



NOTICE
GLENPOOL INDUSTRIAL
AUTHORITY
REGULAR MEETING

A Regular Session of the Glenpool Industrial Authority will be held at 6:00 p.m. immediately following the Glenpool Utility Service Authority meeting on Thursday, July 6, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

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A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman	
C) Scheduled Business	
1) Discussion and possible action to approve minutes from June 5, 2017 meeting. (Susan White, Secretary) IND AUTH MINUTES 060517	2
2) Discussion and possible action to renew a Custodial Services Contract with Vickie Yarbrough in her individual capacity as an independent contractor. (Susan White, Interim City Manager) Staff Memo for Custodial Ser.Yarbrough Vickie Yarbrough Cleaning Contract Renewal FY 2018	3 - 6

D) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____, _____ at _____ am/pm.

Signed:

City Clerk

**MINUTES
GLENPOOL INDUSTRIAL AUTHORITY
REGULAR MEETING
June 5, 2017**

The Regular Meeting of the Glenpool Industrial Authority was held at Glenpool City Hall Council Chambers. Trustees present: Timothy Fox, Momodou Ceesay, Patricia Agee, and Jacqueline Triplett-Lund. Brandon Kearns was absent.

Staff present: Lowell Peterson, Trust Attorney; Susan White, Trust Secretary and Julie Casteen, Trust Treasurer.

- A) Timothy Fox, Chairman called the meeting to order at 7:34 p.m.**
- B) Susan White, Secretary called the roll and Chairman Fox declared a quorum present.**
- C) Scheduled Business**
- 1) Discussion and possible action to approve minutes from May 1, and May 15, 2017 meetings.**
MOTION: Trustee Lund moved, second by Trustee Agee to approve minutes as presented.
FOR: Trustee Lund; Trustee Ceesay; Trustee Fox; Trustee Agee
AGAINST: None
ABSENT: Trustee Kearns
Motion carried.
- D) Adjournment**
- There being no further business, Chairman Fox declared the meeting adjourned at 7:35 p.m.

Date

Chairman

ATTEST:

Secretary



Date: July 6, 2017

To: Honorable Mayor and City Council

From: Susan White, Interim City Manager/City Clerk

Re: Custodial Services Contract

Background

Accompanying is a renewal contract with Ms. Vickie Yarbrough to provide custodial services for the top two floors of the City Hall/Conference Center facility. The cost of is \$300 weekly to include services three times a week. The renewal is identical in costs and services to the FY 17 Contract.

Recommendation

Staff recommends approval of the Agreement.

Attached

- Custodial Services Contract

CUSTODIAL SERVICES CONTRACT

[RENEWAL]

Vickie Yarbrough, in her individual capacity (“**Contractor**”), hereby agrees with the Glenpool Industrial Authority (“**Customer**”), as of July 1, 2017, to provide the necessary labor, material, supplies and equipment to perform the services identified and as provided herein.

CONTRACT WITH:	Glenpool Industrial Authority
SERVICE PROVIDED:	Professional Cleaning
WORK STANDARDS:	General cleaning services, to include vacuuming of carpets; dusting of furniture (provided that, Contractor will not be expected to remove papers or personal items from any desk or cabinet space); removal of trash; and restroom cleaning, all in accordance with reasonable industry standards.
INSURANCE:	Declaration Page attached for \$25,000 Commercial General Liability Insurance. Certification attached verifying compliance with Workers’ Compensation Statutory Minimum Requirements, or exemption.
RENEWAL TERM:	Commence: July 1, 2017 Terminate: June 30, 2018

1. INDEPENDENT CONTRACTOR STATUS:

The Contractor is an independent contractor and not an employee of the Customer or of the City of Glenpool. All persons performing services on behalf of the Contractor shall be deemed either employees or subcontractors of the Contractor and shall in no case be employees or agents of the Customer or the City.

2. CONFIDENTIALITY:

Contractor accepts for herself and for any such other person performing services on her behalf the duty to maintain confidentiality with respect to such business of the Customer as Contractor may have reason to learn solely during or because of the performance of the services set forth in this Contract.

3. HOLIDAYS:

The following holidays shall be observed by the Customer and are therefore days on which the Contractor shall not be obligated to perform any services pursuant to this Contract: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day; and any other holiday observed by the Customer.

4. TERMS OF PAYMENT:

The Customer agrees to pay Contractor the following rates which are fixed for the period of the Renewal Term unless either party informs the other of its intent to terminate the Contract prior to

expiration of the Renewal Term as set forth in Section 6 below. The Contract will be subject to renewal upon expiration of the Renewal Term in the discretion of both parties, subject to renegotiation of the rates set forth herein, based upon changes in labor and/or material costs. Contractor will submit all invoices monthly for payment within fifteen days from the date of the invoice.

General Cleaning Services (limited to the second and third floors of the Glenpool City Hall and Conference Center): \$300.00 per week, to include 3 days a week, all services to be performed during non-business hours (5:00 p.m. – 8:00 a.m.)

Special Cleaning Services: Any out-of-the-ordinary, unscheduled cleaning needs will be performed at a separately negotiated rate to be agreed upon in writing by the parties.

Supplies: In addition to the foregoing compensation of \$300.00 per week, Customer will reimburse Contractor in the amount of no less than \$25.00 per week for cleaning equipment and supplies to be provided by Contractor, *except that* Customer shall provide all consumable products at no cost to Contractor (including, paper towels, toilet paper, soap, trash liners and similar standard consumable, replenished products). If supplies required to perform the duties of this contract exceed the cost of \$25.00 per week, Contractor will submit an invoice verifying such additional cost and Customer will reimburse accordingly.

5. CUSTOMER OBLIGATIONS:

Customer agrees:

To provide lockable storage space for all equipment and supplies belonging to Contractor.

To advise City of Glenpool employees to secure all personal and/or confidential items and leave desks as clear of paper as possible.

To assign one employee as the individual responsible for communication between Customer and Contractor.

6. TERMINATION:

This Contract shall continue in effect for the duration of the Renewal Term unless and until either party notifies the other in writing of its intent to terminate by giving the other party thirty (30) days' written notice, *provided that*, Customer reserves the right to terminate the Contract immediately and without notice in the event of serious misconduct by the Contractor. Serious misconduct may include deliberate damage to property; breach of confidentiality; or actions of a similar serious nature, as determined by the Customer acting in good faith.

7. ACCEPTANCE:

GLENPOOL INDUSTRIAL AUTHORITY

By _____
Timothy Lee Fox
Chair, Board of Trustees

Date

CONTRACTOR

By: _____
Vickie Yarbrough

Date

ATTEST:

SEAL

Susan White, City Clerk

APPROVED:

Lowell Peterson, City and Trust Authority Counsel