

AGENDA
SHAWNEE URBAN RENEWAL AUTHORITY
AUGUST 1, 2023 AT 9:00 AM
RESCHEDULED FROM EMERGENCY OPERATIONS CENTER
TO COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF QUORUM

1. Appoint Chairman
2. Consideration of approval of the Minutes from the November 1, 2022 regular rescheduled meeting.
3. Consideration to approve Claims 10/19/2022 - 07/13/2023: \$196,186.48
4. Consideration to Approve Mowing Bid Award, Contract to B&J Lawn Care
5. Update on Projects
6. Program Manager's Report
7. Adjournment

Respectfully submitted,



Jill Nichols, Secretary

The City of Shawnee encourages participation from 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)

Rescheduled Regular Meeting
Original Location: 227 N Broadway, Suite C, Shawnee
Rescheduled Location: Emergency Operations Center, 16 W 9th
Street, Shawnee, OK

SHAWNEE URBAN RENEWAL AUTHORITY
MINUTES OF November 1, 2022

The Board of Commissioners of the ***Shawnee Urban Renewal Authority*** met for a rescheduled regular meeting Tuesday, November 1, 2022 at 9:00 a.m. in the Emergency Operations Center of City Hall, 16 W. 9th Street, Shawnee, OK.

AGENDA ITEM NO. 1

Audra Barksdale called the meeting to order at 9:04 a.m.

AGENDA ITEM NO. 2

ROLL CALL:

Roll call was taken showing the following members present:

Chairman	Audra Barksdale
Vice Chairman	Tosha Tanquary
Commissioner	Candi Hurley
Commissioner	Abby Flood

Absent: Jamelle Payne

Also present:

Jill Nichols, CDBG Project Manager, SURA
Rian Harkins, Community Development Director
Kevin Moore, Chief Code Enforcement Officer

A quorum was declared.

AGENDA ITEM NO. 3

APPROVAL OF MINUTES:

A motion to approve the minutes of August 2, 2022 was made by ***Commissioner Tanquary***, seconded by ***Commissioner Hurley***. Motion carried with no abstentions.

VOTING YES: Barksdale, Hurley, Flood, Tanquary
VOTING NO: None

AGENDA ITEM NO. 4

CONSIDERATION TO APPROVE 2023 CALENDAR OF MEETINGS:

A motion to approve the 2023 calendar of meetings, was made by ***Commissioner Flood***, seconded by ***Commissioner Hurley***. Motion carried with no abstentions.

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VOTING YES: Barksdale, Hurley, Flood, Tanquary
VOTING NO: None

AGENDA ITEM NO. 5

CONSIDERATION TO APPROVE LAWCARE CONTRACT ADDENDUM:

A motion to amend the vacant lot mowing contract to B&J Lawn Care, to add a location to the schedule and add verbiage allowing additional temporary locations to be billed for without being added to the schedule, was made by **Commissioner Tanquary**, seconded by **Commissioner Hurley**. Motion carried with no abstentions.

VOTING YES: Barksdale, Hurley, Flood, Tanquary
VOTING NO: None

AGENDA ITEM NO. 6

CONSIDERATION TO APPROVE CLAIMS 07/26/22 – 10/18/22:

A motion to approve the expenditure report for Fund 190 from the date of the last meeting until the date of agenda posting, totaling \$135,677.94 was made by **Commissioner Tanquary**, seconded by **Commissioner Flood**. Motion carried with no abstentions.

VOTING YES: Barksdale, Hurley, Flood, Tanquary
VOTING NO: None

AGENDA ITEM NO. 7

UPDATE ON PROJECTS:

Jill Nichols, Program Manager gave the following update:

1. **Home Repair: Final Task List –W. Midland**
Quotes: 0
Bid awarded to: No current bids
Project left incomplete when former staff vacated office. Bids will be awarded task by task on this project due to contractors declining to bid on the remainder of the project as a whole. ***Update* 4 of 5 tasks completed, 5th task in process and set to be completed by October 28.**
2. **Home Repair: Bathroom Repair –N. Beard**
Bids received: 1
Bid awarded to: LG Construction for \$11,538.00
This project was left incomplete when former staff vacated office. The initial task of emergency hot water tank replacement was completed but the remainder of the project was not sent out for bid until recently. We expect to award the only contractor to send in a bid. ***Update* project completed and closed at \$11,833.00.**
3. **Home Repair: Roof, Bathroom, HVAC –N. Bell**
Bids received: 1
Bid awarded to: LG Contracting for \$36,478.00 \$19,483.00

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The scope of the work on this project was reduced to include only the roof and bathroom remodel due to the initial total project being over the maximum amount allowable. ***Update* Contractor work on project completed and closed at \$30,565.25. Code Enforcement staff and CDBG staff will complete two small tasks (caulking and painting eaves) before mid-November**

4. Home Repair: Bathroom repairs –E. 9th Street

Bids received: 1

Bid awarded to: LG Contracting for \$15,210.00

Work on this project has commenced and is due to be completed mid-November. A change order is expected due to the condition of the flooring that was not detected at the time of the initial inspection.

5. Home Repair: Windows, kitchen, floor –N. Bell

Bids received: N/A

This project was declined due to the property being under contract for sale at the time the bid was to be awarded.

6. Home Repair: Floor leveling, kitchen, electric –S. Pennsylvania

Bids received: 2

Bid awarded to: LG Contracting for \$13,533.00

Work on this project was started on Oct. 18, 2022 and is due to be completed mid-November.

7. Home Repair: Foundation Repair –E. Chandler

Bids received: 1

Bid awarded to: N/A – Not Yet Awarded

RamJack is the sole source of foundation repair available in our area at the time of requested quote. This project is set to be awarded by the time the November 1st meeting takes place at \$18,200.00. According to RamJack representatives, work should begin mid-December, 2022.

8. Home Repair: Bathroom repairs, ceiling repairs –S. Chapman

Bids received: Not Sent Out Yet

Bid awarded to: N/A – Not Yet Awarded

Initial Inspection completed by staff, not yet sent out for bid at the time of this report (10/18/2022) but is likely to go out for bid before the meeting date of November 1.

9. Demo: Garage, Inground Pool –N. Chapman

Bids received: N/A

Bid awarded to: N/A – Not Yet Awarded

Initial Inspection to be completed by staff before October 28. Not likely to build specs and send out for bid before meeting date of November 1.

*will not be doing pool – old, uncovered well added to project list

Currently we have 4 projects reviewed and pending inspections, and 5 applications for home repair awaiting review.

AGENDA ITEM NO. 8
OLD/NEW BUSINESS:
NONE

AGENDA ITEM NO. 9
PROJECT MANAGER'S REPORT:

Jill Nichols, Project Manager, reported the following items:

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1. CV 1&3 grant project expenditures are now on time according to grant program guidelines. New Nutrition Assistance project for food boxes from Homeland is underway as a trial and agreement with Homeland for future expenditures will be made if all goes well.
2. Transitional housing agreements with Community Renewal and COCAA are still pending for 3 locations that leases lapsed on.
3. Property at 1106 W. Dewey was deeded back to SURA in lieu of foreclosure and will become a FTHB property project.
4. SURA/CDBG offices moved from 227 N. Broadway to City Hall and future meetings will be held at City Hall indefinitely.

AGENDA ITEM NO. 8

ADJOURNMENT

There being no further business to come before the Board at this time, a motion to adjourn a was made by ***Commissioner Tanquary***, seconded by ***Commissioner Flood***. Motion carried with no abstentions.

VOTING YES: Barksdale, Flood, Hurley, Tanquary
VOTING NO: None

Audra Barksdale, Chairman

Vice-Chair, Tosha Tanquary



Shawnee,OK

Detail Report Account Detail

Date Range: 10/19/2022 - 07/13/2023

Account	Name					Beginning Balance	Total Activity	Ending Balance
Fund: 190 - CDBG GRANTS								
Department: 1410 - CDBG ADMINISTRATION								
Division: 025 - PLANNING AND CODE ENFORCEMENT								
190-5-1410-51550 WORKER'S COMPENSATION						437.09	53.25	490.34
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/04/2022	APPKT02631	4161	150303	TWO OAKS INVESTMENTS, LLC DBA	4025 - TWO OAKS INVESTMENTS, LLC DBA ...		6.93	444.02
12/05/2022	APPKT02715	4203	150636	TWO OAKS INVESTMENTS, LLC DBA	4025 - TWO OAKS INVESTMENTS, LLC DBA ...		6.97	450.99
01/06/2023	APPKT02969	4244	151663	TWO OAKS INVESTMENTS, LLC DBA	4025 - TWO OAKS INVESTMENTS, LLC DBA ...		6.97	457.96
02/08/2023	GLPKT16169	26730		TWO OAKS INVESTMENTS, LLC RECLASS ...			6.66	464.62
03/09/2023	APPKT02969	4331	151663	TWO OAKS INVESTMENTS, LLC DBA	4025 - TWO OAKS INVESTMENTS, LLC DBA ...		6.67	471.29
04/21/2023	APPKT03163	4370	152287	TWO OAKS INVESTMENTS, LLC DBA	4025 - TWO OAKS INVESTMENTS, LLC DBA ...		6.38	477.67
05/16/2023	APPKT03163	4405	152287	TWO OAKS INVESTMENTS, LLC DBA	4025 - TWO OAKS INVESTMENTS, LLC DBA ...		6.38	484.05
06/21/2023	APPKT03270	4455	152673	TWO OAKS INVESTMENTS, LLC DBA	4025 - TWO OAKS INVESTMENTS, LLC DBA ...		6.29	490.34
190-5-1410-52010 OFFICE & COMPUTER SUPPLIES						104.64	64.75	169.39
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/02/2022	POPKT03227	17546	150411	CDBG - SURA BUSINESS CARDS - 500 CT	2170 - DEMCO PRINTING COMPANY		64.75	169.39
190-5-1410-53200 NATURAL GAS						0.00	25.61	25.61
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2022	GLPKT13279	26003		CDBG			3.10	3.10
12/31/2022	GLPKT13863	26145		CDBG			3.19	6.29
01/31/2023	GLPKT14199	26184		CDBG			3.31	9.60
02/28/2023	GLPKT14873	26353		CDBG			3.33	12.93
03/31/2023	GLPKT15086	26384		CDBG			3.24	16.17
04/30/2023	GLPKT15669	26550		CDBG			3.26	19.43
05/31/2023	GLPKT16435	26892		CDBG			3.11	22.54
06/29/2023	GLPKT16436	26893		CDBG			3.07	25.61
190-5-1410-53210 ELECTRICITY						0.00	647.94	647.94
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2022	GLPKT13380	26026		CDBG			78.55	78.55
12/31/2022	GLPKT13864	26146		CDBG			73.21	151.76
01/31/2023	GLPKT14200	26185		CDBG			79.78	231.54
03/20/2023	GLPKT14871	26351		CDBG			74.68	306.22
03/31/2023	GLPKT15087	26385		CDBG			71.49	377.71
05/31/2023	GLPKT16437	26894		CDBG			154.96	532.67
06/29/2023	GLPKT16438	26895		CDBG			115.27	647.94

Detail Report

Date Range: 10/19/2022 - 07/13/2023

Account		Name				Beginning Balance	Total Activity	Ending Balance
190-5-1410-53250		TELEPHONE				442.91		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	APPKT02592	INV0013802	150157	363-464377 BUSINESS VOICE/EQUIP RE...	0854 - VYVE BROADBAND		110.65	553.56
12/02/2022	APPKT02699	INV0014736	150553	363-464377 BUSINESS VOICE/EQUIP RE...	0854 - VYVE BROADBAND		110.63	664.19
02/02/2023	APPKT02880	INV0016016	151280	363-464377 BUSINESS VOICE/EQUIP RE...	0854 - VYVE BROADBAND		193.31	857.50
03/02/2023	APPKT02969	INV0016716	151669	363-464377 BUSINESS VOICE/EQUIP RE...	0854 - VYVE BROADBAND		110.63	968.13
04/03/2023	APPKT03130	INV0017513	152099	363-434377 BUSINESS VOICE EQIP REN...	0854 - VYVE BROADBAND		69.32	1,037.45
05/02/2023	APPKT03139	INV0017766	152180	363-434377 BUSINESS VOICE EQIP REN...	0854 - VYVE BROADBAND		110.65	1,148.10
06/02/2023	APPKT03245	INV0018302	152596	363-434377 BUSINESS VOICE EQIP REN...	0854 - VYVE BROADBAND		114.87	1,262.97

190-5-1410-53390		OTHER CONTRACTUAL SERVICES				705.18		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/31/2022	APPKT02592	651102022	150103	651 - MONTHLY LICENSE/WARRANTY/S...	2937 - G M S, INC		180.00	885.18
11/30/2022	APPKT02679	651112022	150419	ACCOUNT: 651 MONTHLY LICENSE, WA...	2937 - G M S, INC		180.00	1,065.18
12/31/2022	APPKT02778	651122022	150864	ACCT # 651	2937 - G M S, INC		180.00	1,245.18
01/31/2023	APPKT02880	284123	151216	MONTHLY LICENSE & WARRANTY - W. R...	2937 - G M S, INC		80.00	1,325.18
01/31/2023	APPKT02880	284124	151216	,ONTHLY SERVICE & SUPPORT - W. RLS	2937 - G M S, INC		100.00	1,425.18
03/31/2023	APPKT03075	286264	151872	MONTHLY LICENSE & WARRANTY - W. R...	2937 - G M S, INC		80.00	1,505.18
03/31/2023	APPKT03075	286265	151872	MONTHLY SERVICE & SUPPORT - W. RLS	2937 - G M S, INC		100.00	1,605.18
04/30/2023	APPKT03139	287181	152143	URBAN RENEWAL AUTH GMS MONTHLY	2937 - G M S, INC		80.00	1,685.18
04/30/2023	APPKT03139	287182	152143	URBAN RENEWAL AUTH GMS MONTHLY	2937 - G M S, INC		100.00	1,785.18
05/31/2023	APPKT03270	287750	152624	URBAN RENEWAL AUTH GMS MONTHLY	2937 - G M S, INC		80.00	1,865.18
05/31/2023	APPKT03270	287751	152624	URBAN RENEWAL AUTH GMS MONTHLY	2937 - G M S, INC		100.00	1,965.18

190-5-1410-53550		INSURANCE				40.08		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/02/2022	APPKT02631	278661	150264	NORTH AMERICAN INSURANCE,INC D	1347 - INSURICA MANAGEMENT NETWORK		10.16	50.24
12/05/2022	APPKT02715	281597	150605	NORTH AMERICAN INSURANCE,INC D	1347 - INSURICA MANAGEMENT NETWORK		10.08	60.32
02/23/2023	APPKT02969	287936	151616	NORTH AMERICAN INSURANCE,INC D	1347 - INSURICA MANAGEMENT NETWORK		9.73	70.05
03/14/2023	APPKT03009	289437	151716	AGENCY CONSULTING FEE	1347 - INSURICA MANAGEMENT NETWORK		9.80	79.85
05/05/2023	APPKT03163	294080	152237	NORTH AMERICAN INSURANCE,INC D	1347 - INSURICA MANAGEMENT NETWORK		9.77	89.62
05/18/2023	APPKT03163	291341	152237	NORTH AMERICAN INSURANCE,INC D	1347 - INSURICA MANAGEMENT NETWORK		9.75	99.37
06/08/2023	APPKT03270	296829	152632	NORTH AMERICAN INSURANCE,INC D	1347 - INSURICA MANAGEMENT NETWORK		9.69	109.06

Total Division: 025 - PLANNING AND CODE ENFORCEMENT: Beginning Balance: 1,729.90 Total Activity: 2,940.59 Ending Balance: 4,670.49

Total Department: 1410 - CDBG ADMINISTRATION: Beginning Balance: 1,729.90 Total Activity: 2,940.59 Ending Balance: 4,670.49

Department: 1420 - CDBG HOUSING REHAB

Division: 025 - PLANNING AND CODE ENFORCEMENT

190-5-1420-53300		COMMUNITY SERVICE CNTRCTS				800.00		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
06/03/2023	POPKT04147	0623 A	152469	LAWN CARE FOR SURA LOCATION AT 11...	3938 - B&J LAWN CARE		40.00	840.00
06/03/2023	APPKT03230	06 23 B	152469	LAWN SERVICE	3938 - B&J LAWN CARE		160.00	1,000.00

Detail Report

Date Range: 10/19/2022 - 07/13/2023

Account		Name				Beginning Balance	Total Activity	Ending Balance
190-5-1420-53390		OTHER CONTRACTUAL SERVICES				0.00	180.00	180.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/28/2023	APPKT02969	651022023	151601	URBAN RENEWAL AUTH. GMS MONTHLY..	2937 - G M S, INC		180.00	180.00
190-5-1420-53700		HOUSING REHABILITATION				17,896.35	192,865.89	210,762.24
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
10/21/2022	POPKT03184	1086	150224	CDBG HOME REHAB - [REDACTED] S. PENNSYLV...	9360 - L G CONTRACTING & BUILDING		13,533.00	31,429.35
11/07/2022	POPKT03121	1104-A	150114	CDBG HOME REHAB - [REDACTED] E. 9TH STRE...	9360 - L G CONTRACTING & BUILDING		15,210.00	46,639.35
11/07/2022	POPKT03121	1104-B	150114	CDBG HOME REHAB CHANGE ORD #1 - ...	9360 - L G CONTRACTING & BUILDING		1,690.00	48,329.35
11/07/2022	POPKT03121	1104-C	150114	CDBG HOME REHAB CHANGE ORD #2 - ...	9360 - L G CONTRACTING & BUILDING		1,300.00	49,629.35
11/07/2022	POPKT03121	237111A	150136	DEED IN LIEU OF FORECLOSURE - 1202 N..	6480 - POTT COUNTY CLERK		20.00	49,649.35
11/07/2022	POPKT03121	237111B	150136	MORTGAGE RELEASE - [REDACTED] E 9TH STRE...	6480 - POTT COUNTY CLERK		18.00	49,667.35
11/07/2022	POPKT03121	237111B	150136	DEED IN LIEU OF FORECLOSURE - 1106 ...	6480 - POTT COUNTY CLERK		20.00	49,687.35
11/08/2022	APPKT02631	INV0014144	150280	132316867-2 1106 W DEWEY	5630 - O G & E		39.28	49,726.63
11/28/2022	POPKT03200	28617	150346	CDBG HOME REHAB - [REDACTED] N BELL - YOU...	0172 - SECURITY BANKCARD CENTER, INC		101.78	49,828.41
11/30/2022	POPKT03184	INV0367	150225	CDBG HOME REHAB - [REDACTED] W MIDLAND - ...	1880V - SCISSORTAIL RENOVATIONS, LLC		400.00	50,228.41
12/01/2022	APPKT02721	8950	150712	MORTGAGE FILINGS W/ COUNTY	6340 - PETTY CASH FUND		10.00	50,238.41
12/08/2022	APPKT02679	INV0014481	150439	132316867-2 1106 W DEWEY	5630 - O G & E		20.07	50,258.48
12/21/2022	POPKT03312	SW-5254	150706	CDBG DEMO PROJECT - ELECTRICAL WO...	2302 - MARSH ELECTRIC, LLC		300.00	50,558.48
12/29/2022	POPKT03516	238404	151252	CDBG MORTGAGE FILING - [REDACTED] N BEARD..	6480 - POTT COUNTY CLERK		48.00	50,606.48
01/10/2023	APPKT02778	INV0015277	150892	132316867-2 1106 W DEWEY	5630 - O G & E		25.13	50,631.61
01/23/2023	POPKT03455	10331	151066	CDBG DEMOLITION PROJECT - [REDACTED] S. PO...	4832 - M & M WRECKING, INC.		11,200.00	61,831.61
01/23/2023	POPKT03455	10332	151066	CDBG DEMO - [REDACTED] N CHAPMAN - BOL...	4832 - M & M WRECKING, INC.		13,280.00	75,111.61
01/23/2023	POPKT03455	1118	151063	CDBG HOME REHAB - [REDACTED] N TUCKER - ...	9360 - L G CONTRACTING & BUILDING		6,261.00	81,372.61
01/23/2023	POPKT03455	1118-2023	151063	CDBG HOME REHAB - [REDACTED] N TUCKER - ...	9360 - L G CONTRACTING & BUILDING		11,627.00	92,999.61
01/23/2023	POPKT03455	1119	151063	CDBG HOME REHAB - [REDACTED] S. CHAPMAN	9360 - L G CONTRACTING & BUILDING		3,849.00	96,848.61
01/23/2023	APPKT02863	10332-1	151118	Correction of payment for Invoice 10332..	4832 - M & M WRECKING, INC.		540.00	97,388.61
01/23/2023	APPKT02880	1118-B	151228	CDBG HOME REHAB - [REDACTED] N. TUCKER	9360 - L G CONTRACTING & BUILDING		425.00	97,813.61
01/23/2023	POPKT03556	1119-B	151343	CDBG HOME REHAB - [REDACTED] S. CHAPMAN	9360 - L G CONTRACTING & BUILDING		7,090.00	104,903.61
02/08/2023	APPKT02880	INV0016029	151237	132316867-2 1106 W DEWEY	5630 - O G & E		26.49	104,930.10
02/13/2023	POPKT03656	INV0016891	151577	LEAD BASED PAINT INSPECTION - [REDACTED] E ...	2034 - BURNSIDE AND ASSOCIATES		410.00	105,340.10
03/09/2023	POPKT03656	1119-C	151626	CDBG HOME REHAB - [REDACTED] S. CHAPMAN - ..	9360 - L G CONTRACTING & BUILDING		1,876.00	107,216.10
03/14/2023	APPKT02969	INV0016722	151632	132316867-2 1106 W DEWEY	5630 - O G & E		28.22	107,244.32
04/05/2023	POPKT03800	INV0017293	151851	LEAD BASED PAINT INSPECTION - [REDACTED] N..	2034 - BURNSIDE AND ASSOCIATES		675.00	107,919.32
04/18/2023	POPKT03872	1140 A	152031	CDBG HOME REHAB PROJECT - [REDACTED] S PA...	9360 - L G CONTRACTING & BUILDING		9,900.00	117,819.32
04/19/2023	POPKT03872	1140 B	152031	CHANGE ORDER #1 - [REDACTED] S PARK - PHILL...	9360 - L G CONTRACTING & BUILDING		300.00	118,119.32
04/20/2023	POPKT03872	777 A	152039	CDBG FOUNDATION REPAIR - [REDACTED] E CH...	3887 - RAM JACK OF OKLAHOMA, INC.		18,200.00	136,319.32
04/25/2023	POPKT03872	777 B	152039	CHANGE ORDER #1 - [REDACTED] E CHANDLER - ..	3887 - RAM JACK OF OKLAHOMA, INC.		2,700.00	139,019.32
04/26/2023	POPKT03893	1144A	152074	CDBG HOME REHAB - [REDACTED] E FEDERAL - P...	9360 - L G CONTRACTING & BUILDING		10,625.00	149,644.32
04/28/2023	POPKT03893	1144 B	152074	CHANGE ORDER #1 - DECKING - [REDACTED] E F...	9360 - L G CONTRACTING & BUILDING		400.00	150,044.32
05/01/2023	APPKT03114	INV0017326	152033	132316867-2 1106 W DEWEY	5630 - O G & E		24.21	150,068.53
05/01/2023	POPKT03893	999898	152077	TARPS - 30x50	4790 - LOWE'S		5,000.55	155,069.08
05/10/2023	POPKT03929	241926 A	152163	CDBG MORTGAGE RELEASE - [REDACTED] N CE...	6480 - POTT COUNTY CLERK		18.00	155,087.08
05/10/2023	POPKT03977	SW-5334	152250	CDBG EMERG REHAB - [REDACTED] W DEWEY - ...	2302 - MARSH ELECTRIC, LLC		1,275.00	156,362.08

Detail Report

Date Range: 10/19/2022 - 07/13/2023

Account		Name				Beginning Balance	Total Activity	Ending Balance
190-5-1420-53700		HOUSING REHABILITATION - Continued				17,896.35	192,865.89	210,762.24
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/12/2023	APPKT03139	INV0017775	152155	132316867-2 1106 W DEWEY	5630 - O G & E		20.80	156,382.88
05/12/2023	APPKT03163	INV0017793	152257	131040563-2 / 1227 E MARGARET	5630 - O G & E		205.10	156,587.98
05/12/2023	POPKT04036	241926 B	152346	MTG RELEASE - DEVEREAUX	6480 - POTT COUNTY CLERK		18.00	156,605.98
05/12/2023	POPKT04036	241926 B	152346	MTG RELEASE - MCGEE	6480 - POTT COUNTY CLERK		18.00	156,623.98
05/12/2023	POPKT04036	241926 B	152346	MTG RELEASE - MULANAY	6480 - POTT COUNTY CLERK		18.00	156,641.98
05/12/2023	POPKT04036	241926 B	152346	MTG RELEASE - VAN WINKLE	6480 - POTT COUNTY CLERK		18.00	156,659.98
05/12/2023	POPKT04036	241926 B	152346	MTG RELEASE - ROBINSON	6480 - POTT COUNTY CLERK		18.00	156,677.98
05/12/2023	POPKT04036	241926 B	152346	MTG RELEASE - SPRIGGS	6480 - POTT COUNTY CLERK		18.00	156,695.98
05/12/2023	POPKT04036	241926 B	152346	MTG RELEASE - THOMAS	6480 - POTT COUNTY CLERK		18.00	156,713.98
05/12/2023	POPKT04036	241926 B	152346	MTG RELEASE - WAMMACK	6480 - POTT COUNTY CLERK		18.00	156,731.98
05/12/2023	POPKT04036	241926 B	152346	MTG RELEASE - HOFF	6480 - POTT COUNTY CLERK		18.00	156,749.98
05/12/2023	POPKT04036	241926 B	152346	MTG RELEASE - TUBBS	6480 - POTT COUNTY CLERK		18.00	156,767.98
05/12/2023	POPKT04036	241926 C	152346	MTG FILING - BOLGRIN- DEMO	6480 - POTT COUNTY CLERK		22.00	156,789.98
05/12/2023	POPKT04036	241926 C	152346	MTG FILING - GILMORE- DEMO	6480 - POTT COUNTY CLERK		22.00	156,811.98
05/12/2023	POPKT04036	241926 C	152346	MTG FILING - MCCLAIN- REHAB	6480 - POTT COUNTY CLERK		24.00	156,835.98
05/12/2023	POPKT04036	241926 C	152346	MTG FILING - YOUNG- REHAB	6480 - POTT COUNTY CLERK		24.00	156,859.98
06/06/2023	POPKT04147	1148	152494	CDBG HOME REHAB - [REDACTED] FEDERAL - P...	9360 - L G CONTRACTING & BUILDING		11,000.00	167,859.98
06/08/2023	APPKT03270	INV0018463	152642	132316867-2 1106 W DEWEY	5630 - O G & E		20.63	167,880.61
06/15/2023	POPKT04173	1150	152567	CDBG HOME REHAB - [REDACTED] N CHAPMAN...	9360 - L G CONTRACTING & BUILDING		22,874.00	190,754.61
06/15/2023	POPKT04215	242934	152655	FILE CORRECTED MTG RELEASE - [REDACTED] S. ...	6480 - POTT COUNTY CLERK		18.00	190,772.61
06/21/2023	POPKT04235	1119-D	152722	CHANGE ORDER - [REDACTED] S. CHAPMAN	9360 - L G CONTRACTING & BUILDING		1,820.00	192,592.61
06/22/2023	POPKT04215	198	2812	CDBG HOME REHAB - [REDACTED] W. DEWEY	4348 - D & K RENOVATION		9,450.00	202,042.61
06/28/2023	POPKT04235	1140	152722	CDBG HOME REHAB PROJECT - [REDACTED] S PA...	9360 - L G CONTRACTING & BUILDING		8,694.00	210,736.61
06/28/2023	APPKT03288	INV0018523	152731	131040563-2 1227 E MARGARET (CDBG)	5630 - O G & E		25.63	210,762.24
Total Division: 025 - PLANNING AND CODE ENFORCEMENT:						Beginning Balance: 18,696.35	Total Activity: 193,245.89	Ending Balance: 211,942.24
Total Department: 1420 - CDBG HOUSING REHAB:						Beginning Balance: 18,696.35	Total Activity: 193,245.89	Ending Balance: 211,942.24
Total Fund: 190 - CDBG GRANTS:						Beginning Balance: 20,426.25	Total Activity: 196,186.48	Ending Balance: 216,612.73
Grand Totals:						Beginning Balance: 20,426.25	Total Activity: 196,186.48	Ending Balance: 216,612.73

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
190 - CDBG GRANTS	20,426.25	196,186.48	216,612.73
Grand Total:	20,426.25	196,186.48	216,612.73

NOTICE TO BIDDERS

NAME OF PROSPECTIVE BIDDER _____

Sealed bids will be received by the Shawnee Urban Renewal Authority up to 2:00 p.m. Friday, **July 14, 2023** for the mowing of various lots.

**Cutting and Weed Eating and Mowing of Rank Weeds and grass.
Twelve Month Bid with Option to Extend One Year.
Contract Period: 07/01/2023 – 06/30/2024**

Each Bidder's package shall be enclosed in a sealed envelope.
The front of each envelope shall contain the following words:

Mowing Lots

The BID PACKAGE shall be filed in the office of the Shawnee Urban Renewal Authority, 16 W. 9th Street, Shawnee, Oklahoma 74801.

The BID PACKAGE SHALL COMPRISE THE FOLLOWING FORMS:

BID AFFIDAVITS
BID TABULATION FORM
STATEMENT OF BIDDER QUALIFICATIONS

The bids filed with the Shawnee Urban Renewal Authority will be opened in house at 2:30 p.m., Friday, **July 14, 2023.**

THE SHAWNEE URBAN RENEWAL AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

BID FORM

MATERIAL BID: Cutting & Weed Eating & Mowing of rank weeds and grass.

CONTRACT NUMBER: Fiscal Year 2023 - 2024

BID SUBMITTED TO: Shawnee Urban Renewal Authority
City of Shawnee
16 W. 9th Street
Shawnee, Oklahoma 74801

1. The undersigned BIDDER proposes that, if this Bid is accepted to supply the materials specified or indicated in this Bid and in accordance with the other terms and conditions within the Bid Documents.

2. BIDDER accepts all of the terms and conditions of the Notice to Bidders. This BID will remain subject to acceptance for thirty (30) days after the day of Bid Opening.

3. In submitting this Bid, BIDDER represents that:

- a. BIDDER has examined copies of all the Bid Documents.
- b. This bid is genuine and not made in the interest of or behalf of any undisclosed person, firm, or corporation; and is not submitted in conformity with any agreement or rules of any group association, association, or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over Owner.

4. The following documents are attached and made a condition of this Bid:

- a. Equipment Bid with Vendor's Proposal filled out and;
- b. Bid Affidavits (Non-collusion and Business Relationship)

5. Shawnee Urban Renewal Authority as agent for the City of Shawnee reserves the right to reject any or all bids, to waive any informality in bids, to accept in whole or in part such bid or bids as may be deemed in SURAs best interest.

6. The BIDDER agrees to provide the specified materials to SURA for the following price:

Written Proposal _____

\$ _____

BID TABULATION FORM

SURA LOTS

1.	1320 E. Faye	50x100 vacant lot	_____
2.	1316 E. Faye	50x100 vacant lot	_____
3.	1231 Sherry Lane	60x109 vacant lot	_____
4.	SW Corner Kickapoo/Farrall	140x175 vacant lot	_____
5.	1227 N. Margaret	House	_____
6.	1106 W. Dewey	House	_____
7.	1202 N. Pennsylvania	House	_____
8.	546 N. Kickapoo	Vacant Lot	_____
TOTAL			_____

STATEMENT OF BIDDER QUALIFICATIONS

All questions must be answered and data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. The Bidder may submit any additional information desired.

1. Name of Bidder: _____

2. Permanent Mailing Address: _____

3. Phone Number: _____

4. Email address: _____

5. How many years have you been engaged in the mowing business? _____

6. Have you ever defaulted or failed on a contract? Yes _____ No _____

(If yes, please explain)

7. List of References: (Names, addresses and phone numbers of three references other than relatives)

8. List equipment available for the contract:

BID SPECIFICATIONS

Intent & Purpose:

The Shawnee Urban Renewal Authority is soliciting contractors to assure cutting and mowing of rank weeds and grass etc. for SURA owned lots in the City Limits of Shawnee.

It is the intent of these specifications to describe the services required for cutting and mowing weeds, and grass, etc. for SURA owned property within the corporate limits of Shawnee to enable accomplishment of such services when property has been determined to need mowing.

A. Shawnee Urban Renewal Authority reserves the right to accept or reject the bid for each individual item specified in the Invitation for Sealed Bids. Award may be made for individual items or SURA may award all of the items to one bidder at SURA's option. If SURA rejects all bid(s), SURA may set the price for each individual item on the contract. SURA may then solicit for contractors who will perform these duties at the SURA's quoted prices.

B. Any exceptions to the specifications must be itemized. Details concerning the exceptions must be clearly explained. Each exception will be considered by SURA as to the degree of impact and total affect on the bid.

C. Contractor shall not employ a sub-contractor to perform the work, or any portion of the work, without the consent of SURA in writing. If approved, the sub-contractor shall meet all of the requirements in the contract agreed to by the Contractor.

D. Contractor shall provide adequate protection of persons and property at all times. The work shall be executed in such a manner as to avoid hazards to person(s) and property, interference with the use of adjacent buildings and interruption of free passage to and from such buildings. Contractor shall comply with all applicable Occupational Safety and Health Administration rules and regulations.

E. Bidder is presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that in any way affect the work. Ignorance on the part of the bidder shall in no way relieve him from responsibility.

F. Contractor shall carry, during the life of the contract, public liability insurance with responsible insurance underwriters acceptable to SURA, insuring SURA and Contractor against all legal liability for injuries to persons and property by Contractor's activities and operations with liability limits of not less than \$125,000.00 for any one person, and not less than \$1,000,000.00 for any accident involving injury (including wrongful death) to more than one person, and not less than \$50,000.00 for property damage resulting from any one accident and not less than \$1,000,000.00 in the aggregate. Contractor shall also carry Worker's Compensation Insurance to the extent and in the manner required

by the statutes of the State of Oklahoma. Contractor shall furnish SURA with a certificate or certificates of such insurance which shall provide that SURA is an additional insured under said policy or policies, and that said policy or policies cannot be cancelled or materially modified except upon ten (10) days advance written notice to SURA. Contractor shall furnish SURA with a certificate or certificates prior to commencement of work.

G. Bidders are required to submit their proposals upon the following expressed terms and conditions:

1. Contractor will cut, mow and/or clean average city lots, 6,000 – 10,000 square feet. Vegetation will be primarily grass and rank weeds or small weed trees.
2. Contractor will cut, mow and /or clean larger tracts of land with required tractor or brush hog.
3. Contractor shall “weed-eat” along fence line and buildings.
4. Contractor shall clean all debris caused by mowing from street, curb, and sidewalks.
5. Measurement of lot sizes will not include main and accessory buildings.
6. Contractor shall mow a minimum of every 4 weeks or as specified by SURA staff.
7. Any unsatisfactory job in cutting, mowing and/or cleaning will be required to be redone at the Contractor’s expense.
8. The contract may be terminated by the City upon 10 days written notice if it is determined and documented that Contractor is not fulfilling his contractual obligations.
9. Contractor’s services requested are subject to the terms of the contract between the parties. Work orders shall be issued only a work is necessary and funds to pay for them are available; SURA guarantees no specific frequency of issuance or number or work orders.
10. Invoice for mowing must be submitted within 3 days after the work is complete for inspection.

AGREEMENT BY BIDDER

These terms apply to and become part of the terms and conditions of Bid.

Any exceptions must be in writing.

1. Bids must be submitted on these bid forms only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the date of the bid opening and the subject advertised.
2. Shawnee Urban Renewal Authority reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
3. No bidder may withdraw his proposal within a period of thirty (30) days after the date and hour set for the opening of bids. A bidder may withdraw his proposal at any time prior to the time fixed for opening of bids.
4. The successful bidder shall deliver all equipment needed for the job to the location without additional charges.
5. Any exceptions to these terms or conditions or deviation from written specifications shall be shown in writing and attached to the bid form.
6. Information to bidders and specifications are on file in the office of Shawnee Urban Renewal Authority and may be obtained from the SURA Office, 16 W. 9th Street, Shawnee, Oklahoma.
7. Bidder agrees to defend and save harmless the City of Shawnee and Shawnee Urban Renewal Authority from and against all demands, claims, suits, costs, expenses, damages and judgments based upon performance of service by bidder.
8. Each bidder when offering his signature to the "Invitation for Sealed Bids" states that he has not, directly or indirectly, entered into any agreement, expressed or implied, with any other bidder or bidders, having for its object the controlling of the price, or amount of such bids, the limiting of the bids of bidders or the paying to anyone any money for promotion expenses, the parceling or farming out to any bidder or bidders or other persons of any part of the contract or any part of the subject matter of the bid or the profits thereof.
9. A violation of any one of the foregoing provisions on the part of a bidder shall be sufficient reason for the rejection of his bid or making void any contract made by him with SURA based upon such bid.

Mowing Contractors

G & G SERVICES
13711 STEVENS RD
SHAWNEE, OK 74804
405-203-3588

CARL MCCULLUM
PO BOX 1334
SHAWNEE, OK 74802
788-9577

JUST RIGHT LAWN CARE
43217 CYPRES CT
TECUMSEH, OK 74873
664-7734

EDDIE CAMARA
2903 N PARK
SHAWNEE, OK 74804
213-8332

P & L LAWN SERVICE
2512 N LEO
SHAWNEE, OK 74804
275-9912 434-3874

COLEMAN LAWN SERVICE
23063 BROOKSVILLE RD
TECUMSEH OK 74873

B & J LAWN CARE
229 N FLORENCE
SHAWNEE, OK 74801
639-1252 639-1968

WINDING CREEK LAWN CARE & LANDSCAPING
ELIJAH KIDWELL
604 N. TUCKER
SHAWNEE, OK 74801
Elikidwell21@yahoo.com
405-617-3763

NOTICE TO BIDDERS

NAME OF PROSPECTIVE BIDDER B+J LAWN CARE

Sealed bids will be received by the Shawnee Urban Renewal Authority up to 2:00 p.m. Friday, July 14, 2023 for the mowing of various lots.

Cutting and Weed Eating and Mowing of Rank Weeds and grass.

Twelve Month Bid with Option to Extend One Year.

Contract Period: 07/01/2023 – 06/30/2024

Each Bidder's package shall be enclosed in a sealed envelope.
The front of each envelope shall contain the following words:

Mowing Lots

The BID PACKAGE shall be filed in the office of the Shawnee Urban Renewal Authority, 16 W. 9th Street, Shawnee, Oklahoma 74801.

The BID PACKAGE SHALL COMPRISE THE FOLLOWING FORMS:

BID AFFIDAVITS

BID TABULATION FORM

STATEMENT OF BIDDER QUALIFICATIONS

The bids filed with the Shawnee Urban Renewal Authority will be opened in house at 2:30 p.m., Friday, July 14, 2023.

THE SHAWNEE URBAN RENEWAL AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

BID FORM

MATERIAL BID: Cutting & Weed Eating & Mowing of rank weeds and grass.

CONTRACT NUMBER: Fiscal Year 2023 - 2024

BID SUBMITTED TO: Shawnee Urban Renewal Authority
City of Shawnee
16 W. 9th Street
Shawnee, Oklahoma 74801

1. The undersigned BIDDER proposes that, if this Bid is accepted to supply the materials specified or indicated in this Bid and in accordance with the other terms and conditions within the Bid Documents.
2. BIDDER accepts all of the terms and conditions of the Notice to Bidders. This BID will remain subject to acceptance for thirty (30) days after the day of Bid Opening.
3. In submitting this Bid, BIDDER represents that:
 - a. BIDDER has examined copies of all the Bid Documents.
 - b. This bid is genuine and not made in the interest of or behalf of any undisclosed person, firm, or corporation; and is not submitted in conformity with any agreement or rules of any group association, association, or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over Owner.
4. The following documents are attached and made a condition of this Bid:
 - a. Equipment Bid with Vendor's Proposal filled out and;
 - b. Bid Affidavits (Non-collusion and Business Relationship)
5. Shawnee Urban Renewal Authority as agent for the City of Shawnee reserves the right to reject any or all bids, to waive any informality in bids, to accept in whole or in part such bid or bids as may be deemed in SURA's best interest.
6. The BIDDER agrees to provide the specified materials to SURA for the following price:

Written Proposal Mow; Edge, Weed-Eat

\$ 270

BID TABULATION FORM

SURA LOTS

1. 1320 E. Faye	50x100 vacant lot	<u>20⁰⁰</u>
2. 1316 E. Faye	50x100 vacant lot	<u>20⁰⁰</u>
3. 1231 Sherry Lane	60x109 vacant lot	<u>25⁰⁰</u>
4. SW Corner Kickapoo/Farrall	140x175 vacant lot	<u>55⁰⁰</u>
5. 1227 N. Margaret	House	<u>40⁰⁰</u>
6. 1106 W. Dewey	House	<u>40⁰⁰</u>
7. 1202 N. Pennsylvania	House	<u>40⁰⁰</u>
8. 546 N. Kickapoo	Vacant Lot	<u>30⁰⁰</u>
TOTAL		<u>270⁰⁰</u>

STATEMENT OF BIDDER QUALIFICATIONS

All questions must be answered and data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. The Bidder may submit any additional information desired.

1. Name of Bidder: Billy Wakolee B+J LAWN CARE
2. Permanent Mailing Address: 229 N. Florence
Shawnee OK, 74801
3. Phone Number: 405 886 8856 cell.
4. Email address: NO
5. How many years have you been engaged in the mowing business? 20.
6. Have you ever defaulted or failed on a contract? Yes _____ No ✓
(If yes, please explain)

7. List of References: (Names, addresses and phone numbers of three references other than relatives)

GREG WALL - 624 W. Independence Shawnee ^{405 273} ₂₇₂₀
LAURIE GROFF - 2609 Meadow View Rd Edmond OK ⁴⁰⁵ _{202 5614}
TAWANA Ford 904 Overland Ct Shawnee ⁴⁰⁵ _{777 0249}

8. List equipment available for the contract:

Husker 54"

Honda push mower

Stihl weed eaters

BID SPECIFICATIONS

Intent & Purpose:

The Shawnee Urban Renewal Authority is soliciting contractors to assure cutting and mowing of rank weeds and grass etc. for SURA owned lots in the City Limits of Shawnee.

It is the intent of these specifications to describe the services required for cutting and mowing weeds, and grass, etc. for SURA owned property within the corporate limits of Shawnee to enable accomplishment of such services when property has been determined to need mowing.

- A. Shawnee Urban Renewal Authority reserves the right to accept or reject the bid for each individual item specified in the Invitation for Sealed Bids. Award may be made for individual items or SURA may award all of the items to one bidder at SURA's option. If SURA rejects all bid(s), SURA may set the price for each individual item on the contract. SURA may then solicit for contractors who will perform these duties at the SURA's quoted prices.
- B. Any exceptions to the specifications must be itemized. Details concerning the exceptions must be clearly explained. Each exception will be considered by SURA as to the degree of impact and total affect on the bid.
- C. Contractor shall not employ a sub-contractor to perform the work, or any portion of the work, without the consent of SURA in writing. If approved, the sub-contractor shall meet all of the requirements in the contract agreed to by the Contractor.
- D. Contractor shall provide adequate protection of persons and property at all times. The work shall be executed in such a manner as to avoid hazards to person(s) and property, interference with the use of adjacent buildings and interruption of free passage to and from such buildings. Contractor shall comply with all applicable Occupational Safety and Health Administration rules and regulations.
- E. Bidder is presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that in any way affect the work. Ignorance on the part of the bidder shall in no way relieve him from responsibility.
- F. Contractor shall carry, during the life of the contract, public liability insurance with responsible insurance underwriters acceptable to SURA, insuring SURA and Contractor against all legal liability for injuries to persons and property by Contractor's activities and operations with liability limits of not less than \$125,000.00 for any one person, and not less than \$1,000,000.00 for any accident involving injury (including wrongful death) to more than one person, and not less than \$50,000.00 for property damage resulting from any one accident and not less than \$1,000,000.00 in the aggregate. Contractor shall also carry Worker's Compensation Insurance to the extent and in the manner required

by the statutes of the State of Oklahoma. Contractor shall furnish SURA with a certificate or certificates of such insurance which shall provide that SURA is an additional insured under said policy or policies, and that said policy or policies cannot be cancelled or materially modified except upon ten (10) days advance written notice to SURA. Contractor shall furnish SURA with a certificate or certificates prior to commencement of work.

G. Bidders are required to submit their proposals upon the following expressed terms and conditions:

1. Contractor will cut, mow and/or clean average city lots, 6,000 – 10,000 square feet. Vegetation will be primarily grass and rank weeds or small weed trees.
2. Contractor will cut, mow and /or clean larger tracts of land with required tractor or brush hog.
3. Contractor shall “weed-eat” along fence line and buildings.
4. Contractor shall clean all debris caused by mowing from street, curb, and sidewalks.
5. Measurement of lot sizes will not include main and accessory buildings.
6. Contractor shall mow a minimum of every 4 weeks or as specified by SURA staff.
7. Any unsatisfactory job in cutting, mowing and/or cleaning will be required to be redone at the Contractor's expense.
8. The contract may be terminated by the City upon 10 days written notice if it is determined and documented that Contractor is not fulfilling his contractual obligations.
9. Contractor's services requested are subject to the terms of the contract between the parties. Work orders shall be issued only a work is necessary and funds to pay for them are available; SURA guarantees no specific frequency of issuance or number or work orders.
10. Invoice for mowing must be submitted within 3 days after the work is complete for inspection.

AGREEMENT BY BIDDER

These terms apply to and become part of the terms and conditions of Bid.
Any exceptions must be in writing.

1. Bids must be submitted on these bid forms only. Each bid shall be placed in a separate envelope. Be sure the envelope is completely and properly identified and sealed, showing the date of the bid opening and the subject advertised.
2. Shawnee Urban Renewal Authority reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
3. No bidder may withdraw his proposal within a period of thirty (30) days after the date and hour set for the opening of bids. A bidder may withdraw his proposal at any time prior to the time fixed for opening of bids.
4. The successful bidder shall deliver all equipment needed for the job to the location without additional charges.
5. Any exceptions to these terms or conditions or deviation from written specifications shall be shown in writing and attached to the bid form.
6. Information to bidders and specifications are on file in the office of Shawnee Urban Renewal Authority and may be obtained from the SURA Office, 16 W. 9th Street, Shawnee, Oklahoma.
7. Bidder agrees to defend and save harmless the City of Shawnee and Shawnee Urban Renewal Authority from and against all demands, claims, suits, costs, expenses, damages and judgments based upon performance of service by bidder.
8. Each bidder when offering his signature to the "Invitation for Sealed Bids" states that he has not, directly or indirectly, entered into any agreement, expressed or implied, with any other bidder or bidders, having for its object the controlling of the price, or amount of such bids, the limiting of the bids of bidders or the paying to anyone any money for promotion expenses, the parceling or farming out to any bidder or bidders or other persons of any part of the contract or any part of the subject matter of the bid or the profits thereof.
9. A violation of any one of the foregoing provisions on the part of a bidder shall be sufficient reason for the rejection of his bid or making void any contract made by him with SURA based upon such bid.



**Community Development
Shawnee Urban Renewal Authority**

July 14, 2023

B & J LAWN CARE
229 N FLORENCE
SHAWNEE OK 74801

RE: Mowing contract for fiscal year 2023-2024

Thank you for submitting a bid to mow lots for Shawnee Urban Renewal Authority. Your company was the sole bidder and will be awarded the project. Please come in and sign a contract at your earliest convenience. If you have any questions in regard to this notice, please don't hesitate to reach out.

Regards,

E. Jill Nichols
CDBG Program Manager
Shawnee Urban Renewal Authority

CONTRACT AGREEMENT

THIS AGREEMENT, made this 14 day of July, 2023 by and
between Shawnee Urban Renewal Authority, hereinafter called
(name of owner or individual)
“OWNER” and B & J Lawn Care, doing business as an individual, or a partnership, or a
(contractor name)
corporation hereinafter called “CONTRACTOR”:

The contract is awarded as a result of this bid and will be effective from the date of award
through June 30, 2024.

Contractor will be compensated for each lot he mows as indicated below:

1.	1320 E. Faye	50x100 vacant lot	<u>\$20.00</u>
2.	1316 E. Faye	50x100 vacant lot	<u>\$20.00</u>
3.	1231 Sherry Lane	60x109 vacant lot	<u>\$25.00</u>
4.	SW Corner Kickapoo/Farrall	140x175 vacant lot	<u>\$55.00</u>
5.	1227 N. Margaret	House	<u>\$40.00</u>
6.	1106 W. Dewey	House	<u>\$40.00</u>
7.	1202 N. Pennsylvania	House	<u>\$40.00</u>
8.	546 N. Kickapoo	Vacant Lot	<u>\$30.00</u>

TOTAL **\$270.00**

Additionally, in the event that the “OWNER” acquires additional properties throughout the course of the agreement period that may not have been foreseeable at the time of this agreement, those properties may be added to invoicing at the current rate of like properties in the schedule above, without additional addendums to the agreement, and added permanently to the schedule under the nearest future agreement, provided SURA still owns the properties at that time.

SPECIFICATIONS:

- A. Execution of contract - The successful bidder to whom a contract is awarded shall execute and deliver the required documents and proof of insurance.
- B. The contractor and his surety shall defend and indemnify and save harmless the City and the Department, their employees and officers, from all suits, actions, or claims of any character sustained by any person or persons in consequence of any act of omission, neglect or misconduct of the said contractor or his employees, or from any claims or amount arising or recovered under the Workmen's Compensation Law or any other law, ordinance, order or decree; and so much of the money due said contractor, under and by virtue of his contract, use of the Department; or in case no money is due, his surety shall be held as foresaid, shall have been settled and satisfactory evidence to the effect furnished to the Department.
- C. The contractor shall not commence work under this contract until he has obtained all the insurance required under these specifications and such insurance has been approved.
- D. The contractor shall maintain, during the life of this contract, Workmen's Compensation Insurance as prescribed by the laws of the State of Oklahoma or adequate Employee's Liability Insurance for all its employees.
- E. The contractor shall maintain during the life of this contract, such Public Liability and Property Damage Insurance as will protect him from claims for damages for bodily injury, including accidental death, as well as claims from property damages, which may arise from operations under the contract; and the amount of insurance shall be as follows:
 - a. Comprehensive Public Liability Insurance including, but not limited to product liability:

1. Bodily Injury - Each Person	\$125,000.00
2. Bodily Injury - Each Accident	\$1,000,000.00
3. Property Damage - Each Person	\$50,000.00
4. Property Damage - Each Accident	\$1,000,000.00

The policies of insurance shall be executed by insurance of indemnity carriers authorized to do business in the State of Oklahoma and said insurance shall name the City of Shawnee as co-insured. The contractor shall furnish certificates evidencing such insurance and shall not be cancelled or changed without giving the City ten (10) days prior written notice.

F. The contractor shall not employ any sub-contractor on the work; or any portion of the work, without consent of the Department in writing.

I have examined the specifications and agree to provide the above described items for the sum shown on my bid sheet, and in accordance with terms and conditions set out on the "Agreement by Bidder".

Dated this 14 day of July, 2023

SHAWNEE URBAN RENEWAL
AUTHORITY

BY _____

NAME _____

TITLE _____

CONTRACTOR:

B & J Lawn Care
(Name of contractor)

OWNER _____
(Signature)

OWNER Billy Wakolee
(Print Name)

ADDRESS 229 N. Florence
Shawnee, OK 74801

Project Updates

August 1, 2023 Special Call Meeting

- 1. Home Repair: Bathroom repairs –E. 9th Street**
Bids received: 1
Bid awarded to: LG Contracting for \$15,210.00
Work on this project has commenced and is due to be completed mid-November. A change order is expected due to the condition of the flooring that was not detected at the time of the initial inspection. ***Update* Project was completed and closed out at \$18,200.00**
- 2. Home Repair: Floor leveling, kitchen, electric –S. Pennsylvania**
Bids received: 2
Bid awarded to: LG Contracting for \$13,533.00
Work on this project was started on Oct. 18, 2022 and is due to be completed mid-November. ***Update* Project was completed and closed out at \$13,533.00**
- 3. Home Repair: Foundation Repair –E. Chandler**
Bids received: 1
Bid awarded to: RamJack Foundation Repair for \$18,200.00
RamJack is the sole source of foundation repair available in our area at the time of requested quote. This project is set to be awarded by the time the November 1st meeting takes place at \$18,200.00. According to RamJack representatives, work should begin mid-December, 2022. ***Update* Change order on project due to RamJack not being able to achieve required pressure at 30ft, additional pipes installed at some points up to 45ft. Project was completed and closed out at \$20,900.00, and is pending final inspection. There will be a small interior project to replace the ceiling at this location using the remaining funds, if possible. Interior inspection and write up is pending.**
- 4. Home Repair: Bathroom repairs, ceiling repairs –S. Chapman**
Bids received: 1
Bid awarded to: LG Contracting at \$10,995.00
Initial Inspection completed by staff, not yet sent out for bid at the time of this report (10/18/2022) but is likely to go out for bid before the meeting date of November 1. ***Update* Staff received 1 bid on this project and work on project commenced December 2022. Completed and closed out at \$12,815.00 pending completion of minor final task list and final inspection.**
- 5. Demo: Garage, Inground Pool –N. Chapman**
Bids received: 1
Bid awarded to: M&M Wrecking at \$13,820.00
Work on this project began and was completed in January 2023. Demolition of hazardous conditions of detached garage. It was determined that the in-ground pool did not qualify for the program. Project was closed out at \$14,120.00.
- 6. Home Repair: Weatherization/Environmental Safety – N. Chapman**
Bids received: 1
Bid awarded to: LG Contracting for \$22,874.00
This project went out for bid in February 2023 and work commenced April 2023. Repair of exterior soffit/fascia, replacement of 30 year old heat and air unit, and installation of new windows for weatherization. Work is in progress. ***Update* Project was completed in June as bid at \$22,874.00.**

7. **Home Repair: Roof replacement, floor leveling, plumbing – S. Park**
 Bids received: 2
Bid awarded to: LG Contracting for \$17,794
 This project went out for bid in January 2023 and work commenced March 2023. Roof replacement, floor leveling and flooring replacement in kitchen, repair of water lines underneath home and new water heater. Work is in progress. ***Update* Project was completed in June with one change order for an emergency water line replacement under the house. Completed and closed out at \$18,894.00**
8. **Home Repair: Roof replacement, water damage repair, weatherization – E. Federal**
 Bids received: 1
Bid awarded to: LG Contracting for \$21,625.00
 This project went out for bid in February 2023 and work commenced April 2023. Roof replacement, repair of water damaged sheetrock inside home from roof leak, and installation of new windows for weatherization. Work is in progress. ***Update* Project was completed in June with one change order to replace some rotted decking. Completed and closed out at \$22,435.00**
9. **Demo: Demo Hazardous and dilapidated home – S. Pottenger**
 Bids received: 1
Bid awarded to: M&M Wrecking for \$11,200.00
 This home was determined to be a blight and health hazard by City of Shawnee Code Enforcement. The homeowner was referred to our program and qualified. The project went out for bid in November 2022 and one bid was received. Work was commenced and completed in December 2022, and the project was closed out at \$11,200.00
10. **Home Repair: Roof replacement, bathroom flooring, ADA compliance – N. Tucker**
 Bids received: 1
Bid awarded to: LG Contracting for \$17,888.00
 This project went out for bid in December 2022, work commenced in January 2023 and was completed in February, 2023. Roof replacement, leveling and repair of bathroom flooring, and installation of safety handrails surrounding bathtub. Project was completed and closed out at \$18,313.00
11. **Emergency Disaster Relief: \$5,000.55**
 Bids received: N/A
Bid awarded to: N/A
 Due to the recent tornado, HUD approved the CDBG program's request to purchase 37 heavy duty 30x50 tarps for low- to moderate- income residents whose homes were damaged and in need of repair. These tarps were distributed en masse at the community-wide disaster relief distribution site at OBU's Green Campus.
12. **Home Repair: Emergency roof replacement and electrical repair – W. Dewey**
 Bids received: 2
Bid awarded to: D&K Renovations for \$9,450.00
 This project was an emergency repair from tornado damages. The homeowner went without power for over a week after the storm damaged some electrical components in the home and left large, open holes in the roof. Awarded in June and roof/electrical are completed but we anticipate a change order for repairs to the porch, as it has been deemed unsafe by Code Enforcement. Work remains in progress.
13. **Demo: Demo hazardous and dilapidated home – N. Aydelotte**
 Bids received: 4
Bid awarded to: Arbor Transport for \$6,000.00
 This project went out for bid in May 2023 and was awarded in June. Start date pending due to weather-related delays and permit issuance.

Currently we have 2 projects pending bids, and 8 applications for home repair or demo awaiting review.