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 December 3, 2018, 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 – Wendy Knight, Secretary; Timothy Lee Fox, Chairman**

C) **Scheduled Business**

1) Discussion and possible action to approve minutes from November 5, 2018 meeting. (Wendy Knight, Secretary) — 2 - 3
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2) Discussion and possible action to approve and authorize the Chairman of the Board of Trustees of the Glenpool Industrial Authority to execute the 2018-2019 Custodial Services Contract with Elite Cleaning of Tulsa. (Lea Ann Reed, Conference Center Director) — 4 - 8
Elite FY 2018-2019 staff memo
Elite FY 2018-2019

3) Discussion and possible action to ratify the decision of the City Council to award Accu-Air LLC, the quote for the repair of an HVAC-RTU at the Glenpool Conference Center, to be paid from FY18-19 budget account 30-6-01-6273. (David Tillotson, City Manager) — 9 - 14
Staff Report - Conferrence Center HVAC
Memorandum City Council Meeting 11 05 18 Conference Center HVAC Repair.

D) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on November 30, 2018 at 4:00 pm.
Signed:Wendy Knight
Secretary

MINUTES
GIA Meeting
November 5, 2018 Council Chambers 6:00 PM

COUNCIL PRESENT:
Tim Fox
Momodou Ceesay
Trish Agee
Brandon Kearns
Jacqueline Triplett-Lund

STAFF PRESENT:
David Tillotson
Susan White
Lowell Peterson
Wendy Knight
John Gonsalves
Lynn Burrow
Bart Harris

A Call to Order - Timothy Lee Fox, Chairman
Chairman Fox called the meeting to order at 8:19 p.m.

B Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Timothy Lee Fox, Chairman
Ms. Knight called the roll, Chairman Fox declared a quorum present.

C Scheduled Business

1) Discussion and possible action to approve minutes from October 1, 2018 meeting.
(Wendy Knight, Secretary)

Moved by Trish Agee, seconded by Momodou Ceesay

To approve the minutes as presented.

	For	Against	Abstained	Absent
Tim Fox	x			
Momodou Ceesay	x			

Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

2) Discussion and possible action to approve 2019 Meeting Calendar. (Wendy Knight, Secretary)

Ms. Knight presented the 2019 Meeting Calendar, and recommended Board approval.

Moved by Jacqueline Triplett-Lund, seconded by Trish Agee

To approve the 2019 Meeting Calendar as presented.

	For	**Against**	**Abstained**	**Absent**
Tim Fox	x			
Momodou Ceesay	x			
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

Meeting Schedule 2019 IND AUTH

D Adjournment

Chairman Fox declared the meeting adjourned at 8:21 p.m.

City Of Glenpool
Creating Opportunity

To: HONORABLE CHAIRMAN AND BOARD OF TRUSTEES, Glenpool Industrial Authority

From: Lea Ann Reed, Conference Center Director

Date: December 3, 2018

Subject: Renewal of Custodial Services Contract, Elite Cleaning of Tulsa

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Background:

The attached Custodial Services Contract with Elite Cleaning of Tulsa provides the same terms and conditions as those agreed to by the Trustees for cleaning services to be provided by Elite for FY 2017-2018, except that the hourly charge for weekly hours in excess of 35 has been reduced from $35 - $25. All other services and fees remain unchanged.

Elite has provided satisfactory cleaning services for all of FY 2017-2018 and thus far in FY 2018-2019. Failure to execute a renewed contract commencing on July 1, 2018, was an oversight on our part and was no fault of Elite.

Staff Recommendation:

Staff recommends that the Authority Trustees approve the attached Custodial Services Contract and authorize the Chairman of the Board to execute said contract and take such other actions as may be needed for its full implementation.

Attachments:

- Proposed Custodial Services Contract with Elite Cleaning of Tulsa, FY 2018-2019

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 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:	See Section 5 below.
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: $250.00 per month Based on work schedule of 35 hours per week for all Services, plus $25 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 10th of month following performance of Services will be paid no later than the 30th of the same month. Prices will not change during the initial Term of the Contract defined below without notice and agreement by the 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: Agreed, as of July 1, 2018 Termination Date: June 30, 2019, or upon conditions stated in this Contract
RENEWAL OPTION:	The Parties agree that, unless expressly terminated by notice prior to June 30, 2019, in accordance with provisions stated in this Contract, the Parties may negotiate for a renewal term of July 1, 2019 – June 30, 2020, by no later than May 1, 2019, but have no obligation to do so.

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.

5. SCOPE OF CLEANING SERVICES

General Cleaning Services

Includes 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).

Contractor shall supply, at its cost: 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.

6. 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.

7. 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.

8. ACCEPTANCE:

CUSTOMER: GLENPOOL INDUSTRIAL AUTHORITY

By _____ _____
Timothy Lee Fox Date
Chair, Board of Trustees

CONTRACTOR: ELITE CLEANING OF TULSA

By _____ _____
[Name] _____ Date
[Title] _____

ATTEST:

SEAL

By: _____
Susan White, City Clerk

APPROVED:

By: _____
Lowell Peterson,
City Attorney and Trust Authority Counsel

City Of Glenpool
Creating Opportunity

To: Chair and Trustees

From: David Tillotson, City Manager

Date: November 28, 2018

Re: HVAC Repair Ratification

Background:

At the November 5th City Council meeting the Council voted to authorize the repair of the Conference Center's HVAC equipment. This item should have been placed on the Glenpool Industrial Authority agenda instead of the City Council agenda. We did not catch the discrepancy until the work had been completed and the invoice was being processed for payment. We are asking you as the GIA Board to ratify the decision of the Council to award Accu-Air LLC the quote to repair the HVAC unit at a cost of $7,685.00 from Conference Center funds (Account #30-6-01-6273) so we can finalize the payment to them.

Staff Recommendation:

Staff recommends ratification of the Council's motion to award the quote for repair of the Conference Center's HVAC unit to Accu-Air, LLC.

Attachments:

- Staff Report from Nov 5th Council meeting.

City Of Glenpool
Creating Opportunity

MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR

RE: CONFERENCE CENTER HVAC EQUIPMENT REPAIR

DATE: NOVEMBER 5, 2018

BACKGROUND

This item is for Council consideration and action regarding the acceptance of a proposal received from Accu-Air, LLC covering the repair of an HVAC - RTU at the Glenpool Conference Center in the amount of $7,685.00 as illustrated in the attached quote. The failed unit in question is one of the original 30-ton RTU's that cools the east foyer area on the first floor of the Conference Center. This particular RTU operates on a two-compressor system – one primary and the second compressor is an auxiliary unit that only operates as a back-up during times of excessive cooling need. The failed unit in this case is the primary compressor that operates virtually 100% of the time during the cooling season. As noted in the attachments, quotes for this repair/replacement work were solicited and received from three separate service companies:

- Quality Heating and Cooling: $11,207.00
- Air Solutions: $11,575.00
- Accu-Air, LLC: $7,685.00

Staff Recommendation:

Staff has reviewed the quotes received for this repair work and has interviewed the owner of Accu-Air regarding the work involved with this project and feel that this company has the expertise and experience to perform the repair in a timely fashion and therefore recommends approval of their quote in an amount not to exceed $7,685.00 to be paid from the approved FY 2018/2019 Budget: Item No. 30-6-01-6273.

Attachments:

A. Repair Service Quotes

ESTIMATE	#20424
ESTIMATE DATE	Oct 15, 2018
TOTAL	

Quality Heating & Cooling

City of Glenpool
12205 S Yukon Ave
Glenpool, OK 74033

(918) 770-2537
cwallen@cityofglenpool.com

CONTACT US

PO Box 398
Glenpool, OK 74033

(918) 518-5900
cassie@quality-hc.com

ESTIMATE

Trane Compressor

Services	amount
Trane Compressor Only Quality Heating & Cooling is proposing to replace compressor only for 30 ton RTU #14. This price includes new compressor, labor, refrigerant, labor and material. COMPRESSOR; CSHD161K0*0M R410A; 380-415/ N N 3/50-460/3/60, 13.4 TON, SCROLL, BRAZED CONNECTIONS, INTERNAL OVERLOAD PROTECTOR, FULL OIL CHARGE, OIL00080, WITH GKT04218 AND RSR002	$11,207.00

Total **$11,207.00**

Trane RTU

Services	amount
Trane 30 Ton RTU	$56,310.00

Quality Heating & Cooling is proposing to install a Trane 30 ton RTU to replace existing Trane 30 ton with bad compressor.

YCH360B4K-1A2ED1
DX Cooling, natural gas heat
460 Volt 60 Hertz 3 Phase
High gas heat capacity
Barometric relief
750/625 (60/50 hz) Supply fan drive
0-100% Economizer, reference enthalpy control
Constant volume (CV) - Zone temperature control
Louvered condenser coil hail guards
2nd-5th Year Replacement Compressor Warranty

Total **$56,310.00**

Carrier RTU

Services	amount
Carrier 30 Ton RTU	$52,003.00

Quality Heating & Cooling is proposing to install a Carrier 30 ton RTU to replace existing Trane 30 ton with bad compressor.

48A4E030-C-621EE High Gas Heating/30 Tons Cooling 460-3-60
OA Enthalpy ultra low leak economizer
No exhaust
CV Horizontal Comfortlink w Puron
High Gas Heat
Premium Efficiency 10 HP
Al/Cu Cond, Al/Cu Evap
CRHUMDSN001B00 Outdoor or Return Air RH Sensor
Hail Guards
4850A-ST1 Start-up, First Unit
Adapter curb

Total **$52,003.00**

We appreciate your business!
OK108250

Air Solutions
Heating, Cooling, Plumbing & Electrical Inc.
PO Box 428
Sand Springs OK 74063
(918) 241-2362

Estimate 17247839
Job 17238910
Estimate Date 10/12/2018
Completed Date
Customer PO

Billing Address
City of Glenpool
12205 South Yukon Avenue
Glenpool, OK 74033 USA

Job Address
City of Glenpool
12205 South Yukon Avenue
Glenpool, OK 74033 USA

Estimate Details

Replace compressor

Task #	Description	Quantity	Your Price	Your Total
HA8D	Complete Refrigerant Circulation Pumping System Renovation Flush and purge entire coolant system Install inline refrigerant filters Triple evacuation service Install performance enhancement system and compressor terminal kit Coolant system recharge and calibrate with clean refrigerant Install acid preventatives for a longer compressor life 12 month warranty (on pumping system)	1.00	$11,575.00	$11,575.00

Sub-Total $11,575.00
Tax 0% $0.00
Total $11,575.00

We Sincerely hope that we are the "Best Solutions for your Problems", If not please let us know. Thank you!

The listed price and specifications are satisfactory and are hereby accepted. Payment is due in full at completion of the job. This proposal is valid for 30 days, unless otherwise stated.

Accu-Air L.L.C.

3450 W. 151st St. - Shipping
P.O. Box 468 - Mailing
Kiefer, OK 74041
(918) 230-0022

Quote

Date	Quote #
10/12/2018	1290

Name / Address
City of Glenpool 12205 S. Yukon Ave. Glenpool, Ok. 74033

Rep	Project
KF	

Description	Qty	Total
RTU #14 Heating & Cooling: Remove and replace compressor. 460 V / 3PH. compressor. Check system for leaks, pull into vacuum and recharge with R-410A refrigerant. System holds 56 LBS. of refrigerant.		7,685.00

RECEIVED
OCT 12 2018
BY A/P-FIN: GLENPOOL

Thank You for the opportunity to bid this project.

Total $7,685.00