

The City of Muskogee encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CFR/36).

## **PURCHASING COMMITTEE AGENDA**

### **CITY OF MUSKOGEE**

**June 4, 2018**

#### **CITY HALL 2ND FLOOR CONFERENCE ROOM, 5:00 P.M.**

1. Consider approval of Purchasing Committee Minutes May 21, 2018.
2. Consider approval of claims for all city departments May 16, 2018 through May 30, 2018.
3. Consider approval of low bid from Hogle Plumbing (Plumbing Contractor) for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Billy Coffey)
4. Consider approval of low bid from B & R Electric (Electrical Contractor) for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Billy Coffey)
5. Consider approval of low bid from Hix AC Service (Mechanical Contractor) for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Billy Coffey)
6. Consider approval of low bid from Johnson Service (Refrigeration Contractor) for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Billy Coffey)
7. Consider approval of Resolution No. 2729 declaring certain items of personal property presently in possession of the City of Muskogee, to be surplus to the needs of the City and authorizing the City Manager to dispose of the same as per the attached list, or take other necessary action. (Mike Miller)
8. Consider approval of lowest and best bid from Whittinghill Disposal Services, Inc., in the amount of \$2.75 per square foot for the demolition of dilapidated structures project under the Community Development Block Grant Demolition and Clearance Projects Bid Group 39, or take other necessary action. (Tish Callahan)
9. Consider approval to award a contract to Alliance Benefit Group in the amount of \$39,600 per year for three years pursuant to solicited requests for proposals for Third Party Administration Services of the City's Self-Insured Workers Compensation Plan, or take other necessary action. (Roy D. Tucker)



**Purchasing Committee**

**1.**

Meeting Date: 06/04/2018

Initiator: Donnie Wimbley, Purchasing Director

Department: Purchasing

Staff Information Source:

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Information

AGENDA ITEM TITLE:

Consider approval of Purchasing Committee Minutes May 21, 2018.

BACKGROUND:

RECOMMENDED ACTION:

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Fiscal Impact

Attachments

Minutes

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**MINUTES  
PURCHASING COMMITTEE  
May 21, 2018**

The Purchasing Committee meeting was called to order Monday, May 21, 2018 with the following in attendance:

Committee Members:

Wayne Johnson  
Ivory Vann

Staff:

Mike Miller, City Manager  
Donnie Wimbley, Purchasing Manager  
Jean Kingston, City Treasurer  
Mike Stewart, Assistant City Manager  
Marcie Gilliam, Strategic Financial Analyst  
Russ Andis, Projects & Contracts Coordinator  
Greg Riley, Public Works Director  
Prag Mahajan, Civil Engineer

1. Consider approval of Purchasing Committee Minutes for May 7, 2018.
2. Consider approval of claims for all City Departments May 3, 2018 thru May 15, 2018.
3. Consider approval of lowest bids for the following road material: Number sixty-seven (67) Wash Rock, 3" Pit Run, 12" Pit Run, and number two (2) Cover Material to Kemp Quarries and Limestone Screenings to Kemp Quarries; Asphalt Sand Alternate number one (1) and Fill Sand Alternate number two (2) to Muskogee Sand; Asphaltic Concrete-Type B & C Alternate number one (1) to Tulsa Asphalt; and alternate number two (2) to Robert's Quarries; and alternate number three (3) to Tulsa Asphalt; Hot-Cold Patching Material to Tulsa Asphalt; 1 1/2" Aggregate Base to Kemp Quarries, or take other necessary action. (Greg Riley)
4. Consider approval of the lowest bids as follows: (a) 3500 psi at \$85.00 per cubic yards; (b) 3500 psi High Early concrete at \$90.00 per cubic yards; (c) 3000 psi at \$84.00 per cubic yards; (d) Portland Dry Mason at \$70.00 per sack; (e) Flow Fill at \$60.00 per cubic yards; (f) City Pay Dray at \$60.00 all to Muskogee Ready Mix, all for FY 2018/2019, or take other necessary action. (Greg Riley)

**No Quorum items sent to Public Works & Finance for discussion.**

**There is no further business presented for discussion. Meeting Adjourned.**

**Purchasing Committee**

**2.**

Meeting Date: 06/04/2018

Initiator: Donnie Wimbley, Purchasing Director

Department: Purchasing

Staff Information Source:

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Information

AGENDA ITEM TITLE:

Consider approval of claims for all city departments May 16, 2018 through May 30, 2018.

BACKGROUND:

RECOMMENDED ACTION:

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Fiscal Impact

Attachments

Claims List

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CITY OF MUSKOGEE CLAIMS  
5.16.18 TO 5.30.18

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
199109	121	BUCKMASTER, VICKY S	5/16/2018	60.14
199110	121	DICK'S SPORTING GOODS	5/16/2018	257.17
199111	121	GRAY, AMANDA C	5/16/2018	68.89
199112	121	KENNEDY, WALDO	5/16/2018	4.27
199113	121	LEE, ROBERT ZACHARY	5/16/2018	61.85
199114	121	RIDGEL, FLORA	5/16/2018	20.00
199115	121	EDENS, MEISHA R	5/17/2018	50.00
199116	117	CHRIS DEAN	5/18/2018	95.98
199117	3024	DAVID HENSLEY	5/18/2018	12.00
199118	3024	GARY GARVIN	5/18/2018	212.00
199119	117	JASON STEELE	5/18/2018	2,475.94
199120	117	JEFFERSON BOWMAN	5/18/2018	15.00
199121	331	JESSICA SMITH	5/18/2018	60.00
199122	3024	KENNETH CLAYPOOL	5/18/2018	12.00
199123	125	MATT PITTMAN	5/18/2018	60.00
199124	125	MICHALEA CAPPS	5/18/2018	86.00
199125	117	REGGIE COTTON	5/18/2018	465.00
199126	117	SUSAN ROSS	5/18/2018	1,247.25
199127	125	TACKETT COFFMAN	5/18/2018	400.00
199128	117	TAMMY TRACY	5/18/2018	1,247.25
199129	3024	TAMMY TRACY	5/18/2018	307.20
199130	1	ACCURATE FIRE EQUIPMENT CO INC	5/18/2018	110.00
199131	2713	ACTION GROUP STAFFING	5/18/2018	5,712.53
199132	2461	ADVANCE AUTO PARTS 64771111001	5/18/2018	701.75
199133	3	AIRGAS USA LLC	5/18/2018	54.80
199134	5400	TYLER ANDERSON	5/18/2018	192.00
199135	3976	AT&T #918 A04-0694 003 3	5/18/2018	872.00
199136	4267	AT&T #918 147-0140 002 4	5/18/2018	1,162.00
199137	52	AUFFENBERG CHEVROLET CADILLAC	5/18/2018	26.45
199138	11	B & J OIL CO INC	5/18/2018	18,370.24
199139	871	BAYSINGER POLICE SUPPLY	5/18/2018	795.00
199140	2279	BEHAVIORAL HEALTH INC	5/18/2018	375.00
199141	1703	BEN E. KEITH	5/18/2018	3,016.63
199142	2853	BLESSED GROUND MAINTENANCE	5/18/2018	150.00
199143	2507	BLOSSOMS	5/18/2018	251.39
199144	862	BOB'S AUTOMOTIVE ELECTRIC	5/18/2018	225.00
199145	3669	BRANT & ASSOCIATES	5/18/2018	143.89
199146	259	BRENNTAG SOUTHWEST INC	5/18/2018	15,469.20
199147	3836	BRITE COMPUTERS	5/18/2018	150.00

199148	3238 BROKEN ARROW ELECTRIC	5/18/2018	647.54
199149	2696 BROWNELLS, INC	5/18/2018	25.47
199150	488 CAMPBELL WHOLESALE CO INC	5/18/2018	699.30
199151	992 CARE AROUND THE CLOCK INC	5/18/2018	4,181.33
199152	3024 CHRIS CUMMINGS	5/18/2018	536.51
199153	3442 CITY OF MUSKOGEE FOUNDATION	5/18/2018	5,287.36
199154	4738 CITYWIDE PROPERTY MAINTENANCE	5/18/2018	2,351.85
199155	4804 CLIFFORD K. CATE, JR., INC	5/18/2018	180.00
199156	3066 COMMUNITY CARE EAP	5/18/2018	323.05
199157	522 CORPORATE TO CASUAL SCREEN PRI	5/18/2018	810.00
199158	4960 CUMMINS-ALLISON CORP	5/18/2018	231.00
199159	4311 DAVID'S DISCOUNT TIRES INC	5/18/2018	1,465.83
199160	4900 DEWBERRY WATER WORKS LLC	5/18/2018	389.84
199161	5393 MARK DREADFULWATER	5/18/2018	140.00
199162	170 EAST CENTRAL ELECTRIC	5/18/2018	18.87
199163	5378 JAMES E. EVANS II	5/18/2018	285.00
199164	953 EXPRESS EMPLOYMENT PROFESSIONA	5/18/2018	7,504.88
199165	29 FASTENAL COMPANY	5/18/2018	1,232.01
199166	133 FIVE STAR OFFICE SUPPLY	5/18/2018	1,054.70
199167	3509 FLEETPRIDE INC	5/18/2018	130.38
199168	5322 KYLAR FOSHEE	5/18/2018	270.00
199169	339 GARVER ENGINEERS LLC	5/18/2018	3,385.84
199170	134 GOLDEN RULE INDUSTRIES	5/18/2018	70.00
199171	5376 HAROLD JAY GOODMAN	5/18/2018	240.00
199172	5396 TAYLOR GOODMAN	5/18/2018	162.00
199173	686 GRAPHIC RESOURCES & REPRODUCTI	5/18/2018	80.02
199174	1303 GREEN COUNTRY TESTING	5/18/2018	463.00
199175	2764 GRISSOMS LLC	5/18/2018	280.24
199176	40 HARRISON TIRE & SUPPLY	5/18/2018	140.00
199177	5410 HUNTER HARRISON	5/18/2018	70.00
199178	5392 CAIRL G. HAYES	5/18/2018	200.00
199179	5377 TONY HENSON	5/18/2018	460.00
199180	42 HOGLE COMPANY	5/18/2018	7,720.45
199181	3105 HONOR HEIGHTS VET CLINIC #6530	5/18/2018	157.35
199182	5412 JACOB LESTER HUNN III	5/18/2018	280.00
199183	5103 JACK HOOPES	5/18/2018	22.37
199184	3306 JEAN-RAY ENTERPRISES LLC	5/18/2018	61.96
199185	5305 JOHN V TEDESCO DO PA	5/18/2018	2,000.00
199186	188 KING TIRES OF MUSKOGEE INC	5/18/2018	882.00
199187	4855 KELSEY LAMB	5/18/2018	270.00
199188	3913 LAMBERT VET SUPPLY	5/18/2018	712.24
199189	5407 ZACHARY LEWIS	5/18/2018	300.00
199190	1133 THE LIFEGUARD STORE	5/18/2018	566.50
199191	5391 JOSHUA KEITH LINN	5/18/2018	370.00
199192	331 LORI PAULSON	5/18/2018	2,500.00
199193	1154 LOVE BOTTLING CO - #107510	5/18/2018	64.80
199194	56 LOWES	5/18/2018	1,883.97

199195	5316 MARKETING TOOLS LLC	5/18/2018	626.00
199196	5409 DALTON BRICE MARTIN	5/18/2018	290.00
199197	4246 MARVIN'S MOWERS AND OUTDOOR LL	5/18/2018	339.99
199198	5379 RODNEY L. MATHEWS	5/18/2018	300.00
199199	5323 NIA MAXWELL	5/18/2018	81.00
199200	842 MIDWEST TROPHY	5/18/2018	1,005.00
199201	194 MORGAN SERVICES COMPANY LLC	5/18/2018	125.00
199202	3591 MOSAIC CROP NUTRITION LLC	5/18/2018	6,649.96
199203	5163 MOST DEPENDABLE FOUNTAINS INC.	5/18/2018	175.00
199204	1992 MUNICIPALH2O.COM	5/18/2018	500.00
199205	5195 MUSCOGEE STAFFING SOLUTIONS, L	5/18/2018	113.96
199206	61 MUSKOGEE COMMUNICATIONS, INC.	5/18/2018	2,119.25
199207	195 MUSKOGEE COUNTY CLERK	5/18/2018	195.00
199208	62 MUSKOGEE COUNTY SHERIFFS DEPAR	5/18/2018	32,981.00
199209	63 MUSKOGEE DAILY PHOENIX	5/18/2018	711.81
199210	1728 MUSKOGEE LITTLE THEATER, INC.	5/18/2018	693.29
199211	868 MUSKOGEE PUBLIC SCHOOLS	5/18/2018	169.02
199212	1061 NAFECO INC	5/18/2018	1,331.60
199213	5327 NEWGEN STRATEGIES AND SOLUTION	5/18/2018	8,910.00
199214	5349 NWA PIZZA, LLC	5/18/2018	108.02
199215	114 OFFICE DEPOT	5/18/2018	338.95
199216	2484 OG&E #127926402-0	5/18/2018	163.63
199217	272 OKLAHOMA MUNICIPAL LEAGUE	5/18/2018	85.00
199218	67 OKLAHOMA NATURAL GAS	5/18/2018	1,049.53
199219	2900 O S B V M E	5/18/2018	160.00
199220	2763 ONE SOURCE WATER LLC	5/18/2018	271.00
199221	70 OREILLY AUTO PARTS	5/18/2018	1,761.99
199222	73 PATE INDUSTRIAL SUPPLY INC	5/18/2018	259.71
199223	5399 NIKOLAUS PLEAS	5/18/2018	330.00
199224	5008 PREMIER USA INC.	5/18/2018	2,128.77
199225	4610 PRIME AUTOMOTIVE WAREHOUSE LLC	5/18/2018	1,069.35
199226	5408 TRAVIS LEE REECE	5/18/2018	209.00
199227	149 ROSSON WHEEL SERVICE	5/18/2018	100.00
199228	84 SADLER PAPER COMPANY	5/18/2018	514.83
199229	3954 SCOTT-MERRIMAN INC	5/18/2018	486.00
199230	5397 GREG STIDHAM	5/18/2018	160.00
199231	2104 SUDDENLINK	5/18/2018	8,364.22
199232	5411 CAM'RON SUMMERS	5/18/2018	370.00
199233	93 SUPERIOR LINEN SERVICE INC	5/18/2018	45.04
199234	5018 TEC-AN INC	5/18/2018	4,250.00
199235	362 TENDER TOUCH AUTO WASH INC	5/18/2018	647.00
199236	5074 TEXAS A&M UNIVERSITY-KINGSVILL	5/18/2018	600.00
199237	3102 TIGER NATURAL GAS INC	5/18/2018	1,648.43
199238	1953 MICHAEL TRIMBLE	5/18/2018	150.00
199239	4446 TULSA ASPHALT LLC	5/18/2018	6,247.64
199240	3636 TYLER TECHNOLOGIES INC	5/18/2018	1,560.00
199241	97 UNIFIRST HOLDINGS LP	5/18/2018	871.56



199242	5398 TRISTEN VANDALEY	5/18/2018	260.00
199243	5413 TANNER DEAN WALKER	5/18/2018	128.00
199244	215 WASTE MANAGEMENT OF OKLAHOMA I	5/18/2018	717.05
199245	329 WELDON PARTS - MUSKOGEE	5/18/2018	225.47
199246	309 WEST GROUP	5/18/2018	766.94
199247	691 WHITE STAR MACHINERY & SUPPLY	5/18/2018	62.72
199248	1128 WHITTINGHILL DISPOSAL SERVICE	5/18/2018	263.96
199249	2443 DOCK WORKS	5/18/2018	1,545.00
199250	3702 WOFFORD ELECTRIC LLC	5/18/2018	5,000.00
199251	4468 BLUECROSS/BLUE SHIELD OF OK	5/21/2018	40,111.83
199252	121 ABLE PLUMBING CO.	5/22/2018	887.48
199253	121 ALLISON, TIMOTHY	5/22/2018	15.87
199254	121 CRABTREE, KENNETH	5/22/2018	90.00
199255	121 CRABTREE, KENNETH WAYNE	5/22/2018	42.61
199256	121 GARRISON, GARY LEE	5/22/2018	72.91
199257	121 JAYNE, LILLIAN	5/22/2018	43.70
199258	121 PERRY, TROY A	5/22/2018	87.65
199259	121 SMITH, BRET A	5/22/2018	12.58
199260	121 TANNER, SHARON L	5/22/2018	66.27
199261	121 VAUGHN, MARK C	5/22/2018	90.00
199262	121 VILLEGAS, OMAR	5/22/2018	1.84
199263	121 WELCH, RAY	5/22/2018	22.94
199264	121 WHITEL, TRACY L	5/22/2018	16.07
199265	3952 BANK OF AMERICA	5/23/2018	0.00
199266	3952 BANK OF AMERICA	5/23/2018	6,566.57
199267	1319 A-MAX SIGNS	5/25/2018	249.40
199268	1505 ABERDEEN DYNAMICS LLC	5/25/2018	42.00
199269	2 ACCURATE LABS & TRAINING CENTE	5/25/2018	315.00
199270	2713 ACTION GROUP STAFFING	5/25/2018	2,272.82
199271	158 ANCHOR AUTO GLASS	5/25/2018	175.00
199272	5400 TYLER ANDERSON	5/25/2018	118.00
199273	5167 ANIMAL MEDICAL CENTER #15603	5/25/2018	186.00
199274	5266 ARBITRAGE COMPLIANCE SPECIALIS	5/25/2018	2,100.00
199275	3761 ARKANSAS AQUATICS LLC	5/25/2018	9,782.00
199276	4612 AT&T MOBILITY #918-577-2585 (C	5/25/2018	17.81
199277	3746 B & R ELECTRIC SERVICE INC	5/25/2018	190.00
199278	3928 BANK OF OKLAHOMA - VISA	5/25/2018	176.80
199279	1703 BEN E. KEITH	5/25/2018	1,121.95
199280	3238 BROKEN ARROW ELECTRIC	5/25/2018	435.38
199281	3640 CHARBONNEAU, BILLY JO	5/25/2018	72.00
199282	820 CHIEF FIRE & SAFETY	5/25/2018	300.00
199283	167 CINCINNATI RADIATOR SERVICE IN	5/25/2018	30.00
199284	4738 CITYWIDE PROPERTY MAINTENANCE	5/25/2018	1,547.84
199285	3626 CLARK EQUIPMENT	5/25/2018	140.00
199286	2292 CORE & MAIN LP	5/25/2018	3,268.04
199287	4261 WILLIAM S CRAIG	5/25/2018	1,000.00
199288	101 CROWL OIL CO INC	5/25/2018	4,649.20

199289	4311 DAVID'S DISCOUNT TIRES INC	5/25/2018	168.40
199290	26 DELL MARKETING LP	5/25/2018	895.76
199291	262 DEPARTMENT OF ENVIRONMENTAL QU	5/25/2018	83.61
199292	650 DIRECT TRAFFIC CONTROL INC	5/25/2018	70.00
199293	3133 JERRY L DORR	5/25/2018	944.00
199294	4862 SARAH EATON	5/25/2018	108.00
199295	5378 JAMES E. EVANS II	5/25/2018	180.00
199296	5308 MEGAN FILANDA	5/25/2018	90.00
199297	133 FIVE STAR OFFICE SUPPLY	5/25/2018	209.15
199298	3509 FLEETPRIDE INC	5/25/2018	34.88
199299	5322 KYLAR FOSHEE	5/25/2018	270.00
199300	5247 NIKYA GIVENS	5/25/2018	234.00
199301	5396 TAYLOR GOODMAN	5/25/2018	135.00
199302	2764 GRISSOMS LLC	5/25/2018	3,187.54
199303	40 HARRISON TIRE & SUPPLY	5/25/2018	313.00
199304	5410 HUNTER HARRISON	5/25/2018	70.00
199305	5377 TONY HENSON	5/25/2018	180.00
199306	181 HIX AIR CONDITIONING SERVICE	5/25/2018	58.00
199307	42 HOGLE COMPANY	5/25/2018	869.97
199308	289 HOLLOWAY UPDIKE AND BELLEN INC	05/25/2018 1	2,982.00
199309	1414 HOMELAND STORES INC	5/25/2018	17.16
199310	1108 INDIAN CAPITAL TECHNOLOGY CENT	5/25/2018	700.00
199311	112 J&E SUPPLY & FASTENER CO	5/25/2018	686.64
199312	5103 JACK HOOPE	5/25/2018	13.54
199313	188 KING TIRES OF MUSKOGEE INC	5/25/2018	30.00
199314	53 LAKE REGION ELECTRIC COOPERATI	5/25/2018	304.50
199315	4855 KELSEY LAMB	5/25/2018	90.00
199316	4742 KAREN LAUDERDALE	5/25/2018	72.00
199317	5407 ZACHARY LEWIS	5/25/2018	180.00
199318	5310 PETER J. LIIMATTA	5/25/2018	395.00
199319	399 LOCKE SUPPLY CO	5/25/2018	535.36
199320	964 LOVE BOTTLING CO - #111902	5/25/2018	34.00
199321	661 LOVE BOTTLING CO - #170700	5/25/2018	1,449.95
199322	56 LOWES	5/25/2018	1,339.76
199323	5409 DALTON BRICE MARTIN	5/25/2018	140.00
199324	4246 MARVIN'S MOWERS AND OUTDOOR LL	5/25/2018	37.95
199325	5379 RODNEY L. MATHEWS	5/25/2018	140.00
199326	5323 NIA MAXWELL	5/25/2018	81.00
199327	194 MORGAN SERVICES COMPANY LLC	5/25/2018	250.00
199328	4924 MUNICIPAL EMERGENCY SERVICES I	5/25/2018	996.00
199329	5195 MUSCOGEE STAFFING SOLUTIONS, L	5/25/2018	2,180.32
199330	2554 MUSKOGEE ART GUILD	5/25/2018	1,000.00
199331	3246 MUSKOGEE CITY COUNTY 911 TRUST	5/25/2018	47,855.37
199332	61 MUSKOGEE COMMUNICATIONS, INC.	5/25/2018	90.00
199333	195 MUSKOGEE COUNTY CLERK	5/25/2018	104.00
199334	546 MUSKOGEE COUNTY DISTRICT COURT	5/25/2018	154.14
199335	341 MUSKOGEE LOCK & KEY	5/25/2018	28.20

199336	1696 MUSKOGEE READY MIX LLC	5/25/2018	1,445.00
199337	197 MUSKOGEE YOUTH SERVICES	5/25/2018	2,462.72
199338	3652 NEWTON EQUIPMENT LLC	5/25/2018	113.77
199339	864 NORTHERN SAFETY CO	5/25/2018	932.33
199340	1944 OFFICE CONNECTIONS LLC	5/25/2018	32.86
199341	114 OFFICE DEPOT	5/25/2018	1,018.58
199342	67 OKLAHOMA NATURAL GAS	5/25/2018	358.70
199343	349 OKLAHOMA SECRETARY OF STATE	5/25/2018	10.00
199344	1203 OKLAHOMA STATE DEPT OF HEALTH	5/25/2018	710.00
199345	529 ONE SOURCE MANAGED SVCS	5/25/2018	4,004.06
199346	2763 ONE SOURCE WATER LLC	5/25/2018	107.85
199347	70 OREILLY AUTO PARTS	5/25/2018	1,243.15
199348	73 PATE INDUSTRIAL SUPPLY INC	5/25/2018	188.56
199349	3959 PERSONNEL EVALUATION INC	5/25/2018	120.00
199350	3666 PITNEY BOWES INC	5/25/2018	423.00
199351	5399 NIKOLAUS PLEAS	5/25/2018	70.00
199352	4795 PREMIER TRUCK GROUP	5/25/2018	1,561.83
199353	5008 PREMIER USA INC.	5/25/2018	1,083.24
199354	5408 TRAVIS LEE REECE	5/25/2018	96.00
199355	4618 REVIZE LLC	5/25/2018	3,900.00
199356	5246 ROBERTS TRUCK CENTER HOLDING C	5/25/2018	160.19
199357	149 ROSSON WHEEL SERVICE	5/25/2018	110.00
199358	84 SADLER PAPER COMPANY	5/25/2018	459.34
199359	3024 SCOTT CROW	5/25/2018	104.00
199360	5218 SEAN M. CALL DBA SPORTS & FITN	5/25/2018	330.00
199361	3739 SLAPE, INETTE	5/25/2018	126.00
199362	5267 STAUB INVESTMENTS INC. DBA GAL	5/25/2018	204.00
199363	5397 GREG STIDHAM	5/25/2018	140.00
199364	5421 JAMIE LYNN STOUT	5/25/2018	150.00
199365	997 SUPERIOR GRAPHICS & SIGNS	5/25/2018	350.00
199366	93 SUPERIOR LINEN SERVICE INC	5/25/2018	307.37
199367	94 TECHNICAL PROGRAMMING SERVICES	5/25/2018	3,138.72
199368	1953 MICHAEL TRIMBLE	5/25/2018	70.00
199369	3024 TYLER GRIFFITH	5/25/2018	40.00
199370	3636 TYLER TECHNOLOGIES INC	5/25/2018	1,320.00
199371	2325 UNITED FORD FLEET & COMMERCIAL	5/25/2018	398.40
199372	5398 TRISTEN VANDALEY	5/25/2018	200.00
199373	717 WAYMAN, CINDY	5/25/2018	126.00
199374	329 WELDON PARTS - MUSKOGEE	5/25/2018	224.25
199375	691 WHITE STAR MACHINERY & SUPPLY	5/25/2018	986.00
199376	4901 LAURA WICKIZER	5/25/2018	36.00
199377	5381 4IMPRINT, INC.	5/25/2018	2,047.24
199378	5420 CHERYL D. COX	5/25/2018	1,889.28
199379	121 CLARK, EARL D	5/29/2018	61.86
199380	121 CRAFT, RAYTOSHA DENAY	5/29/2018	10.00
199381	121 DICK'S SPORTING GOODS	5/29/2018	10.00
199382	121 DOUGHTY, STANLEY	5/29/2018	4.97

199383	121 THOMPSON, MARCIE W	5/29/2018	17.51
199384	5046 BANCFIRST	5/29/2018	33,108.82
199385	121 ABUNDANT LIFE PROPERTIES, LLC	5/30/2018	2.18
199386	121 AMERICAN BANK OF OKLAHOMA	5/30/2018	27.99
199387	121 CLARK, LUKE A	5/30/2018	52.84
199388	121 CYPREXX SERVICES	5/30/2018	76.28
199389	121 ELLIS, MICHAEL L	5/30/2018	45.72
199390	121 FARROW, JAMES T JR.	5/30/2018	0.90
199391	121 LAKE MOORE REAL ESTATE	5/30/2018	52.38
199392	121 TOTAL MANAGEMENT	5/30/2018	90.00

**Purchasing Committee**

**3.**

**Meeting Date:** 06/04/2018  
**Initiator:** Russ Andis, Purchasing Asst.  
**Department:** Purchasing  
**Staff Information Source:**

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**Information**

**AGENDA ITEM TITLE:**

Consider approval of low bid from Hogle Plumbing (Plumbing Contractor) for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Billy Coffey)

**BACKGROUND:**

The Facilities Department received and reviewed the bids for the annual contract for the maintenance and upkeep of the plumbing within all City facilities and buildings. Hogle Plumbing was low bid (see attached Tabulation Sheet) at an hourly rate of \$68 for contractor and journeyman, and \$42 for apprentice. Response time is one to four (1-4) hours for emergency calls, and one day or less normal situations. Last year contract was with Last year contract was Hogle Plumbing.

**RECOMMENDED ACTION:**

Approve the low bid from Hogle Plumbing (Plumbing Contractor) for maintenance and upkeep of all City facilities and buildings.

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**Fiscal Impact**

**Attachments**

Tabulation Sheet

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# Tabulation Sheet

City of Muskogee

Bid Item: Plumbing Contractor 2018-19  
Date: 5/14/2018 @ 1:30PM  
Department: Facilities Maintenance

Approved by Purchasing: \_\_\_\_\_

Approved by City Council: \_\_\_\_\_

Vendors	Contractors Hourly Rate		Apprentice Hourly Rate		Jorneymans Hourly Rate		Parts Markup
Hogle Plumbing	68.00		42.00		68.00		20 %
McIntosh Service	92.00		62.00		92.00		30 %
Roto-Rooter	139.00		59.00		139.00		50 %

Witnessed by:  
Russ Andrie  
Buy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purchasing Committee**

**4.**

**Meeting Date:** 06/04/2018  
**Submitted For:** Donnie Wimbley, Purchasing  
**Initiator:** Donnie Wimbley, Purchasing Director  
**Department:** Purchasing  
**Staff Information Source:** Donnie Wimbley

---

**Information**

**AGENDA ITEM TITLE:**

Consider approval of low bid from B & R Electric (Electrical Contractor) for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Billy Coffey)

**BACKGROUND:**

The Facilities Department received and reviewed the bid (only one bid received) for the annual contract for the maintenance and upkeep of the electrical system within all City facilities and buildings. B & R Electric was low bid (see attached Tabulation Sheet) at an hourly rate of \$65 for contractor and journeyman, and \$35 for apprentice. Response time is (1 1/2) hours for emergency calls, and same day normal situations. Last year contract was with B & R Electric.

**RECOMMENDED ACTION:**

Approve the low bid from B & R Electric (Electrical Contractor) for maintenance and upkeep of all City facilities and buildings.

---

**Fiscal Impact**

**Attachments**

Tabulation Sheet

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# Tabulation Sheet

City of Muskogee

Bid Item: Electrical Contractor 2018-19  
Date: 5/14/2018 @ 2:00 PM  
Department: Facilities Maintenance

Approved by Purchasing: \_\_\_\_\_

Approved by City Council: \_\_\_\_\_

Vendors	Contractors Hourly Rate		Apprentice Hourly Rate		Journeyman Hourly Rate		Parts Markup
B & R Electric	65.00		35.00		65.00		12%

Witnessed by: Russ Andrie  
Ben  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Purchasing Committee**

**5.**

**Meeting Date:** 06/04/2018  
**Submitted For:** Donnie Wimbley, Purchasing  
**Initiator:** Donnie Wimbley, Purchasing Director  
**Department:** Purchasing  
**Staff Information Source:** Donnie Wimbley

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**Information**

**AGENDA ITEM TITLE:**

Consider approval of low bid from Hix AC Service (Mechanical Contractor) for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Billy Coffey)

**BACKGROUND:**

The Facilities Department received and reviewed the bids for the annual contract for the maintenance and upkeep of the mechanical (heat/air) equipment within all City facilities and buildings. Hix AC Service was low bid (see attached Tabulation Sheet) at an hourly rate of \$68 for contractor and journeyman, and \$30 for apprentice. Response time is within six (6) hours for emergency calls, and eight (8) hours for normal situations. Last year contract was with Hix AC Services.

**RECOMMENDED ACTION:**

Approve the low bid from Hix AC Service (Mechanical Contractor) for maintenance and upkeep of all City facilities and buildings.

---

**Fiscal Impact**

**Attachments**

Tabulation Sheet

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# Tabulation Sheet

City of Muskogee

Bid Item: Mechanical Contractor 2018-19  
Date: 5/14/2018 @ 2:30 PM  
Department: Facilities Maintenance

Approved by Purchasing: \_\_\_\_\_

Approved by City Council: \_\_\_\_\_

Vendors	Contractor's Hourly Rate		Apprentice Hourly Rate		Journeyman Hourly Rate		Parts Markup
Hogle Company	NO BID		NO BID		NO BID		NO BID
McIntosh Services	92.00		62.00		92.00		30 %
Acme-Reese Air-Conditioning	75.00		40.00		75.00		40 %
HIX AC Service	68.00		30.00		68.00		28 %

Witnessed by: Russ Aydes  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purchasing Committee**

**6.**

**Meeting Date:** 06/04/2018  
**Submitted For:** Donnie Wimbley, Purchasing  
**Initiator:** Donnie Wimbley, Purchasing Director  
**Department:** Purchasing  
**Staff Information Source:** Donnie Wimbley

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**Information**

**AGENDA ITEM TITLE:**

Consider approval of low bid from Johnson Service (Refrigeration Contractor) for maintenance and upkeep of all City facilities and buildings, or take other necessary action. (Billy Coffee)

**BACKGROUND:**

The Facilities Department received and reviewed the bids for the annual contract for the maintenance and upkeep of the refrigeration equipment within all City facilities and buildings. Johnson Service was low bid (see attached Tabulation Sheet) at an hourly rate of \$80 for contractor, \$40 for journeyman, and \$20 for apprentice. Response time is within one (1) hours for emergency calls, and two (2) hours for normal situations.

**RECOMMENDED ACTION:**

Approve the low bid from Johnson Service (Refrigeration Contractor) for maintenance and upkeep of all City facilities and buildings.

---

**Fiscal Impact**

**Attachments**

Tabulation Sheet

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# Tabulation Sheet

City of Muskogee

Bid Item: Refrigeration Contractor 2018-19  
Date: 5/14/2018 @ 3:00 PM  
Department: Facilities Maintenance

Approved by Purchasing: \_\_\_\_\_

Approved by City Council: \_\_\_\_\_

Vendors	Contractor's Hourly Rate		Apprentice Hourly Rate		Journeyman Hourly Rate		Parts Markup
Johnson Service Co.	80.00		20.00		40.00		35 %
McIntosh Service LLC	92.00		62.00		92.00		30 %
HOGLE COMPANY	NO BID		NO BID		NO BID		NO BID

Witnessed by: Russ Archer  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purchasing Committee****7.**

**Meeting Date:** 06/04/2018  
**Submitted For:** Donnie Wimbley, Purchasing  
**Initiator:** Donnie Wimbley, Purchasing Director  
**Department:** Purchasing  
**Staff Information Source:** Donnie Wimbley

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**Information****AGENDA ITEM TITLE:**

Consider approval of Resolution No. 2729 declaring certain items of personal property presently in possession of the City of Muskogee, to be surplus to the needs of the City and authorizing the City Manager to dispose of the same as per the attached list, or take other necessary action. (Mike Miller)

**BACKGROUND:**

City departments have determined that the list of attached items are deficient and have requested these items be declared surplus to the needs of the City of Muskogee. The following department have submitted list:

Assistant City Manager	City Attorney	City Hall
Civic Center	Library	
Public Works/Environment Control	Park & Recreation	Planning      Public Works
Admin Office	Pollution Control	
Public Works/Solid waster	Public Works/ Street	Public Works/Water
Plant	Police Dept	
IT Department	Pollution Control	

**RECOMMENDED ACTION:**

Approve a resolution declaring certain items surplus to the needs of the City and authorizing City Manager to dispose of said property.

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**Fiscal Impact****Attachments**Res 2729

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## RESOLUTION NO. 2729

**A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY PRESENTLY IN THE POSSESSION OF THE CITY OF MUSKOGEE, TO BE SURPLUS TO THE NEEDS OF THE CITY OF MUSKOGEE AND AUTHORIZING THE CITY MANAGER TO OFFER FOR SELL OR DISPOSE OF THE SAME AS ATTACHED LIST.**

**WHEREAS**, the City of Muskogee, Oklahoma has in its possession certain items of personal property which can no longer be put to good use; and

**WHEREAS**, the City of Muskogee desires to dispose of items of personal property, which are no longer needed, as surplus properties, according to the provisions of the Charter and the Ordinances of the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE, OKLAHOMA;**

**SECTION 1:** The property listed herein is hereby declared to be surplus to the needs of the City of Muskogee, Oklahoma.

**Assistant City Manager**

5 ft. Table

Chair

**Cemetery**

UNIT	YEAR	MAKE	MODEL	MILEAGE	VIN #
7701	1994	Chevy	1500	50951	1GCEC14K1RZ269762

**City Attorney**

1-Chair

**City Hall**

Tourism Building HWY 69 1120 Sq. Ft.

**Civic Center**

1-Desk

1-Large Copier

**Fleet Management**

UNIT	YEAR	MAKE	MODEL	MILEAGE	VIN #
1441	1998	Chevy	Lumina	60776	2G1WL52M3W9164591
1433	1997	Ford	Expedition	161493	1FMEU17L2VLB37541

**Library**

22- Light Fixtures

**Public Works / Environmental Control**

1993 FORD Model 3930 Serial #BD38993 TRACTOR

2011 BUSHWHACKER Model ST180 Serial #15010 BRUSH HOG

2011 BUSHWHACKER Model ST180 Serial #15009 BRUSH HOG

1970 CURB DRESSER Model 169T Serial #3139

2005 MASSEY FERGUSON Model 481 Serial #9365BN34082 TRACTOR Air Jack (Does not work)

**Parks & Recreation**

1-Office Chair

**Parks & Recreation/Kiwanis Center**

1-Copier

**Planning**

2- Printers HP C7280 all in one (both printers are not printing)

Lots of various ink for HP printers

HP 02 Cyan

HP 02 Yellow

HP 02 Magenta

HP 02 light Magenta

HP 02 Black

2 lamps

Cannon Adding machine

Miscellaneous office pen/pencil holders

**Public Works / Airport**

UNIT	YEAR	MAKE	MODEL	MILEAGE	VIN #
1979	1992	Chevy	1500	150920	1GCDC14KNE139728
1985	2003	Chevy	3500	93601	1GBJC34U93E310752

**Public Works / Water Distribution**

UNIT	YEAR	MAKE	MODEL	MILEAGE	VIN #
4400	1998	Dodge	Ram 1500	116203	3B7HC16Y1WM266856
4457		Yanmar	Excavator		00804B

**Public Works / Admin. Office**

1 – Copier

**Public Works / Solid Waste**

3 yd. dumpsters (60)  
2 yd. dumpsters (10) not repairable  
1 yd. dumpster (8)

**Public Works / Street**

Round 75 gallon fuel tank  
Lincoln Welder (no leads)  
Henderson Sand Spreader  
Ford F350 Truck  
6-Vibrating plate tamps  
Backhoe trailer  
Asphalt Slurry Machine

**Public Works / Traffic**

UNIT	YEAR	MAKE	MODEL	MILEAGE	VIN #
2300	2003	Chevy	3500	170146	1GBJC34U93E312789

**Public Works / Sanitation**

UNIT	YEAR	MAKE	MODEL	MILEAGE	VIN #
180	2002	Chevy	1500	251796	1GCEC14V42Z307792

**Public Works / Water Plant****Pallet 1**

Electric motors (2)  
Valve (1)  
Siemens Control units (3 boxes)  
Misc. electric wires, cords, computer cords (1 box)  
Misc. Batteries:  
7 small, 7 mid, 5 big Pallet 1 Electric motors (2)  
Valve (1)

**Pallet 2**

Transformers (11)



### Pallet 3

Electric timers (6)  
Wizards (2)  
Electric boxes (2)  
Assorted: (16 boxes)  
Allen Bradley parts, Electrical parts,  
Boards, fuses, Allen Bradley control units

### Pallet 4

Assorted: (6 boxes)  
Electrical parts, boards, fuses, cords, wires, computer boards  
Allen Bradley control units (3)

### Pallet 5

Assorted: (12 boxes)  
Used light bulbs  
24" heating element, for distiller  
100 mL drip style titrator  
4 - Amber glass flasks 2500 mL  
Stanley 1 millions series spotlight  
HACH Model DR4000 Spectrophotometer  
9 - Beakers 150 ML  
Kimax Erlymeyer 6 - Flasks 500 ML  
2- 100 mL glass titrators  
500 mL glass titrator  
HACH Sension 2 2 - pHise meter  
Accumet 50 pH meter  
HACH COD reactor  
500 mL filtering kit  
2 - Pyrex funnels  
2- glass panel doors. (One glass broken)  
72 - Assorted plastic bottles  
30 gallon tote  
Metal Welding Table  
Hershey Portable Meter Tester  
Ditch Witch Ride a along trencher with small Backhoe attachment up front  
(may want to hold for auction)  
Old line locator  
Above ground fuel tanks  
1 - unleaded  
1 - diesel  
Used oil tank

### Purchasing

UNIT	YEAR	MAKE	MODEL	MILEAGE	VIN #
------	------	------	-------	---------	-------

9925	1997	Ford	Taurus	54638	1FALP52U9VG306267
------	------	------	--------	-------	-------------------

**Police Dept**

1-Copier

2-Desks

2-Chairs

**Unit**

#	Year	Make	Model	Mileage	VIN
115	2003	Ford	Crown Victoria	149866	2FAFP71W03X133239
116	2003	Ford	Crown Victoria	146115	2FAFP71W93X133241
118	2003	Ford	Crown Victoria	125706	2FAFP71W23X133243
120	2003	Ford	Crown Victoria	150171	2FAFP71W63X133245
122	2003	Ford	Crown Victoria	157000	2FAFP71WX3X133247
124	2003	Ford	Crown Victoria	154558	2FAFP71W33X133249
126	2003	Ford	Crown Victoria	174602	2FAFP71W13X133251
129	2003	Ford	Crown Victoria	169100	2FAFP71W43X130377
154	2003	Ford	Crown Victoria	94286	2FAFP71W43X202658
156	2003	Ford	Crown Victoria	103605	2FAHP71W53X186995
200	2005	Ford	Crown Victoria	148763	2FAFP71W95X135140
201	2005	Ford	Crown Victoria	148043	2FAFP71W05X133731
203	2005	Ford	Crown Victoria	145214	2FAFP71W45X133733
204	2005	Ford	Crown Victoria	132027	2FAFP71W65X133734
205	2005	Ford	Crown Victoria	177596	2FAFP71W85X133735
207	2005	Ford	Crown Victoria	127558	2FAFP71W15X133737
210	2005	Ford	Crown Victoria	167391	2FAFP71W15X133740
211	2005	Ford	Crown Victoria	146207	2FAFP71W35X133741
212	2005	Ford	Crown Victoria	153987	2FAFP71W55X133742
213	2005	Ford	Crown Victoria	139434	2FAFP71W75X133743
214	2005	Ford	Crown Victoria	140875	2FAFP71W95X133744
215	2005	Ford	Crown Victoria	168114	2FAFP71W05X133745
218	2005	Ford	Crown Victoria	172405	2FAFP71W65X133748
219	2005	Ford	Crown Victoria	159330	2FAFP71W85X133749
220	2005	Ford	Crown Victoria	151860	2FAFP71W45X133750
221	2005	Ford	Crown Victoria	175568	2FAFP71W65X133751
222	2005	Ford	Crown Victoria	115805	2FAFP71W85X133752
223	2005	Ford	Crown Victoria	131558	2FAFP71WX5X133753
224	2005	Ford	Crown Victoria	153197	2FAFP71W15X133754
225	2005	Ford	Crown Victoria	171718	2FAFP71W35X133755
226	2005	Ford	Crown Victoria	167797	2FAFP71W05X135141
227	2005	Ford	Crown Victoria	149204	2FAFP71W95X135137
228	2005	Ford	Crown Victoria	157276	2FAFP71W05X135138
229	2005	Ford	Crown Victoria	168774	2FAFP71W25X135139
233	2005	Ford	Crown Victoria	127492	2FAFP71W75X143088

### **Pollution Control**

3-Copiers

Copy Start Model CS-1620 Copier – Functional

Kenmore Dishwasher – not functional

Magic Chef Stove with oven – functional

Polaroid Camera & Case

KROY 80 lettering system (no film to print letters/old)

Office Jet Pro Model K550 Printer

Lindberg Blue M muffle furnace

2 bases and 1 lid that go to composite samplers-no electrical components

4 flow meter sensor probes with cables- all bad/not measuring accurately

Old Mutton Door Whitney flow meter- not functional

YSI 58 D.O. Meter and probes

Cuisinart Blender

John Deere Yard tractor

2000 Kubota with mower

1995 Kubota Model B7-100 HST Tractor

2005 Sterling Flush Truck (Vac-Con) SN 2FZAATDC25AU09963

UNIT	YEAR	MAKE	MODEL	MILEAGE	VIN #
6612	2004	Dodge	Dakota	33563	1D7GL12KX4S634524
6647	1995	Bobcat	853		512812920

### **Information Technology**

HP PC Model N8120n Serial #MXF72807YZ

Dell Monitor Model E198FPB Serial #CN-0G256H-74261-88D-04LL-A00

Dell Laptop Model Latitude D830 Serial #BM038F1

Dell Printer Model 3130CN Serial #CYRTYR1

Dell PC Model Optiplex 745 Serial #JV0YPC1

Dell Monitor Model 1907FPVT Serial #CN-0CC388-71618-79C-ACDH

HP Multifunction Serial CN72BB201M

CTX Monitor Model PV510 Serial #1113400610

Dell PC Model Optiplex 790 Serial #8D10QS1

Dell PC Model Optiplex 791 Serial #D28TJS1

Dell PC Model Optiplex 792 Serial #JXGRZQ1

Dell PC Model Optiplex 793 Serial #7SVZKS1

Dell PC Model Optiplex 794 Serial #818NXR1

Cisco Router Model 4400 Serial #FOC1052F0GN

Watchguard Firewall Model F2064N Serial #253405723

Cisco Router Model 2811 Serial #FTX1050A1HC

Cisco Router Model 2620 Serial #JAB044584ZU

HP Multifunction Office Jet Pro 68 Serial #TH4C96D1KC

Brother Multifunction Model MFC-J430W Serial # U62905A3F448383

Dell Monitor Model 1905FP Serial # CN-0T6116-71618-56B-AQC5

HP PC Model 700-414 Serial #MXX5110Q91

HP Printer Model Envy4500 Serial #CN515253DF

HP Deskjet Printer Model CN0972F1SG

Monitor Model 2009WT Serial #CN-0G433H-74445-970-CU5L

Dell Printer Model 2360 Serial #2QW1KJ1

**SECTION 2:** The City of Muskogee authorizes the City Manager to sell or otherwise dispose of said real property and personal property listed above.

**PASSED AND APPROVED** by the City Council of the City of Muskogee, Oklahoma this \_\_\_\_\_ day of \_\_\_\_\_, 2018

CITY OF MUSKOGEE,  
A municipal corporation,

\_\_\_\_\_  
JOHN R. COBURN, MAYOR

ATTEST

\_\_\_\_\_  
TAMMY TRACY, CITY CLERK

APPROVED as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
ROY TUCKER, CITY ATTORNEY

**Purchasing Committee****8.****Meeting Date:** 06/04/2018**Submitted For:** Gary Garvin, Planning**Initiator:** Tish Callahan,  
Planning Asst.**Department:** Planning**Staff Information Source:**

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**Information****AGENDA ITEM TITLE:**

Consider approval of lowest and best bid from Whittinghill Disposal Services, Inc., in the amount of \$2.75 per square foot for the demolition of dilapidated structures project under the Community Development Block Grant Demolition and Clearance Projects Bid Group 39, or take other necessary action. (Tish Callahan)

**BACKGROUND:**

The City received a total of two (2) bids for the demolition and clearance project Bid Group 39 that were opened and read aloud on May 24, 2018 at 2:00 p.m.

J & S Construction, LLC (Vinta, OK) \$5.00 / sq. ft.

Whittinghill Disposal Service, Inc \$2.75 / sq. ft.

The project consists of the demolition of dilapidated structures located in the qualifying area using the Community Development Block Grant funds. Bid Advertisement notices were mailed to twenty-eight (28) contractors; Advertisement for Bidders was published in the local newspaper two consecutive weeks; twenty days prior to the bid opening date as required. Staff's recommendation is to award the Demolition Bid Group 39 project to Whittinghill Disposal Services, Inc. as the lowest and best bid.

**RECOMMENDED ACTION:**

Award contract to Whittinghill Disposal Service, Inc., in the amount of \$2.75 per square foot for demolition of dilapidated structures under the Community Development Block Grant Demolition Project Bid Group 39.

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**Fiscal Impact****FUNDING SOURCE:**

CDBG Grant Funds	\$117,016
CDBG City Match	<u>\$117,016</u>
Total Project funds available	\$234,032

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**Attachments**

ADV FOR BIDDERS  
BID TABULATION\_39

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**PUBLISHED IN THE MUSKOGEE DAILY PHOENIX ON  
MAY 4 AND MAY 11, 2018  
CITY OF MUSKOGEE, OKLAHOMA**

**ADVERTISEMENT FOR BIDDERS**

Notice is hereby given that the City of Muskogee will receive sealed bids in the Office of the City Clerk, Muskogee Municipal Building, 229 West Okmulgee, Muskogee, Oklahoma, 74401, up to **2:00 p.m. ON THURSDAY MAY 24, 2018** for furnishing all labor and materials and performing all work necessary for the following project:

**FURNISHING ALL LABOR AND MATERIALS AND PERFORMING  
ALL WORK NECESSARY FOR THE DEMOLITION AND REMOVAL  
OF REMAINING DEBRIS OF DILAPIDATED STRUCTURES IN  
SCATTERED LOCATIONS IN MUSKOGEE.**

**Bidders must bid on all items of the contract at a per square foot basis.** The work under this contract will be awarded as a single contract to the lowest responsible bidder for the work. No bid may be withdrawn for at least FORTY-FIVE (45) days after the scheduled closing time for receipt of bids.

All bids must include assurances that the following provisions will be complied with:

1. Federal Labor Standards Provisions, US Department of Labor, 29 CFR 5;
2. Section 3 of the Housing and Urban Development Act of 1974, as amended; 12 U.S.C. 1701U, which requires that, to the greatest extent feasible, opportunities for training and employment be given lower-income residents of the project area and contracts for work in substantial part by persons residing in the area of the project;
3. Section 109 of the Housing and Community Development Act of 1974, which assures that no person shall, on the grounds of race, color, natural origin or sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination;
4. Certification of No-Segregated Facilities, which assures the bidder does not maintain or provide any segregated facilities;
5. Equal Opportunity Provisions – Executive Order 11246, as amended, which assures non-discrimination;
6. Minority Business Enterprise and Women Business Enterprise provisions which encourage minority-owned business and women-owned businesses to bid on the project;
7. Assurances that surety companies executing bonds appear on the Treasury Department's list and are authorized to transact business in the State where the project is located.

Bids shall be made in accordance with the Bid Specifications on file and available for examination in the Purchasing Department. Prospective bidders may obtain copies from the Purchasing Department, Third Floor, 229 West Okmulgee, Muskogee, OK

74401 (918) 684-6212. It is also available on the City's website under the Purchasing Department RFP, RFQ & BIDS. Each proposal must be accompanied by a Bidder's Bond, or Cashier's Check upon any solvent Bank or Trust Company, payable without reserve to the City of Muskogee, Oklahoma, in an amount of \$5,000 (FIVE Thousand Dollars). Bid security of the two low bidders will be retained until approval of contract and execution of satisfactory bonds by the successful bidder or until other disposition on the bids is made.

The bonds required for the project will be a Performance Bond in the amount of \$50,000.

The bidder (Proposer) must supply all the information required by the bid and proposal form including completion of affidavits or their bid will be considered incomplete and therefore rejected.

The City may request of any bidder, before their bid is considered for award, that they submit a statement of facts as to their previous experience in performing work of the same character and magnitude, as to their business and technical organization, and financial resources to be used in performing the contemplated work. Each bidder must have such information, together with a recent financial statement, available upon request.

**Contractors MUST BE registered in the System for Award Management (SAM), located at [www.sam.gov](http://www.sam.gov), after obtaining a DUNS number for their entity.**

The City of Muskogee reserves the right to evaluate bids, to reject any or all bids, and to waive any informality in any bid.

City of Muskogee, Oklahoma

Donnie Wimbley  
Purchasing Manager





**Purchasing Committee****9.****Meeting Date:** 06/04/2018**Submitted For:** Roy Tucker, City Attorney**Initiator:** Leslie Arnold,  
Attorney Secretary**Department:** City Attorney**Staff Information Source:** City Attorney

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**Information****AGENDA ITEM TITLE:**

Consider approval to award a contract to Alliance Benefit Group in the amount of \$39,600 per year for three years pursuant to solicited requests for proposals for Third Party Administration Services of the City's Self-Insured Workers Compensation Plan, or take other necessary action. (Roy D. Tucker)

**BACKGROUND:**

Alliance Benefit Group has been the TPA for the City's Workers Compensation Plan for over 17 years. This year, purchasing solicited competitive proposals. RFP's were sent to 7 different agencies; 6 responses were received. A review committee was created by the City Manager to review the received proposals. The committee was comprised of Leslie Arnold, Roy Tucker, Dakota Jones and Donnie Wimbley. Upon review and consideration, the committee has recommended continuation of services of Alliance Benefit Group.

**RECOMMENDED ACTION:**

Approve the renewal of agreement with Alliance Benefit Group.

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**Fiscal Impact****Attachments**

Agreement

Tabulation Sheets

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## Claims Administration Service Agreement

### SERVICE AGREEMENT

THIS SERVICE AGREEMENT is hereby entered into by Alliance Benefit Group, Inc., hereinafter referred to as ABG, and the City Of Muskogee, hereinafter referred to as COM, for services in connection with the self-insurer's obligation under the provisions of the workers' compensation law(s) of the State of Oklahoma.

- 1) It is the intention of the parties hereto that ABG, an independent contractor, shall furnish to COM claims services as follows:
  - a) ABG shall recommend to COM procedures as required for the prompt reporting and recording of all occupational injuries and illnesses.
  - b) ABG shall provide all of its normal claims administration services, including all reports as required by State regulatory agencies. Normal claims administration does not include items defined as allocated claim expense.
  - c) ABG shall administer all claims incurred by COM during the administrative period to determine if such injury was compensable and the actual amount of compensation due.
  - d) ABG shall assist COM in the timely completion of their Own Risk application, the Multiple Injury Trust Fund quarterly reports and other reporting required by statute.
  - e) ABG will submit all indemnity claims to the Child Support Lien Network (CSLN) and will honor the provisions of any Child Support Lien as required by law.
  - f) ABG will submit claims data as required by CMS on behalf of COM as a RRE (Responsible Reporting Employer). ABG will electronically transmit the required data fields to CMS. There is no additional cost to COM; however, if a Medicare set-aside or conditional payment research (CPR) is required, a law firm or third party vendor would be utilized to prepare the set-aside for submission to CMS for approval. This type of expense would be charged to the individual claim file.
  - g) ABG shall provide weekly and monthly accounting of fund disbursements to COM.


- h) ABG shall receive from and distribute funds for COM on behalf of their workers' compensation program.
  - i) ABG will maintain our office in Muskogee and allow COM employees reasonable access to the ABG adjuster, Account Executive or other ABG staff to discuss their claim, answer questions or provide copies of limited file documentation which may be requested by COM employees.
- 2) If COM desires ABG to issue the checks, a zero balance workers' compensation checking account will be established with check signing authority given to ABG. Funds for this account shall be provided by COM. ABG will be responsible for the purchase of any check stock required. If actual bank fees are imposed the fee will be paid by COM. The current banking process may continue with no change or further action required.
- 3) ABG shall recommend physicians, surgeons, and other specialists for treatment of employees sustaining an occupational injury or illness, if desired by COM. It shall review physician's reports, consult with physicians to resolve medical questions, and, if requested by COM, arrange for rehabilitation services. It shall review medical bills submitted on each claim to determine that they are payable under Oklahoma Workers' Compensation Law. COM may continue the current PPO option with WorkNet of Oklahoma or may elect to utilize a similar PPO option with a different company. Fees associated with this process may be billed to the individual claim file or paid separately by COM. The options and related fees are noted in an addendum to this agreement.
- 4) ABG shall report to COM monthly on injuries reported during such period. Such reports shall include accident date, employee name, medical and indemnity paid to date, estimated additional cost, whether the claims are open or closed, and the estimated total cost.
- 5) ABG shall maintain complete files on all reported claims on behalf of COM.
- 6) It is understood and agreed that ABG will not perform, and COM will not request performance of, any services, which may constitute the unauthorized practice of law.
- 7) While unlikely, it is possible an error may occur during the course of adjudicating a claim. If this occurs, ABG will make every reasonable effort to correct the error, but absent any gross negligence, willful misconduct, or criminal intent, ABG will not be held liable for the error.

- 8) This Service Agreement shall be mutually binding upon both parties and shall inure to the benefit of all transferees, assigns, and successors in interest of any kind of the parties hereto. However, no transfer or assignment may be made without prior written notification of a change in ownership. Notification must be provided to the other party within thirty (30) days of the effective date.
- 9) ABG shall furnish to COM all information it has available in making third-party claims, and in reporting claim losses and details to COM's excess insurance carrier as required.
- 10) COM agrees to pay ABG thirty-nine thousand six hundred dollars and no/100ths (\$39,600.00) per year for the services noted herein. This fee shall be paid monthly (\$3,300) and issued out of the claims account by ABG on or around the first check run of each new month.
- 11) This Service Agreement will automatically renew itself for two (2) additional one (1) year terms and will automatically renew for an additional three (3) year term under the same rates, terms and conditions as set forth in this agreement unless these services are re-bid by the COM or the terms of the agreement between COM and ABG are to be renegotiated.
- 12) The terms of this Service Agreement may be modified in writing with the mutual consent of ABG and COM.
- 13) COM and/or the excess carrier shall have the right to audit all COM claim files at any time except that the auditing personnel shall not be associated in any way with a competitor of ABG.
- 14) This Service Agreement is consummated in the State of Oklahoma and all questions pertaining to its validity, construction, and interpretation shall be determined in accordance with the laws of the State of Oklahoma. Should any portion of this agreement be deemed invalid, the validity, and enforcement of the remaining terms and conditions of this agreement shall remain in force.
- 15) In the event of a disagreement between both parties, it is hereby agreed and understood that binding arbitration will be used as the sole legal remedy to resolve any differences and the cost of this process will be shared equally.
- 16) A detailed Fee Schedule and options are attached.

IN WITNESS WHEREOF the parties have duly executed this three (3) year Service Agreement on the \_\_\_\_ day of June in the year 2018. Said execution will commence the initial service period beginning on the 1st day of July in the year 2018.

**Alliance Benefit  
Group, Inc.  
(ABG)**

**City of Muskogee  
(COM)**



Signature



Signature

Jeff Morrison

Printed or Typed Name

Roy Tucker

Printed or Typed Name

President

Title

City Attorney

Title

## **Cost Summary**

<b>Annual claims administration fee:</b>	<b>\$39,600</b> <b>(\$3,300/month)</b>
<b>PPO access Fee:</b> <b>One time annual fee reimbursable if the PPO does not save more than it costs (see "medical cost control").</b>	<b>\$2,400</b>
<b>PPO Bill Review</b> <b>In network savings of 10% below fee schedule.</b> <b>Bills under \$100 fee scheduled in house at no charge results in net savings to the City of Muskogee (all savings are passed on to the City of Muskogee). *current program</b>	<b>\$6.50 / bill</b>
<b>Subrogation</b> <b>Any recovery is paid 100% to the City of Muskogee.</b>	<b>no charge</b>
<b>Standard reports, account reconciliation, 1099 processing, and coordination of vocational rehabilitation evaluation</b>	<b>no charge</b>
<b>Reporting to excess carrier and filing for reimbursements.</b>	<b>no charge</b>
<b>Own risk permit application completion, child support Lien inquiry, CMS Section 111 reporting and MITF Reporting / submissions</b>	<b>no charge</b>
<b>Attend depositions and trials</b>	<b>no charge</b>
<b>Expert witness testimony</b> <b>Deposition or trial - as Adjuster and/or TPA</b>	<b>no charge</b>
<b>Attend and participate in mediations.</b>	<b>no charge</b>
<b>On site file reviews</b>	<b>no charge</b>
<b>Local Claims Office for employee consultation (discuss claim, provide copies of medical records / bills)</b>	<b>no charge</b>



# Tabulation Sheet

City of Muskogee

Bid Item: Worker's Comp Insurance  
Date: 4/30/2018  
Department: City Attorney's Office

Approved by Purchasing: \_\_\_\_\_

Approved by City Council: \_\_\_\_\_

Vendors	Compliance Phase (35pts.)	Analysis Phase (40 pts.)	Finalist Phase (25 pts.)	Total		
Risk Management Services	35	25	15	75		
Claims Administrative Services	35	35	19	89		
HealthSmart	35	25	20	80		
CCMSI	35	20	20	75		
Alliance Benefit Group	35	40	25	100		
Action Claim Service	35	30	25	90		

Witnessed by:  
Dakota Jones  
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Approved by:  
Dakota Jones  
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# Tabulation Sheet

City of Muskogee

Bid Item: Worker's Comp Insurance

Date: 4/30/2018

Department: City Attorney's Office

Approved by Purchasing: \_\_\_\_\_

Approved by City Council: \_\_\_\_\_

Vendors	Compliance Phase (35pts.)	Analysis Phase (40 pts.)	Finalist Phase (25 pts.)	<i>total</i>		
Risk Management Services	35	20	15	70		
Claims Administrative Services	35	32	19	86		
HealthSmart	35	22	20	77		
CCMSI	35	37	20	92		
Alliance Benefit Group	35	40	25	100		
Action Claim Service	35	19	25	79		

*very expensive!  
but budget is answer.*

Witnessed by:

Approved by: \_\_\_\_\_





## Tabulation Sheet

City of Muskogee

Bid Item: Worker's Comp Insurance

Date: 4/30/2018

Department: City Attorney's Office

Approved by Purchasing: \_\_\_\_\_

Approved by City Council: \_\_\_\_\_

Vendors	Compliance Phase (35pts.)	Analysis Phase (40 pts.)	Finalist Phase (25 pts.)			
Risk Management Services	35	25	15	75		
Claims Administrative Services	35	30	19	84		
HealthSmart	35	25	20	80		
CCMSI	35	30	20	85		
Alliance Benefit Group	35	35	25	95		
Action Claim Service	35	30	25	90		

Witnessed by:

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Approved by:

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# Tabulation Sheet

City of Muskogee

Bid Item: Worker's Comp Insurance

Date: 4/30/2018

Department: City Attorney's Office

Approved by Purchasing: \_\_\_\_\_

Approved by City Council: \_\_\_\_\_

Vendors	Compliance Phase (35pts.)	Analysis Phase (40 pts.)	Finalist Phase (25 pts.)			
Risk Management Services	35	25	18	78		
Claims Administrative Services	35	33	<del>50</del> 20	88		
HealthSmart	35	<del>30</del> 30	17	82		
CCMSI	35	26	20	81		
Alliance Benefit Group	35	38	<del>75</del> 25	98		
Action Claim Service	35	30	25	90		

Witnessed by:

Dorrie Arnold

Approved by:

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