



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1920-125

File ID: K-1920-125

Type: Contract

Status: Consent Item

Version: 1

Reference: Item 24

In Control: City Council

Department: Parks and Recreation
Department

Cost: \$28,500.00

File Created: 06/10/2020

File Name: Legacy Park Restroom Maintenance

Final Action:

Title: CONTRACT K-1920-125: A CONTRACT BY AND BETWEEN THE NORMAN TAX INCREMENT FINANCE AUTHORITY AND DODD'S COMPLETE LAWN SERVICE L.L.C., IN THE AMOUNT OF \$28,500 TO PROVIDE GENERAL SITE/RESTROOM CONTRACTUAL MAINTENANCE FOR LEGACY PARK.

Notes: ACTION NEEDED: Acting as the Norman Tax Increment Finance Authority, motion to approve or reject Contract K-1920-125 with Dodd's Complete Lawn Service, L.L.C., in the amount of \$28,500 annually; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 06/23/2020

Agenda Number: 24

Attachments: RFP-1920-55, Contractor Submittal Documents -
Legacy Maintenance 6.23.20, K-1920-125 FINAL

Project Manager: Wade Thompson, Parks Supt.

Entered by: lisa.griggs@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File K-1920-125

Body

BACKGROUND: On 22 January 2013, the Norman Tax Increment Finance Authority approved Contract K-1213-67 with CGC, Inc. for the construction of Legacy Park. The Park was completed and opened on 17 September 2017. Once completed, maintenance of the park was accomplished through a Business Improvement District (BID). In accordance with Development Agreement No. 5, the contributions to the BID District shall be \$200,000 per year

for ten (10) years. In the first year of the BID, the full contribution was made from accumulated University North Park Tax Increment Finance District (UNP TIF) revenues. In subsequent years, annual assessments made against development properties within the BID will progressively increase until the full \$200,000 annual assessment is made against the developed properties. The BID encompasses property from Robinson Street on the south to Tecumseh Road on the north, the airport property on the east and I-35 on the west.

Contract K-1819-89 for Legacy Park Lawn Care and Irrigation Services was approved by Council on 8 January 2019. Contract K-1920-125 is coming forward to Council to provide for restroom maintenance in Legacy Park.

DISCUSSION: On March 6th and 13th, 2020, RFP-1920-55 was advertised in the Norman Transcript. Two companies responded with proposals for general site/restroom maintenance. The proposed Contract K-1920-125 pertains to general site/restroom maintenance at Legacy Park.

Dodd's Complete Lawn Service L.L.C. submitted the lowest and best proposal for General Site/Restroom Maintenance in the total amount of \$28,500. The other proposal received was from Office Pride in the amount of \$48,000 and did not include soap or paper products.

Contract K-1920-125 provides for General Site Maintenance services throughout the eight-acre Legacy Park including keeping the park free of litter, broken glass and other such debris; daily park cleanup and trash removal; daily policing of sidewalks, pathway and hard surfaces and litter removal from pond as necessary. Restroom Maintenance includes cleaning daily of all fixtures, walls, floors and dispensers; daily check and refill of paper product dispensers; monitor and unplug plumbing as necessary; and abate graffiti as needed. The restrooms will be open generally during daylight hours and are locked and unlocked via automatic timer.

The term of the contract is for one year, with the option to renew annually for one year terms. The contract may be terminated by either party, with or without cause, with a 30-day advance written notice. Payments to the contractor may be made on a monthly basis, following receipt of complete invoicing for services provided. The contractor will provide insurance in the amounts prescribed in the Oklahoma Tort Claims Act, indemnifying and holding harmless the NTIFA, its officers and employees.

RECOMMENDATION: It is recommended that the Norman Tax Increment Finance Authority approve Contract K-1920-125 with Dodd's Complete Lawn Service LLC., in the amount of \$28,500 for annual General Site/Restroom Maintenance for Legacy Park for the Parks and Recreation Department. Funds are available in the UNP TIF Fund, Legacy Park Contractual Maintenance account (57770410-44299).