

**NOTICE & AGENDA  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA**

**TUESDAY, FEBRUARY 3<sup>RD</sup>, 2015 AT 6:00 P.M.**

AS REQUIRED BY THE OKLAHOMA OPEN MEETING ACT, NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PRYOR CREEK, OKLAHOMA WILL MEET IN REGULAR SESSION AT 6:00 P.M. ON THE ABOVE DATE IN THE COUNCIL CHAMBER UPSTAIRS AT CITY HALL, 12 NORTH ROWE STREET IN PRYOR CREEK, OKLAHOMA. A MEETING OF THE PRYOR PUBLIC WORKS AUTHORITY WILL FOLLOW IMMEDIATELY. ANYONE NEEDING SPECIAL ACCOMMODATIONS TO ATTEND SHOULD CALL (918) 825-0888.

1. Call to Order, Prayer, Pledge of Allegiance, Roll Call.
2. Petitions from the Audience. (Limited to 5 minutes.)
3. Mayor's Report:
  - a. Acknowledge Jordan Lenon as Mayor of Biz Town as presented by Roosevelt Elementary School.
  - b. Acknowledge February 5<sup>th</sup>, 2015 as National Wear Red Day to bring attention to heart disease as the number one killer of women. We would like to encourage everyone to wear red, raise their voices, know their cardiovascular disease risk and take action to live longer, healthier lives.
4. City Attorney's Report.
5. Discuss, possibly act on Consent Agenda. (Items deemed non-controversial and routine in nature to be approved by one motion without discussion. Any Council member wishing to discuss an item may request it be removed and placed on the regular agenda.)
  - a. Approve minutes of January 20<sup>th</sup>, 2015 Council meeting.
  - b. Approve payroll purchase orders through February 13<sup>th</sup>, 2015.
  - c. Approve claims for purchase orders through February 3<sup>rd</sup>, 2015.
  - d. Acknowledge receipt of deficient purchase orders.
  - e. Approve authorizing the Mayor to sign renewal of 'Agreement for the Sub-Grant of Emergency Management Performance Grant Program Funds' through September 30<sup>th</sup>, 2015 to secure our jurisdiction with a paid Emergency Management Director.
  - f. Approve expenditure of \$3,800.00 to Collins Electric for electrical upgrade for bathrooms at the Pryor Creek Golf Course as required by the U.S. Army Corp of Engineers. Other quotes received: Mid-America Electric, Inc. - \$3,995.00 and Electrical Services - \$5,500.00.
  - g. Approve Mayor's appointment of Cathy Gray to Pryor Creek Recreation Center Board Seat #3, term expiring 8/31/2017.
  - h. Approve expenditure of \$14,925.00 to Air Care Services for air duct cleaning at the Pryor Creek Recreation Center for eleven (11) rooftop and one (1) split system that includes cleaning of the supply and return ducts, main runs, plenums, fans, blower housing ERV wheels and A/C coils, supply and return grills (excluding pool area) from Account #84-845-5091 (Recreation Center - Repair and Maintenance). Other quotes received: Breathe Easy - \$20,864.00 and Air Doctor - \$14,830.00.
  - i. Approve hiring Jordan Madole to fill vacant Volunteer Firefighter position.
  - j. Declare all Pryor Police Department body armor surplus as expired and beyond warranty.
  - k. Approve disposing of all expired Pryor Police Department body armor by donation to Ten Four Ministries with a disclaimer from the City regarding the expiration of the vest's warranties.
6. Committee Reports:
  - a. Budget / Personnel (Rosamond)
  - b. Ordinance / Insurance (Rains)
  - c. Street / Maintenance Garage (Barnes)
7. Unforeseeable business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
8. Adjourn.

**PRYOR PUBLIC WORKS AUTHORITY**

1. Call to Order.
2. Discuss, possibly act on approval of minutes of January 20<sup>th</sup>, 2015 meeting.
3. Unforeseeable business. (ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)
4. Adjourn.

FILED JANUARY 30<sup>TH</sup>, 2015 AT 5:00 P.M. BY MAYOR JIMMY TRAMEL.

*J S T*

POSTED ON THE BULLETIN BOARD AT CITY HALL, 12 NORTH ROWE STREET IN PRYOR CREEK, OKLAHOMA. JANUARY 30<sup>TH</sup>, 2015 AT 5:00 P.M. BY CITY CLERK EVA SMITH.



*Eva Smith*

**MINUTES  
CITY COUNCIL MEETING  
FOLLOWED BY PRYOR PUBLIC WORKS AUTHORITY MEETING  
CITY OF PRYOR CREEK, OKLAHOMA  
TUESDAY, JANUARY 20<sup>TH</sup>, 2015 AT 6:00 P.M.**

The City Council of the City of Pryor Creek, Oklahoma met in regular session on the above date and time in the Council Chamber upstairs at City Hall, 12 North Rowe Street in Pryor Creek, Oklahoma. This meeting was followed immediately by a meeting of the Pryor Public Works Authority. Notice of these meetings was posted on the East bulletin board located outside to the South of the entrance doors. Notice was also faxed to *The Paper* and *The Times* newspapers and delivered to the Council members.

**1. CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE/ ROLL CALL.**

Mayor Jimmy Tramel called the meeting to order at 6:00 p.m. The Prayer and the Pledge of Allegiance were conducted by Jimmy Tramel. Roll call was conducted by City Clerk Eva Smith. Council members present included: Roger Willcutt, Dennis Olson, Leonard Barnes, Houston Brittain, Greg Rosamond, Randy Chitwood, Ryan Rains and Drew Stott. Council members absent: None.

Department Heads and other City Officials present were: City Attorney K. Ellis Ritchie, Police Chief Dennis Nichols, Assistant Police Chief Derek Melton, Fire Chief Tim Thompson, Assistant Fire Chief B.K. Young, Park Superintendent Frank Powell, Building Inspector / Code Enforcer Doug Moore, Recreation Center Director Laura Holloway.

Others present: Police Captain Steve Lemmings, Mehlburger and Brawley Representative Steve Powell, Municipal Utility Board employee Ryan Stout, Pryor Area Chamber of Commerce Director Barbara Hawkins, Library Board Member Kathy LaValley, Municipal Utility Board Attorney Fred Sordahl, Municipal Utility Board Manager Gary Pruett, Chris Curnutt, Planning and Zoning Member Yolanda Thompson.

**2. PETITIONS FROM THE AUDIENCE.  
(LIMITED TO 5 MINUTES)**

Chris Curnutt and Kathy LaValley spoke about drainage issues on North Elliott and would like to see some work done in this area.

Steve Powell addressed this issue and spoke on the sub-surface drainage.

Mayor Tramel asked that this item go to the next Street meeting. Mr. Powell will bring back a plan for the committee to review.

**3. MAYOR'S REPORT:**

- a. DISCUSS, POSSIBLY ACT ON APPROVAL OF REDUCED COMMUNITY HALL RENTAL FEE FOR THE ANNUAL ROTARY CLUB PANCAKE BREAKFAST ON FEBRUARY 27<sup>TH</sup>, 2015. (ROTARY CLUB IS A NON-PROFIT ORGANIZATION.)**

Motion was made by Barnes, second by Rosamond to approve reduced Community Hall rental fee for the annual Rotary Club Pancake Breakfast on February 27<sup>th</sup>, 2015. (Rotary Club is a non-profit organization.) Voting yes: Willcutt, Olson, Barnes, Brittain, Rosamond, Chitwood, Rains, Stott. Voting no: none.

- b. DISCUSS, POSSIBLY ACT ON APPROVAL OF REDUCED COMMUNITY HALL RENTAL FEE FOR THE ANNUAL BRADFORD SCHOOL BEAN SUPPER ON FEBRUARY 20<sup>TH</sup>, 2015. (BRADFORD SCHOOL IS A NON-PROFIT ORGANIZATION.)**

Motion was made by Rosamond, second by Barnes to approve reduced Community Hall rental fee for the annual Bradford School Bean Supper on February 20<sup>th</sup>, 2015. (Bradford School is a non-profit organization.) Voting yes: Olson, Barnes, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none.

**4. CITY ATTORNEY'S REPORT:**

**a. APPROVE THE MUNICIPAL UTILITY BOARD’S WATER RATE INCREASE OF APPROXIMATELY 12.5% (\$3.25 TO \$3.65 PER 1000 GALLONS) INSIDE THE CORPORATE CITY LIMITS OF PRYOR CREEK EFFECTIVE FOR FEBRUARY BILLING.**

Motion was made by Willcutt, second by Barnes to approve the Municipal Utility Board’s water rate increase of approximately 12.5% (\$3.25 to \$3.65 per 1000 gallons) inside the corporate city limits of Pryor Creek effective for February billing. Motion was made by Brittain to table this item pending more information; the motion died for lack of second and returned to the previous motion to approve the Municipal Utility Board’s water rate increase of approximately 12.5% (\$3.25 to \$3.65 per 1000 gallons) inside the corporate city limits of Pryor Creek effective for February billing. Voting yes: Barnes, Chitwood, Stott, Willcutt. Voting no: Brittain, Rosamond, Rains, Olson. Mayor Tramel voted yes to break the tie.

**5. DISCUSS, POSSIBLY ACT ON CONSENT AGENDA.**

(ITEMS DEEMED NON-CONTROVERSIAL AND ROUTINE IN NATURE TO BE APPROVED BY ONE MOTION WITHOUT DISCUSSION. ANY COUNCIL MEMBER WISHING TO DISCUSS AN ITEM MAY REQUEST IT BE REMOVED AND PLACED ON THE REGULAR AGENDA.)

- a. Approve minutes of January 6<sup>th</sup>, 2015 Council meeting.
- b. Approve payroll purchase orders through January 30<sup>th</sup>, 2015.
- c. Approve claims for purchase orders through January 20<sup>th</sup>, 2015.

**APPROVE PURCHASE ORDERS THROUGH JANUARY 6<sup>TH</sup>, 2015.**

<u>FUNDS</u>	<u>PURCHASE ORDER NUMBER</u>	<u>TOTALS</u>
GENERAL	1420141580 - 1420141662	\$ 132,499.84
STREET & DRAINAGE	910542B - 1420141560	7,410.21
GOLF	1420141633 - 1420141555	6,513.17
CAPITAL OUTLAY	1420141631 - 910607B	15,320.85
RECREATION CENTER	1420141613 - 1420141459	7,423.71
E-911	1420141557	960.83
CDBG	1420141646 - 1420141652	3,474.07
DONATIONS	1420141599	<u>\$ 28.90</u>
	<b>TOTAL</b>	<b>\$ 173,631.58</b>

NEW BLANKET PURCHASE ORDER

910611B	R & H VET SERVICE	5,000.00
910612B	PRYOR VETERINARY HOSPITAL	<u>\$ 5,000.00</u>
	<b>TOTAL</b>	<b>\$ 10,000.00</b>

- d. Acknowledge receipt of deficient purchase orders.  
*No deficient purchase orders were presented.*
- e. Approve December appropriation request.
- f. Approve Requests for Proposals (RFP) for City of Pryor Creek Comprehensive Plan Update.
- g. Approve conceptual design of Pocket Park to be located in the 300 block of East Graham.
- h. Approve expenditure of \$2,850.00 to Melburger Brawley per work order PRY-14-05-02 Castle Theater (PYO) Building Roof and Building Study.
- i. Approve expenditure of \$3,500.00 to Melburger Brawley per work order PRY-14-06-02 Splash Pad Study and Construction Consulting Services.
- j. Approve expenditure of \$3,374.07 to Carter Douglas Company, LLC for Application #2 for the CDBG Sidewalk Improvements.
- k. Approve expenditure of \$25,354.20 to John Deere Farm Plan for the purchase of one (1) John Deere 1570 Terrain Cut Front Mower and 72SD deck.
- l. Approve expenditure of \$2,697.96 to Inyo Pool Products for the purchase of one (1) Dolphin Dynamic Pool ProX2 Robotic Cleaner with caddy and remote for the Pryor Creek Recreation Center swimming pool. Other quotes received: Aquatic Technology, Inc. - \$2,900.83 and G. Farney & Associates, Inc. - \$4,450.00.
- m. Accept retirement resignation of Charlie Spradlin from Pryor Police Department dispatch position effective January 17<sup>th</sup>, 2015.
- n. Approve surplus of weapons from the Police Department. See attached.
- o. Approve expenditure of \$3,373.00 to GT Distributors for the purchase of 40 Glock 17 Gen 4 with Glock night sights and three magazines and 7 Glock 26 Gen 4 with Glock night sights and three magazines all engraved with Pryor Police Department Badge. This price reflects trade-in value of 38 Glock 21 C Police Department firearms and 43 pistols and 56 long guns that were confiscated or abandoned and awarded to the Police Department by the Mayes County Court system. GT Distributors, Inc. has agreed to allow Officers to buy back Officer issued handguns. Other bids received: Glock - \$8728.00. Others receiving proposal and no response: Green Country Gun and Pawn and Doc’s Gun Shop.

*(Scrivener’s error: The quote from Glock should have read \$8,758.00.)*

- p. Approve purchase of 40 Safariland 6360 Holsters and 40 Safariland double mag pouches with trade-in of inventory ammunition on hand from GT Distributors, Inc. Total purchase price after trade-in - \$808.00.
- q. Approve expenditure of \$33,249.00 to Direct Communications for the purchase of security system for the Pryor Police Department. Other quote received: Digi Security Systems - \$26,700.00.

Motion was made by Stott, second by Brittain to approve items a-q less items g, k, m, q. Voting yes: Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, Olson, Barnes. Voting no: none.

**g. APPROVE CONCEPTUAL DESIGN OF POCKET PARK TO BE LOCATED IN THE 300 BLOCK OF EAST GRAHAM.**

Motion was made by Rosamond, second by Chitwood to approve conceptual design of Pocket Park to be located in the 300 block of East Graham. Voting yes: Rosamond, Chitwood, Rains, Stott, Willcutt, Olson, Barnes, Brittain. Voting no: none.

**k. APPROVE EXPENDITURE OF \$25,354.20 TO JOHN DEERE FARM PLAN FOR THE PURCHASE OF ONE (1) JOHN DEERE 1570 TERRAIN CUT FRONT MOWER AND 72SD DECK.**

Motion was made by Chitwood, second by Willcutt to approve expenditure of \$25,354.20 to John Deere Farm Plan for the purchase of one (1) John Deere 1570 Terrain Cut Front Mower and 72SD deck from Capital Outlay Properties account 44-445-5419. Voting yes: Chitwood, Rains, Stott, Willcutt, Olson, Barnes, Brittain, Rosamond. Voting no: none.

**m. ACCEPT RETIREMENT RESIGNATION OF CHARLIE SPRADLIN FROM PRYOR POLICE DEPARTMENT DISPATCH POSITION EFFECTIVE JANUARY 17TH, 2015.**

Motion was made by Chitwood, second by Barnes to approve to accept retirement resignation of Charlie Spradlin from Pryor Police Department dispatch position effective January 17th, 2015. Mayor Tramel said thank you for years served to Charlie Spradlin. Voting yes: Rains, Stott, Willcutt, Olson, Barnes, Brittain, Rosamond, Chitwood. Voting no: none.

**q. APPROVE EXPENDITURE OF \$33,249.00 TO DIRECT COMMUNICATIONS FOR THE PURCHASE OF SECURITY SYSTEM FOR THE PRYOR POLICE DEPARTMENT. OTHER QUOTE RECEIVED: DIGI SECURITY SYSTEMS - \$26,700.00.**

Motion was made by Chitwood, second by Brittain to approve expenditure of \$33,249.00 to Direct Communications for the purchase of security system for the Pryor Police Department for the good of the City, 3 year warranty included. Other quote received: Digi Security Systems - \$26,700.00. Digi Security Systems did not include a written warranty; only verbal. Voting yes: Stott, Willcutt, Olson, Barnes, Brittain, Rosamond, Chitwood, Rains. Voting no: none.

**6. COMMITTEE REPORTS:**

**a. BUDGET / PERSONNEL (ROSAMOND)**

Rosamond reported that everything from last week's meeting was handled earlier in this evening's meeting for the Budget / Personnel Committee.

**b. ORDINANCE / INSURANCE (RAINS)**

There was no report for the Ordinance / Insurance Committee.

**c. STREET / MAINTENANCE GARAGE (BARNES)**

There was no report for the Street / Maintenance Garage Committee.

**7. UNFORESEEABLE BUSINESS.**

(ANY MATTER NOT REASONABLY FORESEEN PRIOR TO POSTING OF AGENDA.)

No unforeseen business was presented.

**8. ADJOURN.**

Motion was made by Brittain, second by Barnes to adjourn. Voting yes: Willcutt, Olson, Barnes, Brittain, Rosamond, Chitwood, Rains, Stott. Voting no: none.

**PRYOR PUBLIC WORKS AUTHORITY**

**1. CALL TO ORDER.**

Mayor Tramel called the Pryor Public Works Authority meeting to order at 7:00 p.m.

**2. DISCUSS, POSSIBLY ACT ON APPROVAL OF MINUTES OF JANUARY 6<sup>TH</sup>, 2015 MEETING.**

Motion was made by Chitwood, second by Stott to approve minutes of January 6<sup>th</sup>, 2015 meeting. Voting yes: Olson, Barnes, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt. Voting no: none.

**3. UNFORESEEABLE BUSINESS.**

(ANY MATTER NOT REASONABLY FORSEEN PRIOR TO POSTING OF AGENDA.)

There was no unforeseeable business presented.

**4. ADJOURN.**

Motion was made by Stott, second by Brittain to adjourn from the Pryor Public Works Authority meeting. Voting yes: Barnes, Brittain, Rosamond, Chitwood, Rains, Stott, Willcutt, Olson.

Voting no: none.

MINUTES APPROVED BY MAYOR / P.P.W.A CHAIRMAN JIMMY TRAMEL

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MINUTES WRITTEN BY CITY CLERK / P.P.W.A SECRETARY EVA SMITH

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**AGREEMENT FOR THE SUB-GRANT OF  
EMERGENCY MANAGEMENT PERFORMANCE  
GRANT PROGRAM FUNDS**

This agreement is entered into by and between **The State of Oklahoma Department of Emergency Management**, and The City of Pryor, Oklahoma, hereinafter referred to as the Political Subdivision. **Witnesses that** Oklahoma Department of Emergency Management and the Political Subdivision for the considerations named agree as follows:

**Article 1. Eligibility Criteria**

To be eligible for an Emergency Management Performance Grant (EMPG) Sub-grant, a local jurisdiction must meet the following eligibility requirements:

1. The Jurisdiction must have a paid Emergency Management Director, either full or part time, who works at least 20 hours a week and is employed as defined under Oklahoma State Statute, Title 63-683.11 to 13. (See Title 63 excerpt attachment provided in application packet) Emergency Management Compact and the Fair Labor Standards Act.
2. The Emergency Management Program budget must match or exceed the Emergency Management Performance Grant dollar amount and cover the entire cost of the jurisdiction's emergency management office, independent of any sub-grant money. The Emergency Management Performance Grant is based on a 50/50 match (50% local and 50% state). A certified copy of the Emergency Management Budget for the jurisdiction must be included with the application.\*
3. A list of an All Hazard, Whole Community Planning Group Annexes or Emergency Support Function (ESF) representatives, Tribal representatives, Higher-Education

representatives, business partners as well as any other persons the Planning Group deems necessary to promote the “whole community” concept of planning. The Planning Group list will include name, position, email and phone number (form provided).

4. Maintain a 24 hour point of contact who will promptly report to Oklahoma Department of Emergency Management Duty Officer, (800) 800-2481, all significant events happening within the jurisdiction. (Per State Statute, Title 63 – 683 .11 . E)
5. A current Emergency Operations Plan and a State Approved Hazard Mitigation Plan.
6. National Incident Management System (NIMS) Compliance Certificate

\* Please note: The Jurisdiction cannot replace the Emergency Management program’s budget with Emergency Management Performance Grant funds. This means the previously budgeted Jurisdictional Emergency Management program cannot be reduced when receiving the EMPG funds. The EMPG funds are supplemental funds for improving and/or increasing the Jurisdiction’s Emergency Management Program only.

## **Article 2. Authorized Representatives**

The Director of Oklahoma Department of Emergency Management shall be the representative for the agency authorized to complete work and negotiate changes to this agreement. The Director of Emergency Management for the Political Subdivision shall be the representative for the Political Subdivision authorized to complete work and negotiate changes to this agreement. The Political Subdivision will, on a form provided by Oklahoma Department of Emergency Management, identify a Director of Emergency Management for the Political Subdivision, an alternate, and the Political Subdivision’s official mailing address. The Director of Emergency Management for the Political Subdivision will serve as the Political Subdivision’s official point of contact (POC), responsible for reporting on, or responding to inquiries regarding the four (4)

phases of emergency management (mitigation, preparedness, response and recovery) plus the recently added mission areas of Prevention and Protection, to include incident reporting.

### **Article 3. Duration**

This agreement shall be in full force and effective at 12:01 a.m. on October 1, 2014 by both parties and terminating at 12:00 p.m. on September 30, 2015, unless terminated by either party prior to that time, in writing. Oklahoma Department of Emergency Management may extend the term of this Agreement by giving written notice to the Political Subdivision 30 days prior to the end of this Agreement. If Oklahoma Department of Emergency Management exercises this option, the extended Agreement shall be considered to include this option provision. The total duration of this Agreement, including the exercise of any options under this clause, shall not exceed three years.

### **Article 4. Purpose**

The purpose of this agreement is to provide a 50/50 sub-grant with a portion of the funds awarded to the State of Oklahoma under the Federal Emergency Management Agency (FEMA)'s Emergency Management Performance Grant (EMPG) program. The EMPG program encourages the development of a comprehensive emergency preparedness system for all hazards by the State and local governments.

### **Article 5. Authorities**

The authorities for this award are:

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. § 5121 et. Seq. (the Stafford Act); Title 44, Code of Federal Regulations (CFR), Part 302, et. Seq.; U.S. Department of Homeland Security Presidential Directive 5 (HSPD-5); Oklahoma

Emergency Management Act 2003, 63 O.S. 683. 1 et. Seq.; State Administrative Plan adopted by the Oklahoma Department of Emergency Management.

## **Article 6. Trafficking in Persons**

A. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
  - a. Engage in sever forms of trafficking in persons during the period of time that the award is in effect;
  - b. Procure a commercial sex act during the period of time that the award is in effect;  
or
  - c. Use forced labor in the performance of the award or subawards under the award.
2. We, as the State awarding agency, may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
  - a. Is determined to have violated a prohibition in paragraph A.1 of this award term;  
or
  - b. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A.1 of this award term through conduct that is either:
    - i. Associated with performance under this award; or
    - ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)," as implemented by our agency at 2 CFR Part 3000.

B. Provisions applicable to a recipient other than a private entity. We as the State awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:

1. Is determined to have violated an applicable prohibition in paragraph A.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph A.1 of this award term through conduct that is either:
  - a. Associated with performance under this award; or
  - b. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement),” as implemented by our agency at 2 CFR part 3000.

C. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph A.2 or B of this section:
  - a. Implements section 106(g) of the Trafficking Victims Protection Act 2000 (TVPA), as amended (22 U.S.C. 7104(g), and
  - b. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph A.1 of this award term in any subaward you make to a private entity.

D. Definitions. For purposes of this award term:

1. "Employee" means either:
  - a. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
  - b. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provisions, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity" means:
  - a. Any entity other than a State, local government, Indian Tribe, or foreign public entity, as those terms are, defined in 2 CFR 175.25.
  - b. Includes:
    - i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian Tribe at 2 CFR 175.25(b).
    - ii. A for-profit organization.
4. "Severe forms of trafficking in person," "commercial sex act," and "coercion" have the meaning given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

#### **Article 7. National Environmental Policy Act (NEPA)**

The recipient shall comply with all applicable Federal, State, and local environment and historic preservation (EHP) requirements and shall provide any information requested by FEMA to

ensure compliance with applicable laws including: National Environment Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11990) and Environmental Justice (12898). Failure of the recipient to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding.

Recipients shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbance activities occur during project implementation, the recipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated prior to the full environmental and historic preservation review could result in non-compliance finding. For your convenience, here is the screening form link:

(The Screening Form is available at:

[www.fema.gov/doc/government/grant/bulletins/infor329\\_final\\_screening\\_memo.doc](http://www.fema.gov/doc/government/grant/bulletins/infor329_final_screening_memo.doc)). For these types of projects, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it, with all supporting documentation, to Oklahoma Department of Emergency Management. Grantees should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving their grant award.

#### **Article 8. Scope of Work** Priority for FY 2015

Advancing *“Whole Community” Security and Emergency Management*. As the country experiences threats of terrorism, attacks (foreign and domestic) and natural disasters,

communities are challenged to develop collective local abilities to withstand the potential impacts of these events, respond quickly, and recover in a way that sustains or improves the community's overall well being. Achieving this collective capacity calls for innovative approaches across the community. This includes emergency management building up existing practices, institutions, and organizations that help make local communities successful and that can leverage this infrastructure if and when an incident occurs.

**Minimum Task/Activity Requirements**

To address the priorities the following activities are the minimum task requirements that shall be completed by the Political Subdivision:

**A. QUARTERLY ALL HAZARD, WHOLE COMMUNITY PLANNING GROUP**

**MEETINGS:**

An All-Hazard, Whole Community Planning group will be formed consisting of all Annexes or Emergency Support Function (ESF) representatives, Tribal representatives, Higher Education representatives and business partners as well as any other persons the Planning Group deems necessary to promote the “whole community” concept of planning to meet quarterly.

**Measurement Method:**

1. A meeting invitation letter for each meeting to include a mailing list (can be an email copy).
2. An agenda for each quarterly meeting (suggested template provided).
3. Minutes of each quarterly meeting.
4. Sign-in sheets for each quarterly meeting (dated).

***Reporting:** All Deliverables will be submitted to the Oklahoma Department of Emergency Management Area Coordinator assigned to the jurisdiction.*

**B. EMERGENCY OPERATIONS PLAN:**

The Jurisdiction must have an Emergency Operations Plan to participate in the Emergency Management Performance Grant. The All Hazard, Whole Community Planning Group will be directly involved in the quarterly planning and updates of the Jurisdiction's Emergency Operations Plan. The Emergency Operations Plan will be updated according to CPG 101-v.2

**Measurement Method:**

1. The quarterly report submitted to Oklahoma Department of Emergency Management will include the Evaluation Matrix for CPG 101 v.2
2. An Emergency Operations Plan approval page signed by each of the Annexes or ESF representatives and the jurisdiction's highest elected official (form provided).

**C. A HAZARD MITIGATION PLAN APPROVED BY THE STATE AND UPDATED AS REQUIRED:**

The Jurisdiction must have a State approved Hazard Mitigation Plan to participate in the Emergency Management Performance Grant. The All Hazard, Whole Community Planning Group will update the Hazard Mitigation plan according to the evaluation matrix provided by Oklahoma Department of Emergency Management.

**Measurement Method:**

1. The quarterly report submitted to Oklahoma Department of Emergency Management will include the Evaluation Matrix.
2. A Hazard Mitigation plan approval page signed by each of the Annexes or ESF representatives and the jurisdiction's highest elected official (form provided).

**D. A CURRENT LIST OF TRAINING AND EXERCISES:**

The current Training and Exercise plans will be a topic of discussion of the All Hazard, Whole Community Planning Group.

**Measurement Methods:**

1. A list of the training produced by all Annex or ESF agencies will be submitted to Oklahoma Department of Emergency Management quarterly.
2. A list of the exercises produced by all Annex or ESF agencies will be submitted to Oklahoma Department of Emergency Management quarterly.

**E. FOUR EXERCISES OF ANY TYPE**

The Jurisdiction must conduct four (4) exercises of any type. The types of exercises are Seminars, Workshops, Tabletop, Games, Drills, Functional, and Full-Scale. (You can only count one WebEOC drill as part of the four.) All exercises need to test all or part of the Emergency Operations Plan. You may also count one Federally Declared Disaster as an exercise.

**Measurement Methods**

A copy of the After Action Report-Improvement Plan (AAR-IP) for each exercise must be submitted to Oklahoma Department of Emergency Management. (AAR-IP simple list provided)

**F. ONE (1) FULL SCALE EXERCISE:**

The Jurisdiction must participate in one Full-Scale Exercise. The Statewide Earth Wind and Fire exercise will count as an Emergency Operations Center full scale exercise.

**Measurement Methods**

The AAR-IP for the jurisdiction's part of the exercise must be generated by the jurisdiction and a copy of the AAR-IP must be submitted to Oklahoma Department of Emergency Management.

**G. ATTENDANCE OF THE PROFESSIONAL DEVELOPMENT WORKSHOP:**

The Oklahoma Department of Emergency Management Area Coordinator, in conjunction with local Emergency Managers, will host a Professional Development Workshop. The Emergency Management Director shall attend their Area's Workshop, in its entirety.

**Measurement Methods**

A copy of the Certificate or other appropriate documentation shall be submitted to Oklahoma Department of Emergency Management.

**H. ATTENDANCE OF THE ANNUAL OKLAHOMA EMERGENCY MANAGEMENT CONFERENCE:**

The Emergency Management Director shall attend the Annual Oklahoma Emergency Management Conference, in its entirety.

**Measurement Methods**

A copy of the Certificate or other appropriate documentation shall be submitted to Oklahoma Department of Emergency Management.

**I. ATTENDANCE OF THE OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT AREA COORDINATOR'S QUARTERLY QUADRANT MEETINGS.**

The Emergency Management Director shall attend the Oklahoma Department of Emergency Management Area Coordinator's Quarterly Quadrant meetings.

**Measurement Methods**

A copy of the sign-in sheet.

**J. CURRENT LIST OF ONGOING WHOLE COMMUNITY PREPAREDNESS**

**PROJECTS:** Activities could include, newspaper articles, talks on preparedness to

schools and or civic groups, programming weather radios, etc. Remember to include all the Emergency Response Agencies'/Organizations' preparedness efforts in the reports.

### **Measurement Methods**

Copies of articles, agendas, sign in sheets, pictures, journal of actions taken depending on community preparedness actions taken.

### **Article 9: Sub-Grant Administration**

Beginning with the first quarter, each EMPG-Political Subdivision will be visited a minimum of twice each year by an Area Coordinator or other representative of Oklahoma Department of Emergency Management. A minimum of one (1) progress report will be prepared and filed each quarter by the Political Subdivision by submitting documentation/deliverables to jurisdiction's assigned Oklahoma Department of Emergency Management Area Coordinator.

The Field Visits shall be conducted at a mutually agreed date, time and location during the quarter:

- 1<sup>st</sup> Quarter: October 1, 2014 – December 30, 2014
- 2<sup>nd</sup> Quarter: January 1, 2015 – March 31, 2015
- 3<sup>rd</sup> Quarter: April 1, 2015 – June 30, 2015
- 4<sup>th</sup> Quarter (Closeout): July 1, 2015 – September 30, 2015

- A. A record of each field visit will be recorded by the Political Subdivision's Oklahoma Department of Emergency Management Area Coordinator.
- B. Other duties as assigned. Any tasking which Oklahoma Department of Emergency Management receives from the U.S. Department of Homeland Security, FEMA or any other federal agency and which is emergency management related and which requires the assistance of the Political Subdivision shall also be considered as part of the required tasking elements under the sub-grant.
- C. Audit Letter. If the Political Subdivision receives \$500,000 or more in Federal funds in Federal Fiscal Year 2015, they are responsible for compliance with the provisions of the

Single Audit Act Amendments of 1996. That Political Subdivision shall submit a copy of their audit letter signed by the auditor for Federal Fiscal Year 2015 to Oklahoma Department of Emergency Management.

**Article 10: Time of Completion**

All work shall be completed by the Political Subdivision during Federal Fiscal Year 2015, with the exception that the auditor's opinion letter which accompanies the jurisdiction's annual audit must be submitted as soon as the audit is completed.

**Article 11: Suspension of Sub-Grant/Debarment from future awards**

If the Political Subdivision fails to complete the agreed scope of work they may be barred from participation in the sub-grant program for the following Federal Fiscal Year.

**Article 12: General Provisions**

- A. All work shall be completed in a professional manner and in compliance with all applicable laws.
- B. To the extent required by law, individuals duly licensed and authorized by law to do so shall perform all work.
- C. The Political Subdivision warrants that it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of the Political Subdivision or its employees or agents.
- D. The Political Subdivision agrees that neither it nor its employees or agents are covered under insurance paid for by the State of Oklahoma, and are not authorized to obligate the State of Oklahoma, its employees or agents.

- E. The Standard Assurances for Federal Funds submitted by the Political Subdivision, as part of their application package, are hereby referenced and incorporated into this agreement.

**Article 13: The Contract Price and Payment Terms**

- A. Oklahoma Department of Emergency Management shall pay the Political Subdivision for the work performed under this agreement the sum of 10,000.00 Dollars subject to the following terms and conditions:
  - 1. Payment in the amount of 25% will be made by Oklahoma Department of Emergency Management for the First Quarter, after January 15, 2015 following receipt of the fully executed agreement and receipt of the quarterly payment request letter from the jurisdiction along with documentation of the first quarter's tasks. The Oklahoma Department of Emergency Management Area Coordinator will approve each payment.
  - 2. Payment in the amount of 25% will be made for the Second Quarter after April 15, 2015 upon receipt of the quarterly request letter and when terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Area Coordinator.
  - 3. Payment in the amount of 25% will be made for the Third Quarter after July 15, 2015 upon receipt of the quarterly request letter and when terms of the agreement have been met and affirmed by the Oklahoma Department of Emergency Management Area Coordinator.
  - 4. Final payment in the amount of 25% will be made for the fourth quarter after October 15, 2015, upon receipt of the quarterly request letter and terms of the agreement have

been met and affirmed by the Oklahoma Department of Emergency Management Area Coordinator.

- B. All payments will be contingent on receipt of the jurisdictions payment requests and the Oklahoma Department of Emergency Management Area Coordinator's review.
- C. Oklahoma Department of Emergency Management shall provide to the Political Subdivision technical assistance in fulfilling this agreement to the extent resources are available.
- D. All project documentation will be retained for a period consistent with the jurisdiction's records retention policy but not for a period of less than three (3) years.

#### **Article 14: Funding Guidelines**

EMPG Grant funds can only be used for the purpose set forth in this contract. All EMPG Grant fund expenditures must be accounted for and follow this funding guidance. Grant funds may not be used for matching funds for Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, EMPG grant funds may not be used to sue the Federal government or any other government entity.

Oklahoma Department of Emergency Management will require that the Political Subdivision account for all EMPG expenditures and matching funds.

##### **A. The EMPG Program Requires a Cost Match**

The EMPG Grant funds that are used towards the EMPG Program shall not exceed 50 percent of the total Emergency Management budget. The Political Subdivision must cost match (cash or in-kind) the Federal contribution according to the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, specifically, Title VI, sections 611(j) and 613. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. The documentation of the cost

match and actual expenditures of the Grant Funds shall be supplied to Oklahoma Department of Emergency Management.

## **B. Allowable Costs**

### **Planning**

FY 2015 EMPG Grant funds may be used for a range of emergency management planning activities.

Planning activities may include, but are not limited to, the following:

- Twenty-five percent (25%) of the EMPG Grant monies must be spent toward planning.
- Community-based planning to advance “whole community” security and emergency management.
- Maintaining a current Hazard Mitigation Plan that includes the Hazard Identification and Risk Assessment (HIRA).
- Maintaining a current Emergency Operations Procedures that conforms to the guidelines outlined in CPG 101v.2.
- Developing/enhancing comprehensive emergency management plans.

### **Training**

FY 2015 EMPG Grant funds may be used for a range of emergency management-related training activities to enhance the capabilities of local emergency management personnel through the establishment, support, conduct, and attendance of training. Allowable training related costs include the following:

- Funds used to develop, deliver and evaluate training
- Overtime
- Travel
- Hiring of full or part-time staff or contractors/consultants

- Certification/recertification of Instructors.

### **Exercises**

Exercises implemented with grant funds should evaluate performance of the capabilities required to respond to the exercise scenario. Political Subdivision is encouraged to develop exercises that test their Emergency Operations Plan.

Allowable exercise-related costs include:

- Funds used to design, develop, conduct and evaluate an exercise
- Hiring full or part-time staff or contractors/consultants
- Travel
- Supplies

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
- Equipment that is purchased for permanent installation and/or use beyond the scope of exercise conduct (e.g., electronic messaging signs).
- Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.

### **Organization**

The EMPG Grant is a 50/50 matching Grant.

EMPG Grant funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management.

Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs.

### **Equipment**

In accordance with 44 CFR 13.32, allowable equipment categories for the Fiscal Year 2015 EMPG Program are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The select allowable equipment includes equipment from the following AEL categories.

- Information Technology (Category 4)
- Cyber-Security Enhancement Equipment (Category 5)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- Physical Security Enhancement Equipment (Category 14)
- Other Authorized Equipment (Category 21)

### **C. Unallowable Costs**

- Expenditures for weapons and ammunition
- Costs to support the hiring of sworn safety officers (sworn law enforcement officers)
- Activities unrelated to the completion and implementation of the EMPG Grant
- Other items not in accordance with the portions of the allowable costs listed above

**Article 15: Amendments**

Any alterations or deviations to this agreement shall be executed only upon written agreement of both parties, and if there is a change to the agreement award for such alteration or deviation, it shall be noted.

**Article 16: Waiver of Scope of Work Line Items**

During the performance period of the Sub-Grant, only (1) waiver relieving the jurisdiction from having to complete a basic scope of work line item (I-VIII) may be approved. In no case will a Sub-Grant recipient be permitted to request a waiver for the same scope of work line item in two consecutive years.

**Article 17: Termination**

This agreement may be cancelled by either party by providing 15 days notice in writing to the other party.

**Article 18: Audit Clause**

In accepting this agreement, the Political Subdivision agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the Political Subdivision relevant to the agreement are subject to examination by the Federal Emergency Management Agency, the Oklahoma Department of Emergency Management, the State of Oklahoma and the State Auditor and Inspector.

**Article 19: Non-Collusion**

In accepting this agreement, the Political Subdivision acknowledges that they have not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this agreement.

**Article 20: Attachments**

The EMPG Sub-Grant Application is incorporated by references a part of this agreement. As proof of compliance with Federal regulations, the following documents, as contained in Part 4, Standard Assurances, of the sub-grant application, is incorporated by reference as part of this agreement:

- A. Completed FEMA Form 20-16, Summary Sheet for Assurances and Certification
- B. Completed FEMA Form 20-16A, Assurances for Non-Construction Programs
- C. Completed FEMA Form 20-16C Certifications Regarding Lobbying, Debarment Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- D. Completed Standard Form LLL, Disclosure of Lobbying Activities

Approved by Oklahoma Department of Emergency Management this 16<sup>th</sup> day of January, 2015:

  
\_\_\_\_\_

Director, Oklahoma Department of Emergency Management

Approved by the Governing body of the The City of Pryor, Oklahoma

this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Signed:

\_\_\_\_\_

Chief Elected Official



Collins Electric Company of Oklahoma, Inc.  
223 South Taylor, Pryor, OK 74361  
V- 918.825.1270 / F- 918.825.1796  
[collinselectricco@att.net](mailto:collinselectricco@att.net)  
Oklahoma License #65807

Estimate #3173

January 8, 2015

**To: Dennis Bowman**  
**Location: Pryor, Oklahoma**  
**Project: Pro Shop Addition and Remodel**

Collins Electric Company of Oklahoma, Inc. is pleased to offer for consideration, this proposal for Electrical Work on the project listed above.

**This proposal includes the following:**

- Provide Demolition as needed
- Provide and Install **(6)** Convenience Receptacles Provide and Install **(2)** GFI Receptacles
  - **(1)** in each New Restroom
- Provide and Install **(6)** new **2x4** Lay-In Light Fixtures
- Provide and Install necessary Branch Circuit Conductors
- Provide connection to Existing Circuitry where possible
- Provide Connection to Existing Electrical Panels
- Reconnect Hot Water Heater
- Provide and Install **(2)** Emergency Wall Pack Fixtures for Restrooms
- Provide and Install **(1)** Exit Light
- All work to be done in Accordance with Current National Electrical Code
- Includes the following to complete:
  - Labor
  - Material
- Does Not Include the Following Items:
  - Sheet Rock Repair of any kind

**Total Proposed Amount:**

➤ **\$3,800.00 (Three Thousand Eight Hundred Dollars)**

\*This estimate is based on Site Visit, verbal communication with Dennis Bowman, and working knowledge of the facility

*This quote is good for 60 days.*

Thank you for your consideration and we look forward to working with you.

Mike Durant – Estimator - Collins Electric

# MID-AMERICA ELECTRIC, INC

Phone/Fax 918.825.1904

PO BOX 1001  
PRYOR, OK. 74362

1/7/15

Dennis Bowman  
Pryor Creek Golf Course  
724 E. 530 Rd.  
Pryor, OK 74361

Re: Electrical quote for restrooms in the back of the clubhouse

We have quoted the following:

In the storage room:

Add 8 circuit sub panel to be powered from existing panel.

- 1- Light switch
- 2- 2x4 lay in fluoresent fixtures
- 1- Receptacle for ice maker
- 1- Electric for hot water tank
- 3- General receptacles

In the women and men's restroom

- 1- Light switch
- 1- GFCI receptacle
- 2- 2x4 lay in fluoresent fixtures
- 1- Vent fan

Corridor

- 1- Light switch
- 2- 2x4 lay in fixtures
- 1- Exit light

Rework old Junction box into wall or above ceiling.

Add outside receptacle on west side of building

Relocate existing outside light fixture to west wall by exterior door

Air Conditioner

Power to outside unit only.

Excluded

Power from outside unit to inside unit is HVACs contractor responsibility. If this is not accurate I need some specifications on this to figure a price.

Total quote- Three thousand nine hundred ninety five dollars \$3,995.00

Mickey Ragsdale

**ELECTRICAL SERVICES INC.  
P. O. BOX 734  
PRYOR, OK 74362  
918-825-4640  
918-825-4631 FAX  
STATE LICENSE NO. 540**

January 6, 2015

Mr. Dennis Bowman  
Pryor Golf Course  
Pryor, OK

Electrical quote to remodel restrooms in pro shop:

\$5500.00

Thank you for the opportunity to quote this project. If you have any questions, please do not hesitate to give me a call.

Jerry Moore  
Electrical Services Inc.  
[jerry@esipryor.com](mailto:jerry@esipryor.com)  
918.864.6143





**Commercial Industrial Residential Certified & Insured**

December 30th, 2014

Melton Heat and Air  
41 S. Mill St.  
Pryor, Ok 74361  
Ph: (918) 740-5136  
Email: melton.roger@sbcglobal.net  
Attn: Roger Melton

RE: City Of Pryor Recreational Center  
1111 S.E. 9th St.  
Pryor, Ok 74361

### **COMMERCIAL BID :**

Services include the complete cleaning of the 13 rooftop units and 1 split system. We will clean all return and supply duct work serving the entire building. A/C coils, drain lines and pan, motor, squirrel cage and fan, heat exchanger, burners and exhaust pipe. We will also clean the two bathroom exhausts. We will utilize our portable commercial vacuum, a 200 P.S.I. compressor for airbrushes and other air tools. The job will be performed according to the NADCA standard of source removal and will be supervised by an NADCA certified cleaning specialist.

*Breathe Easy will provide a lift to access areas above pool and any areas needed.*

Cost for Air Duct Cleaning Excluding systems that service pool area.....**\$20,864.00**  
Cost for Air Duct Cleaning for all systems that service the entire building.....**\$28,200.00**

Scope of work: 2-4 men working 15-17 nights

Billing: NET ON 30 DAYS

*If it would benefit the City of Pryor we could do this scope of work in phases*

If you have any questions please give me a call at 918-742-2000.

Sincerely,

Bill Reynolds  
General Manager



## **AIR DUCT CLEANING QUOTE**

To: Pryor Creek Community Center  
Attention: Roger  
Date: 12/29/14  
Re: Clean Air Ducts & Air Handling Units

### **Observations**

The pool area in order to be cleaned to pool would have to be drained for 2 days so we could lay 1 inch plywood down so we could access the ducts over the pool with a man lift. Also with the pool area we would need a damage waiver signed removing any damage to the pool bottom as a result of the man lift. The chemical room by the pool has been adversely affected by the chemicals and has rusted the duct work and should be re placed not cleaned the child care area has duct board lined ducts and can only be cleaned so well because if you clean it to aggressively it will break apart and blow insulation into the occupied space in the same area we noticed some growth on the duct work that would need to be addressed in a different manner with a lining material that will seal the growth in and not allow it to return.

### **Duct Cleaning Scope of Work**

1. Clean the air duct supplies and return area of furnaces.
2. Clean the air handling units (furnace, blower, and air conditioning coils).
3. Clean the vent registers and grills.
4. Apply a sanitizer to the blowers and A-coil boxes inside the furnaces to attack mold, microbes, and unpleasant odors.

The work will comply with *ACR 2013*, published by the National Air Duct Cleaning Association (NADCA), and the *NADCA General Specifications for the Cleaning of Commercial Heating, Ventilating and Air Conditioning Systems*.

The *ACR 2013* specifications recommend cleaning all interior surfaces of the facility's air distribution system for conditioned and occupied spaces, not just the air ducts. The standard also requires all debris removed during cleaning is collected and precautions are taken to ensure this debris does not enter any workspaces. This is accomplished by putting the system under

negative pressure using a high volume vacuum while covering and protecting desks, computers, etc. while the work is performed.

**Sanitizing**

This quote includes application of a sanitizer in the blowers and A-coils inside the furnaces, but not the duct work.

**Price**      **14,830.00 for the cleaning without the pool area 20,830.00 with the pool area and if the child care area is to be lined that will be 6,500.00 for this area**

**Scheduling:** It will take 6 to 8 days to complete this work. We need one to two week's advance notice to schedule the work.

*Jason Stiles*

Jason Stiles  
General Manager  
Air Doctor Duct Cleaning  
918-628-1800