

**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**  
**FEBRUARY 2, 2026**

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 20, 2026, regular meeting; and the Minutes of the January 26, 2026, special meeting.
  - b. Acceptance of the Claims List.
  - c. Acceptance of the Financials for December 2025.
  - d. Authorize Staff to solicit RFQs for CMA-2601 - Operation, Maintenance and Management of the Water Utility System and Solid Waste System.
  
- 3. Discussion/Approval of Items Removed from Consent Docket:**

**4. Consideration and Discussion Items:**

- a. Discussion, consideration, and possible action to award CMA-2504 HVAC Maintenance Agreement to DeHart Air Conditioning, Inc., as the lowest, best bidder, in an annual amount not to exceed \$59,750 and authorize the Mayor to execute the Maintenance Agreement.

**5. Motion for Adjournment.**

# CHICKASHA

**Meeting Type: CMA Agenda 2-2-2026**

**Meeting Date: 2/2/2026**

**Department: City Clerk**

**Agenda Item No. 2.a.**

**AGENDA ITEM: Acceptance of the Minutes of the January 20, 2026, regular meeting; and the Minutes of the January 26, 2026, special meeting.**

**I. BACKGROUND/DESCRIPTION:**

**II. RECOMMENDED ACTION:**

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

<b>Dept. Director:</b>	Fund	Account	Amount
Susan M. McDaniel, CMC - City Clerk	(To)		
	FUND	ACCOUNT	AMOUNT
<b>Meeting Date:</b>	(From)		
February 2, 2026			

**V. ATTACHMENTS:**

1. CMA 1-20-2026
2. CMA 1-26-2026

**January 20, 2026**

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 20th day of January 2026 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 7:07 p.m.

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

**CHAIRMAN AND TRUSTEES**

**PRESENT:**

Georgianne Hebblethwaite, Vice Chairman  
Lisa Hatchett  
Kim Irving  
Charlie Burruss  
Clark Southard

**ABSENT:**

Zachary Grayson, Chairman  
Kea Ginn  
John Smith  
Erica Alexander

**STAFF**

**PRESENT:**

Jim Crosby, City Manager  
Amanda Mullins, City Attorney  
Susan M. McDaniel, City Clerk  
G. G. Music, Police Chief  
Tony Samaniego, Fire Chief  
Lillie Huckaby, Library Director  
Rich Edwards, Finance Direct  
Jessica Green, Community Development Director  
Shae Mortimer, Marketing and Civic Engagement Manager

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

**ITEM 2a.**                    **Acceptance of the Minutes of the January 5, 2026, regular meeting.**

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

\*Motion by Trustee Southard, second by Trustee Irving to approve Items 2a – 2b.

Roll call vote:

TIME 7:07 P.M.

Ayes:” Hatchett, Irving, Hebblethwaite, Burruss, and Southard.  
“Nays:” None.  
“Abstain:” None.  
Motion passed. 5-0

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

**No Action Taken.**

**ITEM 4.** **Motion to Adjourn.**

\*Motion by Trustee Hatchett, second by Trustee Irving to adjourn.

Meeting adjourned.

**TIME: 7:08 p.m.**

Approved this 2nd day of February 2026.

\_\_\_\_\_  
Zachary Grayson, Chairman

\_\_\_\_\_  
Susan M. McDaniel, CMC – City Clerk

(ATTEST)

**January 26, 2026**

The **SPECIAL** meeting of the **CHICKASHA MUNICIPAL AUTHORITY** was held in the council chambers in city hall on the 26th day of January 2026 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 6:35 p.m.

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

**CHAIRMAN AND TRUSTEES**

**PRESENT:**                Zachary Grayson, Chairman  
Georgianne Hebblethwaite, Vice Chairman  
Lisa Hatchett  
Kim Irving  
Kea Ginn  
John Smith  
Erica Alexander  
Charlie Burruss  
Clark Southard

**ABSENT:**                None.

**STAFF**

**PRESENT:**                Jim Crosby, City Manager  
Susan M. McDaniel, City Clerk  
Rich Edwards, Finance Direct  
Jessica Green, Community Development Director

**ITEM 2.**                    **Discussion and Consideration Items:**

**ITEM 2a.**                **Discussion, consideration, and possible action to award the construction contract for the Water Treatment Plant Improvement Project (CMA-2303) to the lowest, responsive, responsible bidder, Wynn Construction Co., Inc. in the amount of \$71,759,090.00.**

\*Motion by Trustee Smith, second by Trustee Alexander to award the construction contract for the Water Treatment Plant Improvement Project (CMA-2303) to the lowest, responsive, responsible bidder, Wynn Construction Co., Inc. in the amount of \$71,759,090.00.

Roll call vote:

TIME 7:07 P.M.

Ayes:” Hatchett, Irving, Ginn, Hebblethwaite, Smith, Alexander, Burruss,  
Southard, and Grayson

“Nays:” None.

“Abstain:” None.

Motion passed. 9-0

**ITEM 3.**                    **Motion to Adjourn.**

\*Motion by Trustee Hatchett, second by Trustee Hebblethwaite to adjourn.

Meeting adjourned.

**TIME: 6:36 p.m.**

Approved this 2nd day of February 2026.

\_\_\_\_\_  
Zachary Grayson, Chairman

\_\_\_\_\_  
Susan M. McDaniel, CMC – City Clerk

(ATTEST)

# CHICKASHA

**Meeting Type: CMA Agenda 2-2-2026**

**Meeting Date: 2/2/2026**

**Department: Finance**

**Agenda Item No. 2.b.**

**AGENDA ITEM: Acceptance of the Claims List.**

**I. BACKGROUND/DESCRIPTION:**

**II. RECOMMENDED ACTION:**

Accept of the Minutes of the January 20, 2026, regular meeting; and the Minutes of the January 26, 2026, special meeting.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

<b>Dept. Director:</b> Rich Edwards, Finance Durector	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
<b>Meeting Date:</b> February 2, 2026	(From)		

**V. ATTACHMENTS:**

# CHICKASHA

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**Meeting Type: CMA Agenda 2-2-2026**

**Meeting Date: 2/2/2026**

**Department: Finance**

**Agenda Item No. 2.c.**

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**AGENDA ITEM: Acceptance of the Financials for December 2025.**

**I. BACKGROUND/DESCRIPTION:**

**II. RECOMMENDED ACTION:**

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

<b>Dept. Director:</b>	Fund	Account	Amount
<b>NAME, TITLE</b>	(To)		
	FUND	ACCOUNT	AMOUNT
<b>Meeting Date:</b>	(From)		
February 2, 2026			

**V. ATTACHMENTS:**

# CHICKASHA

**Meeting Type: CMA Agenda 2-2-2026**

**Meeting Date: 2/2/2026**

**Department: City Clerk**

**Agenda Item No. 2.d.**

**AGENDA ITEM: Authorize Staff to solicit RFQs for CMA-2601 - Operation, Maintenance and Management of the Water Utility System and Solid Waste System.**

**I. BACKGROUND/DESCRIPTION:**

**II. RECOMMENDED ACTION:**

Authorize Staff to solicit RFQs for CMA-2601 - Operation, Maintenance and Management of the Water Utility System and Solid Waste System.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

<b>Dept. Director:</b> Jim Crosby, City Manager	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
<b>Meeting Date:</b> February 2, 2026	(From)		

**V. ATTACHMENTS:**

1. CMA-2601\_RFQ\_Water Utilities and Solid Waste Services



Chickasha Municipal Authority

Request for Qualifications

for the

Operation, Maintenance, and Management

of the

Water Utility System and Solid Waste System

Date: January 28, 2026

No. CMA-2601

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REQUEST FOR QUALIFICATIONS  
Chickasha Municipal Authority | CMA-2601  
Water Utility Services and Solid Waste Services

The Chickasha Municipal Authority (CMA) invites qualified firms to submit qualifications describing their technical and financial ability to provide full-service operations, maintenance, and management of the Water Utilities System and Solid Waste System subject to approval by the CMA. The contract term under consideration is for five years with two optional five-year renewals. Qualification Statements for **Operation, Maintenance, and Management of Water Utilities and Solid Waste Systems for Chickasha CMA** will be received by the City of Chickasha, Office of the City Clerk, at 117 N 4<sup>th</sup> Street, Chickasha, OK 73018 until 4:00 on Tuesday, February 24, 2026. The outside envelope must be labeled “Qualification Statement for the Operation, Maintenance, and Management of the Chickasha CMA Water Utilities and Solid Waste Systems.”

The full-service contract operations requires the Contractor to provide all water utility and solid waste operation, maintenance staff, and to pay all electric and residual costs, including grit, screenings, sludge, hauling, and disposal. The Contractor will be responsible for:

- All aspects of facility management, operation, and maintenance and for all costs including hiring, training and administering all personnel-related issues.
- Furnishing and maintaining vehicles and light duty service trucks to carry on daily operations.
- Maintaining all land, buildings, improvements, and permanent equipment. Equipment maintenance shall be performed by the Contractor in accordance with manufacturer’s recommendations, and the Contractor will be required to provide proof thereof to the satisfaction of the CMA.
- Meeting all regulatory requirements and for operating, maintaining, and managing the Water Utilities and Solid Waste Systems in compliance with all other applicable local, state, and federal laws and regulations.
- Required capital expenditures will continue to be the responsibility of the CMA. Utility costs, including electric and water, laboratory and analytical services shall be included in the scope of the associated pricing.

The CMA will arrange tours of facilities after January 28, 2026, by appointment only by contacting Omar Fierro, Public Works Director, at (405) 222-6080 or [omar.fierro@chickasha.org](mailto:omar.fierro@chickasha.org). Responses shall be organized in accordance with the format outlined in the Request for Qualifications (RFQ) document and is to be bound into one volume. Each Qualification Statement should respond to all information requested in the RFQ document. A submittal may be rejected by the Chickasha CMA if the Qualification Statement is not completed in its entirety and/or is not organized as outlined in the RFQ document. Any Proposal received after the time and date specified shall not be considered.

Questions pertaining to this Request for Qualifications must be submitted in writing by letter or email to [omar.fierro@chickasha.org](mailto:omar.fierro@chickasha.org) by February 10, 2026. Questions not received in writing by that deadline shall be forever waived. Electronic copies of the Request for Qualifications may be obtained from the Chickasha CMA at no charge. Contact Omar Fierro at (405) 222-6080 or email [omar.fierro@chickasha.org](mailto:omar.fierro@chickasha.org) to obtain an electronic copy of the Request for Qualifications document.

## 1.0 Introduction

The Chickasha Municipal Authority, herein after referred to as the “CMA,” is issuing this Request for Qualifications (RFQ) to solicit statements of qualifications and technical approach from firms capable of providing full-service operations, maintenance, and management of the Water Utilities and Solid Waste Systems as described in Section 1.4 of this document.

This RFQ, issued in accordance with the provisions of the laws of the State of Oklahoma, invites qualified firms to submit qualification statements describing their technical and financial qualifications to provide the services described. Subject to approval by the CMA, the contract term under consideration is for five (5) or more years with two (2) optional five-year renewals.

### 1.1 Background and Objectives

The CMA is currently contracting the operation of the Water and Wastewater Treatment Plants with an outside contractor. The CMA desires to expand the scope of services to include Water Utility and Solid Waste Services provided by the CMA. The objectives of continued outsourcing of operations include:

- Managing operating and capital expenses
- Providing technical assistance to address the CMA’s existing assets, future capacity, and regulatory issues
- Removing the CMA’s day-to-day burden of operating the system

A full-service contract operation requires the Contractor to provide all Water Utility and Solid Waste Facility operation and maintenance staff, and pay all residual costs including grit, grease, sludge, hauling, and disposal. The Contractor will be responsible for:

- All aspects of facility management, operation, and maintenance and for all costs including hiring, training and administering all personnel-related issues.
- Furnishing and maintaining vehicles and light duty service trucks to carry on daily operations.
- Maintaining all land, buildings, improvements, and permanent equipment. Equipment maintenance shall be performed by the Contractor in accordance with manufacturer’s recommendations, and the Contractor will be required to provide proof thereof to the satisfaction of the CMA.
- Meeting all regulatory requirements and for operating, maintaining, and managing the Facilities in compliance with all other applicable local, state, and federal laws and regulations.

- Required capital expenditures will continue to be the responsibility of the CMA. Utility costs, including electric and water, laboratory and analytical services shall be included in the scope of the associated pricing.
- The CMA expects to select the most qualified, responsive, resourceful, and experienced Contractor based on the review by the CMA and its evaluation/selection committee. The overall most responsive firm will be selected at the sole discretion of the CMA based on the review of and scoring of the Contractors' overall submittals.

Upon selection of the finalist, the CMA will immediately begin scope clarifications, draft agreement revisions, and final price negotiations with the most responsive Contractor. Should the negotiations fail to result in an executed agreement with the most responsive Contractor, the CMA may elect to terminate negotiations with the most responsive contract and begin negotiations with the second most responsive Contractor and so on or cancel the procurement process.

It is understood that each firm interested in providing the services shall evaluate and inspect the facility and review available data, including construction plans and specifications, design reports, permits, compliance reports, shop drawings, operating budgets, audit reports, and other pertinent data. Arrangements for the inspection and/or copying of the documents shall be coordinated with the Public Works Director, Omar Fierro.

### 1.2 Purpose of Solicitation

In issuing this RFQ, the CMA is seeking to ensure the overall efficiency and operation of the facilities by contracting with a firm having the technical and financial resources to perform the required operation, maintenance, and management services. The CMA's ultimate objective for the operation of current and future facilities is to select a Contractor who will provide a strong technical support team, operate in compliance, improve maintenance, and provide efficiencies. In addition, the CMA wants to continue reducing its exposure to risks from possible operator errors related to compliance and safety.

Price adjustments to reflect process and/or scope modifications will be negotiated after selection for implementation by the CMA, as will clarification of the scope of services and terms and conditions of the agreement.

Qualification Statements submitted by firms in response to this RFQ will be evaluated in accordance with the criteria outlined in Section 4 of this RFQ. Based on the CMA's evaluation of the RFQ, a Contractor will be selected by the CMA for contract negotiations.

### 1.3 Overview of Requested Services

The CMA is seeking qualified Contractors capable of providing operation, maintenance, management and other related services for the facilities. The Contractor selected from the Contractors pursuant to the CMA's comprehensive procurement process shall be required to provide various services associated with all or a portion of the facilities. This may include, but not be limited to, provision of:

- Labor and benefits
- Utilities
- Laboratory and analytical services
- Routine maintenance of facilities and associated equipment
- Reporting to regulatory agencies
- Management of the operations and maintenance

The Contractor will be responsible for satisfying the State of Oklahoma regulatory requirements and for operating, maintaining, and managing the facilities in compliance with all other applicable local, state, and federal laws and regulations, and valid operation certificate. Services for the operation, maintenance, and management of the facilities shall be provided in a safe, secure, effective and efficient manner. Workplace safety shall be maintained at all such facilities according to best practices in these types of facilities nationwide.

### 1.4 List of Facilities

1. Water Sources
2. Water Treatment Plant
3. Water Distribution System
4. Water Storage Towers
5. Water Utility Meters
6. Wastewater Lift Stations
7. Wastewater Treatment Plant

## 2.0 Description of Procurement Process

### 2.1 Pre-Submission

Facility tours of the facilities can be scheduled starting on January 28, 2026.

Questions regarding the information requested in the Request for Qualifications (RFQ) must be submitted in writing and prior to February 10, 2026. Each interested Contractor should ensure that they meet or exceed the Minimum Operational Requirements set forth in section 3.2.3 of this document.

This pertinent information should be sufficient for the Contractor to submit a proposal and develop an understanding of the water treatment plant, wastewater treatment plant, and wastewater lift stations operations, maintenance, and management. Copies of materials to be provided to potential Contractor will include, but are not limited to:

- Compliance reports
- Recent inspection reports
- CMA operating budgets
- Daily operation records
- Copies of utility bills
- Other available data

### 2.2 Procurement Process and Schedule

A summary procurement schedule of the major activities associated with this solicitation process is presented below. This schedule is based on the CMA's intent to enter into an agreement with the selected Contractor to begin operation of the facilities on July 1, 2026.

<b>Activity</b>	<b>Date</b>
Issue RFQ and schedule tours	January 28, 2026
Cut-off for submission of written questions	February 10, 2026
Receive submittals from Contractors	February 24, 2026
Evaluation of submittals completed; Contractor selected	March 7, 2026
initiate contract negotiations with most qualified Contractor	March 10, 2026
Award contract	March 24, 2026
Commence service	July 1, 2026

### 2.3 CMA Rights and Options

The CMA, at its sole discretion, reserves the following rights:

- To supplement, add to, delete from, and change this solicitation document
- To determine which Contractor, if any, should be selected for negotiations

- To reject any or all proposals or information received pursuant to this RFQ
- To supplement, amend, substitute or otherwise modify this RFQ or pre-qualification process
- To request additional data or information after the submittal date if such data or information are considered pertinent in the CMA's sole view to aid the review and selection process
- To conduct investigations with respect to the qualifications and experience of each Contractor
- To take any action affecting the RFQ or the services or facilities subject to the RFQ that would be in the best interest of the CMA
- To require one or more Contractor to supplement, clarify, or provide additional information in order for the CMA to evaluate the RFQs submitted
- To waive any defect or technicality in any RFQ received
- To reject any portion of any submittal and/or reject all submittals, waive any informalities or irregularities in the submittals to readvertise

#### 2.4 Expense of Submittal Preparation

The CMA accepts no liability for the costs and expenses incurred by the Contractors in responding to this RFQ, preparing responses for clarification, attending interviews, participating in contract development sessions, meetings, and presentations required for the contract approval process. Each Contractor that enters the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever against the CMA for the costs and expenses associated with the procurement process.

#### 2.5 Information Disclosure to Third Parties

The public disclosure of the contents of each proposal submitted in response to this RFQ is generally governed by state law. By responding to this RFQ, Contractors waive any challenge to the CMA's decisions in this regard.

If any submittal contains confidential technical, financial, or other types of information, the Contractor must clearly label the specific portions sought to be kept confidential and specify the exemption that the Contractor is relying upon. Marking all, or substantially all of, a response as confidential may result in the response being considered non-responsive by the CMA.

Notwithstanding the foregoing, Contractors recognize and agree that the CMA will not be responsible or liable in any way for any losses that the Contractor may suffer from the disclosure of information or materials to third parties.

## 2.6 Questions/Clarification Requests

No interpretation or clarification of the meaning of any part of this RFQ will be made orally to any Contractor. Contractors must request such interpretation or clarification in writing from the CMA.

If any Contractor has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document, or otherwise requires clarification, such matters shall be submitted in writing no later than 4:00 p.m. local time on February 10, 2026.

Omar Fierro  
Public Works Director  
502 N Genevieve  
Chickasha, OK 73018  
Office: (405) 222-6080  
[Omar.fierro@chickasha.org](mailto:Omar.fierro@chickasha.org)

Only written or emailed contacts will be acknowledged.

Any and all such interpretations, responses to questions/clarifications, and supplemental instructions will be made in the form of written addenda and sent to all recipients of the RFQ and shall become part of this RFQ. If possible, copies of all questions, answers, and any addenda to supplement the RFQ will be sent by email to Contractors no later than three (3) days prior to the Qualifications Statement due date, February 24, 2026.

Contact with CMA officials and/or Trust Board Members is not allowed and will be considered as grounds for disqualifications from the selection process.

## 2.7 Equal Opportunity Requirements

The selected Contractor, in the performance of all services, will not discriminate on ground of race, color, religious creed, national origin, age, sex, or handicap in employment practice in the selection or retention of subcontractors, or in the procurement of materials and rentals of equipment.

## 3.0 Submittal of Qualifications Statements

### 3.1 General Instructions and Submittal Deadline

Contractors are required to submit one (1) electronic PDF, one (1) hard copy original, and three (3) hard copies of the submittal to:

Office of the City Clerk  
City Hall  
117 N 4<sup>th</sup> Street  
Chickasha, OK 73018

Submittals are due on February 24, 2026, by 4:00 p.m. local time. No facsimile copies will be accepted. The package shall be clearly labeled “Qualification Statement for the Operation, Maintenance, and Management of Chickasha CMA Water Utilities and Solid Waste Systems.”

### 3.2 Qualifications and Technical Approach

The Qualifications and Technical Approach document must provide the following information and be organized into sections that include at least the following:

- Cover Letter
- Qualifications
- Minimum Operational Requirements to include staffing, equipment, and contractor provided support
- Technical approach of operation including understanding of the plant biological requirements to achieve discharge limits, biosolids treatment, and means to achieve maximum dewatering
- Technical approach of operation including understanding of treatment requirements to produce potable water meeting all regulatory requirements
- Appendices primarily for supporting financial information
- Operation of solid waste collection and disposal

Narrative pages are to be 8.5x11 inches and all materials shall be bound into one volume. A clear and concise presentation is encouraged.

Contractors are required to organize the information requested in this RFQ in accordance with the format outlined. Failure of the Contractor to organize the information required by this RFQ as outlined may result in the CMA, at its sole discretion, disqualifying the Contractor from further consideration.

### 3.2.1 Cover Letter

The submittal must include a letter of transmittal attesting to its accuracy. The cover letter should provide the name, address, email, and telephone number of the Contractor along with the name, title, address, and telephone number of the executive that has the authority to contract with the CMA.

### 3.2.2 Qualifications

Contractors shall demonstrate their ability to undertake the CMA's project by providing the technical qualifications of the Contractor, individual team members, and principal subcontractors if applicable. The CMA reserves the right to conduct an independent investigation of the Contractor's technical qualifications by contacting project references, accessing public information, inspecting facilities, or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The Contractor shall provide the following information to demonstrate its technical qualifications:

#### Corporate Profile:

- Include the full name, tac identification number, main office address, telephone numbers, and email addresses of the Contractor and principal contact person. This profile shall include a description of the firm or organization (corporation, partnership, joint venture, etc.) that will serve as the contracting party. Include a project organization chart clearly delineating lines of authority within the organization is required. The history, ownership, organization, and background of the Contractor shall also be provided.
- If the Contractor is a joint venture, the required information shall be submitted for each member of the joint venture firm. The Contractor shall describe the history of relationships among team members, including a description of past working relationships.
- The proposal shall also identify which portions of the work, if any, will be subcontracted. If subcontractors are proposed, the proposed contractual relationships between the Contractor and all major partners and subcontractors relative to the project shall be outlined in the proposal.
- Identify when the Contractor was organized, and if a corporation, where incorporated and how many years engaged in providing contract operations, maintenance, and management services under that name.
- Provide a description of the circumstances, if any, related to any CMA employee, Trust Board Member or other officer, employee or person who is payable in whole or

in part from the CMA that has or had any direct or indirect personal interest in the Contractor.

#### Financial Qualifications

- Submit audited financial statements for the past three (3) fiscal years. The financial statements must include income statements, balance sheets and statements of cash flow.

#### Relevant Experience and References

- Provide information about the Contractor's overall experience with operating water and wastewater treatment facilities, industrial pretreatment programs, and wastewater lift stations in the United States. Provide details such as size, duration of relationship, and processes utilized on representative treatment facilities the Contractors operated under a private contract operations and maintenance arrangement in the United States.
- Describe the Contractor's experience and capacity to service communities in the region
- Provide a complete list of the Contractor's current projects with information about the contracted scope of services, contract start date, and client reference with complete contact information.
- Describe the Contractor's experience operating plants during capital upgrades and replacements.
- Describe any Contractor operating permit violations for facilities within Oklahoma. Include an explanation of the cause(s), means, and timeframe required to resolve them.

#### Additional Capabilities

- Detail the Contractor's capability to provide additional resources to assist in technical troubleshooting and capital planning. Explain how these resources are sourced, i.e. affiliated companies or subcontractors. Explain whether these services are provided as part of the services offered under the base operating fee as opposed to hourly billing.
- Highlight other capabilities of the Contractor that could be brought to bear on this project.

#### *3.2.3 Minimum Operational Requirements*

This section establishes standards of experience and financial capabilities that the CMA requires for a Contractor to be considered qualified. The CMA, at its sole discretion, will

decide if a Contractor meets the standards. Full-service public-private contracts for operation, maintenance, and management means providing all labor and management, providing operations resources such as computers, laboratory supplies vehicles, and other equipment, paying all operation and maintenance expenses, and guaranteeing performance including regulatory agency requirements.

Contractor must:

- Have been in the business of providing full-service public-private contracts for operation, maintenance, and management of water and wastewater utilities for at least five (5) years.
- Have existing full-service public-private contracts for operation, maintenance, and management of water and wastewater utilities that have been in effect for at least three (3) years.
- Have operated treatment facilities in the State of Oklahoma for at least three (3) years.
- Have operated facilities that are comparable in size and complexity to the CMA's facilities.
- Have experience utilizing business systems in full-service public-private contracts for operation, maintenance, and management of treatment facilities. Describe systems and cite examples of past and present utilization.
- Have experience in working with engineers to modify treatment systems to improve performance.
- Have experience in successfully implementing risk management plans.
- Have experience in successfully implementing emergency response plans. Describe the Contractor's experience in preparing for or responding to emergency situations and in assisting communities to address critical needs in these situations. Identify the number of the Contractor's employees in the region who could supplement the efforts of existing on-site staff should the need arise.
- Have a record of health, safety, and environmental compliance. Provide the Contractor's information about any health, safety or environmental violations within the last three (3) years. Describe the Contractor's approach to meeting and guaranteeing permit compliance.
- Be able to furnish liability and property damage insurance of not less than \$2,000,000.00 combined single limits for bodily and/or property damage. Submit evidence of the ability to provide coverage in this amount.
- Be able to secure a performance bond from a surety licensed in the State of Oklahoma in an amount equal to the annual contract value. The Contractor shall provide a letter form surety indicating the ability to secure this bonding.

### *3.2.4 Technical Approach*

In this section, Contractors will address their approach to operating, maintaining, and managing the Facilities, including:

- Management Team who will be accountable for the project and the technical personnel that will support the project.
- The proposal shall identify individuals for Key Positions. After execution of the Contract, personnel changes in Key Positions will require prior CMA approval.
- Transition approach
- Operating plan
- Maintenance
- Weekly operations reporting
- Monthly, quarterly, semi-annual, and annual reporting applicable to local, state, and federal laws and regulations.

## 4.0 Review and Evaluation

Submissions received in response to the RFQ will be evaluated based on the following:

- Corporate capabilities and ability to perform the proposed services
- Experience in providing these and/or similar services
- Financial qualifications
- Technical approach

Each Contractor’s submission will be reviewed for complete responsiveness to the RFQ’s requirements. Based on its review and evaluation of the proposals, the CMA will select the most qualified Contractor to begin negotiations. The selection will be based on the Contractor’s demonstrated ability to technically and financially perform the services outlined in this document. Specifically, proposals will be evaluated based upon the criteria presented in the subsequent paragraphs.

### 4.1 Evaluation Criteria

In evaluating the RFQs, the CMA will utilize the requirements outlined in this section to identify the Contractor best qualified to perform the services.

Corporate Profile Qualifications – The Contractor will be evaluated based on the breadth of its capabilities, project organization structure, and years of experience providing similar services. The Contractor shall demonstrate that the company, either under its current name or its predecessor, has provided similar operation and maintenance services for a minimum of three (3) years.	10%
Experience and Technical Qualifications – The Contractor’s experience will be evaluated based upon its history of successfully providing operations and maintenance services for similar facilities. Available supporting services and personnel will be evaluated. The response will be evaluated based on the number of similar facilities operated and maintained under similar scenarios, the number of contracts, duration of the contracts, and size of the facilities serviced. References may be contacted to verify satisfactory performance on other similar projects.	35%
Financial Qualifications – Financial information will be evaluated to determine the overall capacity of the Contractor to carry out the contractual commitments for the requested services. At a minimum, the Contractor must demonstrate tangible net worth in each of the past (3) years of at least \$3 million. The Contractor also will be evaluated based upon its ability to secure a performance bond in the amount of the annual service fee to provide services in accordance with the agreement.	10%
Technical Approach – The Contractor will be evaluated based upon the capability and experience of the proposed management team in operation, maintenance, and supervisory positions for projects of a similar nature. Contractor shall also	45%

demonstrate its understanding of the facilities and that it possesses technical resources knowledgeable of key issues related to the facilities such as process control, laboratory quality assurance and quality control, biosolids management, system maintenance, lift station operation, and capital improvement planning.	
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#### 4.2 Evaluation of Proposals

Each proposal will be reviewed against the terms of this RFQ to determine how well the Contractor satisfies the evaluation criteria, completeness of the submission, and overall responsiveness. The CMA may reject any submittal found to be incomplete, unresponsive, or not in compliance with the format requirements set forth in this RFQ. A submittal may be determined to be unresponsive if any aspect is found to be unacceptable contrary to the best interests of the CMA.

The CMA regards the submission of the technical approach portion of the submittal in response to the RFQ as the most important factor in the selection of a Contractor to provide services for the operation, maintenance, and management of the current scope of services and their capabilities to provide innovative improvements at a future date. The CMA reserves the right to reject any or all responses to the RFQ and is under no obligation to award a contract.

The CMA intends to select the most responsive and highly qualified Contractor and to negotiate the terms of an Agreement, and then the price with this firm. However, should the negotiation with the most responsive Contractor not produce an acceptable contract arrangement, the CMA will request the next most responsive Contractor to begin negotiations.

**The responsibility for the final selection and negotiation rests solely with the CMA. The CMA shall not be liable to any Contractor for costs associated with responding to the RFQ for the Contractor's participation in any oral interview, or for any costs associated with the negotiations.**

# CHICKASHA

**Meeting Type: CMA Agenda 2-2-2026**

**Meeting Date: 2/2/2026**

**Department: City Clerk**

**Agenda Item No. 4.a.**

**AGENDA ITEM: Discussion, consideration, and possible action to award CMA-2504 HVAC Maintenance Agreement to DeHart Air Conditioning, Inc., as the lowest, best bidder, in an annual amount not to exceed \$59,750 and authorize the Mayor to execute the Maintenance Agreement.**

**I. BACKGROUND/DESCRIPTION:**

Authorization to solicit bids was granted by CMA on December 1, 2025. As the result of the solicitation, two bids were received:

DeHart Airt \$59,750.00  
 Johnson Controls \$68,239.08

**II. RECOMMENDED ACTION:**

Award CMA-2504 HVAC Maintenance Agreement to DeHart Air Conditioning, Inc., as the lowest, best bidder, in an annual amount not to exceed \$59,750 and authorize the Mayor to execute the Maintenance Agreement.

**III. FISCAL INFORMATION -**

**IV. FUND INFORMATION:**

<b>Dept. Director:</b>	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
<b>Meeting Date:</b> February 2, 2026	(From)		

**V. ATTACHMENTS:**

- 20260128103952945





1201 South 4<sup>th</sup> Street – Chickasha, Oklahoma 73018  
Phone: (405)-224-0184; Fax: (405) 224-9499

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HVAC  
*PLANNED SERVICE*  
*AND*  
*PREVENTATIVE MAINTENANCE*  
*AGREEMENT*  
*FOR*  
*City of Chickasha*  
*Master Agreement*

**We propose the following Comprehensive service and maintenance plan: 2 planned service calls per year on each facility, and all demand service calls.**

***PLANNED SERVICE AND PREVENTIVE MAINTENANCE AGREEMENT  
CHECKLIST***

To ensure safety, energy efficiencies, enhanced comfort, improved indoor air quality, longevity of mechanical parts, and a smaller carbon footprint. We recommend that each system be serviced twice a year by a trained technician. Each brand/major manufacturer recommends its own procedures for starting, servicing, and/or troubleshooting. We follow this checklist to ensure the customer receives the best possible service.

## **AIR CONDITIONING/HEATPUMP – ANNUAL INSPECTION**

1. Review the manufacturer's recommendation for start-up.
2. Remove all debris from within and around the unit.
3. Visually inspect for leaks;
4. Check and clean condenser coils.
5. Check capacitors;
6. Inspect electrical connections; contactors, relays, and operating/safety controls;
7. Check motor operating conditions;
8. Check and clean fan blades, as required;
9. Check crank case heater;
10. Check reversing valve for proper operation;
11. Check and test system amp draw, high, and low voltage circuits;
12. Check refrigeration if needed. Adjust as required.

## **CENTRAL FAN SYSTEMS – ANNUAL INSPECTION**

1. Check and clean the fan assembly.
2. Lubricate fan bearings per manufacturer's recommendation;
3. Inspect flue and diverter;
4. Clean pilot assembly;
5. Tighten all nuts and bolts;
6. Check burners clean if necessary ;
7. Check motor operating conditions;
8. Check manifold gas pressure;
9. Check gas valve operation;
10. Check for gas leaks;
11. Check thermostat batteries, operation, and program;
12. Check all safety devices for proper operation;
13. Check fan control;
14. Inspect heat exchanger;
15. Check the air filter for cleanliness or change it if necessary.
16. Check furnace wiring;
17. Check temperature difference of supply & return air temperatures;
18. Inspect for interior cabinet contamination and mold and mildew buildup;
19. Clean and sanitize evaporator coil [in place] for mold and mildew prevention if needed;
20. Check all supply vents for proper air circulation;
21. Test heating elements for trouble-free operation;
22. Inspect electrical connections, amperages, and voltage for all components;
23. Check fan operation;
24. Check and clean drains and drain pans;

**Other**

1. Service and check all exhaust fans and verify operation.
2. Service and check all gas and electric unit heaters for proper operation
3. Service and check all radiant tube heaters for proper operation

***PLANNED SERVICE AND PREVENTIVE MAINTENANCE AGREEMENT***

- A) The above planned service and preventative maintenance functions are included in the annual contract price.

Items required by Tenants:

- B) Provide daily monitoring of the system and minor adjustments to the control system
- C) Check air filters periodically between PM services and change as needed.

Planned Service customers are placed on a preferred customer basis. After normal business hours, calls are taken by an answering machine. These calls are monitored and promptly responded to. The charges made for these service calls will be at the prevailing regular and overtime rates and are additional to the Planned Service Agreement. Handling charges, freight, and labor will be added. Warranty parts from other manufacturers will be credited when received.

We are licensed and bonded and carry Property Damage, Public Liability, and Workman's Compensation insurance. During the term of this agreement, we will take all reasonable precautions to avoid injury to persons and damage to property while on the premises. We shall not be liable for losses or defects arising from vandalism, fire, flood, wind, war, riots, or acts of God. In such cases, the customer shall be charged for the parts and labor involved at the then-current price for such items. No such parts or labor shall be furnished; however, without the authorization of the customer. The Owner agrees to have no third party service the equipment during the terms of this agreement, which could cause for nullification.

Your Planned Service Agreement will be automatically renewed from year to year unless canceled by either party, giving thirty (30) days' notice before the renewal date. Your agreement price cannot be raised during the contract period.

Your permission will be sought before proceeding with major repairs. Our skilled technicians know their business. Rely on them and our reputation to give you fast and dependable service.

We hereby propose to furnish material and labor, complete in accordance with the above outlines and specifications, and payable in monthly installments

**Building**

**Address**

City Hall	117 N 4 <sup>th</sup> St.	Chickasha, Ok 73018
YMCA	725 W Chick. Ave.	Chickasha, Ok 73018
Library	527 W Iowa Ave.	Chickasha, Ok 73018
Police Dept.	2001 W Iowa Ave.	Chickasha, Ok 73018
Disabled Vet	101 N 6 <sup>th</sup> Street	Chickasha, Ok 73018
Rock Island Depot.	100 E Chick Ave.	Chickasha, Ok 73018
Airport	2252 Beech Craft Rd.	Chickasha, Ok 73018
Water Plant	500 E. Delaware Ave.	Chickasha, Ok 73018
Fire Station #2	1528 W Country Club	Chickasha, Ok 73018
Fire Station #1	1700 Harley Day St.	Chickasha, Ok 73018
Sports Complex	500 E Grand Ave	Chickasha, Ok 73018
Shannon Springs Bath House		Chickasha, OK 73018
Public Works Complex	502 North Genevieve st	Chickasha, OK 73018
Water Treatment Plant		Chickasha, Ok 73018
Animal Shelter	203 N Genevieve St.	Chickasha, Ok 73018
Country club	2900 South 16 <sup>th</sup> street	

**Comprehensive plan**

To include all HVAC-related repairs (parts and labor) for all systems on each property.

**(No initial first service is required)**

Exclusions: (Heat exchangers and compressors, and any R-22 systems that have or develop a refrigerant leak). These items will be reviewed and quoted for repair or equipment replacement.

**Comprehensive cost: \$59,750.00**

DATE: \_\_\_\_\_



\_\_\_\_\_  
FOR DEHART AIR CONDITIONING, INC.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE: \_\_\_\_\_

\_\_\_\_\_