



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1415-46

File ID: K-1415-46

Type: Contract

Status: Consent Item

Version: 2

Reference: Item No. 24

In Control: City Council

Department: Parks and Recreation
Department

Cost: \$36,000.00

File Created: 09/19/2014

File Name: Legacy Park Restroom Maintenance Contract

Final Action:

Title: CONTRACT NO. K-1415-46: A CONTRACT BY AND BETWEEN THE NORMAN TAX INCREMENT FINANCE AUTHORITY AND DODD'S COMPLETE LAWN SERVICE L.L.C., IN THE AMOUNT OF \$36,000 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 No. K-1415-46 with Dodd's complete Lawn Services, L.L.C., in the amount of \$36,000; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 10/14/2014

Agenda Number: 24

Attachments: Bid Tab, Dodds Contract, Dodds Proposal & Affidavits, PR Dodd's.pdf

Project Manager: Jud Foster, Director of Parks and Recreation

Entered by: suzanne.terry@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-1415-46

Body

BACKGROUND: On 22 January 2013, the Norman Tax Increment Finance Authority approved Contract No. K-1213-67 with CGC, Inc. for the construction of Legacy Park. Although there have been several weather delays, construction has proceeded since that time. It is anticipated that the park will be completed in late October or early November. Once completed, maintenance of the park will be 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 will be made from accumulated UNP TIF revenues. In subsequent years, annual assessments made against development properties within the BID District will progressively increase until the full \$200,000 assessment is made against the developed properties. The BID District 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. In anticipation of completion of the park, Contract No. K-1415-45 for Legacy Park Lawn Care and Irrigation Services was approved by Council on 23 September 2014. Contract No. K-1415-46 is coming forward to Council to provide for restroom maintenance in Legacy Park.

DISCUSSION: Request for Property No. RFP-1415-15 for Legacy Park annual contractual maintenance was divided into three sections: 1) Lawn Care & Chemical Program, 2) Irrigation Services and 3) General Site/Restroom Maintenance. Sections one and two were awarded to Pitzer's Lawn Management Inc. via Contract No. K-1415-45.

On August 1st and 8th, 2014, RFP-1415-15 was advertised in the *Norman Transcript*. The RFP was additionally advertised in Bid News, Reed Business, Eplan, McGraw-Hill and Bid Clerk plan rooms. The RFP was mailed to 78 lawn care, irrigation and janitorial service companies doing business in the OKC Metro area. Of those, two companies responded with proposals for Section 3 - general site/restroom maintenance. The proposed Contract Number No. K-1415-46 pertains to Section 3 only.

Dodds Complete Lawn Service LLC submitted the lowest and best proposal for Section 3 General Site/Restroom Maintenance in the total amount of \$36,000. The other proposal received was from Green Acres Landscape and Lawn Care in the amount of \$38,440 and did not include soap or paper products.

Contract No. K-1415-46 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 twice 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 for two additional 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 No. K-1415-46 with Dodd's Complete Lawn Service LLC., in the amount of \$36,000 for annual General Site/Restroom Maintenance for Legacy Park for the Parks and Recreation Department. An appropriation of \$200,000 was approved by the NTIFA on 23 September 2014, from the UNP TIF Fund Balance (057-0000-253.20-00) to Legacy Park Contractual Maintenance (057-7010-452.42-99). Payments from Contract No. K-1415-46 will be made from this expenditure account.