

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 21, 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 January 6, 2025, regular meeting.
 - b. Acceptance of the Claims List.
 - c. Declare as surplus and authorize the sale of property owned by the Chickasha Municipal Authority to Bramblett Properties LLC located at 427 Frisco in the amount of \$800.00 (28-07-07-07650W 64' Lot 17 Block 3 Chickasha OT)
 - d. Acceptance of the financials for December 2024
3. **Discussion/Approval of Items Removed from Consent Docket:**

4. Consideration and Discussion Items:

- a. Discussion, consideration and possible action to approve a Janitorial Services Contract with Commercial Cleaning Solutions LLC for an annual amount of \$110,052.00 pursuant to the award of Bid No. CMA-2404.

5. Motion for Adjournment.

CHICKASHA



Meeting Type: CMA Agenda 1-21-2025

Meeting Date: 1/21/2025

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the January 6, 2025, regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Susan M. McDaniel, CMC City Clerk	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: January 21, 2025	(From)		

V. ATTACHMENTS:

1. CMA 1-6-2025

January 6, 2025

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 6th day of January 2025 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 6:43 p.m.

ITEM 1.

Call to Order / Roll Call:

CHAIRMAN AND TRUSTEES

PRESENT:

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

ABSENT:

Kelly Boyd
Oscar Nelson

STAFF

PRESENT:

Jim Crosby, City Manager
Rachel Bernish, Asst. City Manager
Amanda Mullins, City Attorney
Susan M. McDaniel, City Clerk
Tony Samaniego, Fire Chief
Chief Music, Police Dept.
Spencer Winzenried, Parks & Rec Director
Omar Fierro, Public Works Director
Lillie Huckaby, Library Director
Edward Perez, EM Director
Elaine Jensen, Finance Director
Tracey Austin, HR Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a – ITEM 2c.

ITEM 2a.

Acceptance of the Minutes of the December 2, 2024, regular meeting.

ITEM 2b.

Acceptance of the Claims List.

ITEM 2c. Accept and ratify Resolution 2024-24R amending the FY24/25 Budget.

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

Roll call vote:

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

“Nays:” None

“Abstain:” Burruss

Motion carried. 6-0-1

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

*Motion by Trustee Hebblethwaite, second by Trustee Alexander to award bid CMA-2404 – City Janitorial Services to Commercial Cleaning Solutions, LLC in the amount of \$110,052.00.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 7-0

ITEM 4b 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.

*Motion by Trustee Smith, second by Trustee Hebblethwaite 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.

TIME 6:43 P.M.

Roll call vote:

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

“Nays:” None

“Abstain:” None

Motion carried. 7-0

Motion to Adjourn.

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

Meeting adjourned.

TIME: 6:48 PM

Approved this 21st day of January 2025.

Zachary Grayson, Chairman

Susan M. McDaniel, CMC – City Clerk

(ATTEST)

CHICKASHA

Meeting Type: CMA Agenda 1-21-2025

Meeting Date: 1/21/2025

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 21, 2025	(From)		

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 1-21-2025

Meeting Date: 1/21/2025

Department: Community Development

Agenda Item No. 2.c.

AGENDA ITEM: Declare as surplus and authorize the sale of property owned by the Chickasha Municipal Authority to Bramblett Properties LLC located at 427 Frisco in the amount of \$800.00 (28-07-07-07650W 64' Lot 17 Block 3 Chickasha OT)

I. BACKGROUND/DESCRIPTION:

This property is currently owned by the Chickasha Municipal Authority, Bramblett Properties owns all surrounding land around this parcel. The parcel itself is only 4,971 square feet. This lot is not buildable by itself and backs up to much industrial land. The prospective buyers have been maintaining the area.

II. RECOMMENDED ACTION:

Motion to approve the sale of 427 Frisco to Bramblett Properties LLC in the amount of \$800.00 (28-07-07-07650W 64' Lot 17 Block 3 Chickasha OT)

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

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

Meeting Date:
January 21, 2025

V. ATTACHMENTS:

1. Quit Claim Deed Frisco Property (002)

QUIT CLAIM DEED
(OKLAHOMA STATUTORY FORM)

KNOW ALL MEN BY THESE PRESENTS:

That Chickasha Municipal Authority
_____, part of the first part,
in consideration of the sum of 10.00 dollars
and other valuable considerations to it in hand paid, the receipt of which is hereby acknowledged do hereby quit claim, grant, bargain,
sell and convey unto Bramblett Properties, LLC
P.O. Box 702 Chickasha, OK 73023
party _____ of the second part, the following described real property and premises situate in _____
Grady County, State of Oklahoma, to-wit

Block 3 Lot 17 in Chickasha OT in Chickasha, Oklahoma

SURFACE RIGHTS ONLY
together with all the improvements thereon and the appurtenances thereunto belonging.

Signed and delivered this _____ day of _____

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____, County of _____, SS.
Before me, the undersigned, a Notary Public in and for said County and State, on this _____ day of _____, _____, personally appeared _____
_____ to me known to be the identical person (s) who executed the within and foregoing instrument, and acknowledged to me that (he) (she) (they) executed the same as (his) (hers) (their) free and voluntary act and deed for the uses and purposes therein set forth.
Given under my hand and seal the day and year last above written.
My commission expires _____ Notary Public

CHICKASHA

Meeting Type: CMA Agenda 1-21-2025

Meeting Date: 1/21/2025

Department: Finance

Agenda Item No. 2.d.

AGENDA ITEM: Acceptance of the financials for December 2024

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

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

Meeting Date:
January 21, 2025

V. ATTACHMENTS:

CHICKASHA

Meeting Type: CMA Agenda 1-21-2025

Meeting Date: 1/21/2025

Department: Public Works

Agenda Item No. 4.a.

AGENDA ITEM: Discussion, consideration and possible action to approve a Janitorial Services Contract with Commercial Cleaning Solutions LLC for an annual amount of \$110,052.00 pursuant to the award of Bid No. CMA-2404.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Approve the Janitorial Services Contract with Commercial Cleaning Solutions LLC for an annual amount of \$110,052.00 pursuant to the award of Bid No. CMA-2404.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
Omar Fierro, Public Works Director	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: January 21, 2025	(From)		

V. ATTACHMENTS:

1. JANITORIAL SERVICES CONTRACT
2. 20250114164233439

JANITORIAL SERVICES CONTRACT

THIS CONTRACT AND AGREEMENT is made and entered into this _____ day of _____, 2025 by and between Chickasha Municipal Authority by and through the Chairman and Board of Trustees hereinafter referred to as “CMA” having a notice of address of 117 North 4th Street Chickasha, Oklahoma 73018 and Commercial Cleaning Solutions LLC hereinafter referred to as “CONTRACTOR” having a notice address of 617 Chickasha Avenue Chickasha, Oklahoma 73018.

WHEREAS, Chickasha Municipal Authority has caused to be prepared in accordance with law, certain specifications, and other bidding documents for the work herein described. They have approved and adopted all of said bidding documents, and had caused solicitation for Bids” to be given and advertised as required by law, and has received sealed proposals for furnishing of all labor and materials for: “Janitorial Services CMA - 2404” as outlined and set out in the bidding documents and in accordance with the terms and provisions of said contract.

WHEREAS, Contractor, in response to said “Solicitation for Bids”, has submitted to the Chairman and Board of Trustees in the manner and at the date and time specified, a sealed proposal in accordance with the terms of this contract;

WHEREAS, Chairman and Board of Trustees in the manner provided by law, has publicly opened and examined, and canvassed the proposals submitted. They have determined and declared the above named Contractor to be the lowest responsible bidder on the above described project, and has duly awarded this contract to said Contractor, for the sum named in the proposal, to-wit: **One Hundred Ten Thousand Fifty-Two Dollars (\$110,052.00)** per year for the services rendered hereunder, payable in accordance with the following schedule, unless reduced in accordance with the bid specifications:

Facility	Monthly Rate
City Hall	\$2,080.00
Police Station	\$1225.00
Public Works Facility	\$1735.00
Chickasha Public Library	\$1250.00
Airport Terminal Building	\$850.00
911 Dispatch Center	\$1040.00

Stripping and Waxing hard surface floors, including restrooms: \$265.00 Per Month for Public Works Facility Only
Exterior First Floor as directed: \$ 726.00 Per Month

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this **CONTRACT** have agreed, and hereby agree, as follows:

1. “Janitorial Services CMA - 2404” Bid Specifications and BID “Janitorial Services CMA - 2404” are incorporated by reference as if fully set forth herein and are part of this Contract. For ease of reference Janitorial Services CMA-2404 is attached as Exhibit “A” and Bid “Janitorial Services CMA-2404 is attached as Exhibit “B”.

2. The Contractor shall, in good and first-class, workmanlike manner, at his own cost and expense, shall furnish all labor, materials, tools and equipment required to perform and complete said work.

3. The **Contractor** shall, at all times, observe and comply with all Federal, State and City laws, ordinances and regulations which in any manner affect the conduct of the work.

4. Term and Termination. This Agreement shall be for a term of one (1) year, unless terminated earlier as provided in the bid specifications. This Agreement may be extended annually if agreed to in writing by both parties provided that the cost of services may not increase more than the CPI for the previous year.

5. The **Contractor** shall submit an invoice on a monthly basis. All Payments made by the “CMA” are subject to procedures established for the **Chairman and Board of Trustees** to authorize payment at its regularly scheduled meetings. The Chickasha Municipal Authority’s regularly scheduled meetings are held on the 1st and 3rd Mondays of each month. Invoice or Application for Payment must be received in the Director of Public Works Office no less than seven (7) calendar days prior to the regular meeting at which authorization for payment is to be requested.

6. The **Contractor** and his surety shall defend, indemnify and save harmless the “CMA” and all of its officers, agents, employees from all suits, actions or claims of any character, name and description brought for or on account of any injuries or damages received or alleged to have been received or sustained by any person or persons or property by or from the said **Contractor** or his employees or by or in consequence of any negligence in performing the work under this contract. Additionally, if the contractor, in the performance of work under this contract, enters any building and causes damage to the building or to personal property within the building, the Contractor and his surety shall be liable for all such damages. This obligation to defend, indemnify, and save harmless shall survive the termination of this contract.

7. The **Contractor** shall take out and maintain during the term of this contract; Workmen’s Compensation Insurance as prescribed by laws of the State of Oklahoma and Employer’s Death Liability Insurance. The Contractor shall take out and maintain during the term of this contract; General Liability and Auto Liability Insurance and the City of Chickasha shall be included as an additional insured on all such policies.

8. The **Contractor** shall furnish the “CMA” with satisfactory proof of the insurance required. The certificate of insurance provided will contain a statement requiring the insurance carrier to provide the **Owner** ten (10) days written notice prior to cancellation of coverage. Statements such as “will endeavor” and “but failure to notify owner shall impose no obligation or liability of any kind upon the company” shall not be allowed.

9. **Background Check.** Prior to commencing work, Contractor shall furnish the Director of Public Works with a roster of all employees proposed to be assigned to the Premises. CMA reserves the right to conduct background checks on any such individual and to deny access to the Premises at CMA's sole discretion at any time. Should CMA deny access to any individual proposed by Contractor, Contractor shall promptly assign a replacement employee acceptable to CMA.

10. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter herein and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

11. If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be struck from this Agreement and the remaining provisions shall remain in full force and effect.

12. This contract shall be governed by the laws of the State of Oklahoma and venue shall be in the District Courts of Grady County, Oklahoma.

13. This contract is to be deemed to have been prepared jointly by the parties hereto after arms-length negotiations, and any uncertainty or ambiguity existing herein shall not be interpreted against any party, but according to the application of the rules of interpretation of contract.

14. Each notice, demand, request, or other communication required or permitted hereunder shall be in writing and shall be deemed delivered in person, if mailed by United States Certified Mail, Return Receipt Request, postage prepaid, or private contract carrier against signed delivery receipt, on the date evidenced by the signed receipt of the date upon which the postal service certifies that delivery has been refused by the addressee or is otherwise deemed impossible, addressed to the party to be notified at the notice address stated herein.

15. No delays or omission to exercise any right, power or remedy accruing to CMA upon any breach of default of the Contractor under this contract shall impair any such right, power or remedy of such person nor shall it be construed to be a waiver of any such breach of default, or an acquiescence therein, or in any similar breach or default thereafter occurring; nor shall any wavier of any single breach or default be deemed a waiver of any other breach or default theretofore or thereafter occurring.

16. The parties agree that in the event either party is required to resort to legal proceedings, or to incur expense of any kind of nature in the enforcement of their rights hereunder, then in such event, the successful party shall have the right and the losing party shall be liable for damages for all reasonable attorney fees and expenses incurred by the successful party in the enforcement of any of their rights hereunder.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed, the day and year first above written:

Contractor:

Name & Title

OWNER:

**Acting by and through the
Chairman and Board of Trustees**

Zachary Grayson, Chairman

CMA Secretary

ATTEST (SEAL)

(CONTRACTOR TO COMPLETE THIS SECTION)

State of Oklahoma)

)

County of _____)

Before me, the undersigned, a Notary Public, in and for said County and State on this _____ day of _____, 20____, personally appeared _____ to me known to be the identical person who executed the within and foregoing instrument as its _____, and acknowledged to me that he executed the same as the free and voluntary act and deed of such corporation for the uses and purposes therein set out.

Given under my hand and seal the day and year first above written,

Notary Public

My Commission Expires:

Esh/brl Q

REQUESTS FOR PROPOSALS CMA-2404

CITY JANITORIAL SERVICES

The Chickasha Municipal Authority, Chickasha, Oklahoma is accepting sealed proposals for the REP CMA 2404 City Janitorial Services.

The project consists of providing Janitorial Services to a number of City offices and buildings.

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

Sealed proposals shall be addressed to Susan M. McDaniel, City Clerk, Chickasha Municipal Authority, 117 North 4th Street, Chickasha Oklahoma 73018, and shall be labeled "CMA2404. "DO NOT OPEN". Proposals shall be submitted no later than 1:30 p.m., local time on November 19, 2024. It is the sole responsibility of the proponent to ensure that this proposal is actually in the City Hall of the City of Chickasha prior to the expiration of the time and date stated above. Bids will be opened in the City Conference Room, Second Floor City Hall, 117 N. 4th Street, Chickasha, Oklahoma 73018.

The issuing Office for the Bidding Documents is: Chickasha Municipal Authority. Technical questions should be emailed to Jim Crosby, Public Works Director, at jim.crosby@chickasha.org or by calling 405-222-6085. Bidding documents also may be examined at: City of Chickasha Website <http://www.chickasha.org/Bids.aspx>. Bid documents must be obtained by accessing the project on QUESTCDN.com, linked to the previously listed page.

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

Due to the type of project this is, the contractor will not be able to use tax exempt purchases on this project.

Keith Johnson

Keith Johnson, General Manager

CERTIFICATION

I certify that the above "Request for Proposal" was posted on the bulletin board of City Hall, City of Chickasha, Oklahoma, on the 22nd day of October 2024.

Susan McDaniel, CMC - City Clerk

CITY OF CHICKASHA

BID SPECIFICATIONS JANITORIAL SERVICES CMA-2404

SPECIFICATIONS FOR JANITORIAL SERVICES TO BE PROVIDED FOR THE FOLLOWING LOCATIONS.

City Hall	117 North 4 th Street
Police Station #1	2001 West Iowa Ave.
911 Dispatch Center	1528 West Country Club Road (Basement only)
Chickasha Public Library	525 West Iowa
Public Works Facility	502 North Genevieve
Municipal Airport Terminal	2344 Beechcraft Road

Bids are solicited pursuant to the Public Competitive Bidding Act of 1974 as amended (Title 61, U.S 1981, Section 101-136 et seq.)

The City reserves the right to reject any or all bids; to waive any informalities or irregularities and to purchase the services from one or more bidders; to award separate contracts for each facility.

ITEM-A

A. ROUTINE SERVICES TO BE PERFORMED AT EACH CLEANING WILL INCLUDE THE FOLLOWING:

1. Floors shall be clean, free of scuffmarks, dirt, and stains and shall have a glossy finish. (This shall include any trim base or molding) This shall include all hard surface floors.
2. Carpet shall be spot cleaned free of dirt, stains and lint.
3. Dust and/or clean countertops, windows, windowsills, bookshelves, desks and file cabinets or other areas likely to collect dust, webs, fingerprints or trash. Blinds, vents, light fixtures and grille shall be free of dust and webs.
4. All trash containers shall be emptied each cleaning day. (Trash bags are to be changed only if soiled, not if just full of paper, trashcans shall be returned to their previous location).
5. Restrooms shall be cleaned, sanitized and free of soap and water stains. The tissue, paper towels. Soap and deodorizer replenished. (City will furnish tissue, paper towels, and soap and trash bags).
6. 6. Windows shall be clean, free of dirt, fingerprints and streaks. Ground floor windows of all facilities shall be cleaned inside.

7. Walls to be clean, free of dirt, fingerprints, scuffmarks and dust. Walls shall be cleaned in a manner that will minimize marking the wall. Decorative plaster shall be clean and free of dust.
8. All doormats and rugs shall be taken up and the floor cleaned. The mats or rugs shall be vacuumed and/or brushed clean during each cleaning day.
9. All exterior trash containers and smoking disposal receptacles shall be emptied and placed back to their previous location.
10. The contractor, regardless of the cause, shall be responsible for cleaning up sills, mud, marks, dirt, stains etc. The only exception shall be in case of flood or other natural disaster.
11. The contractor shall clean the coffee machines and break areas as needed. All dishes that are found in the break area shall be washed and stored.
12. All routine services are to be included at all listed facilities.

General Information and Requirements

1. Inspection sheets will be placed at all buildings. The vendor will be required to fill out the form and leave it at the facility.
2. Vendor shall furnish all cleaning products and tools including buffers, vacuums, etc.
3. The Contractor shall clean on the days listed. They may not switch days unless authorized in writing by the Department head for that facility.
4. The hours of access to each facility shall be worked out between the contractor and the supervisor who is over the specific facility. Police station #1 shall be cleaned before 3:00 p.m. on the days listed.
5. Vendor shall provide a Certificate of Insurance after bid award for the following Liability: Vehicle and Workers Compensation Insurance. Janitorial service shall not begin until approved.
6. The policies of insurance shall be executed by insurance or indemnity carrier authorized to do Governmental Tort Claims Act, Title 51 Oklahoma Statutes Section 1515 et seq. With liability limits to be no less than the amounts specified therein, and with the City of Chickasha as an additional insured on all such required policies of insurance. You must supply Workers Compensation Insurance for all employees. For you and the family members, you will need to provide the City with an Exemption Letter from the Oklahoma Department of Labor.
7. The Vendor shall provide the City with a list of 3 customer references.
8. The City may extend this bid for additional year(s) if both parties agree and the cost of the janitorial services does not increase more than the CPI for the previous year.

Cleaning schedule: The city may change day of service at any time.

ITEM #1	City Hall	(2) days per week (Wednesday and Sunday Night)
ITEM #2	Police Station	(2) days per week (Monday and Thursday before 3:00 p.m.)
ITEM #3	Public Works Facility	(2) days per week (Monday and Thursday Night)
ITEM #4	Chickasha Public Library	(2) days per week (Sunday and Thursday Night)
	*Restrooms	(Monday, Wednesday, Thursday, Sunday)

- | | | |
|---------|---------------------------|--|
| ITEM #5 | Airport Terminal Building | (2) days per week
(Monday and Thursday Night) |
| ITEM #6 | 911 Dispatch Center | (2) days per week
(Monday and Thursday Night) |

*Library restroom cleaning shall include emptying all trash in the building and cleaning the restrooms, entry area and meeting room.

GENERAL NOTE NO. 1

The City reserves the right to reject any and all bids, waive any irregularities or technicalities without assigning reason therefore, and make awards in the best interests of the City. Each month this vendor shall be evaluated. If during the period any of the work is determined to be unsatisfactory then the vendor shall be notified and on the second or subsequent occurrence 10% of the contract price for the facility for that month shall be retained by the City. The City reserves the right to immediately terminate the contract for failure to perform as outlined in the bid specification with written notice.

GENERAL NOTE NO. 2

The vendor shall provide the City with a list of employees to be used to clean the buildings. The city may do a background investigation on all persons assigned to clean City Facilities. The city reserves the right to approve the individuals that have access to our Facilities. Current or past employees of the City of Chickasha shall not be considered for the janitorial service. A copy of a government issued photo ID shall be attached to the list for each employee that is to have access to the City facilities. The vendor shall notify the city anytime an employee is dismissed and if a new employee is added the vendor must submit a government issued photo ID for the new person before allowing them on the premises. No employee is allowed inside our facilities until written approval is given.

If the vendor uses non approved employees, the contract shall be terminated immediately.

No one under the age of 18 shall be permitted inside any City facility during the execution of the work associated with this contract.

The following list is a general description of the services to be provided but is not all inclusive of the work to be performed. (Daily indicates each cleaning day)

General Office and Public Areas.	Frequency
1. Empty waste baskets	Daily
2. Dust desk	Daily
3. Dust mop hard surface floors	Daily
4. Vacuum carpeting	Daily
5. Damp wipe counter areas	Daily
6. Clean interior glass surfaces	Daily
7. Spot clean interior and exterior doors and jams.	Daily
8. Dust file cabinets	Daily
9. Spot clean walls around switches	Daily
10. Dust horizontal surfaces and ledges	Daily
11. Damp mop hard surface floors	Daily
12. Spray and buff tile surfaces	Daily
13. Sweep/mop and clean stairways including handrails	Daily

14. Dust blinds Daily

Restroom/Locker Rooms

- | | |
|---|-------|
| 1. Clean and sanitize all fixtures | Daily |
| 2. Clean counter tops | Daily |
| 3. Empty waste baskets | Daily |
| 4. Dust and mop tile surfaces, including floors | Daily |
| 5. Damp and mop tile surfaces, including floors | Daily |
| 6. Remove Stains | Daily |
| 7. Wipe down/clean tile walls | Daily |

Break Rooms

- | | |
|--|-------|
| 1. Empty waste baskets | Daily |
| 2. Damp wipe tables and counter tops | Daily |
| 3. Clean sinks | Daily |
| 4. Spot clean refrigerator and microwave | Daily |
| 5. Dust all surfaces | Daily |

All facilities

1. Strip and wax hard surface floors at the beginning of the contract and every six months thereafter.
2. Interior windows shall be cleaned monthly.
3. First floor exterior windows shall be cleaned at the beginning of each quarter.

BID RETURN

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

Item #1	City Hall	\$ _____
Item #2	Police Station	\$ _____
Item #3	Public Work Facility	\$ _____
Item #4	Chickasha Public Library	\$ _____
Item #5	Chickasha Airport Terminal	\$ _____
Item #6	911 Dispatch Center	\$ _____
Item #7a	strip and wax hard surface floors ad directed. (Includes Restrooms)	\$ _____
Item #7b	Exterior first floor as directed	\$ _____

Exhibit B

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: 405.823.7528

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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 Mcgelsey
i.mcgelsey@xpwell.com
(405) 224-0053

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

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