

**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 Tuesday, November 14, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

	Page
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 October 2, and October 16, 2017 meetings. (Susan White, Secretary) IND AUTH MINUTES 100217 IND AUTH MINUTES 101617spc	2 - 4
2) Discussion and possible action to adopt renewal of the Agreement of the City of Glenpool and the Glenpool Industrial Trust Authority with the Glenpool Chamber of Commerce for (i) the lease of space by the Chamber in the City Hall/Conference Center for a stated consideration; (ii) the rendering of enumerated services for the City and the Conference Center for a stated consideration; and (iii) support for the economic development goals of the annual Black Gold Days event in a stated amount, for FY 2017-2018, tabled from October 16, 2017 Special Meeting. (Timothy Fox, Chairman) City-Chamber Agreement 2017-2018 Final	5 - 8
3) Discussion and possible action to authorize the Chair of the Glenpool Industrial Authority to execute a certain Custodial Services Contract with Elite Cleaning Company of Tulsa for the cleaning of spaces designated, and for the consideration stated and other terms and conditions stated therein, to commence December 1, 2017, and terminate June 30, 2018, subject to renewal terms stated therein. (Lea Ann Reed, Conference Center Director) JANITORIAL AGMT Elite contract 110817	9 - 14
4) Discussion and possible action to adopt 2018 Meeting Calendar. (Susan White, Secretary) Meeting Schedule 2018 IND AUTH	15

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
October 2, 2017**

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

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 7:09 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 September 5, 2017 meeting.**
MOTION: Trustee Agee moved, second by Trustee Lund to approve minutes as presented.
FOR: Trustee Lund; Vice-Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns
AGAINST: None
Motion carried.
- 2) Discussion and possible action to concur with action taken in the City Council meeting to approve a Public Improvements Reimbursement Agreement among the City of Glenpool, the Glenpool Industrial Authority, and Saint Francis Hospital South, LLC.**
MOTION: Trustee Agee moved, second by Vice Chairman Ceesay to concur with the City Council action concerning the Public Improvements Reimbursement Agreement.
FOR: Vice-Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns; Trustee Lund
AGAINST: None
Motion carried.
- 3) Discussion and possible action to approve a proposal from Global Sign Solutions to purchase a L.E.D. backlit wall sign for the Glenpool Conference Center, at a cost not to exceed \$6,200.00.**
Lea Ann Reed, Conference Center director presented a proposal from Global Sign Solutions to replace the existing Conference Center signage mounted street side on the brick wall at the Conference Center water fall feature. The proposed sign features backlit lettering, brushed aluminum face with a beveled top.
MOTION: Trustee Kearns moved, second by Vice Chairman Ceesay to approve the proposal from Global Sign Solutions at a cost not to exceed \$6,200.00.
FOR: Chairman Fox; Trustee Agee; Trustee Kearns; Trustee Lund; Vice-Chairman Ceesay
AGAINST: None
Motion carried.
- D) Adjournment**
- There being no further business, Chairman Fox declared the meeting adjourned at 7:15 p.m.

Date

Chairman

ATTEST:

Secretary

**MINUTES
GLENPOOL INDUSTRIAL AUTHORITY
SPECIAL SESSION
October 16, 2017**

The Special Session of the Glenpool Industrial Authority was held at Glenpool City Hall Council Chambers. Trustees present: Timothy Fox, Chairman; Momodou Ceesay, Vice Chairman; Patricia Agee; Brandon Kearns; and Jacqueline Triplett-Lund.

Staff present: Lowell Peterson, Trust Attorney; and Susan White, Interim City Manager/Trust Secretary.

A) Timothy Fox, Chairman called the meeting to order at 8:19 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 adopt renewal of the Agreement of the City of Glenpool and the Glenpool Industrial Trust Authority with the Glenpool Chamber of Commerce for (i) the lease of space by the Chamber in the City Hall/Conference Center for a stated consideration; (ii) the rendering of enumerated services for the City and the Conference Center for a stated consideration; and (iii) support for the economic development goals of the annual Black Gold Days event in a stated amount, for FY 2017-2018.**

MOTION: Trustee Kearns moved, second by Trustee Agee to table action.

FOR: Trustee Lund; Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns

AGAINST: None

Motion carried.

D) Adjournment

- There being no further business, Chairman Fox declared the meeting adjourned at 8:20 p.m.

Date

Chairman

ATTEST:

Secretary

**City of Glenpool/Glenpool Industrial Authority Operational
Agreement with Glenpool Chamber of Commerce**

This agreement ("Agreement") is entered as of July 1, 2017, without regard to the date signed by either party, by and among the City of Glenpool (for budgetary purposes), the Glenpool Industrial Authority (as owner of the Glenpool City Hall/Conference Center), acting jointly as "**Glenpool**," and the Glenpool Chamber of Commerce, a not-for-profit corporation ("**Chamber**").

I. Glenpool agrees to provide the following:

- A. Glenpool will provide space consisting of two offices and a reception area on the first floor of the City Hall/Conference Center to be occupied by the Chamber for its exclusive use.
- B. Based on availability as determined in its discretion, Glenpool will provide use of meeting space for periodic use by the Chamber with reasonable notice to, and to be coordinated with, the Conference Center Director, and at no cost the Chamber.
- C. Glenpool will provide the most appropriate meeting space, as determined by the Conference Center Director, for nine monthly business luncheons hosted by the Chamber, with reasonable notice to Glenpool, at no cost to the Chamber.
- D. Glenpool will also provide, at no cost to the Chamber, use of conference center space for the annual banquet hosted by the Chamber. Chamber shall be responsible for reserving said space at least six months in advance to avoid potential conflicts with other leases at the Conference Center.
- E. Glenpool will provide and pay for all electricity, natural gas and City of Glenpool or the Glenpool Utility Services Authority-owned or -managed utilities for the spaces described in subsections A., B., C. and D.
- F. Glenpool will provide Chamber One Thousand Six Hundred Sixty-Six Dollars and Sixty-Six Cents monthly (\$1,666.66 monthly; aggregate of \$20,000 annually) as consideration for Chamber services that are of community-wide benefit to the City of Glenpool and enumerated in Section II of this Agreement.
- G. Glenpool will provide personnel to supplement the front desk support otherwise provided by the Chamber as required under Section II, for up to one day per week during any non-emergent situation. Such supplemental support shall only be required when existing Chamber personnel are needed to assist with an event being sponsored or promoted under the requirements of Section II of this Agreement. Routine requests for support will be submitted to the city manager at least 48 hours in advance or risk that such personnel will not be available. Glenpool shall not be required to provide such supplemental support for more than 12 days during any fiscal year that this Agreement is in force.

- H. Glenpool will support the economic development goals of the annual Black Gold Days event by contributing no more than \$5,000 subject to such reasonable restrictions on its use as Glenpool deems appropriate; *provided that* the Chamber, or its vendors, will be responsible for the cost of making arrangements for additional trash service, electrical work and the cost of labor, including reimbursement to the City of Glenpool for personnel provided to Chamber in the performance, without limitation, of maintenance, set-up assistance and/or security. Neither the City of Glenpool nor the Glenpool Industrial Authority will be obligated to any monetary commitment for this event beyond the \$5,000 contributed under this subsection H.

II. Chamber agrees to provide the following:

- A. At any time Chamber personnel are the last to leave the premises, it will be that person's(s') responsibility to ensure that the Premises are closed and secured. Specifically, it is the responsibility of the Chamber to ensure the Conference Center is closed and secured properly at the end of any event hosted by the Chamber.
- B. Chamber will be responsible to pay: (i) annual rent to Glenpool for specified office, storage and conference room space in an amount not to exceed one hundred dollars (\$100) for the term of this Agreement; (ii) its own phone and Internet services, and (iii) signage pre-approved by City of Glenpool staff.
- C. Chamber shall work on business retention and expansion efforts with existing businesses, and shall serve as a local business advocate addressing the concerns of local businesses. Chamber shall periodically report significant concerns of the business community to the City Manager to the extent deemed necessary and appropriate by the Chamber.
- D. Chamber shall provide front desk support for the City Hall/Conference Center during regular business days of the City of Glenpool for the hours from 8 a.m. through 5 p.m. Monday through Friday. No such services shall be required on days that are official holidays of the City of Glenpool. As provided by Section I.G., Chamber shall notify the city manager, or his/her designee, at least 48 hours in advance of non-emergent situations where supplemental personnel are needed by the Chamber to fulfill the requirements of this section. In emergency situations (i.e. unexpected absences), the Chamber shall immediately notify the city manager of the need for supplemental personnel.
- E. Chamber will provide an Annual Activity Report, in a format agreed to between the parties, to be submitted to the Glenpool City Manager by the 10th day of June of each fiscal year this Agreement is in effect.

III. Term, Renewal and Termination

- A. The term of this Agreement shall be one year, to be measured on a City of Glenpool fiscal year (July 1, 2017 - June 30, 2018) basis ("**Term**"), with any payments to the Chamber provided as consideration for services to the Glenpool Industrial Authority

or the City of Glenpool, but not issued as of the effective date of this Agreement, being payable retroactively to July 1, 2017.

- B. Although Glenpool and the Chamber, by appropriate action of their respective governing bodies, may opt to extend this Agreement or negotiate a new agreement upon expiration of the term set forth in subsection III. A., Glenpool and the Chamber both understand and acknowledge that that neither the City of Glenpool, the Glenpool Industrial Authority nor the Chamber intend this Agreement as a representation, nor should it be read to represent, that either party has any obligation either to extend or replace this Agreement. Under no circumstance will this Agreement automatically renew
- C. Either party may terminate this Agreement by providing written 60 days' notice to the other party, provided that either party may immediately terminate this Agreement upon the breach of a material term by the other.

IV. Entire Agreement

It is understood that this Agreement is a complete understanding of all terms and conditions governed by this Agreement during the stated term, and that said terms and conditions cannot be altered in any manner other than by written agreement of both parties.

IN WITNESS WHEREOF, the parties have hereto set their hands this 16th day of October 2017.

THE CITY OF GLENPOOL, OKLAHOMA
A Municipal Corporation

By: _____
Timothy Lee Fox, Mayor

THE GLENPOOL INDUSTRIAL AUTHORITY,
An Oklahoma Public Trust Authority

By: _____
Timothy Lee Fox, Chairman

Attest:

Susan White, City Clerk /Trust Authority Secretary

Approved as to form:

Lowell Peterson, City Attorney/Trust Authority Attorney

THE GLENPOOL CHAMBER OF COMMERCE

By: _____
Name: _____
Title: _____

Attest:

Secretary, Board of Directors

Approved as to form:

Chamber Attorney



Glenpool Conference Center
12205 S. Yukon Ave.
PO Box 70
Glenpool, OK 74033

MEMORANDUM

TO: HONORABLE CHAIRMAN AND TRUSTEES
FROM: LEA ANN REED, CONFERENCE CENTER DIRECTOR
DATE: NOVEMBER 14, 2017
SUBJECT: NEW JANITORIAL COMPANY PROPOSAL

Background:

Over the past 4 years, Westmark Facility Services has cleaned the Glenpool Conference Center, Utility Building, Police Department and Courtroom. The original owner sold the company last November and staff noticed a decline in service. After many conversations and emails with the project manager from Westmark about the poor service, performance did not change so we decided to hire a new janitorial company. The price quoted from Elite Cleaning is comparable to the monthly rate from Westmark so the budgeted amount for janitorial services in the FY 2017/2018 budget should not be affected.

Staff Recommendation:

Staff recommends approval of the attached agreement with Elite Cleaning in the amount of \$2,859.50 a month for the Glenpool Conference Center, \$390 for the Police Department and Courtroom and \$250 for the Utility Department.

Attachment:

Elite Cleaning Proposal
Elite Cleaning Agreement

Lea Ann Reed, Conference Center Director
Phone: 918-209-4632 | Fax: 918-209-4626
lreed@cityofglenpool.com
www.glenpoolconferencecenter.com



Lee Ann,

First I would like to thank you for the opportunity to provide you with a quote for Glenpool Conf Center, Glenpool Water Dept and Glenpool PD.

We at Elite believe that in order for our business to succeed we have to first and foremost exceed the expectations of our clients and success will soon follow. We are able to achieve this through our three key components. Our people, our process and our passion to provide the best cleaning service in the industry.

We understand that cleanliness is an extension of the overall image of our clients business and would love the opportunity to provide The City of Glenpool with the cleaning that you expect and deserve.

- All Elite employees have passed an extensive background check
- We are insured and bonded
- Elite carries workers compensation on all employees
- Locally owned and operated in Tulsa for over 15 years
- No contracts are necessary
- OSHA compliant
- Member of the Better Business Bureau
- Tulsa Chamber of Commerce member
- We offer carpet cleaning, spot cleaning, interior window cleaning

This is the quote for cleaning Glenpool Conf. Center for 35 hours per week
\$2,859.50 (\$35 per hour over 35 hours)

This is the quote for cleaning the Glenpool Water Dept \$250 per month

This is the quote for cleaning the Glenpool PD \$390 per month

Christi Cooper
918-557-9154
christi@elitecleaningtulsa
www.elitecleaningtulsa.com

CUSTODIAL SERVICES CONTRACT

By this Custodial Services Contract (“**Contract**”), Elite Cleaning of Tulsa, an Oklahoma company, (“**Contractor**”) hereby agrees with the Glenpool Industrial Authority, an Oklahoma public trust having the City of Glenpool (“**City**”) as its beneficiary, (“**Customer**”), as of the date this Contract is last executed by either party, to provide the necessary labor, material, supplies and equipment to perform the services identified and as provided herein (“**Services**”). Contractor and Customer acting jointly are the “**Parties**.”

CONTRACT WITH:	Glenpool Industrial Authority
SERVICES PROVIDED:	Professional Cleaning
SCOPE OF SERVICES:	General cleaning Services, to include vacuuming of carpets; mopping floors; dusting of furniture (provided that, Contractor will not be expected to remove papers or personal items from any desk or cabinet space); cleaning hard surfaces; removal of trash; restroom cleaning; and all reasonably related custodial duties, all in accordance with reasonable industry standards
LOCATIONS OF SERVICES:	First floor (only) of the Glenpool Conference Center, 12205 S. Yukon Avenue; Both floors of Glenpool Police Department, 14600 S. Elwood Avenue, to include the Municipal Courtroom and all auxiliary rooms on second floor; and Utility Billing Building, 14526 S. Elwood Avenue
PRICING AND PAYMENT TERMS:	Conference Center Services: \$2,859.50 per month Police Department: \$390.00 per month Utility Billing Building: @50.00 per month Based on work schedule of 35 hours per week for all Services, plus \$35 per every hour in excess of 35, in accordance with days of week and time of day to be agreed upon separately by the Parties Invoice submitted by 10 th of month following performance of Services will be paid no later than the 30 th of the same month Prices will not change during the initial Term of the Contract defined below without notice and agreement by both Parties
INSURANCE:	Declaration Page attached for Commercial General Liability Insurance, naming Customer as additional insured Certification attached verifying compliance with Workers’ Compensation Statutory Minimum Requirements, or exemption
INITIAL TERM:	Commencement Date: December 1, 2017 Termination Date: June 30, 2018, or upon conditions stated in this Contract

RENEWAL OPTION: The Parties agree that, unless expressly terminated by notice prior to June 30, 2018, in accordance with provisions stated in this Contract, the Parties may negotiate for a renewal term of July 1, 2018 – June 30, 2019, by no later than May 1, 2019

1. INDEPENDENT CONTRACTOR STATUS:

The Contractor is an independent contractor and not an agent or 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 itself and for any person performing Services under this Contract 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 and noticed to Contractor.

4. TERMS OF PAYMENT:

The Customer agrees to pay Contractor the following rates which are fixed for the period of the Initial Term unless either party informs the other of its intent to terminate the Contract prior to expiration of the Initial Term as set forth in Section 6 below. The Contract will be subject to renewal upon expiration of the Initial 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 within ten (10) days following the month Services are performed, for payment within twenty (20) days from the date of the invoice.

General Cleaning Services

General cleaning Services, to include vacuuming of carpets; mopping floors; dusting of furniture (provided that, Contractor will not be expected to remove papers or personal items from any desk or cabinet space); cleaning hard surfaces; removal of trash; restroom cleaning; and all reasonably related custodial duties, all in accordance with reasonable industry standards, at stated locations

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 and Equipment:

Customer shall provide, at its cost, all consumable products at no cost to Contractor (including, paper towels, toilet paper, hand soap, trash liners and similar standard consumable, replenished products).

General cleaning supplies required to perform the Services (including, chemicals, cleaning devices, brooms, mops, mop buckets and similar standard supplies or equipment utilized in the custodial industry) will be provided by Contractor at its cost.

5. CUSTOMER OBLIGATIONS:

Customer agrees to:

Provide suitable, and lockable where feasible, storage space for all equipment and supplies belonging to Contractor.

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

Assign one employee as the individual responsible for communication between Customer and Contractor for each site where Services are to be performed, or a single employee acting in this capacity for all sites, in Customer's discretion. The identity of such employee(s) and contact information will be provided separately.

6. TERMINATION:

This Contract shall continue in effect for the duration of the Initial 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:

CUSTOMER: GLENPOOL INDUSTRIAL AUTHORITY

By _____
Timothy Lee Fox
Chair, Board of Trustees

_____ Date

CONTRACTOR: ELITE CLEANING OF TULSA

By _____
[Name and Title]

_____ Date

ATTEST:

SEAL

Susan White, City Clerk

APPROVED:

Lowell Peterson,
City Attorney and Trust Authority Counsel

**2018 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS
GLENPOOL INDUSTRIAL AUTHORITY
GLENPOOL, OKLAHOMA**

DATE	TIME	PLACE
JANUARY 2, 2018 *	6:00 P.M.	GLENPOOL CITY HALL
FEBRUARY 5, 2018	6:00 P.M.	GLENPOOL CITY HALL
MARCH 5, 2018	6:00 P.M.	GLENPOOL CITY HALL
APRIL 2, 2018	6:00 P.M.	GLENPOOL CITY HALL
MAY 7, 2018	6:00 P.M.	GLENPOOL CITY HALL
JUNE 4, 2018	6:00 P.M.	GLENPOOL CITY HALL
JULY 2, 2018	6:00 P.M.	GLENPOOL CITY HALL
AUGUST 6, 2016	6:00 P.M.	GLENPOOL CITY HALL
SEPTEMBER 4, 2018 *	6:00 P.M.	GLENPOOL CITY HALL
OCTOBER 1, 2016	6:00 P.M.	GLENPOOL CITY HALL
NOVEMBER 13, 2018*	6:00 P.M.	GLENPOOL CITY HALL
DECEMBER 11, 2018*	6:00 P.M.	GLENPOOL CITY HALL

* Denotes Tuesday Meeting

GLENPOOL CITY HALL, City Council Chambers, 12205 S Yukon Ave., Glenpool Oklahoma

APPROVED BY:
TRUSTEES FROM THE GLENPOOL INDUSTRIAL AUTHORITY
12205 S. YUKON
GLENPOOL, OK 74033
918-322-5409
Filed in the office of the City Clerk on the 14th day of November 2017

Signed: _____