



**BOARD OF COUNTY COMMISSIONER'S
MINUTES**

MONDAY, MAY 21, 2018

Sheriff Todd Gibson led in **Prayer and Pledge of Allegiance**.

Vice-Chairman Rod Cleveland called to order the regularly scheduled meeting of the Board of Cleveland County Commissioners at 1:00 P.M. this 21st day of May 2018 in meeting Room 200 of the Cleveland County Office Building. Linda Atkins, Deputy County Clerk/Secretary, called roll and those present were:

Rod Cleveland, Vice-Chairman
Harold Haralson, Member
Linda Atkins, Secretary

Chairman Darry Stacy and County Clerk Tammy Belinson were absent.

Others present were: Assistant District Attorney Jim Robertson, Assistant District Attorney Heather Darby, Linda Atkins, Douglas Warr, Christi Morren, John Roberts, Leann Clements, Alison Vinson, Earl Cox, Bryan Jenkins, Jacob McHughes, Brenda Hill, Melinda Duke, Susan Reese, Laura Smith, Tony Terrell, Sheriff Todd Gibson, Undersheriff Blake Green, Chief of Operations Jose Chavez, Chief of Detention Jacob Wheeler and Bill Pretty.

After the reading of the minutes of the Regular Meeting of **May 14, 2018** and there being no additions or corrections, Harold Haralson moved that the minutes be **approved**.

Rod Cleveland seconded the motion.

The vote was: Rod Cleveland, yes; Harold Haralson, yes.

Motion carried.

A. Bid Openings:

1. Upon the recommendation of Purchasing Agent Melinda Duke, Rod Cleveland moved, seconded by Harold Haralson, to **accept** the bids and to **table** the awarding and/or rejecting of the bids until a later date for **Bid #HD-1852** – Multiple year agreement for HVAC maintenance for the Moore and Norman Health Departments.

The vote was: Rod Cleveland, yes; Harold Haralson, yes.

Motion carried.

The bids each accompanied by properly executed non-collusion form are as follows:

CLEVELAND COUNTY BID SUMMARY

List of Individual Bidders

| | Carrier Commercial Service | Harrison-Orr Air Conditioning, LLC | Jackson Mechanical Service Inc. | |
|---|---|--|---|--------------------|
| BID: #HD-1852 | | | | |
| DEPT: Health Department | | | | |
| DATE OPENED: 5-21-18 | | | | |
| | 1 | 2 | 3 | |
| List of Individual Items | | | | Awarded To: |
| Multiple year agreement for preventative HVAC maintenance for the Cleveland County Health Department. Bid term is effective from July 1, 2018 thru June 30, 2019. The agreement will be renewable, upon mutual consent and approval of the Board of County Commissioners on an annual basis from July 1st through June 30th | | | | Tabled on 5-21-18 |
| Option #1 - Norman Location: | \$16,690.00 | \$15,000.00 | \$10,820.00 | |
| Option #2 - Moore Location: | \$21,495.00 | \$9,000.00 | \$5,415.00 | |
| Hour rate, per person \$: | \$100.00 | \$86.00 | \$95.00 | |
| Hour rate, per person, for other maintenance and repair work not specifically included in the bid specifications during regular working hours. | | | | |
| Repair Parts Discount %: | 15% | 30% | 15% | |
| Repair parts discount from published list price for parts not specifically included in the specifications. | Parts List | | parts are available to us for all of your equipment to be maintained. | |
| Contact Information: | | | | |
| Contact Person: | Chase Hundley | Jordan Demas | Larry Beatty | |
| Title: | Account Manager | Project Manager | President | |
| Address: | | | | |
| | 6101 W Reno Ave, Ste. 550A Oklahoma City, OK 73127 | 4100 N Walnut Ave Oklahoma City, OK 73105 | PO Box 18824 Oklahoma City, OK 73154 | |
| Telephone Number: | 917-270-0427 | 405-528-3333 | 405-525-3788 | |
| Fax Number: | 405-792-7180 | 405-528-3359 | 405-525-0214 | |
| NON-COLLUSION AFFIDAVIT: | YES | YES | YES | |
| PA-102(1982) | | | | |

2. Upon the recommendation of Assistant Purchasing Agent Susan Reese, Rod Cleveland moved, seconded by Harold Haralson, to **accept** the bids and to **table** the awarding and/or rejecting of the bids until a later date for **Bid #COM-1851** One-Year (1) Non-Encumbered Contract for the Publication of Commissioners Proceedings and any Legal Notices required by law per the Oklahoma Statutes. The bid term will be from July 1, 2018 through June 30, 2019. The vote was: Rod Cleveland, yes; Harold Haralson, yes. Motion carried. The bids each accompanied by properly executed non-collusion form are as follows:

CLEVELAND COUNTY BID SUMMARY

Bid # COM-1851 Publication of Notices

List of Individual Bidders

**The
Oklahoman**

**The Norman
Transcript**

BID: **#COM-1851**
DEPT: COMMISSIONER'S
DATE OPENED: 5-21-18

List of Individual Items
One-Year (1) Non-Encumbered
Contract
for the Publication of
Commissioners'
Proceedings and any Legal Notices
required by law per the Oklahoma
Statutes.

The bid term will be from July 1,
2018
through June 30, 2019.

1st Publication Per Word:

2nd Publication Per Word:

3rd Publication Per Word:

**Subsequent Publications Per
Word:**

**Awarded
to:
Tabled on 5-21-
18**

Contract Information:

| | | |
|-------------------|--|--|
| Contact Person: | Jerry Wagner | Jessica Trowbridge |
| Telephone Number: | 405-475-3475 | (405) 366-3503 |
| Fax Number: | 405-475-3266 | (405) 366-3520 |
| e-mail: | jwagner@oklahoman.com | legals@normantranscript.com |

| | | |
|--|-----|-----|
| NON-COLLUSION AFFIDAVIT: PA-102(1982) | YES | YES |
|--|-----|-----|

3. Upon the recommendation of Assistant Purchasing Agent Susan Reese, Rod Cleveland moved, seconded by Harold Haralson, to **accept** the bids and to **table** the awarding and/or rejecting of the bids until a later date for **Bid #EB-1853 – One-Year (1) Non-Encumbered Contract for Voting Equipment delivery Service for Ballot Boxes, Voting Booths and any other additional equipment for the Election Board.** The bid term will be from July 1, 2018 through June 30, 2019 with the option to renew for one (1) additional year.
The vote was: Rod Cleveland, yes; Harold Haralson, yes.
Motion carried.
The bids each accompanied by properly executed non-collusion form are as follows:

| |
|--|
| <p>CLEVELAND COUNTY BID SUMMARY</p> <p>BID: #EB-1853 Carrier Service</p> |
|--|

List of Individual Bidders
PAB Moving, LLC

BID: #EB-1853
DEPT: Election Board
DATE OPENED: 5-21-18

AWARDED:
Tabled on 5/21/18

List of Individual Items

Non-Encumbered Contract for Voting
Equipment Carrier Service for Ballot Boxes,
Voting Booths and any other additional
equipment, for the Cleveland
County Election Board.

The bid term will be from July 1, 2018 through June 30, 2019
with the option to renew for one (1) additional year.

**ELECTRONIC EQUIPMENT
CARRIER SERVICE PER HOUR:**

Bid Meet Specs: Yes or No
Hauling Experience:
Contact Information:
Contact Person:
Telephone #:
Fax #:
e-mail:

Randi Boothe
405-313-7219

pabmoving1@gmail.com

| | |
|--|-----|
| NON-COLLUSION AFFIDAVIT: PA-102(1982) | YES |
|--|-----|

4. Upon the recommendation of Assistant Purchasing Agent Susan Reese, Rod Cleveland moved, seconded by Harold Haralson, to **accept** the bids and to **table** the awarding and/or rejecting of the bids until a later date for **Bid #EB-1854 – One-Year (1) Non-Encumbered Contract for the Printing of Election Ballots for the Cleveland County Election Board**. The bid term will be from July 1, 2018 through June 30, 2019 with the option to renew one (1) additional year. The vote was: Rod Cleveland, yes; Harold Haralson, yes. Motion carried. The bids each accompanied by properly executed non-collusion form are as follows:

CLEVELAND COUNTY BID SUMMARY
Bid #EB-1854 Printing of Election Ballots

List of Individual Bidders

| | |
|---|--|
| Royal Printing Company, Inc. | Mid-West Printing Company |
|---|--|

BID: #EB-1854
DEPT: Election Board
DATE OPENED: May 21, 2018

List of Individual Items
List of Individual Items
One-Year (1) Non-Encumbered
Contract
for the Printing of Election
Ballots for the

Awarded To:
5/21/18

Election Board with the option
to
renew one (1) additional year.

The bid term will be from July
1, 2018
through June 30, 2019

REGULAR BALLOTS
MAXIMUM QUANTITY PER
ELECTION

UNIT PRICE PER BALLOT:
8.5 X 14.0 Inches:

Add'l Cost for Color
Distinction:
8.5 X 17.0 Inches:

Add'l Cost for Color
Distinction:
8.5 X 19.0 Inches:
Add'l Cost for Color
Distinction:

ABSENTEE BALLOTS

MAXIMUM QUANTITY PER ELECTION

UNIT PRICE PER BALLOT:

8.5 X 14.0 Inches:

Add'l Cost for Color Distinction:

8.5 X 17.0 Inches:

Add'l Cost for Color Distinction:

8.5 X 19.0 Inches:

Add'l Cost for Color Distinction:

SAMPLE BALLOTS

MAXIMUM QUANTITY PER ELECTION

UNIT PRICE PER BALLOT:

8.5 X 14.0 Inches:

Add'l Cost for Color Distinction:

8.5 X 17.0 Inches:

Add'l Cost for Color Distinction:

8.5 X 19.0 Inches:

Add'l Cost for Color Distinction:

Contact Information:

Kelley Thomas

Scott Seay

Title:

Owner/Agent

Address:

1830 NW 4th Dr
Oklahoma City, OK
73106

1227 N 9th PO
Box 650
Sapulpa, OK
74067

Phone Number:

405-235-8581

800-375-3494

Fax Number:

405-235-0868

918-224-0636

E-Mail:

ballots@royalprintingco.com

home@mwprint.net

NON-COLLUSION AFFIDAVIT:
PA-102(1982)

YES

YES

B. Old Business:

1. Upon the recommendation of Purchasing Agent Melinda Duke, Rod Cleveland moved, seconded by Harold Haralson, to award to Thyssenkrupp Elevator Corporation, Annual Maintenance Total in the amount of \$16,800.00 and \$240.00 Hour rate per person for **Bid #COM-1849** – Multiple year agreement for preventative maintenance of six (6) Hydraulic Elevators and one (1) Rotary Elevator for Cleveland County.

The vote was: Rod Cleveland, yes; Harold Haralson, yes.

Motion carried.

C. Items of Business:

Vice-Chairman Rod Cleveland said that the following Items, No. 1 through No. 22, are **Consent Items** and are routine in nature: Harold Haralson moved to **approve** the Consent Items. Rod Cleveland seconded the motion:

1. **Standard Service Agreement Renewal** between the Cleveland County Court Clerk’s Office and Underground Vaults & Storage for space leased in it records storage center Lease #01-1255 at 3500 E. Ave G, Hutchinson, KS. Rental of 16mm or 35mm microfilm container at a rate of \$50.00 per container with approximately 2,000 microfiche; and \$2.00 per cubic foot of storage are leased for miscellaneous property for the period July 1, 2018 through June 30, 2019.
2. **Renewal Agreement** between the Board of Cleveland County Commissioners on behalf of Cleveland County Districts #1 SN/7343, #2 SN/9044, and #3 SN/8162, and Syntech for the FUELMASTER Fuel Management System in the amount of \$2650.00 per year/per commissioner district for the period July 1, 2018 through June 30, 2019.
3. **Renewal Agreement** between Cleveland County Assessor and Spatialest for licensing of software and maintenance service in the amount of \$18,000 for the period April 1, 2018 through March 31, 2019.
4. **Contract** between Cleveland County Assessor and Spatialest to provide a custom suite of software for assessment and website services in the amount of \$40,850.00 for the period June 1, 2018 through May 31, 2019.
5. **Contract** between Cleveland County Assessor and Sidwell for premium software support July 1, 2018 through June 30, 2019 in the amount of \$2756.00.
6. **Proposal** from Johnson Controls for one (1) CC9000-PSSA – Standard Support Plan to access software and firmware updates during coverage period in the amount of \$2,950.00 for the Cleveland County IT Department July 1, 2018 through June 30, 2019.
7. **Invoice #43018** from Haskell Lemon for Construction Services provided for project 9A – Harrah Newalla Rd, 119th Street to 89th Street in the amount of \$464,623.67.
8. **Invoice #17054.1** from T.J. Campbell for Construction Services provided for project 9 – Harrah Newalla Rd, SH 9 to 119th Street in the amount of \$1,605,539.40.
9. **Change Order #4** DR 4117-09 Project #9, TJ Campbell for the installation of additional material quantities not specified by the contract scope of work. The new contract price is \$1,896,591.20.
10. **Acceptance of Notice** to the Board of Cleveland County Commissioners from Tammy Belinson, County Clerk, in regards to the extension of the Board of equalization Meeting period as per Title 68, Section 2863. Extension requested by Doug Warr, County Assessor, requested and approved on May 14, 2018 by

the Cleveland County Budget Board extending the Board of Equalization meeting deadline to no later than July 31, 2018.

- 11. Appointment of Daniel Thatcher as Requisitioning Officer for the Cleveland County Clerk’s office accounts.**
- 12. Invoice #265-432017 from Tulsa County Juvenile Bureau Regional Detention Office for juvenile detention services during the month of April 2018 in the amount of \$136.50.**
- 13. Request for Approval of Allocation of Alcoholic Beverage Tax in the amount of \$40,963.84.**
- 14. Resolution of Disposing of L218.338 – HP Laptop from the Cleveland County Court Clerk’s Office. (trading state equipment)**
- 15. Agreement between Cleveland County Sheriff’s Department and PropertyRoom.com for Property Disposition Service. The term is for the period July 1, 2018 through June 30, 2019.**
- 16. Agreement between Cleveland County Sheriff’s Department and Independent School District No. 29 of Cleveland County, OK, a/k/a Norman Public Schools for the period July 1, 2018 through June 30, 2019 for educational services at the Cleveland County Detention Center.**
- 17. Agreement between the Cleveland County Sheriff’s Department and Lexipol for use of subscription material for the period July 1, 2018 through June 30, 2019.**
- 18. Equipment Maintenance Agreement between Cleveland County Purchasing Department and OneSource Managed Services for service on a Bizhub C360 to include all labor, parts and supplies. B/W copies are billed monthly at .0068 per copy and color copies are billed monthly at .068 per copy. The term of this agreement is July 1, 2018 through June 30, 2019.**
- 19. Approve the April 2018 Monthly Reports of the following Officers:**
 - a. Bryant Rains, County Election Board Secretary
 - b. Tammy Belinson, County Clerk
 - c. Jim Reynolds, County Treasurer
 - d. Doug Warr, County Assessor
 - e. Marilyn Williams, Court Clerk
 - f. Todd Gibson, County Sheriff
 - g. Keith Reed, Health Department
- 20. Approval of the following Blanket Purchase Orders submitted for the following Departments:**

Dist. #1:

| | | |
|-------------|---------------------------|-------------|
| 18-4487-T2A | Mid-West Hose & Specialty | \$ 500.00 |
| 18-4514-T2A | Palace Auto Supply | \$ 3,000.00 |

Dist. #3:

18-4526-T2A Dub Ross Company \$ 500.00

Assessor:

18-4520-H1C Douglas P Warr \$ 500.00

Election Board:

18-4493-SL2 Copelin’s Office Center \$ 500.00

Fairgrounds:

18-4507-FG2 Clean Uniform Company \$ 300.00

21. Approval of the Certificate of Requesting Officers on Blanket Purchase Order Numbers:

FY 17/18

General:

18-0307-H2 18-0308-H2 18-0940-HR2 18-2776-X2
18-4228-SHE2

Highway:

18-0082-T2A 18-2044-T2A 18-2083-T2A 18-3331-T2A
18-3428-T2A

Sheriff Service Fee:

18-2983-CFB2

Fairgrounds:

18-0359-FG2

22. Review, Audit, and approve Purchase Orders for Payment of Personal Services, Travel, maintenance & Operations, and Capital Outlay from:

FY 17/18

| | |
|-------------------------------------|--------------|
| a. General Fund | \$ 45,376.55 |
| b. Highway Fund | \$ 86,822.41 |
| c. Health Fund | \$ 14,051.88 |
| d. Sheriff Service Fee Fund | \$ 2,593.78 |
| e. Sheriff Commissary Fund | \$ 10,458.12 |
| f. Sheriff Revolving Fund | \$ 12,456.43 |
| g. Treasurer Certification Fee Fund | \$ 1,138.70 |
| h. County Clerk Preservation Fund | \$ 600.00 |
| i. Fairgrounds Fund | \$ 1,885.74 |

The vote was: Rod Cleveland, yes; Harold Haralson, yes.
Motion carried.

END OF CONSENT

D. No new business came before the **Board** for discussion.

E. Commissioner’s discussions about **County Business** concerned a recent storm whipping through the southern part of the county with wind gusts up to 80 mph affecting manufactured homes, Churches, barns and residences. Crews were out with chipping equipment to dispose of downed trees and limbs on roadways. Commissioner Haralson is implementing a post storm loss assessment by having anyone with structure damage to contact George Mauldin, Cleveland County Emergency Management Director.

F. No Public comments were made.

G. There being no further business to come before the Board, Harold Haralson moved, seconded by Rod Cleveland, that the meeting be **adjourned** at 1:07 P.M.
The vote was: Rod Cleveland, yes; Harold Haralson, yes.
Motion carried.


(Clerk’s Note: Agenda was posted on May 18, 2018 @ 11:10 A.M.)

**BOARD OF COUNTY COMMISSIONERS
CLEVELAND COUNTY, OKLAHOMA**



Darryl Stacy, Chairman

ATTEST:



Tammy Belinson, County Clerk and Secretary to the Board



Minutes Prepared by: 

Deputy County Clerk