ready final cleanup. With our dedication to excellence, we ensure that every corner of your construction site is pristine and ready for use, making you look your best.

Emergency Response Expertise

At EcoBrite, our Operations Team responds swiftly to every call, email, and text, 24/7. We specialize in disaster and emergency cleaning services, including blood-borne pathogens, HazMat incidents, water and fire damage, and carpet recovery. Our trained team is prepared to support your associates and subcontractors during natural disasters, with emergency training drills and essential information readily available for safety.

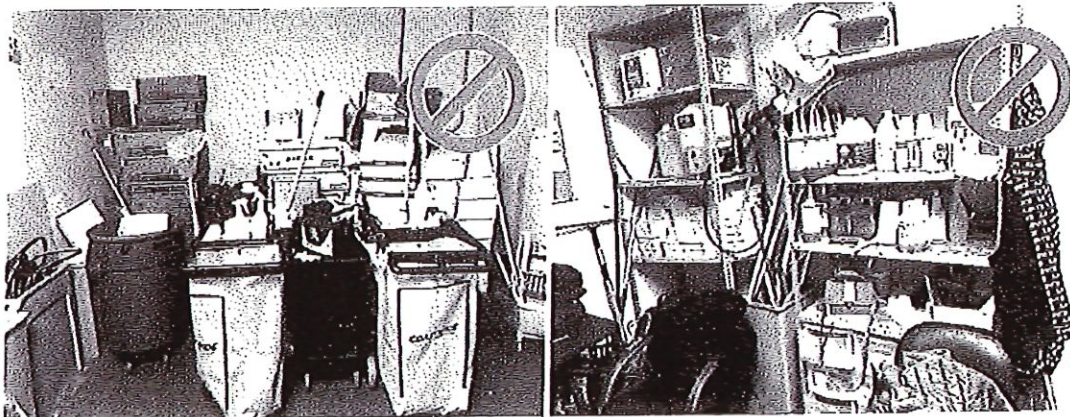


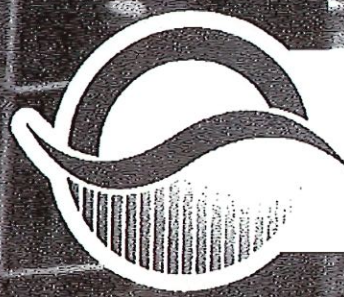
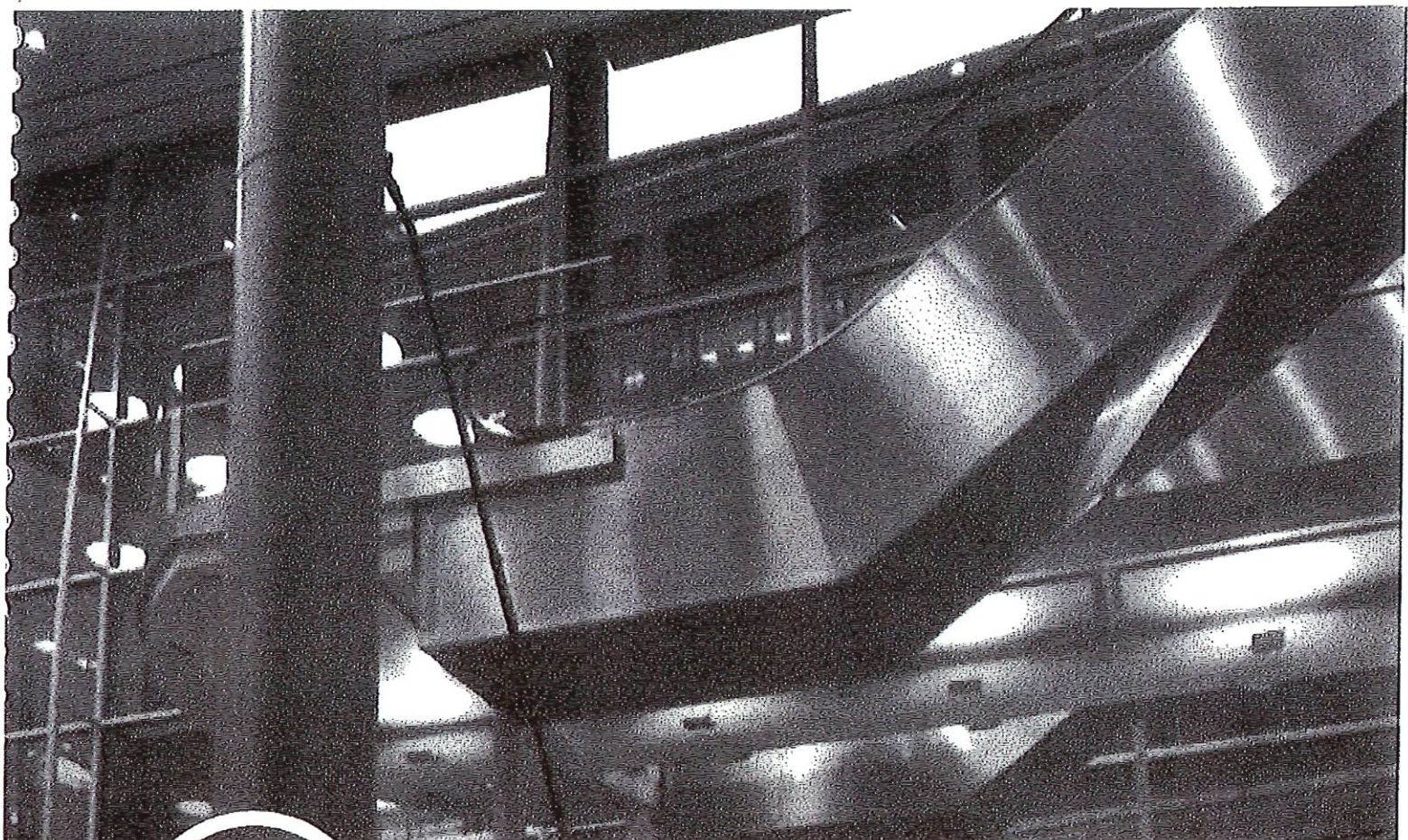


Janitorial Closet Maintenance

These are basic safety measures that the Supervisor must check at all times:

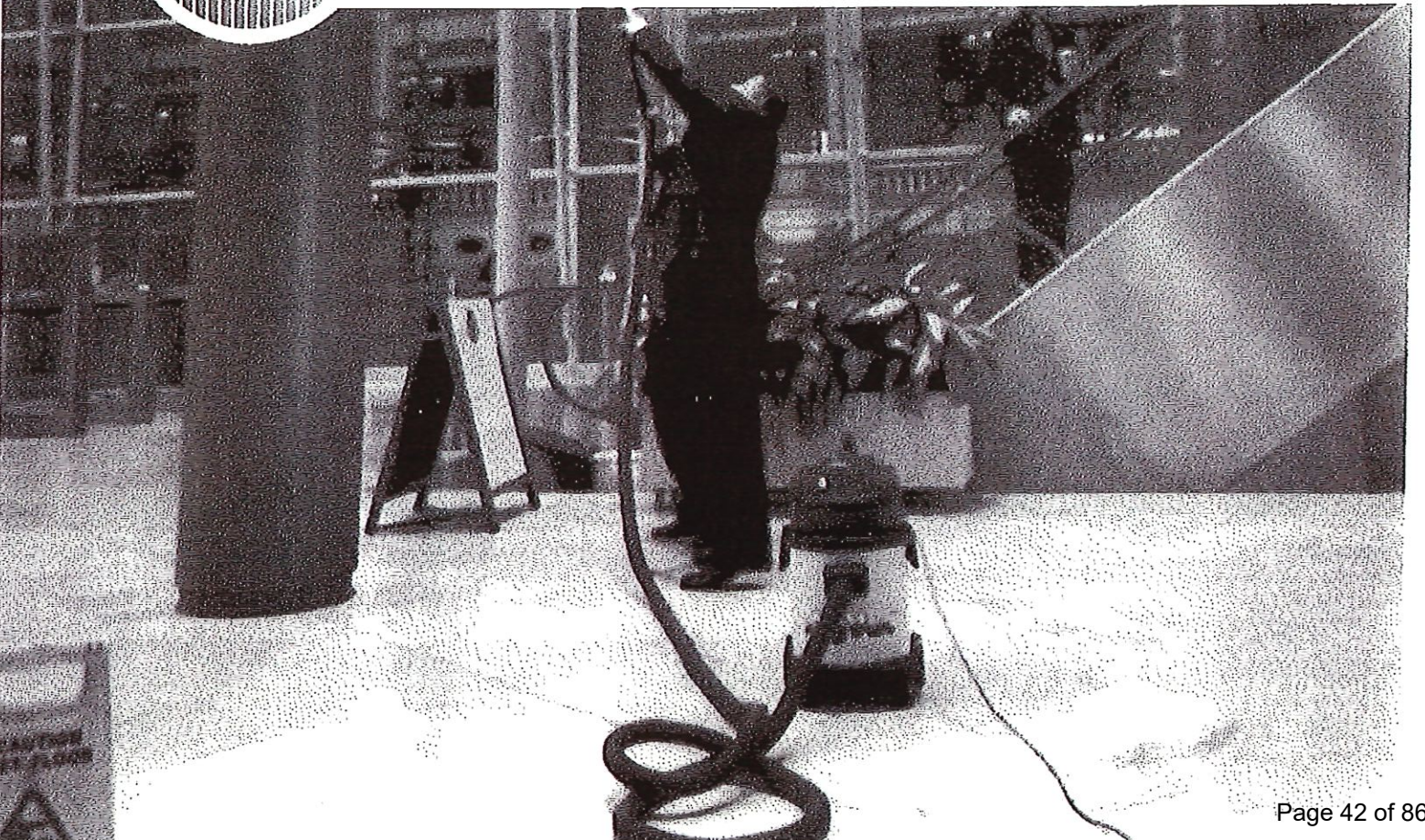
- OSHA Safe and Healthy Workplace Poster posted;
- Heavy items stored on the lower shelves;
- Used pads washed and hung to dry;
- Vacuum bags and machine water tanks emptied after use;
- Wash basin and drain, floor, buckets, mops and supplies cleaned and organized;
- MSDS updated and visible;
- Only authorized supplies and materials stored in the closet;
- Chemical bottles correctly labeled;
- Electrical cords in perfect working conditions;
- Defective equipment properly tagged as "out of order".





Experience | References

National Reach with a Personal Touch



EcoBrite Services Experience | Reference Portfolio



Fred Meyer Corporate Office
3800 SE 22nd Ave.
Portland, OR 97202
Dean Urlarte, Technical Svc Mgr.
(503) 797-7439
dean.urlarte@fredmeyer.com
Contract: 2002-Present (22 years)
Annual Value: \$720,000
Sq.ft: 500,000

Full janitorial services for all public and non-public areas, restrooms, common areas and remote locations, all parking areas, garages. All high reach areas and window cleaning for the entire campus.
Prime Contractor Self Performing.
Software: Ariba/SAP and Service Channel



IKEA Corporate Office
420 Allen Wood Road
Conshohocken, PA 19428
Dennis Amerson, District FM
(443) 850-3858
Dennis.amerson@ingka.ikea.com
Contract: 2018-2022 (4 years)
Annual Value: \$18,000,000
Sq.ft: 4,600,000

Retail and Restaurant. Maintain 500,000 square foot buildings with janitorial, high-dusting, cart retrieval, restaurant services, floor care, restroom hygiene, and day porter services.
Prime Contractor Self Performing.
Software: Iway and Cleantelligent



Superior Court of California
County of Tuolumne
12855 Justice Center Dr.
Sonora, CA 95370
Contract: 2021-Present (3 years)
Annual Value: \$162,000
Sq.ft: 61,000

High security badging system, janitorial services for all public areas, restrooms, common areas, and staff areas.
Interior/exterior window cleaning, floor care.
Prime Contractor Self Performing.
Software: CleanSmarts



Snohomish County Facilities
State of Washington
3000 Rockefeller Ave M/S 407,
Everett, WA 98201
Karen Anderson, Exec. Admin.
(425) 388-3460
karen.anderson@snoco.org
Contract: 2019-Present (5 years)
Annual Value: \$1,300,000
Sq.ft: 1,245,037

Bio-hazard Experience. EcoBrite's experience includes taking care of blood, urine, and feces at Snohomish County Corrections, public restrooms and detention cells at the Snohomish County Courthouse.
Prime Contractor Self Performing.
Software: CleanSmarts
On Call – Case by Case, not part of contract. Asap during regular working hours, the weekends 4-6-hour response time.



Sprouts Farmers Market
5455 E. High St., Ste 111
Phoenix, AZ 85054
John Gibson, Director FM
(323) 388-7552
john.gibson@sprouts.com
Contract: 2019-Present (5 years)
Award Value: \$4,500,000
Sq.ft: 3,154,000

Janitorial services, floor care, concrete polishing for public and private areas, including restrooms, common areas, remote locations, parking areas, garages, and high reach areas and windows.
Prime Contractor, SPs for Utility Work
Software: CleanSmarts and Service Channel

Experience | Portfolio



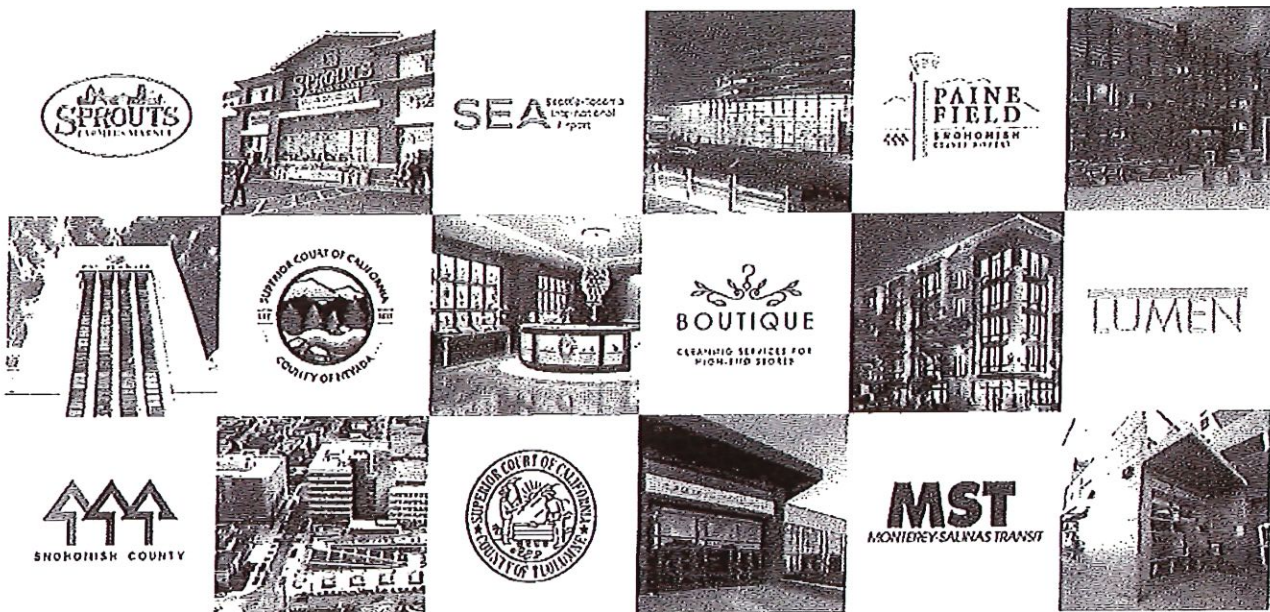
EcoBrite Services proudly supports over 884 locations nationwide, managing more than 22,636,413 square feet of commercial space. We are committed to delivering exceptional service across a diverse range of facilities.

Non-Disclosure Agreement Clients

Please note that some of our clients are under non-disclosure agreements. This includes a leading technology innovator with locations in Monterey, Santa Rosa, and other sites across California, NY, TX, and beyond. While we cannot disclose their name, we can confirm they rely on our tailored services to maintain their cutting-edge work environments.

Other Clients

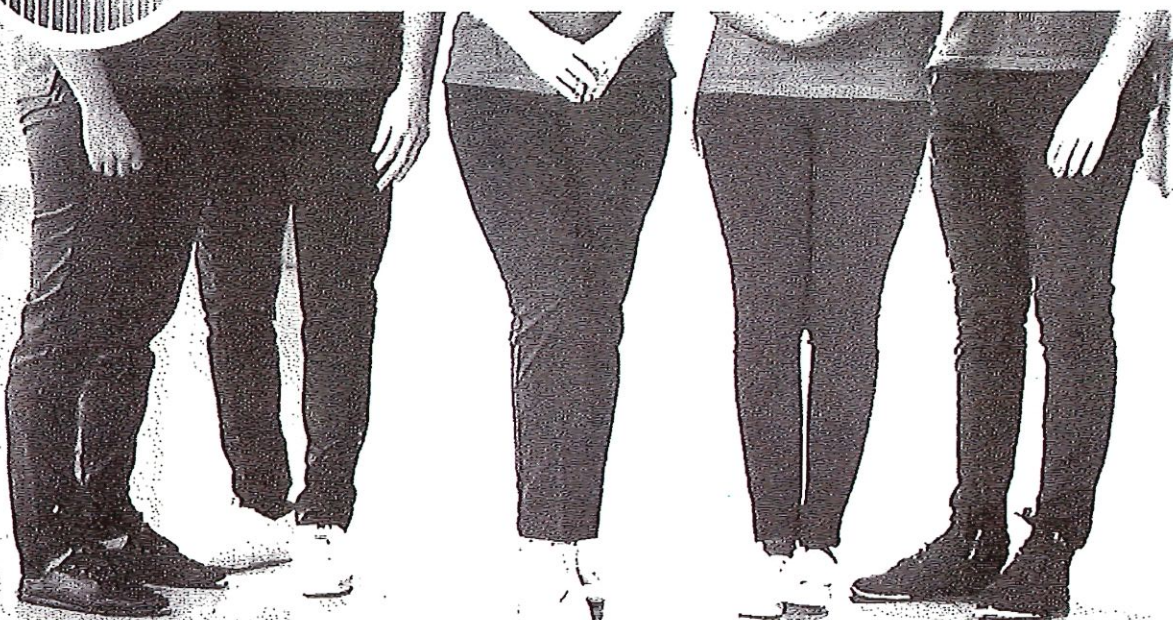
- Coldwell Banker Richard Ellis (CBRE) – The world's largest commercial real estate services and investment firm.
 - Retail and Banking
- CWD Lumen Complex, Seattle
- Fred Meyer (Kroger)
- Goodwill Industries
- Hilton Hotel and Franchise Affiliates
- Hot Mama Salsa
- KFM 24-7 Facility Management Company
- Kroger Company Stores
- McMennamins Crystal Hotel & Ballroom
- McMennamins Pub, Brewery, Crystal Ballroom, and Hotel
- Monterey Salinas Transit District (MST)
- Paine Field Airport
- Sprouts Farmers Market
- State of California, Superior Court, Nevada County
- State of California, Superior Court, Tuolumne County
- State of Washington, Port of Seattle Pier 69
- State of Washington, Snohomish County - DJJC
- State of Washington, Snohomish County Facilities





Personnel | Staffing Plan

35 Years of Expertise and Lessons Learned



Personnel | Estimated Staffing



ESTIMATED STAFFING PER WEEK			
City of Wichita		RFP # 024-16	
Building Name	Sqft	Estimated per Week	Additional Information
City Hall	38,000	15.4	Estimated # of Hours per Week EcoBrite Services uses proprietary staffing formulas, developed over 34 years and informed by industry partners, to determine the estimated weekly hours for each staff category. Our Operations Management System ensures seamless integration and high-quality service, while our KPI-driven approach and flexible scheduling guarantee efficiency and coverage during peak times. Our mission is, with approval, to offer existing staff a role and save jobs whenever possible.
Police Station #1	15,300	7.7	
911 Dispatch Center	9,000	5.7	
Chickasha Public Library	15,000	22.8	
Public Works Facility	37,500	15.2	
Municipal Airport Terminal	5,000	3.2	
Estimated total per week		70.0	
*Estimated budget is based on award of all			
*Guideline is based on estimates and not deemed exact for contract purposes			

STAFFING SUMMARY		
BY/03	FTE/PTE	Additional Information
Division Manager	1	Fully Trained Existing Team Member
Field Operations Manager, QC, Trainer	1	Fully Trained Existing Team Member
Working Supervisor Day Porter	1	Review with customer possibility of hiring existing team members training to EcoBrite Standards. 2-year Training Program.
Janitors Technicians Utility Crew	1	Review with customer possibility of hiring existing team members training to EcoBrite Standards.

Personnel | Staffing Plan continued



EcoBrite Services is confident in our ability to successfully complete the janitorial maintenance services. We have carefully crafted our approach to ensure optimal efficiency and effectiveness.

Proprietary Staffing Formulas: Leveraging our 34 years of industry experience and insights from strategic alliance partners such as APPA, BSCAI, and ISSA, we have developed proprietary formulas and worksheets to efficiently determine staffing needs. This allows us to accurately allocate resources and optimize productivity.

At EcoBrite Services, we embody efficiency and excellence. Drawing on over three decades of industry expertise and insights from esteemed partners, we've developed proprietary staffing formulas and an Operations Management System for seamless execution. Moreover, we utilize proprietary software to provide Geo-location, up-to-the-minute details accessible to clients, staff, and management.

Committed to your values, we ensure a smooth transition with a 30-day lead time for implementation. Our KPI-driven approach guarantees quality, with tailored SLAs and self-sufficient on-site personnel resolving issues promptly.

Staffing Plan

To maintain the high standards for cleanliness, our staffing plan includes both full-time (FTE) and part-time employees (PTE). The plan is designed to meet daily needs and increased demands during holidays and seasonal peaks.

- **Supervisor and Day Porter:** Oversee daily operations, focus on daily cleaning and restocking restrooms, public facing friendly, maintain quality control, manage schedules, ensure compliance with standards.
- **Janitors, Technicians, Utility Crew:** Perform routine cleaning, waste management, and periodic work.
- **Staffing Demands ~ Holidays and Seasonal Peak**
 - **Seasonal Technicians:** Support during busy periods, ensuring standards are upheld.
 - **Event Support Staff:** Assist with pre-event setups, post-event cleanups, and event-time cleanliness.

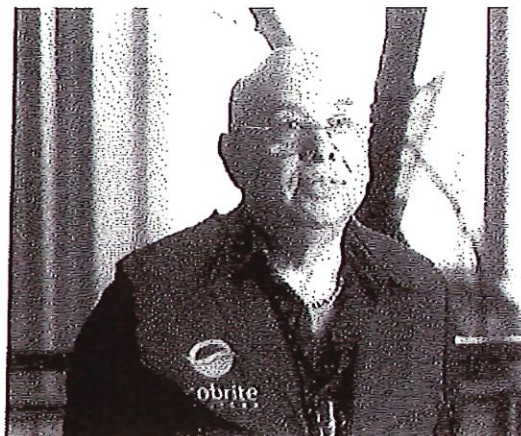
Meeting Staffing Demands

- **Flexible Scheduling:** Part-time employees will have flexible schedules to increase staffing levels during peak times.
- **Overtime for Full-Time Staff:** Full-time employees will have overtime opportunities during peak periods.
- **Temporary Staff Recruitment:** EcoBrite has a pre-vetted roster of service providers for specialty work such as high exterior window cleaning and short notice increases.
- **Cross-Training:** Staff will be cross-trained to handle multiple tasks and critical areas as needed.

Emergency and Contingency Planning

EcoBrite Services recognizes the importance of being prepared for emergencies and unforeseen circumstances. We will have a robust emergency and contingency plan in place to address any emergencies that may arise during the contract term. This plan will include procedures for responding to emergencies promptly, ensuring the safety and well-being of all involved parties.

Our staffing plan is flexible and scalable, ensuring consistent cleanliness.



Proposed Staffing | Personnel

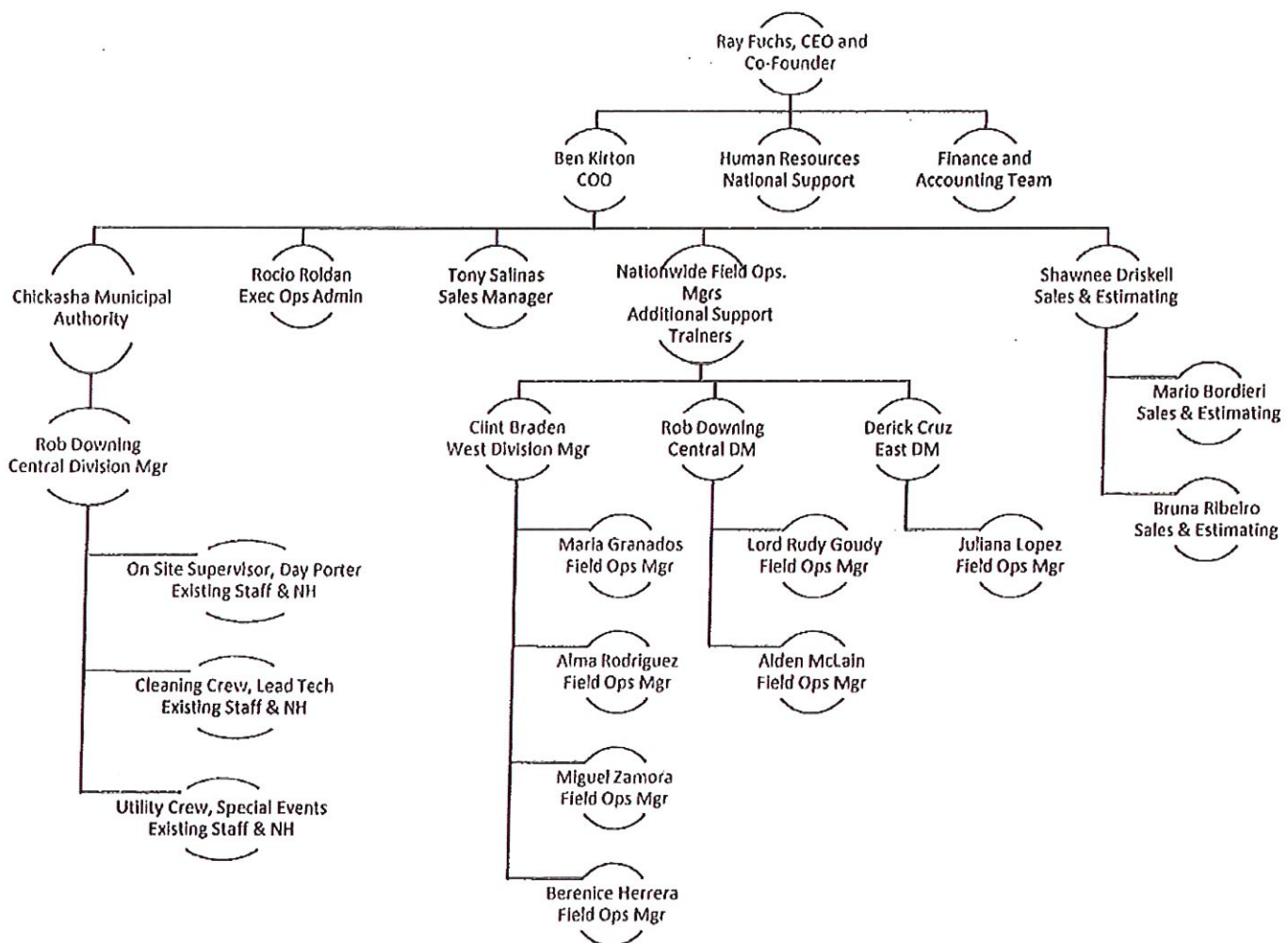


Switching to a new provider for cleaning services can be stressful, but it doesn't have to be. No one can afford a long learning curve with mistakes and missteps when it comes to your facility's cleanliness. Our team is well-equipped and well-prepared to take over maintaining your facility's cleanliness.

- Review hiring staff on-site (if approved)
- National HR Team recruits Technicians
- Traveling management and corp training team, hired properly & trained to do the job correctly.

If staffing issues arise, we have great relationships with AeroTek and other national agencies where we bring in self-performing (not sub-contracted) employees until we fill the gap with regular employees.

Example Personnel Chart



Proposed Staffing | Central Project Team



Below are the names, qualifications, roles, and organizational structure of our team members:

Ray Fuchs

- Role: CEO, Owner Principal, and Co-Founder
- Resume: Please find attached Ray Fuchs's resume showcasing his extensive experience in finance and operations leadership roles across various industries.
- Based at Headquarters: Lehi, UT

Benjamin Kirton

- Role: Chief Operations Officer and Corporate Sponsor
- Resume: Benjamin Kirton brings over 20 years of executive leadership experience, focusing on operational efficiency and team development. His resume details his contributions to previous roles in streamlining business systems and managing personnel.
- Based at Field Office: Lake Oswego, Oregon

Rob Downing, Division Manager East

- With over 10 years of experience in the janitorial services industry, Rob Downing is a results-driven leader overseeing multi-location operations while ensuring top-tier quality control. He excels in employee training, operational efficiency, and a customer-centric approach, always prioritizing listening to his customers' needs. Rob is dedicated to building high-performance teams and consistently delivering exceptional service to clients.

Lord Rudy Goudy, Field Operations Manager

- With over 12 years of leadership and operational experience, Lord Rudy Goudy expertly manages teams to deliver top-quality janitorial services. He focuses on customer satisfaction, ensuring seamless operations, safety compliance, and cost-effective service delivery. Rudy leverages his expertise in coaching, logistics, and payroll management to enhance operational efficiency and maintain strong client relationships.

Based at Field Office: Houston, TX

Aiden McLain, Field Operations Manager

- Aiden McLain brings over 20 years of expertise in operations management, ensuring efficient and cost-effective janitorial services that meet the highest quality standards. By listening to client needs and optimizing resources, Aiden delivers tailored solutions that enhance cleanliness, safety, and overall customer satisfaction, helping clients maintain a spotless and well-maintained environment.

Based at Field Office: Vail, AZ

Technical Support and Janitorial Staff

- Role: Dedicated janitors specifically retained, hired, and trained for this project to handle the actual cleaning tasks.
- Training: Our janitorial staff undergoes rigorous training to ensure they are equipped with the necessary skills and knowledge to maintain optimal cleanliness and hygiene standards in the City of Indian Wells facilities.
- Supervision: The janitorial staff will be supervised and supported by our experienced management team to ensure quality control and adherence to standards.
- Percent of Time on Project: 100%

We are confident that our team's qualifications and expertise align perfectly with the requirements outlined in the RFP. Should you require any additional information or clarification, please do not hesitate to contact us.

Resume | Owner Principal and Co-Founder | Ray Fuchs



Accomplished CEO of EcoBrite Services: Global Finance Leader Making an Impact since 1989.

Navigating the demands of modern finance divisions necessitates a unique blend of skills. The COO and finance expert at EcoBrite Services combines financial acumen, technical expertise, and interpersonal finesse to cultivate cohesive teams that drive success.

Serving as VP of Global FP&A for a \$4 billion chemical industry leader, where cross-functional units are elevated to facilitate integrated decision-making for a span of 2 years, the team witnessed growth in FP&A, increased efficiencies, and notable cost reductions.

Experience includes a stint at Erik's Valve Group, where leadership was pivotal in directing financial operations for a newly established division formed from 4 acquisitions; furthermore, as the Global Corporate FP&A Director at \$11 billion Cameron International, a focus on optimizing margins added value to the organization.

Over a 6-year tenure at GE HealthCare, diverse responsibilities encompassed managing global FP&A and other functions across divisions ranging from \$30 million to \$18 billion.

At ServCorp, a successful transition from a private entity to a \$15 million franchise across 7 states in just 2 years marked a significant achievement. Subsequently, assuming the role of CFO, responsibilities included franchise model restructuring and comprehensive financial oversight.

The journey began at Otis Elevator in Brazil, where roles evolved into pivotal positions such as Finance & M&A Manager and Services Division CFO.

Consistently drives financial excellence, empowers teams, and fuels growth across sectors.

EDUCATION

Harvard Business School

- PMD80, Business Administration and Management
- 2005

Brigham Young University

- MBA, Business Administration and Management
- 1996

Brigham Young University

Bachelors, Computer Science

- 1994
- Phi Eta Sigma

LANGUAGES

- Fluent Portuguese / English

COMMUNITY INVOLVEMENT

- Accomplished coach who led the USA Men's Open Team to a 2022 IFA World Cup victory
- Utah Futsal Elite

Resume | Executive Team | Benjamin Kirton



Seasoned Executive Leader who can cultivate strong business relationships and lead productivity. Bringing forth 20 years of experience streamlining business systems and managing large volumes of personnel. Known for demonstrating superior interpersonal skills and influencing clear and effectual communication between employees. Eager and ready to bring my knowledge, expertise, and passion to another company.

PROFESSIONAL EXPERIENCE

Chief Operations Officer and Corporate Sponsor

EcoBrite Services, LLC | Vancouver, Washington | 2021 to Present

- Oversee all operations. Contribute to a positive and team-oriented environment.
- Developed and implemented money-saving strategies while increasing productivity.
- Help established corporate goals, policies, and procedures.
- Led recruitment efforts and training of new employees.
- Assisted with recruitment and training of new employees, while also monitoring the productivity of current employees.
- Handled work logs and the organization of client data.
- Answered all customer queries with friendliness and expertise.
- Reported all necessary information to the VP and executive team and worked closely with them to achieve and maintain goals.
- Work tirelessly to improve the overall performance of the systems by assessing workflow, customer relationship management, and productivity.

Director of Operations

The Wonder Emporium/TWE LLC | Portland, Oregon | 2017 - 2020

- Implemented upgrade of Inventory and Finance system mainframes to increase sales and efficiencies.
- Complete and oversee all aspects of Payroll, Hiring, Training, Labor, and Cost Control.
- Have removed stores deficit by \$81,000 and have continued strong sales gains.
- Oversee Marketing for company Nationally, opened 92 new business-to-business accounts.
- Reduced shrink from 3%-4% to under .5% within 18 months through Inventory Control and Accountability.

VP & Modernization Director

- Vape Inc./Kings of Vape Inc. | Salt Lake City, Utah | 2007-2018
- Oversaw and modernized all operations for manufacturing warehouse and multi-unit retail locations
- Functioned with a resilient spirit, resulting in the ability to bounce back after setbacks.
- Leveraged solid relationships and networks to increase company presence and opportunities.
- Maintains composure, positivity, and poise, even in stressful situations.
- Effectively managed the organization's social media presence..

EDUCATION

- MBA, Global Management, University of Phoenix Taylorsville, UT | 2006
- GM Master of Business Administration/Global Management | BS, Prescott University London | Feb 2004
- Business Administration with an emphasis in Business Law | Associates degree in Political Science, Trinity College, Dublin | Feb 2002
- Associates degree in Political Science emphases in Law | Master of Science in Organizational Leadership, Western Governors University (Online) | Jan 2020 — Present
- Master of Science in Organizational Leadership.

Resume | Operations Quality Control | Rob Downing



Outcome-focused expert with a demonstrated history of success in overseeing operations, ensuring quality control, and facilitating training. Committed to providing outstanding customer support and enhancing operational efficiency within the janitorial services sector. Possesses robust leadership capabilities complemented by exceptional interpersonal communication skills.

PROFESSIONAL EXPERIENCE

Division Manager | Quality Control | Training

EcoBrite Services, L.L.C. | Indiana/Illinois | 2023 – Present

- Manage and oversee the operations of multiple locations, ensuring the delivery of high-quality janitorial services in accordance with company standards.
- Develop and implement operational strategies to improve productivity, streamline processes, and enhance overall efficiency.
- Monitor key performance indicators, track operational metrics, and implement corrective actions to drive continuous improvement.
- Collaborate with senior management to establish and enforce operational policies and procedures.
- Conduct regular quality control inspections to ensure compliance with established standards and address any deficiencies promptly.
- Provide comprehensive training to team members on janitorial tasks, equipment operation, and safety protocols.
- Foster a culture of excellence and professionalism by setting clear expectations, providing ongoing feedback, and recognizing outstanding performance.
- Maintain accurate documentation of training records, checklists, and operational procedures.
- Stay up-to-date with industry trends and best practices to identify opportunities for innovation and improvement.

Area Manager | Quality Control Training

KBS Kimco Services | Indiana | 2020 – 2023

- Oversee janitorial crews on a regular schedule, ensuring quality control and a customer-centric approach to service delivery.
- Manage personnel matters, including payroll, supplies, and equipment, emphasizing a commitment to maintaining high-quality standards.
- Conduct site visits across the state of Indiana to ensure services align with the scope of work, prioritizing both operational excellence and customer satisfaction.

Additional Skills:

- Demonstrated leadership, adept at inspiring and managing teams to achieve optimal results.
- Proven problem-solving acumen, capable of making well-informed decisions in high-pressure situations.
- Proficient in utilizing diverse software applications for seamless execution of operational and administrative tasks.
- Exceptional communication skills, encompassing both written and verbal proficiency, fostering positive relationships with clients, team members, and stakeholders.
- Detail-oriented and highly organized, dedicated to upholding quality control measures, ensuring precision and efficiency in all operations.
- Customer service-focused, with a commitment to delivering an exceptional experience to clients through a quality-centric approach.

Resume | Sales Marketing Proposals | Shawnee Driskell



With a knack for identifying niche markets and a passion for driving business growth, Shawnee brings invaluable expertise in sales, marketing, and proposal administration. Her energetic approach and exceptional networking skills ensure robust client relationships and spearhead expansion initiatives, while her adept analysis of sales trends enhances targeted marketing strategies. Committed to excellence and proficient in managing multiple priorities, Shawnee is integral to delivering tailored solutions and exceptional service at EcoBrite Services.

PROFESSIONAL EXPERIENCE

Sales Marketing Proposal Admin. Manager | 2022 - Present
Ecobrite Services, LLC | Oregon Field Office

- Passionate Leader Driving Sales, Marketing & Client Excellence at EcoBrite Services
- Strategic Marketing Maven: Crafting comprehensive plans to elevate brand visibility.
- Client-Centric Focus: Prioritizing satisfaction through streamlined processes.
- Stakeholder Engagement: Fostering strong relationships for mutual growth.
- CRM Optimization: Enhancing client experiences and communication.
- Team Leadership: Leading dedicated professionals committed to excellence ensuring effective collaboration and coordination to meet client needs and drive company growth.
- Continuous Improvement: Driving greater satisfaction and success.
- Seeking Collaborations: Let's connect for mutual growth opportunities!
- Serves as a liaison with other divisions to support a cohesive approach to pricing, ensuring consistency and maximizing profitability across all services and regions.

Shawnee Driskell is a dynamic professional with a fearless attitude and a passion for seizing business opportunities. With extensive experience in sales, marketing, and management across diverse industries, she is committed to excellence and customer satisfaction. Outside of work, Shawnee enjoys spending time with family, home improvement projects, and adrenaline activities like riding her Harley. Eager to continue making a meaningful impact professionally, Shawnee is ready to tackle new challenges and drive success in her future endeavors.

EDUCATION, LICENSES, and CERTIFICATIONS

Clark College | 2015 – 2017

Associate of Applied Science (AAS) in Business, Marketing, and Small Business Management.
Dean's List – Honor Student (3.9 GPA). Phi Theta Kappa. Clark Business Club.
Notary Public, Spartan CleanCheck, HubSpot University Sales and Marketing, Leadership

Staffing | Background Checks and Uniforms

Custom Background Checks: Ensuring Top-Tier Compliance and Integrity
At EcoBrite, our background checks are meticulously tailored to meet each client's specific needs and comply with local police department standards for personnel and subcontractor investigations. Our national HR Recruiting team conducts thorough interviews to evaluate candidate suitability. We also ensure full compliance with federal and immigration laws, verifying that all employees are legally authorized to work.

By combining these rigorous screening processes with stringent regulatory compliance, we strive to provide exceptional staffing solutions while maintaining the highest standards of professionalism and integrity.

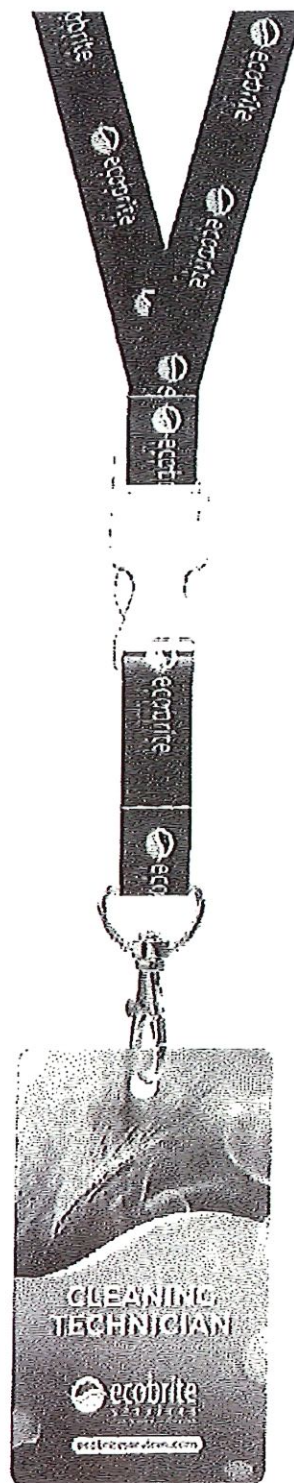
Uniforms and Badges

Uniform Excellence: Consistent, Professional, and Always Identifiable
We know uniforms are key to professionalism, whether for dress codes, local requirements, or specific company needs. Our team will consistently be in uniform and clearly identified, ensuring a polished and trustworthy appearance.

EcoBrite Company Vehicle Provision

Eco-Friendly Vehicles

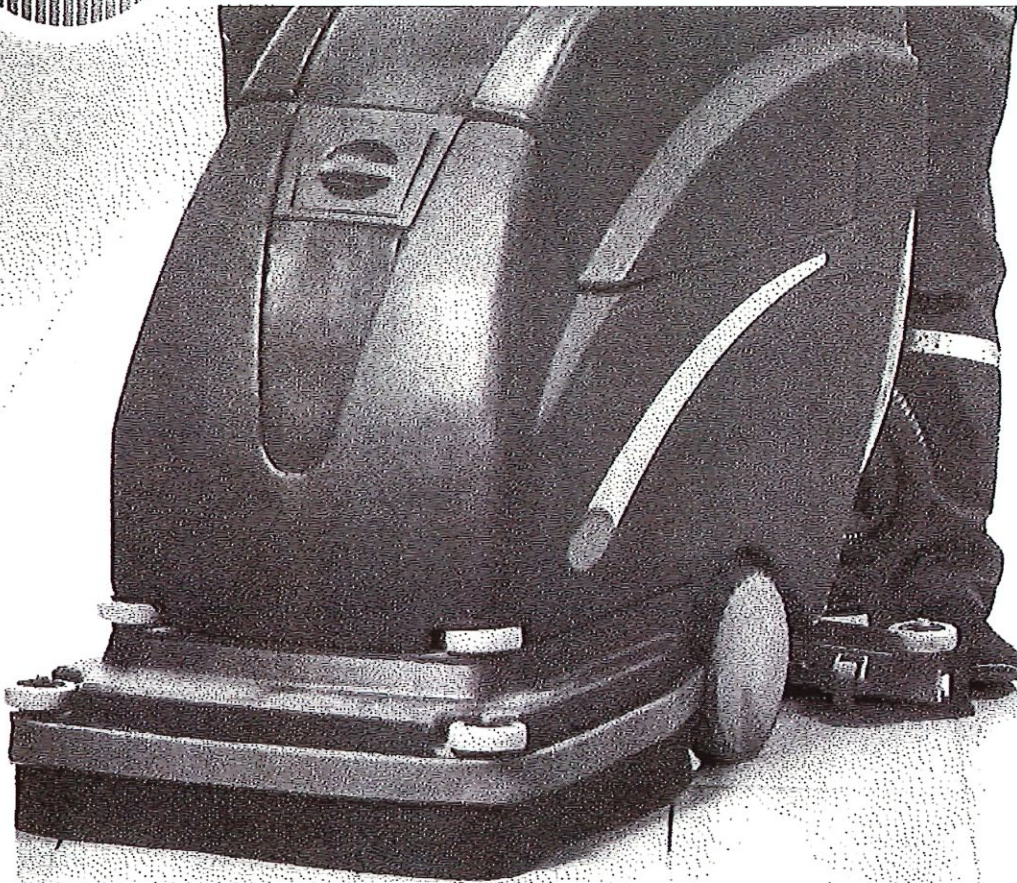
If vehicles are needed for operational efficiency, we ensure a seamless process for acquisition and use. Our focus is on practical, eco-friendly solutions, including electric and hybrid vehicles, to meet your transportation needs effectively. For example, we might provide a hybrid Toyota Prius, which offers both efficiency and sustainability.





Operations Work Plan

Start-Up Road Map



Operations Work Plan | Start Up Transition Plan



EcoBrite Services uses proprietary formulas and worksheets to efficiently determine staffing needs. This is our secret sauce from 34 years of experience and input from world class strategic alliance partners such as APPA, BSCAI, and ISSA. We stay on top of the industry for technology, production rates, and key indicators to help our technicians succeed.

Our Operations Management System is essential to implementing our Start-up Program into your operation while maintaining high-quality service levels in current locations. As soon as awarded, EcoBrite's Regional and Area Managers will schedule to meet with each location's Facility Manager to plan the delivery of equipment and supplies, orientation meetings, and discuss which employees should continue. This pertinent information will ensure a smooth transition in all areas.

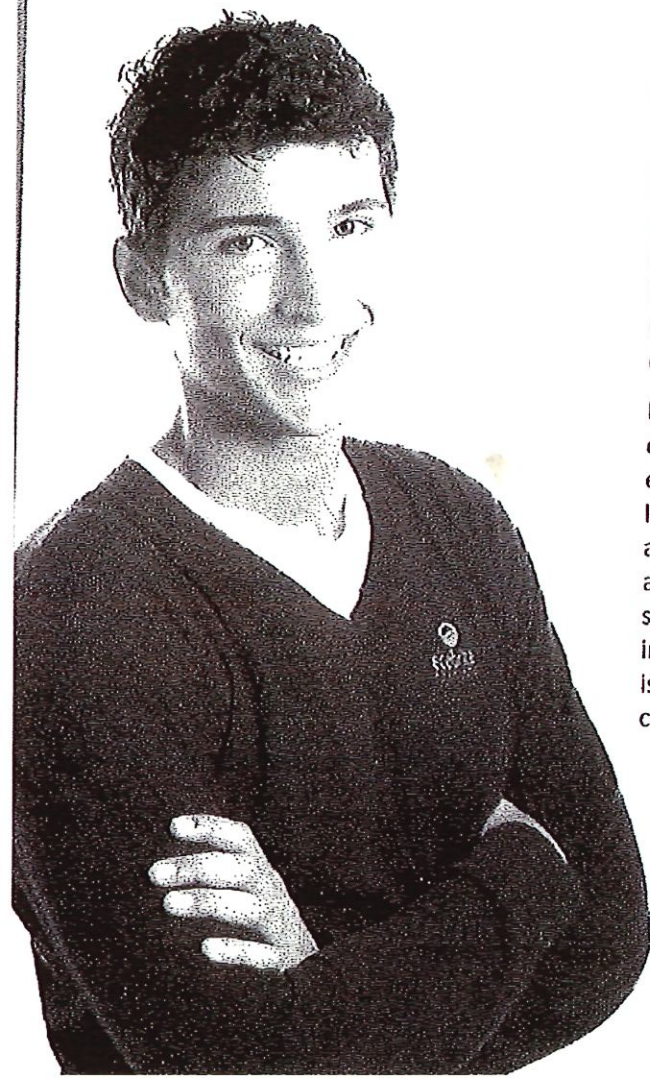
Then, with your permission, we'll contact existing employees to discuss joining the EcoBrite team, as they are already trained in day-to-day operations. EcoBrite will also bring in personnel as needed and provide the necessary training to fill any still open or new positions before the official start date. Before the start date, all workers receive training in EcoBrite standards and procedures and refresh company policies, procedures, and technical training, such as security, safety, and other required areas.

EcoBrite's Team will uphold your Values and Business Philosophy while building a long-lasting partnership. Our proposed lead time for implementation is typically 30 days from the award.

KPI-Driven Excellence

Timely and effective communication is critical to building our long-term relationship, so we have simplified the process using proprietary software. This guarantees a closed-loop system for quality control and efficient communication. All program information is captured in this central repository, and targeted metrics are appropriately benchmarked and available upon demand.

Each location shall have a Service Level Agreement (SLA) based on the Scope of Work (SOW). The deliverables in the SLA are extracted and uploaded to become the Key Performance Indicators (KPIs) and tracked. Monitored tasks within the KPI are printed as checklists to post in each location's janitor closet and used by Leads/Supervisors during their daily tours. Our self-sufficient, fast-acting, on-site personnel are authorized to initiate and manage ongoing services and deliverables. Most issues are resolved immediately, making it unnecessary to contact your staff or open a Corrective Action Report (CAR).



Operations Work Plan | Start Up Transition Plan



30 Days

1. EcoBrite Receives Notice of Award
2. EcoBrite Director of Operations meets with your transition team
3. Signed Contract
 - a. Communication Protocols
 - b. Key assignment plan
 - c. Transition area managers assigned to each site
 - d. Assess preliminary needs including staff per site and vehicles

25 Days

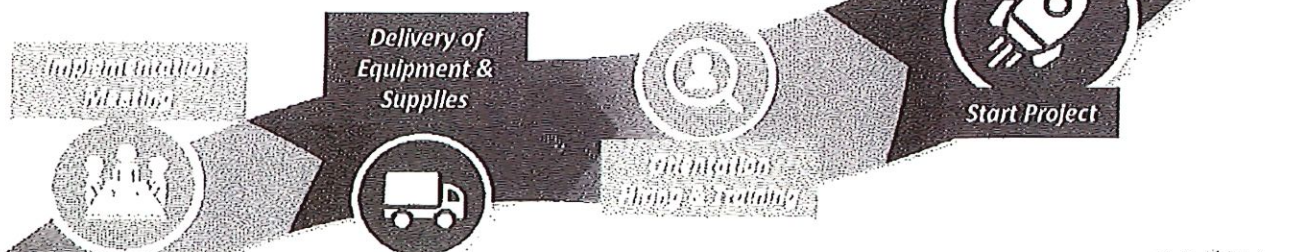
1. Equipment & Supply Preliminary Order Assessment
 - a. Order factory direct items
 - b. Arrange for temporary space as needed to stage equipment and supplies
 - c. Training Preparations
 - d. Arrange airfare & lodging
 - e. Order devices, IT support, rentals needed
2. Staffing Leader begins recruiting
 - a. Order uniforms, vests & credential badges
3. Arrange for site visits
4. Admin Leader rollout packets
 - a. List of site locations
 - b. Cleaning Specs identified from Scope of Work converted to KPIs
 - c. Cleaning specs
 - d. Closet set up for each location.

15 Days

1. Continue hiring process to fill vacancies
2. Continue training modules with new hires
3. Supply leader receives equipment & supplies, begins assembly
4. Managers continue e site audits & key pickup

Start Up

1. Training Launch Part 1
 - a. Set Up
2. Training Launch Part 2
 - a. Technician Walk Thru and Training
3. Training Launch Part 3
 - a. Walk with Facility Leadership Team
4. Training Launch Part 4
 - a. Fine tuning, hand off to local supervisors and leadership
 - b. Monitor quality control and KPIs based on Scope of Work



Operations Work Plan | Start-Up Roadmap and Training



Stage 1 - New Associate(s) Orientation

- History of EcoBrite Services
- Overview of Client organizations
- Services provided by the EcoBrite Services team to the customer
- EcoBrite Services' policies and procedures
- EcoBrite Services' expectations of associates
- Employee expectations from EcoBrite Services
- Ethics and Conduct – Disciplinary Procedures
- Employee Benefits
- Performance Review Schedules
- Payroll Procedures
- Safety and Security
- Work Schedules – Breaks
- Uniforms/ Lockers
- Question and Answer Period
- Tour of Areas of Responsibility

Stage 2

Extensive use of videos, PowerPoints, and one-on-one hands-on training

- Janitorial safety (MSDS), Review of cleaning chemicals
- Basic procedures in janitorial cleaning
- Basics of restroom cleaning
- Hard floor care
- Carpet care
- Infection control
- Blood borne pathogens
- Special training

Stage 3

Monthly review training

- Janitorial safety (MSDS), Review of cleaning chemicals
- Basic procedures in janitorial cleaning
- Basics of restroom cleaning
- Hard floor care
- Carpet care
- Infection control
- Blood borne pathogens
- Special training

Training Program

Leadership Training

- Disciplinary Matters
- Change Management
- Difficult Conversations

Employee Development

- Excel
- PowerPoint
- Financial literacy

Compliance Training

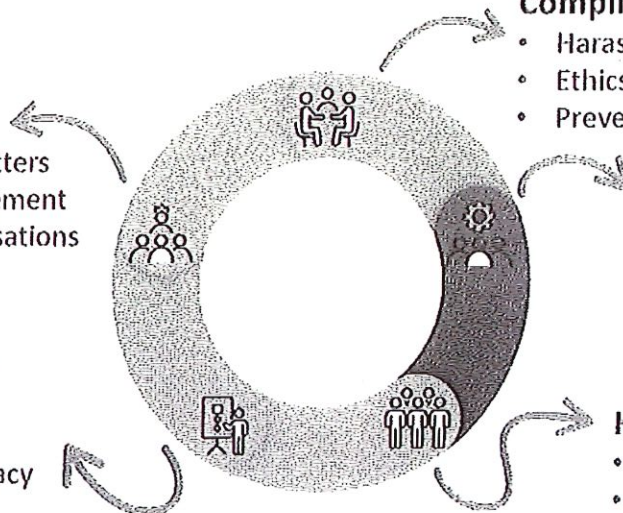
- Harassment, Bullying
- Ethics & Theft Prevention
- Preventing retaliation

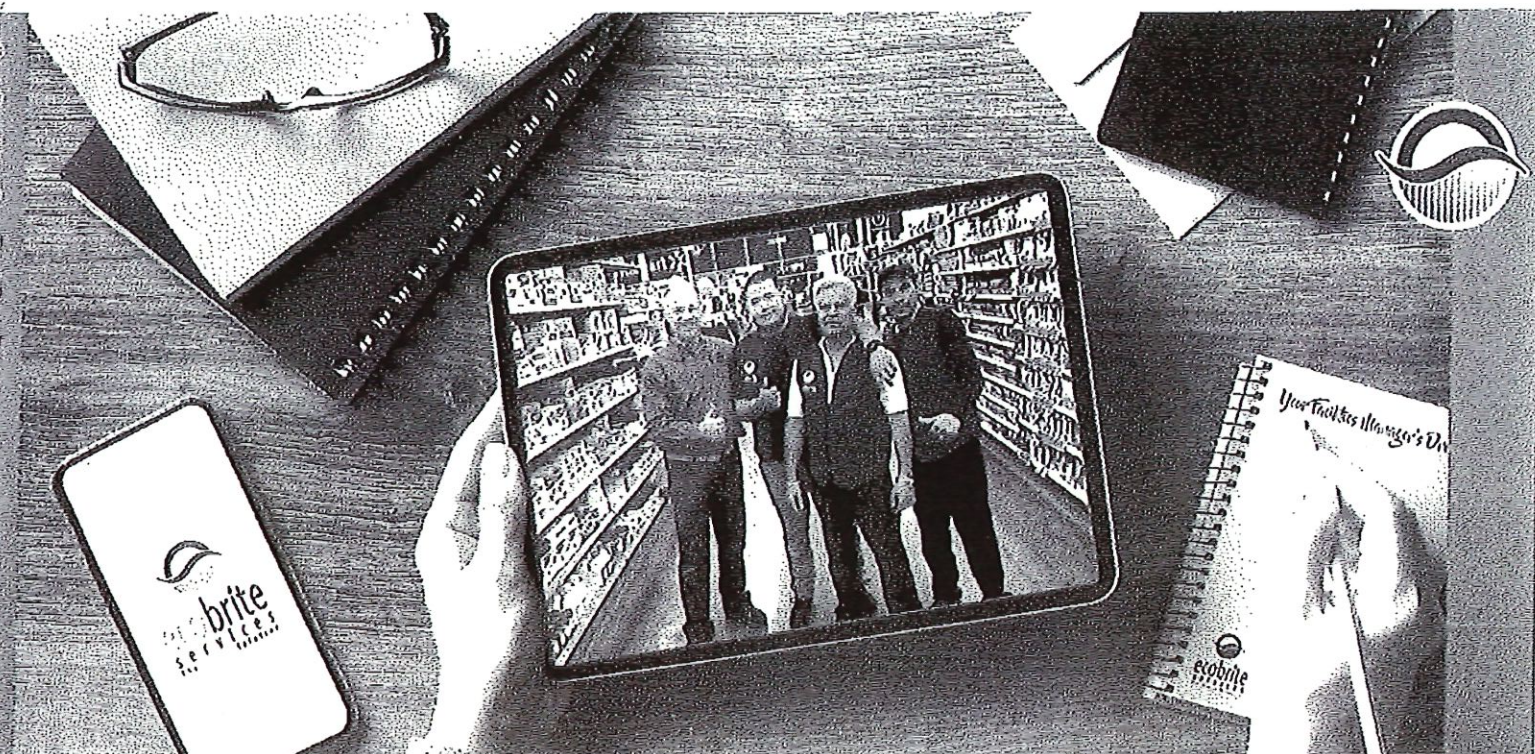
Technical Training

- Advanced disinfection
- Pandemic disinfection
- Waste and Recycling
- Spartan CleanCheck Cert

Hands-on Training

- Real-world situations
- Prevent mistakes
- Better way to learn





Inclusive Training for Success

Our comprehensive training and reinforcement tools ensure employee success while building a company culture that is far advanced in diversity, equity, and inclusion.

EcoBrite Services Technician Apprenticeship Program is a two-year path designed to train entry-level people and prepare them for advancement throughout the company.

The start-up training certification covers work and safety practices, equipment maintenance, and operation for all new employees and is presented in the employee's first language.

EcoBrite Services' proprietary Professional Training Manual and Video Series also educate employees about customer asset protection, emphasizing the risks and consequences of disregarding proper security measures. We consistently update policies, procedures, equipment, and chemicals and provide additional training for each new implementation. In addition, as visual training, we place multi-language posters with essential points and reminders about the services, safety, and equipment usage in Janitorial Closets and other appropriate areas.

All EcoBrite Services Lead Technicians, Lead Day-Porters, and Supervisory Personnel assigned to each location can speak, read and write in English. EcoBrite employees have high standards and must pass all badging and security tests without the help of interpretation.

Specialty Training for Emergency Situations

Adhering to OSHA Standards and CDC Guidelines, our specialized emergency cleaning services cover a broad spectrum of critical situations, including hazardous materials, bloodborne illness, and thorough sanitation procedures. Our trained professionals are well-versed in managing hazardous materials and preventing the transmission of bloodborne illnesses. Moreover, we excel in executing comprehensive deep cleaning procedures, meticulously ensuring sanitation and hygiene in alignment with industry regulations and health guidelines.

Operations Work Plan | Optimized Cleaning Schedule Approach



Sample Schedule - Government Buildings				
Working Supervisor - Day or Evening Porter #1				
Day	Evening	Area	Duty	Responsibility
7:00 AM	4:00 PM	Clock In	Safety Prep: Stretch, Gloves, Glasses, Non-Slip Shoes	
7:15 AM	4:15 PM	City Hall 123 4th St	Meet with manager for daily project updates and instructions.	1. Prepare Housekeeping and Trash Cart
7:30 AM	4:30 PM	City Hall 123 4th St	Disinfect high-touch surfaces, dust and wet mop, take out trash.	2. Always Utilize wet floor signs
8:00 AM	5:00 PM	City Hall 123 4th St	Disinfect high-touch surfaces, dust and wet mop, take out trash.	3. Replenish and clean restroom
8:30 AM	5:30 PM	City Hall 123 4th St	Dust and wet mop as needed, restock supplies, disinfect surfaces, take out trash.	4. Disinfect the high touch areas
8:45 AM	5:45 PM	City Hall 123 A St	Break - 15 Minutes	5. Move around the room from left to right
9:15 AM	6:00 PM	City Hall 123 A St	Lead All Staff Teams Meeting	6. Use clean duster for small surfaces
9:30 AM	6:30 PM	City Hall 123 A St	Assist with any emergency call around the building.	7. Clean the breakroom area
10:00 AM	7:00 PM	City Hall 123 A St	Dust and wet mop as needed, restock supplies, disinfect surfaces, take out trash.	8. Trash out and supplies restocking
10:30 AM	7:30 PM	City Hall 123 A St	Trash removal, re-lining, clean trash can, walls in case splash.	9. Sweeping and Lobby Cleaning
11:00 AM	8:00 PM	Lunch Break	Lunch Break	
11:30 AM	8:30 PM	Loc2 Ops Bldg	Patrol the building, making sure team is safely doing projects match their schedule	Building Maintenance Standards
11:45 AM	8:45 PM	Ops Bldg 456 B St	Disinfect high-touch surfaces, dust and wet mop, take out trash.	Take pride in your uniform and appearance
12:00 PM	9:00 PM	Ops Bldg 456 B St	Dust and wet mop as needed, restock supplies, disinfect surfaces, take out trash.	Hard floors have glossy appearance
12:15 PM	9:15 PM	Ops Bldg 456 B St	Dust and wet mop as needed, restock supplies, disinfect surfaces, take out trash.	Carpets are free of stains
12:30 PM	9:30 PM	Ops Bldg 456 B St	Trash removal, re-lining, clean trash can, walls in case splash.	Trash cans are in good condition
12:45 PM	9:45 PM	Ops Bldg 456 B St	Trash removal, re-lining, clean trash can, walls in case splash.	Properly store, maintain, and clean equipment
1:00 PM	10:00 PM	Break	Break - 15 Minutes	Own the entire building as your workspace
1:15 PM	10:15 PM	Main L RR 789 C St	Disinfecting surfaces, restocking supplies, trash out, dust and wet mop as needed	
1:30 PM	10:30 PM	Public Safety 10 D St	Travel Time	Pride
1:45 PM	10:45 PM	Public Safety 10 D St	Dust and wet mop as needed, restock supplies, disinfect surfaces, take out trash.	All Surfaces clean and sanitize daily
2:00 PM	11:00 PM	Public Safety 10 D St	Dust and wet mop as needed, restock supplies, disinfect surfaces, take out trash.	Properly maintain, clean, and store your equipment
2:15 PM	11:15 PM	Community Ctr 11 E St	Travel Time	Own your workspace
2:30 PM	11:30 PM	Community Ctr 11 E St	Dust and wet mop as needed, restock supplies, disinfect surfaces, take out trash.	Take pride in your uniform and appearance
2:45 PM	11:45 PM	Community Ctr 11 E St	Trash removal, re-lining, clean trash can, walls in case splash.	
3:00 PM	12:00 AM	City Hall 123 A St	Manager's Desk: Prepare emails, daily reports, and any special assignments.	Reminder:
3:15 PM	12:15 AM	City Hall 123 A St	Manager's Desk: Prepare emails, daily reports, and any special assignments.	Be prepared in case something specifically comes up.
3:30 PM	12:30 AM	City Hall 123 A St	Clean up and restock Housekeeping Cart	Please, take your breaks and meal on time.
Leave it EXACTLY as you received it PLEASE for your teammate				
Thank you for all that you do!				
Operation (All Specialists)				
Equipment Safety Check Procedure		PPE and Safety		Daily Focus
1. Inspect for loose nuts, bolts, or other fittings.		1. Ensure sufficient stock of gloves.		Monday: QC Review Prep for Weekly Training Topic
2. Check cords for frays		2. Verify availability and condition of safety goggles.		Tuesday: Receive Order, Janitor Closets Restocked
3. Inspect plugs for damage or missing prongs.		3. Perform specialized stretching exercises as required.		Wednesday: Detail Council Chambers from Meetings Night Before
4. Look for leaks or damage.		4. Inspect condition of non-slip shoes.		Thursday: Weekly Walk with FM
5. Confirm stability and function.		5. Remember to lift properly using your legs, not your back.		Friday: Inventory, Order, Shipping and Receiving

Operations Work Plan | Complaint Resolution



Complaint Resolution with Rapid Response Times

Effective communication plays a pivotal role in fostering long-term relationships, and we've simplified this process through our in-house software. This guarantees a closed-loop system for quality control and streamlined communication. All program details are stored in a central repository, and relevant metrics are readily available upon request, ensuring smooth and efficient interactions.

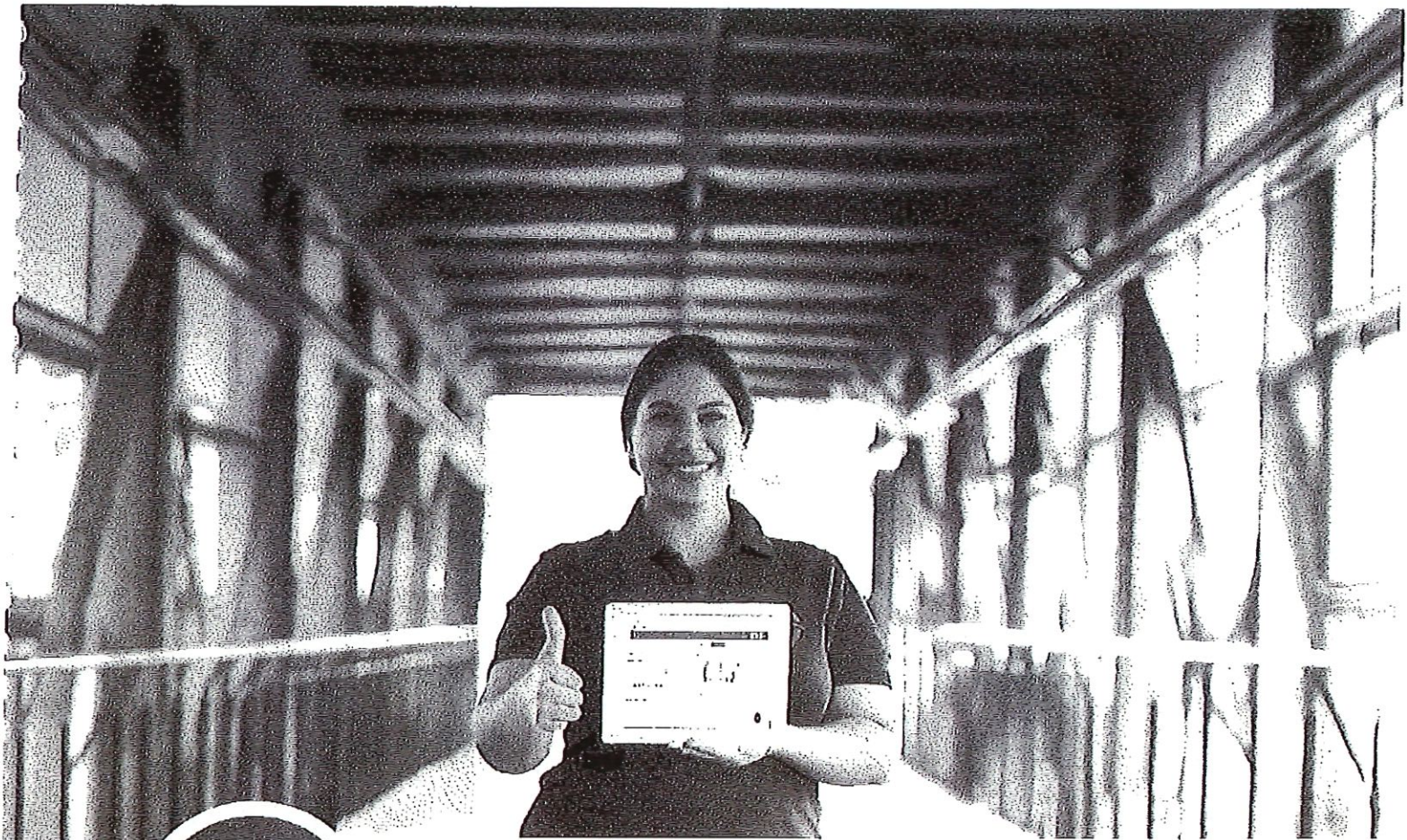
Each location shall have a Service Level Agreement (SLA) based on the Scope of Work (SOW). The deliverables in the SLA are extracted and uploaded to become the Key Performance Indicators (KPIs) and tracked. Monitored tasks within the KPI are printed as checklists to post in each location's janitor closet and used by Leads/Supervisors during their daily tours. Our self-sufficient, fast-acting, on-site personnel are authorized to initiate and manage ongoing services and deliverables. Most issues are resolved immediately, making it unnecessary to reach out to your staff or open a Corrective Action Report (CAR).

In our experience, most issues fall into four categories; here are our response times for each.

- 1) Staff/Employee (attendance, illness, etc.). 24/7, 30-60 minutes. The Dedicated Area Manager will coordinate and utilize our pool of trained staff who are ready to fill in where needed.
- 2) Workmanship or Quality Deficiencies (missed a spot, etc.). 24/7, 30-60 minutes.
- 3) Deficiencies are reported online to create a Corrective Action Report (CAR) with immediate distribution to the Facility Contact and the EcoBrite Dedicated Team. The CAR will be analyzed by the Lead/AM and scheduled for escalation or resolution according to category: Minor, Major, or Critical. a) Minor. Can be corrected immediately with little effect. b) Major. Adversely affects the recipients, which must be corrected in a timely fashion. c) Critical. Creates major problems that need fixed now.
- 4) Emergency/Unexpected/Accident (Biohazard, flooding, etc.). In case of an emergency, please call our Area Manager or the 24/7 Toll-Free Hotline for an initial call back within 15-30 minutes.
- 5) Special Project/Other (Pressure wash, construction cleanup, etc.). Staff can visit with any EcoBrite Employee to initiate a referral to the Area Manager or submit a request. The AM response time is 30-60 minutes to schedule a time to discuss scope, pricing, timeline, etc. A formal bid response is emailed within 24-48 hours after discussion.

Our business model follows the Six Sigma Lean philosophy for company structure and the Kaizen approach for culture. The Safety Manual, Quality Management System based on ISO 9001:2015, OSHA Pandemic Guide, and APPA Level one or two define our standards.

Training Material Reference Manual. EcoBrite Services Quality Management System Manual (ES-QMSv01)



Quality Control Performance Management



Performance Management | Quality Control

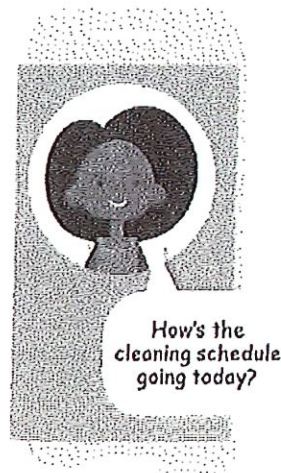
Your Facilities Manager's Dream is part of our unique selling proposition because of our project organization and communication strategy. Real-time communication is effective with our proprietary software. Leads, Supervisors, and Management engage with customers and employees with ease. As a result, issues get resolved quickly, and reporting challenges such as 'missed a spot' or being late for work are easy to catch. The following pages explain in greater detail.

Real Time Communication

Stay Connected to Every Location

Real Time Technician Communication. Texting images, videos. Efficient Communication. Managers can communicate with several conversations simultaneously.

- Time and location Tracking (GPS)
- Real Time Late or No-Show Indicators
- Daily, weekly, periodic KPIs based on SOW, Checklists with barcode by location capability
- Scheduling (Holiday, Vacation Tracking)
- Inspections (Internal and Reporting with Customer)
- Messaging (Instant texting with video, photos)



ESCALATION PROCESS

1 SUPERVISOR

2 PROJECT MANAGER

3 REGIONAL MANAGER

4 DIRECTOR OF OPERATIONS

Quality Assurance

Scheduling and Staffing

A company's biggest asset is its technicians, our pride is in our recruiting process, and robust compensation package. We begin with our vetting process. We work with United States Employees and Contractors with verified work authorization. No one can afford a long learning curve with mistakes and missteps regarding your facility's cleanliness.

Our team is well-equipped and well-prepared.

- National Team recruits Technicians
- Traveling management and corp training team, trained to do the job correctly
- If staffing issues arise, we have a great network of stand by members to fill in if necessary.



Performance Management | Project Team



Responsibilities

Director of Operations | Division Managers:

- Strategic planning and goal setting
- Performance monitoring and evaluation
- Leadership and guidance to team

Field Operations Manager:

- Area management and service delivery
- Supervision and training of local team
- Client walks, periodic, and work order scheduling
- Site inspections and quality control

Local Supervisor/Leads:

- Supervision and coordination of janitorial workers
- Supply management
- Training and performance feedback
- Client relationship management

Day Porter Services, Tailored Support:

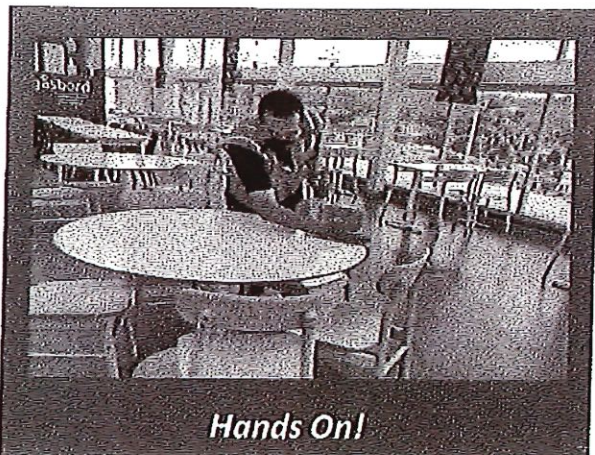
- Restroom restocking and inventory management
- Trash and waste management
- Common area management
- Client relationship management

Technicians/Janitorial Workers:

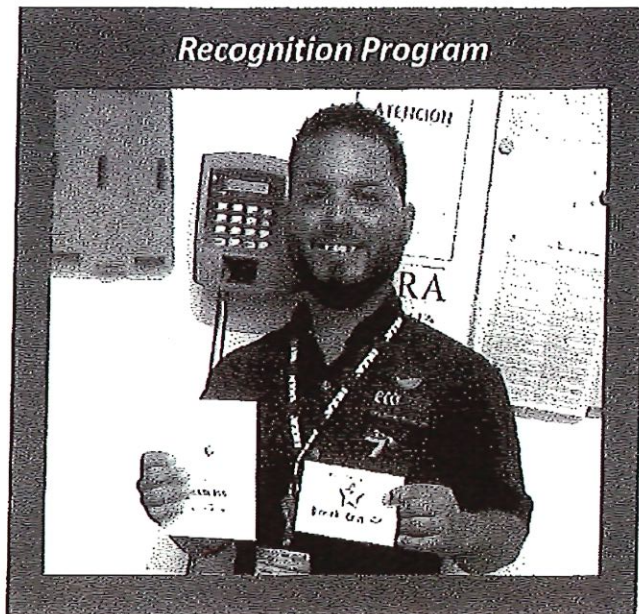
- Cleaning and maintenance tasks
- Geo-location time tracking
- Adherence to procedures and safety protocols
- Reporting and equipment maintenance

Utility Specialists:

- Support for periodic work, floor care, windows, etc.
- On demand services, basic maintenance tasks



Hands On!



Verification of Operations

On-Site Supervision

- Security - Safety - Equipment - Supplies
- Plan execution of services
- Handle emergencies
- Communicate with management
- Maintenance, security, building mgmt.
- Schedule and execute detail work, projects
- Meet Daily Quality Expectations
- Manage shift crews – productivity results
- Training and motivation

Training

- Monthly meetings for supervisors and employees
- Pre-determined subjects (safety, check lists)
- Current or specific needs
- Technical training and on-going training
- Reinforce policies and procedures
- Promote teamwork
- Rewards and recognition program

Monthly Quality Inspection

- Follow up system (Pending items and tasks)
- Rating of the building
- Keep track of results to improve training
- Reward high performers
- System review, track trends
- Graphical way to see results (easier)
- Assure adherence to standards
- Use latest computer technology (wireless)



Performance Management | Quality Inspections

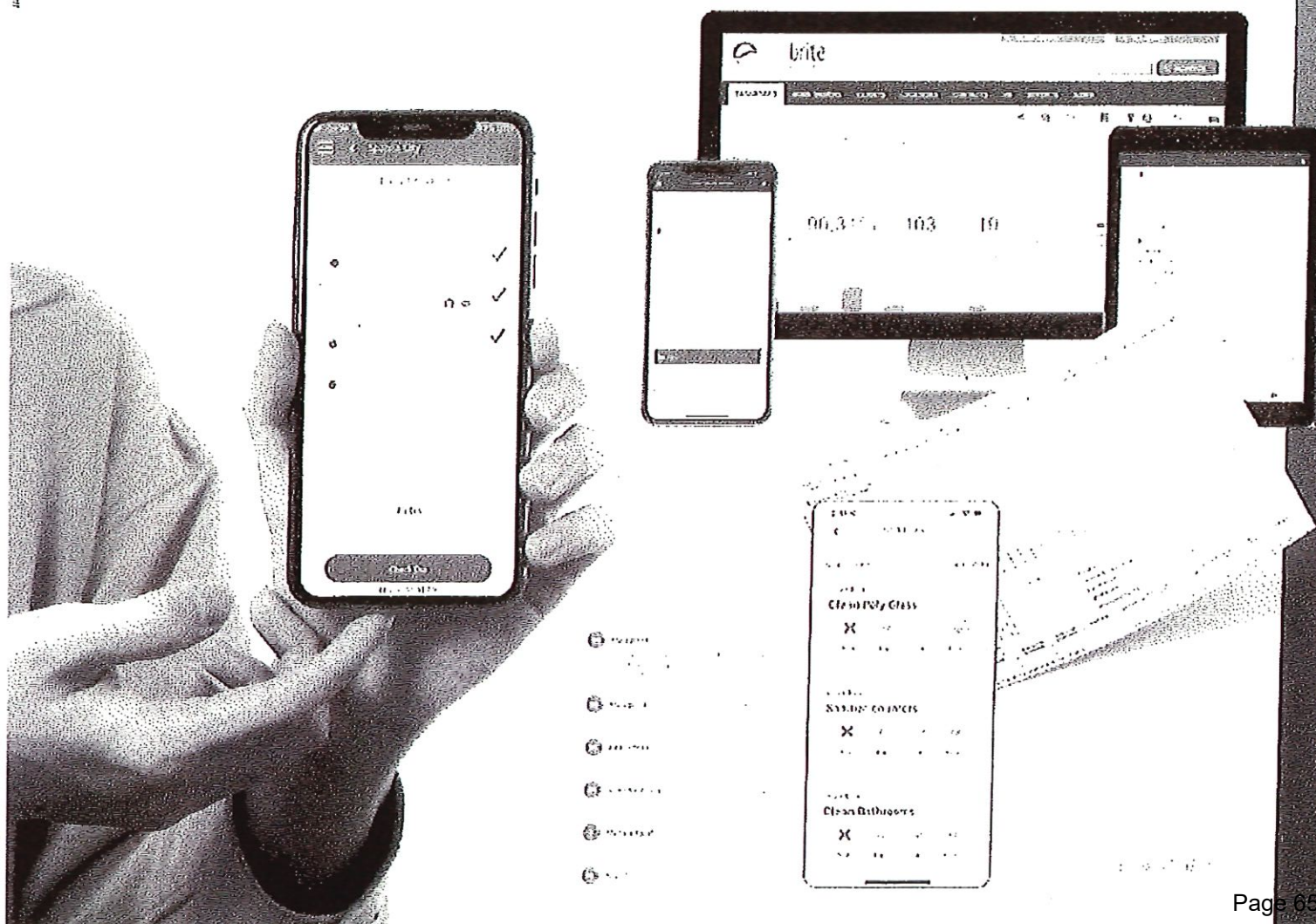
Timely, effective communication is key to our long-term relationship. Key Performance Indicators (KPIs) are tracked in our proprietary software using checklists derived from the SLA/SOW for each location. In addition, we work with many client-specific software services such as Service Channel, Nuvolo, Ariba, and CleanTelligent.

We empower our on-site team to initiate and manage ongoing services and deliverables. As a result, most issues are resolved immediately.

Quality Control | Daily and Weekly Task Checklists

To uphold high standards, we use daily and weekly task checklists for our technicians, accessible via their smart devices for real-time updates. Our proprietary software tracks Key Performance Indicators (KPIs) with geo-location and on-demand reporting, ensuring precise monitoring and accountability.

We also integrate with client-specific systems like Service Channel, Nuvolo, Ariba, and CleanTelligent to enhance data management. This approach enables our on-site teams to efficiently handle tasks and address issues, maintaining consistent quality and prompt resolution to ensure client satisfaction.



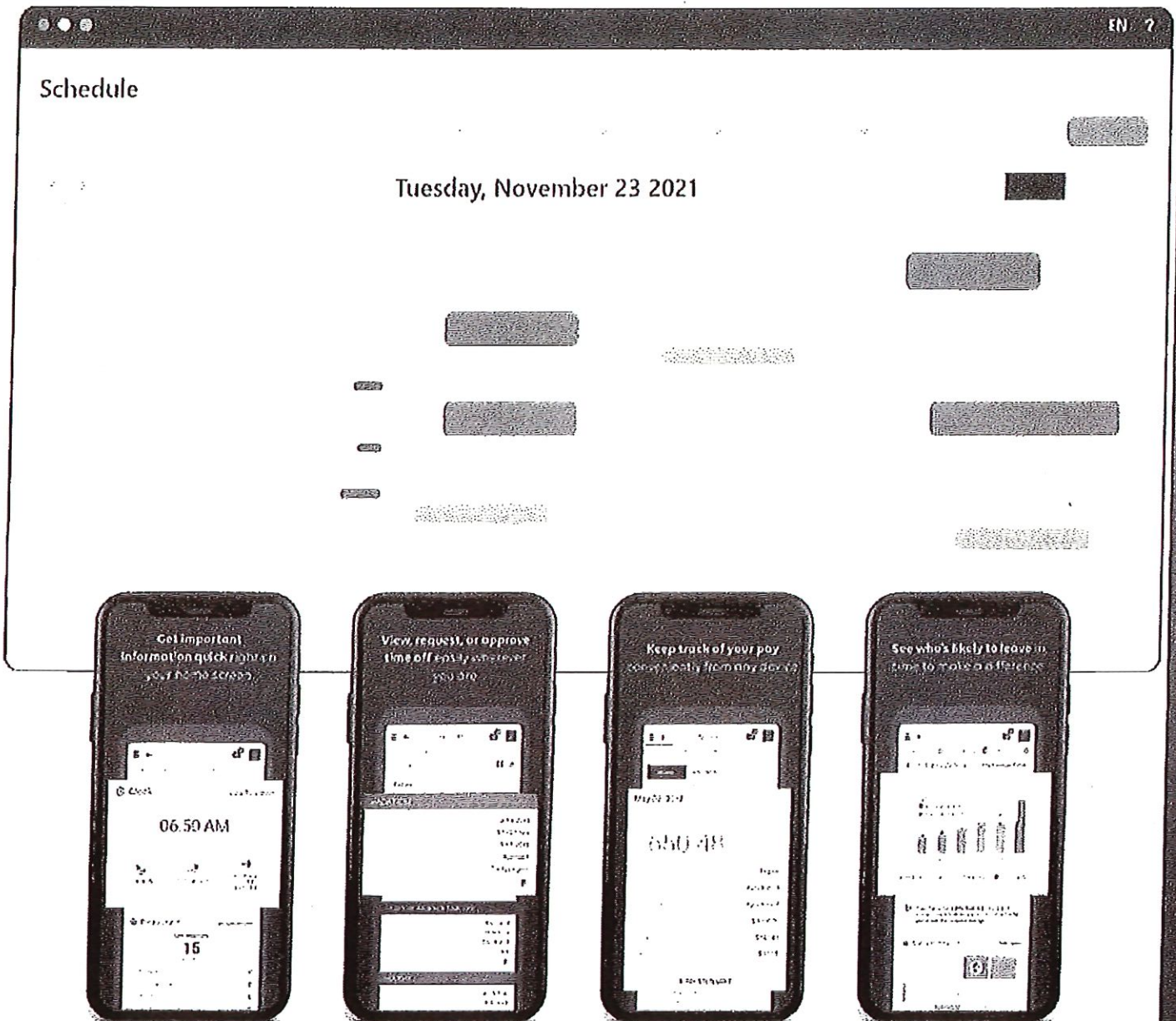


Quality Control | Daily, Weekly, Inspection Reports

Our on-demand reporting system with Geo-Location features enables real-time tracking and resolution of issues. By monitoring Key Performance Indicators (KPIs) and using detailed reports, we track trends, quickly identify areas for improvement, and retrain staff as needed. This proactive approach ensures immediate issue resolution and supports our commitment to strong client relationships.

Additionally, we conduct tailored inspections based on each client's specific requirements. These customized inspections ensure that all unique needs and standards are met, allowing us to provide targeted feedback and maintain high-quality service across all locations.

Geo-Location Live Status



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Pier 69 - Inspection Sample

Plumbing Fixtures, e.g., toilets, sinks, bathtubs, showers, are clean and free of

Plumbing Fixtures and Dispenser Cleaning

Pumbing fixtures, e.g. toilets, sinks, bathtubs, showers, etc., and dispensers are clean and free of all deposits and stains so that the drain is free from soap, suds, oil, dirt or sludge, and has a bright and uniform appearance. Care shall be taken to ensure that cleaning chemicals do not harm, dirt, or mark the drain fixtures, do not scratch porcelain fixtures, and do not harm or stain finished walls or floors.

Metal Cleaning

metal cleaning

All cleaned metal surfaces are without deposits of limescale and have a uniformly bright appearance, free from spots, scuffs, and streaks. Clearing agent is to be removed from all adjacent surfaces and surrounding fixtures.

Surfaces

Surfaces are without deposits of limescale and have a uniformly bright appearance, free from spots, scuffs, and streaks.

Glass Cleaning - Surfaces

Glass Cleaning - Surfaces
Glass is clean when all glass surfaces are without streaks, film, deposits, and stains and have a uniform bright appearance and adjacent surfaces, including mirrors and windowsills, have been wiped clean. Dark or tinted glass is to be included in cleaning service.

Wall Cleanliness – Surfaces

Wall Cleanliness – Surfaces

After cleaning, the surfaces of all walls, exposed pipes and equipment will have a uniformly clean appearance, and be free from dirt, stains, streaks, lint, and cleaning media. Painted surfaces must not be unduly damaged. Hard finish, varnished or glossy ceramic tile surfaces must be bright, and free of film streaks and deposits. The grout joints shall be clean and free of mold, insect, and stains.

Drainage Receptacles – Surface

Drainage receptacles are to be emptied and sanitized.

Waste and Recycling receptacles are to be emptied and recycled to maintain safe and sanitary conditions. Receptacles should be cleaned and disinfected to prevent the spread of disease. Receptacles should be placed in a location that is accessible to the public and is not a source of odor or nuisance. Receptacles should be placed in a location that is not a source of fire or explosion. Receptacles should be placed in a location that is not a source of contamination. Receptacles should be placed in a location that is not a source of injury. Receptacles should be placed in a location that is not a source of damage. Receptacles should be placed in a location that is not a source of loss. Receptacles should be placed in a location that is not a source of harm. Receptacles should be placed in a location that is not a source of death.

Waste and Recycling Receptacles – Surface
 Waste and recycling receptacles are to be emptied and spot cleaned as needed to maintain safe and sanitary conditions. Walls or surfaces surrounding the receptacles are to be spot cleaned and the floors under and near the cans are to be clean and kept free of stains, spots, rust, and rags. Liners are to be replaced when worn or soiled. Periodically, all receptacles are to be thoroughly cleaned and sanitized, and out as needed. All receptacles are to be kept and the receptacle(s) turned with lettering or visibility.

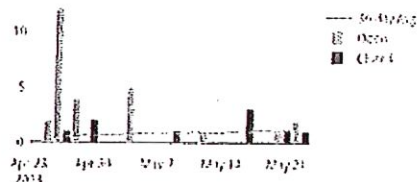
Inspections

Archivseite 0

27 Open

9 Closed

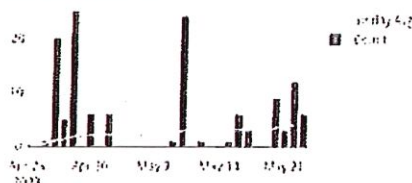
Number of Issues



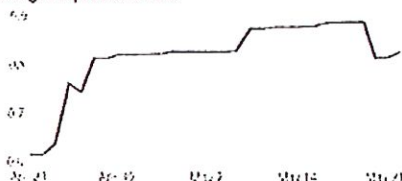
Average Hours to Close Issue



Number of Inspections



Average Inspection Score





Comprehensive Training | Elevating Competence and Safety

EcoBrite Services employs a multi-tiered training approach to uphold high standards of competence and safety. New team members start with comprehensive online modules via KnowBe4, covering cleaning techniques, safety protocols, equipment use, and sustainability. Advanced chemical safety is addressed through Spartan Chemical's CleanCheck program, while managers receive leadership and operational training through the Master's Class Management Certification and other external programs. Our training is continually updated to align with industry best practices and regulations, with meticulous records of attendance and performance maintained. All training materials are available in multiple languages to ensure the best comprehension and understanding by our employees.

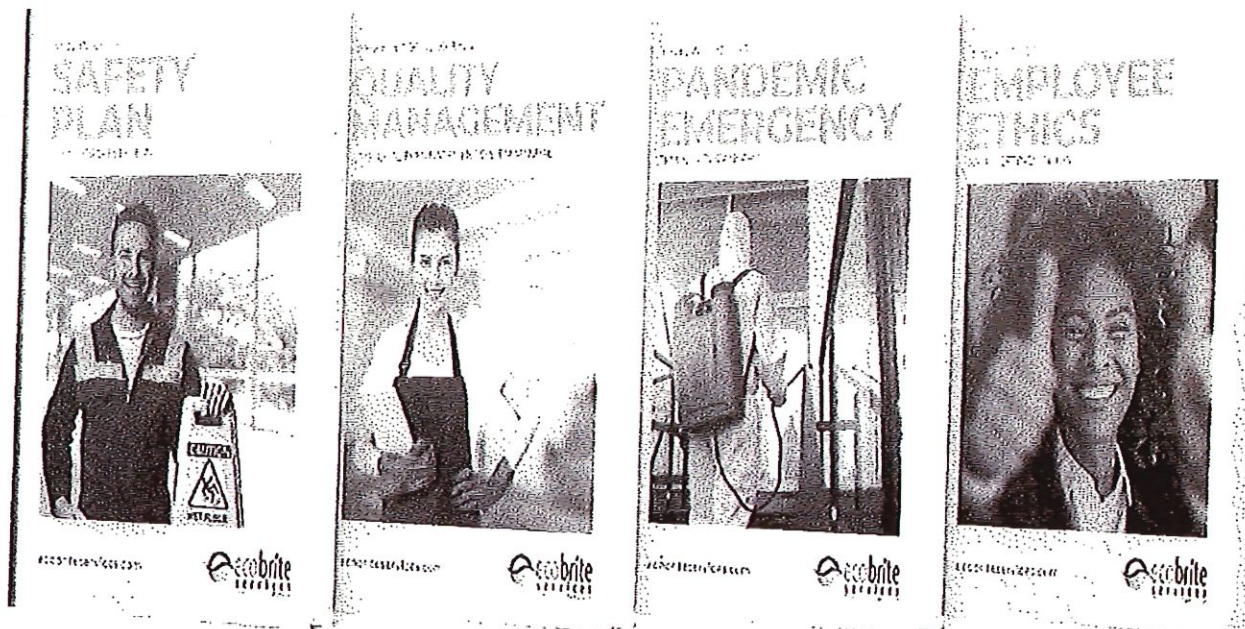
- **Protocols:** Routine inspections and adherence to OSHA/CDC guidelines.
- **Health Equipment:** PPE provided with proper usage training.
- **Incident Reporting:** Structured process for on demand reporting and investigating incidents.
- **Emergency Procedures:** Training on evacuation plans and first aid.

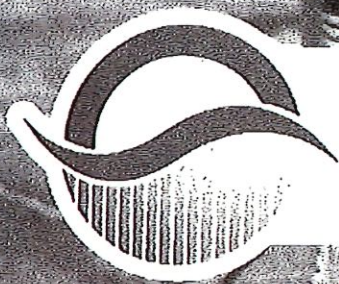
Employee Training Manual

- Disaster Response Plan
- Employee Ethics Anti-Theft Training Manual
- Employee QC Manual (Principles of ISO 9001:2015)
- OSHA Pandemic ETS Plan
- Safety Training Manual
- Master's Leadership Class Management
- KnowBe4 HR Topics including Fundamentals, Sexual Harassment, Active Shooter, etc.
- Spartan Chemicals CleanCheck Training Program

Continual Education and Industry Standard

- ISSA Cleaning Industry Management Standard
- Green Cleaning University
- IICRC Basic Skills
- APPA Levels I-IV
- BSCAI Certified Building Service Executive
- Connex Facility Management
- Emergency Management Readiness
- [Certified Disinfection Specialist Video Link](#)





Supply and Equipment Standards

We work with the best

Equipment | Top Tier Equipment Standards



SUPPLIES AND EQUIPMENT

The Supplies, equipment, and tools EcoBrite Services (EcoBrite) shall provide and maintain include, but are not limited to:

Supplies		
Cleaning agents (such as floor, tile, glass)	Floor wax	Floor wax strippers
Sealers	Tile polish	Metal polishes
Equipment and Tools		
Furniture waxes, polishes	Carts	Floor washers
Floor buffers	Carpet pile lifters	Brooms
Mops	Buckets	KEX-style sweeping tools
Sponges	Rags	Squeegees

EcoBrite shall provide containers on wheels to move trash through buildings and out to dumpsters. At no time shall containers or other equipment be slid on floors. EcoBrite shall store all equipment in designated janitor closets throughout the facilities.

EcoBrite must store all chemicals in the main janitorial closet and locked at all times.

Flammable liquids and materials shall not be stored on the premises. All cleaning chemicals and other supplies used by EcoBrite shall be in accordance with all federal, state, and local laws.

Material Safety Data Sheets (MSDS) shall be on-site and available for all chemicals stored and used within a service area prior to beginning work. All secondary containers will be labelled with the contents. EcoBrite shall comply with 29 CFR 1910.1200 Hazard Communication and all applicable laws and OSHA standards.

To ensure janitorial equipment is well-maintained and functional:

- Regular Maintenance: Schedule routine servicing and inspections.
- Preventative Maintenance: Conduct regular checks to prevent issues.
- Documentation: Track maintenance activities and repairs.
- Staff Training: Train staff on proper use and basic troubleshooting.
- Inspection: Periodically inspect equipment for performance and safety.
- Reporting: Use a system for staff to report equipment issues.
- Vendor Partnerships: Work with reliable vendors, like Sunbelt Rentals, to eliminate downtime during repairs and servicing.
- Compliance: Follow industry standards and manufacturer guidelines.

More than just Green

Green Seal Spartan CleanCheck® Training

- Green | Office Cleaning
- Green | Restroom Care
- + 20 additional modules
- Certified Disinfection Specialist

BioBased

- Ingredients grown out of the ground
- Sustainable
- Biobased Ingredients, such as:
 - Soybeans, Palm Kernels, Sunflower, Sugar Derivative, Limonene and Citric Acid

Supporting North American Farmers

- No supply chain issues



Clean by Peroxy® 15: Clean by Peroxy is a Green Seal™ Certified all-purpose cleaner powered by peroxide. It cleans windows, mirrors, floors, walls, carpets, restrooms, kitchens, tile, and grout without streaking, simplifying your cleaning program, training, and inventory.



Lustre Stone Care Restorative Cleaner: Lustre Stone Care Restorative Cleaner strengthens floors while cleaning. Its neutral pH formula works on concrete, terrazzo, stone, and masonry. Featuring nanoglass technology, it fortifies hardness and provides a streak-free, quick-drying finish.



BioRenewables® Glass Cleaner 18: BioRenewables Glass Cleaner is a concentrated, bio-based cleaner for mirrors, glass, and plexiglass. It removes tough soils like grease and dirt with a simple spray and wipe. It can be used on any hard surface not harmed by water, such as windows, mirrors, countertops, and chrome.



Hdq C® 2 Quaternary Disinfectant Cleaner: A neutral pH, quaternary disinfectant cleaner that kills a wide range of microorganisms on hard, nonporous surfaces. It disinfects without damaging floor finish and deodorizes areas prone to odors, like garbage storage and toilets.



Equipment | Top Tier Chemical Standards



At EcoBrite Services, our commitment to bio-renewable solutions drives our chemical choices. We primarily use Spartan Chemicals for their effectiveness and eco-friendliness, and we select other brands as needed to meet each client's specific needs while upholding our environmental standards.

Spartan Chemicals Partnership: Our partnership grants access to top bio-renewable products chosen for performance, environmental impact, and safety.

Top Bio-Renewable Products: Attached is a list of our top bio-renewable products from Spartan Chemicals, ensuring effective and sustainable cleaning.

MSDS Sheets: We customize MSDS books for each location to ensure safety and compliance.

Technician Training: Our technicians are certified through Spartan Cleantech, ensuring they are knowledgeable about product usage and safety.

Our approach ensures compliance, efficiency, and convenience. Feel free to contact us for more information or questions.



EcoBrite's Equipment Selection Approach



We determine specific equipment needs during the final walk-through with the facility contact. This method tailor's equipment to each location, saving time and money by avoiding unnecessary purchases. It also allows quick adaptation to changes, ensuring top-quality service.

For equipment breakdowns, we maintain and inspect equipment regularly to prevent issues. If failures occur, our contingency plans, including backup equipment and swift repairs, ensure minimal disruption. Our relationships with Sunbelt Rental, Tennant, and other providers enable "Near-Zero Downtime."



M18 FUEL 3-in-1 Backpack Vacuum

Unmatched cordless performance, portability, and versatility. Its POWERSTATE™ Brushless Motor offers 2X more suction. Features include a removable harness, canister hook, and handle for easy adaptability. Accessories include a hose, extension wand, floor tool, crevice tool, HEPA filter, and dust extraction adapter. Operating at just 76 dB(A), it's 3X quieter than traditional vacs, making it ideal for any jobsite.



V-DMU-14 Dual Motor Upright Vacuum

Achieve savings with our Dual Motor Upright Vacuum. Clean any surface effortlessly with HEPA filtration. Enjoy no-tool maintenance and a lifetime belt warranty.



KaiVac®

Experience superior restroom cleanliness with KaiVac's No-Touch Restroom Cleaning machine, designed for trained technicians. Achieve exceptional results effortlessly with its patented design. Apply cleaning solution, blast with clean water, and vacuum for a thorough clean.



Professional Cordless Electrostatic Backpack Sprayer

Electrostatic touchless application offers numerous benefits, including a significant reduction in cross-contamination and the ability to clean quickly and effectively without leaving residue. It is eco-friendly and meets the standards set by OSHA, EPA, and CDC. This method is safe for use around electronics and various surfaces, effectively combats COVID-19, and is particularly useful for hard-to-reach areas. Additionally, it removes both germs and dirt efficiently.



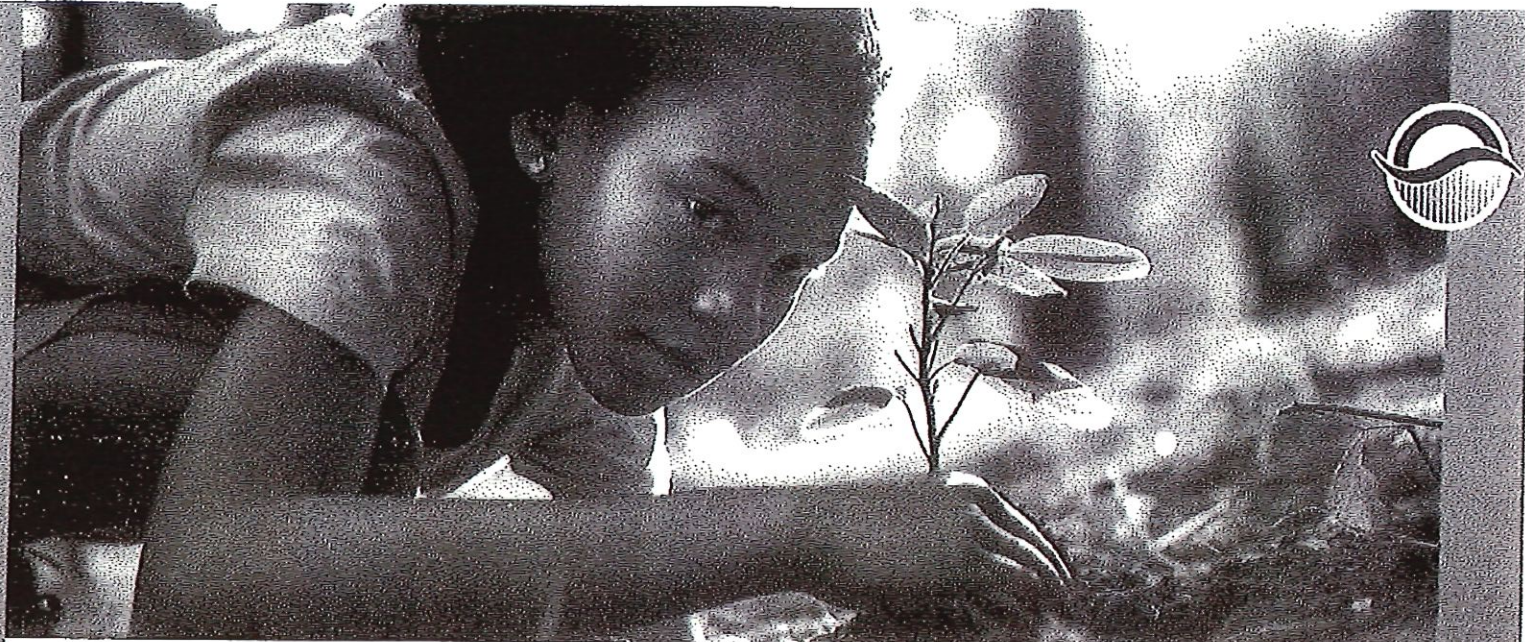
Near-Zero Downtime

If equipment failure occurs, essentially, little to no downtime because of our longtime relationships with Sunbelt Rental, Tennant, and our equipment providers.



Sustainability

Environmental Social Governance [ESG]



Sustainability | Environmental Social Governance [ESG]

Environmental Stewardship: Eco-Brite Eco-Friendly Cleaning Solutions for a Sustainable Future

As a globally responsible organization, EcoBrite Services is committed to providing safe and environmentally responsible cleaning solutions to all of our clients to help reduce contaminants and waste harming our Earth. EcoBrite Services understands that being good environmental stewards is vital to companies seeking environmentally preferable cleaning solutions. Therefore, EcoBrite Services is committed to helping our customers realize the tangible ecological benefits of cleaning with more sustainable technologies and equipment.

We've started the journey towards a sustainable future and are committed to continuing.

In our relentless pursuit of a sustainable future, EcoBrite Services is committed to an unending journey.

For us, sustainability represents a profound collaboration with our esteemed customers and valued partners, aimed at developing innovative materials and solutions that address the most critical societal needs. It means taking full responsibility in our own operations, safeguarding the environment, and prioritizing the well-being of our dedicated workforce. Essentially, it signifies forging enduring community partnerships to enrich the present and secure a better quality of life for generations to come.

Join us as we embark on this transformative mission towards a brighter, sustainable future together.



LEED™ Approved!

EcoBrite Services cleaning products are 100% green, using safe, non-toxic, and biodegradable ingredients. Our aim is to offer Legendary cleaning solutions while protecting the environment. Ask us for information.

Sustainability | Environmental Stewardship



EcoBrite's Green Initiatives and Training

EcoBrite, a certified MBE, champions eco-friendliness with a focus on environmental stewardship.

Our comprehensive program integrates advanced equipment, green chemicals, water reclamation, and bio-renewable tech to support LEED certifications and sustainability. Committed to industry partnerships and compliance, our initiatives include:

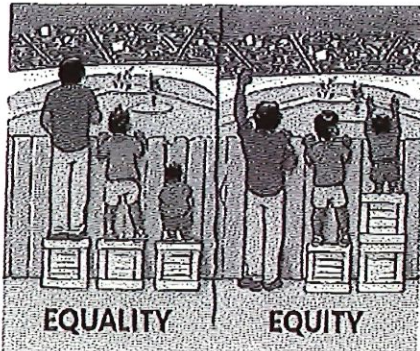
1. **Carbon Neutrality:** Our aim is carbon neutrality or negativity by 2050 via top-tier battery-powered equipment.
2. **Energy Resilience:** Six Sigma Lean structure ensures adaptability and quick recovery from disruptions.
3. **Health & Environment:** In partnership with certified suppliers, we offer Green Certified cleaning products for public health and environmental safety.
4. **Local Development:** As a certified MBE, we actively boost local economic growth.
5. **Equity & Inclusion:** Collaborative equity programs strengthen minority status, advancing racial and social parity.
6. **Strategic Partnerships:** We join forces with leading suppliers for equipment and supplies.
7. **Innovative Water Reclamation:** Specializing in water reclamation systems, distinguishing clients as environmental stewards.

High-Performance Green Cleaning Program aligns with USGBC and LEED standards, comprising:

1. **Green Policy:** A comprehensive LEED-aligned policy promoting eco-friendly products, equipment, and procedures.
2. **Training:** Equipping staff with green cleaning expertise and sustainability values.
3. **Sustainable Purchasing:** Responsible sourcing for greener supply chains.
4. **Holistic Cleaning:** Integrating energy efficiency, water conservation, waste reduction, and air quality improvements.
5. **Indoor Air Quality:** Prioritizing healthy indoor environments.
6. **Waste Management:** Implementing recycling and responsible waste strategies.
7. **Documentation:** Comprehensive tracking for data-driven decisions and industry sharing.

We're devoted to training frontline workers in line with our high-performance green cleaning objectives. Our training includes policy understanding, sustainable practices, high-performance techniques, waste management, and reporting. By empowering our team, we champion sustainability and occupant well-being. Overall, EcoBrite's commitment to environmental stewardship, training, and LEED compliance underscores our dedication to a greener future.

Social Equity and Inclusion | Supplier Diversity Plan



Nurturing Diversity

The Supplier Diversity Program is a gage for EcoBrite's Leadership Team to evaluate current KPIs and promote additional opportunities to identify small, minority-owned, women-owned, disadvantaged/disabled, veteran-owned, and LGBTQA business enterprises to compete for business and obtain goods and services whenever possible.

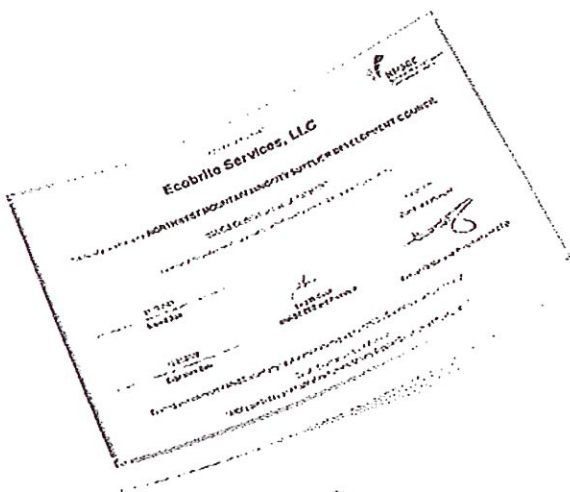
Strategy 2024

Many Vendors under current contracts with EcoBrite might be unaware of the benefits of registering with the SBA or other groups affiliated with their minority status. Therefore, our 2023 strategy is to inquire if these small businesses would like to disclose their ownership/minority status to EcoBrite.

KPI Target

- Registered with the SBA: Increase from 17%, 2023 to 20%, 2024
- Woman-Owned Small Business: Increase from 7%, 2023 to 10%, 2024
- Minority-Owned Small Business: Increase from 2%, 2023 to 5%, 2024

In FY 2023, EcoBrite spent \$7.9 million in the small business vendor channel and achieved 7% utilization to the diverse groups listed above. EcoBrite will add groups to the KPI as the program expands.



New Vendor Reference Groups

- Small Business Administration (sba.gov)
- Women's Business Enterprise National Council (wbenc.org)
- National Minority Supplier Development Council (nmsdcus.org)
- Minority Business Development Agency (mbda.gov)
- USPAACC – US Pan Asian Chamber of Commerce
- USHCC – US Hispanic Chamber of Commerce
- NGLCC – National Gay & Lesbian Chamber of Commerce
- NaVOBA – National Veteran-Owned Business Association



Governance | Community Service Leading by Example



EcoBrite Services is excited to expand and make an impact helping the community. As accomplished coaches who led the USA Men's Open Team to a 2022 IFA World Cup victory, our founders' impressive achievement speaks to the expertise and leadership they bring to the company. This experience informs our approach to community involvement, as we seek to offer valuable insights and guidance to local sports teams and youth organizations.

Furthermore, the skills gained from coaching a championship-winning team translate to EcoBrite's business practices and community involvement efforts. We are committed to making a positive impact in St. Helens and beyond.

The community service policy outlined below demonstrates our commitment to excellence and potential to make a positive impact in St. Helens and beyond by enabling our staff who work in the community to give back to the community.

EcoBrite Services Community Service Policy

At EcoBrite Services, we are committed to providing high-quality janitorial and floor care services while also giving back to the communities we serve. Our community service policy outlines our commitment to supporting local initiatives and making a positive impact.

Volunteerism: We encourage our employees to volunteer their time and expertise to support community initiatives, providing paid time off for volunteering.

Donations and Food Drives: We hold regular food drives to collect non-perishable food items for local food banks and pantries and encourage our employees to contribute to these drives.

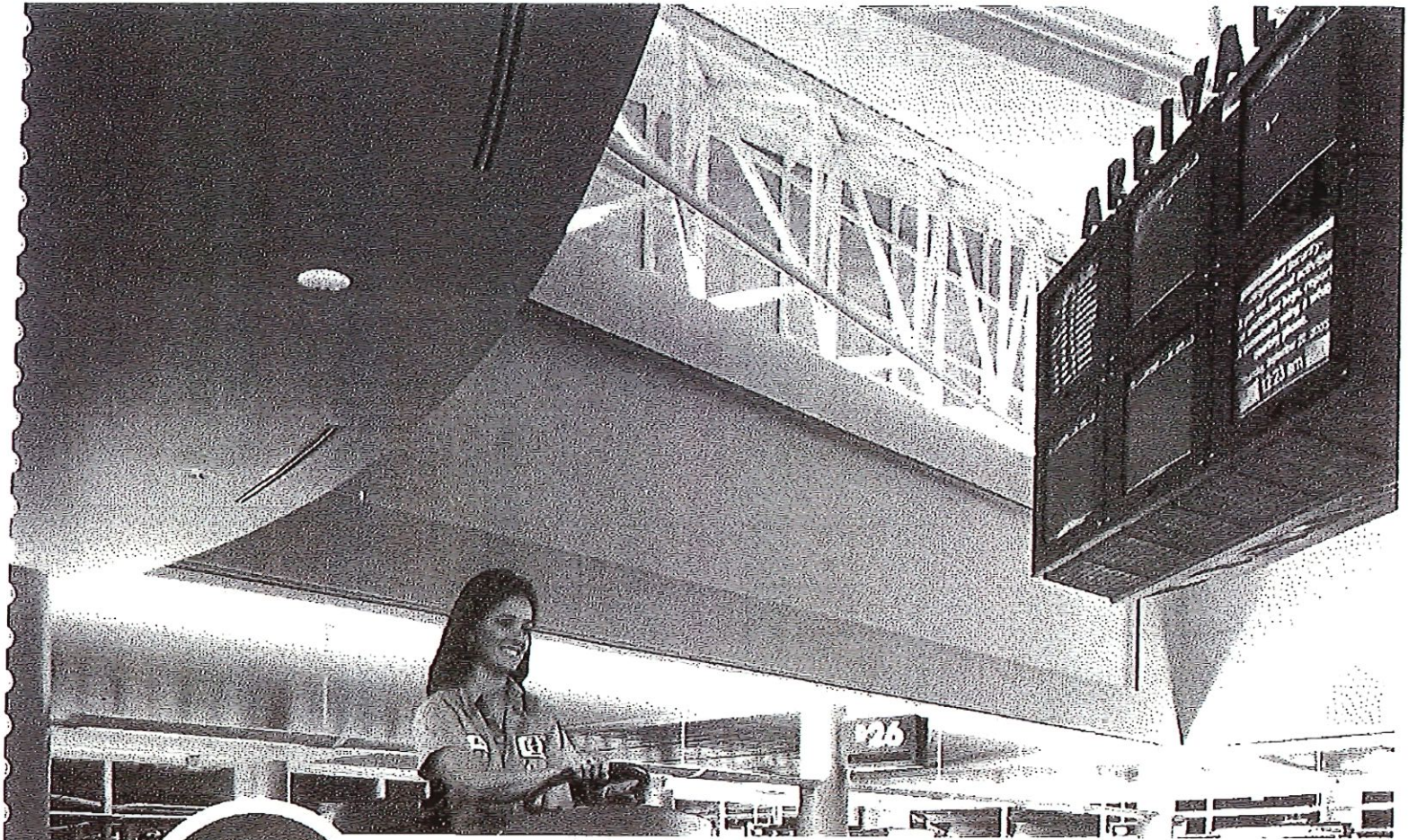
Environmental Stewardship: As a janitorial and floor care company, we understand the importance of eco-consciousness. We use eco-friendly cleaning products and equipment that are safe for our clients and the environment. We also recycle and reduce waste wherever possible. Our Environmental Stewardship Plan includes reducing our carbon footprint and supporting local and state sustainability initiatives.

Local Sourcing: We support the local economy by sourcing our supplies and equipment from local businesses whenever possible.

Community Outreach: We participate in local events and sponsor community programs that align with our values.

Employee Engagement: We encourage our employees to get involved in community initiatives and offer training and support to help them develop the skills they need to make a positive impact.

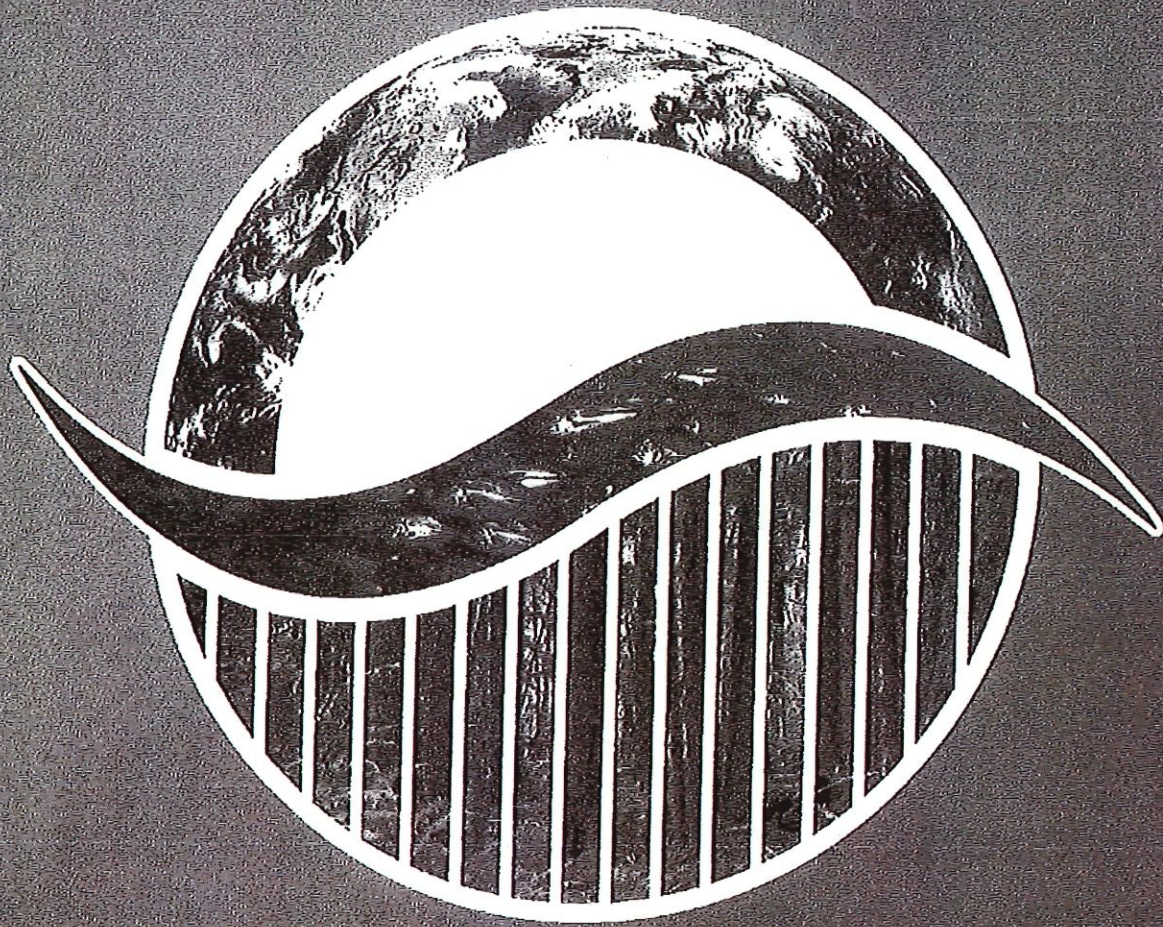
By implementing these policies, EcoBrite Services is committed to making a positive impact in our community and contributing to a better, more sustainable future.



Proposed Pricing



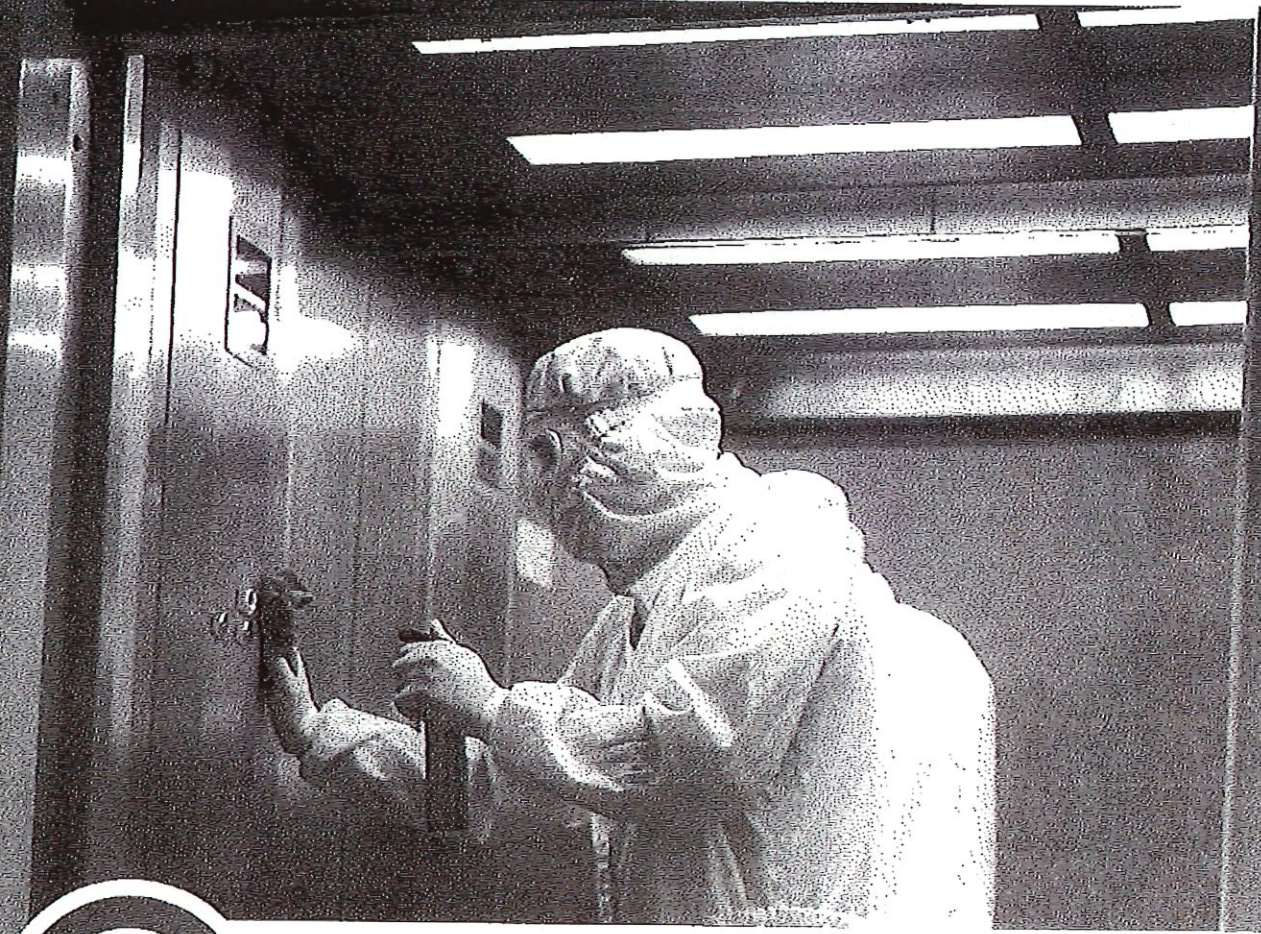
YOUR FACILITIES MANAGER'S DREAM



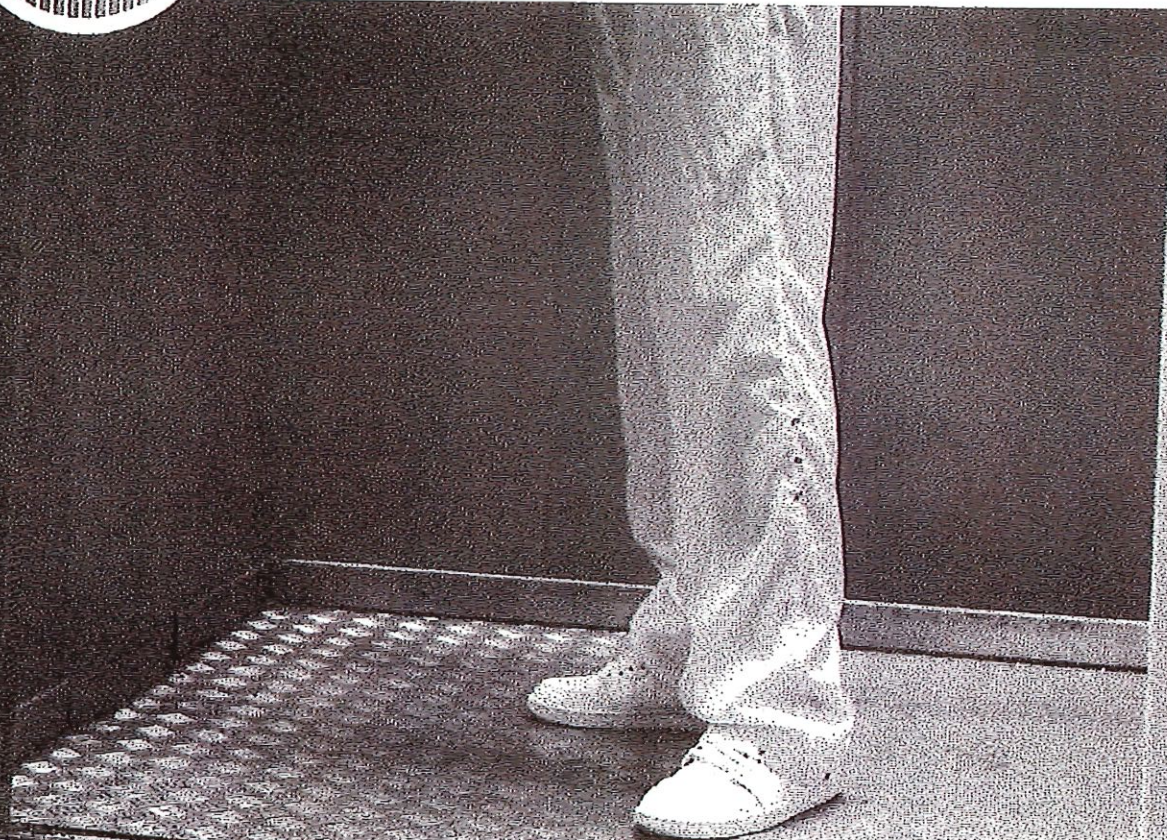
TO LEARN MORE VISIT

www.ecobriteservices.com





Attachments



CHICKASHA

Meeting Type: CMA Agenda 1-6-2025

Meeting Date: 1/6/2025

Department: Administration

Agenda Item No. 4.b.

AGENDA ITEM: Discussion, consideration and possible action to approve the Fourth Amendment to Water and Wastewater Operations Services Agreement with U.S. Water Services Corporation to provide for a discretionary right to terminate the agreement beginning January 1, 2026, by giving 120 days notice and to provide a modification of terms relating to an early termination date.

I. BACKGROUND/DESCRIPTION:

This agreement comes before you for consideration because the City of miscommunication between USW and the City on the renewal of their contract. This proposal renews their contract but allows us the option of an option to cancel after 6 months if we desire.

II. RECOMMENDED ACTION:

Approve the Fourth Amendment to Water and Wastewater Operations Services Agreement with U.S. Water Services Corporation to provide for a discretionary right to terminate the agreement beginning January 1, 2026 by giving 120 days notice and to provide a modification of terms relating to an early termination date.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

Jim Crosby, City Manager

Meeting Date:

January 6, 2025

Fund	Account	Amount
(To)		
FUND	ACCOUNT	AMOUNT
(From)		

V. ATTACHMENTS:

1. USW Fourth Amendment.Chickasha010225

Fourth Amendment to
Water and Wastewater Operations Services Agreement

THIS FOURTH AMENDMENT (the “Fourth Amendment”) to the Agreement for the Operation of Water and Wastewater Systems by and between the Chickasha Municipal Authority, a Public Trust having the City of Chickasha as its sole beneficiary (the “Authority”) and U.S. Water Services Corporation doing business as USW Utility Group (“USWUG”) is entered into as of the date set forth on the signatory page below, but considered to be binding and made effective as of September 16, 2019.

WHEREAS, reference is made herein to that certain Agreement (the “Agreement”) between the Authority and USWUG (each individually referred to as a “Party” and collectively as “Parties”) dated July 1, 2015 as amended on January 4, 2016 and on July 12, 2017 and again on July 10, 2018, for the Operation of the Authority’s Water and Wastewater Systems; and

WHEREAS, consistent with Resolution No. 2019-18R of the Authority adopted on September 16, 2019, the Parties desire that the Agreement be amended as specifically detailed below; and

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties hereby agree to amend the Agreement as follows:

1. All capitalized terms contained in this Fourth Amendment and not specifically defined herein, shall have the meaning provided to such terms in the Agreement.

2. Section 1.0 Term shall be modified in its entirety and shall instead read as follow:

1.0 Term

(a) This Agreement is intended as procurement of services and shall be effective for a period beginning July 1, 2015 and ending on June 30, 2030. The Parties reserve the right to extend this Agreement for an additional five (5) year term upon mutual written agreement.

(b) Notwithstanding the foregoing term of this Agreement as set forth in subsection 1(a) above, the Authority hereby reserves the right at its’ sole and absolute discretion to terminate the Agreement for its’ convenience prior to the expiration of its’ term by providing USWUG with a one-hundred and twenty (120) days prior written notice of its’ intention to terminate the Agreement; *provided however* that the Authority may not exercise such termination right and may not provide USWUG with a termination notice at any time prior to January 1, 2026. For the avoidance of doubt, the earliest convenience termination date of this Agreement shall be a date that falls one-hundred and twenty (120) days following the latest of (x) January 1, 2026 or (y) the actual date on which a written convenience termination notice, if any, is provided by the Authority to USWUG.

- (c) Should the Authority elect to terminate this Agreement for its convenience as set forth in subsection 1(b) above, all amounts due or earned by USWUG up to the effective date of the termination of this Agreement shall become due and payable together with the unamortized cost of any capital expenditures, if any, made by USWUG with the prior written approval of the Authority. The Authority shall have the right to review and audit USWUG's books and records, to the extent necessary to verify the amounts claimed as due and payable, including the unamortized cost of approved capital expenditures, which shall be consistent with Generally Accepted Accounting Principles. In the event of any disagreement between the Authority and USWUG regarding the amounts due under this provision, the parties shall first attempt to resolve the dispute through mediation. If mediation is unsuccessful, either party may pursue any legal or equitable remedies available to them under applicable law.
- (d) In consideration of such early convenience termination right as set forth in subsection 1(b) above, the Authority agrees and covenants that it shall not commence or pursue any solicitation or procurement process to replace USWUG with another service provider until such time that the Authority actually provides USWUG with an early termination notice in the manner set forth in subsection 1(b) above.

3. Section 6.4 and Section 8.2 are hereby deleted in their entirety and shall have no further force and effect.

4. All remaining terms and provisions of the Agreement shall remain in full force and effect to the extent that they do not conflict with this Fourth Amendment. In the event of any conflict between the provisions of this Fourth Amendment and the provisions of the Agreement, the provisions in this Fourth Amendment shall control.

Signatures Appear on the Following Page

IN WITNESS WHEREOF, the undersigned have executed this Fourth Amendment as of the date set forth below.

CHICKASHA MUNICIPAL AUTHORITY

By: _____
(Signature)

(Name and Title)

(Date)

U.S. WATER SERVICES CORPORATION

By: _____
(Signature)

(Name and Title)

(Date)