

The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

THE DURANT CITY UTILITIES AUTHORITY / DCUA

6:00 PM

**Roscoe J. Hatfield
Council Chambers, 300
West Evergreen,
Durant, Oklahoma
AGENDA**

June 13, 2017

**DURANT CITY HALL
300 W. EVERGREEN, DURANT, OK
ROSCOE J. HATFIELD COUNCIL CHAMBERS**

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Meeting Minutes of May 9, 2017

2. Consider Items Removed from Consent

3. Information Items

- a. Presentation of a Sample Accounting from Landfill Rolloff Operations
- b. Landfill Information & Reports - May 2017
- c. Solid Waste Collection Report May 2017
- d. Water Treatment Plant Monthly Operations Report - May 2017
- e. Waste Water Treatment Plant Monthly Report - May 2017
- f. Waste Water Treatment Plant Lab Report - May 2017

4. Administration

- a. Consider Approval of Motion to File Durant City Utilities Authority

FY17/18 Financial Plan with City Council as Beneficiary

- b. Consider Approval of Request for Authorization to Purchase for Sludge Removal FY 2017/2018 in the amount of \$90,000.00 (RFAP #2017-077)
- c. Consider Approval of Request for Authorization to Purchase for Equipment Parts and Maintenance FY 2017/2018 in the Amount of \$80,000.00 (RFAP #2017-079)
- d. Consider Approval of Request for Authorization to Purchase for Chemical Used at Water Treatment Plant (alum, chlorine, chlorite, caustic, fluoride, and polymer) (RFAP 2017-101)
- e. Consider Approval of Request for Authorization to Purchase to Environmental Resource Technologies for Lab Testing (RFAP 2017-102)
- f. Consider Approval of Request for Authorization to Accurate Environmental Laboratories for Lab Testing for Crypto and E Coli (RFAP 2017-103)
- g. Consider Approval of Request for Authorization to Purchase for Southern Oklahoma Regional Disposal, Inc. (SORD) Transfer Disposal Cost (RFAP #2017-076)
- h. Consider Award of Contract for Utility Bill Printing and Mailing Services
- i. Consider Approval of Contract for Utility Bill Printing and Mailing Services (C-2017-42)
- j. Consider Approval of Request for Authorization to Purchase for Utility Bill Printing and Mailing Services (RFAP# 2017-115)
- k. Consider Award of Contract for Utility Collection Service
- l. Consider Approval of Contract for Utility Collection (C-2017-44)
- m. Consider Approval of Request for Authorization to Purchase for Utility Collection Service (RFAP# 2017-117)

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 17th day of November, 2016 and that an agenda of said meeting was posted at the place of such meeting at 4:42 p.m. on the 9th day of June, 2017.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 6/5/2017
To: Utilities Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of May 9, 2017

Council Information / Action Requested

Approve Regular Meeting Minutes of May 9, 2017.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Minutes 5.9.2017	Exhibit	6/5/2017

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 17th day of November, 2016 and that an agenda of said meeting was posted at the place of such meeting at 5:45 pm on the 4th day of May, 2017.

MINUTES OF THE REGULAR SCHEDULED MEETING OF THE DURANT CITY UTILITIES AUTHORITY OF May 9, 2017 AT 6:00 PM, Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma

CALL TO ORDER

Chairman Tomlinson called the meeting to order at 8:08 pm.

ROLL CALL

Present: Trustee Oden Grube	City Attorney Pat Phelps
Trustee Destry Hawthorne	City Manager Tim Rundel
Trustee Billy L. Orr	City Clerk Cynthia J. Price
Vice-Chairman Chad Hitchcock	
Chairman Jerry Tomlinson	(*denotes partial attendance)

Absent: None

Chairman Tomlinson declared a quorum.

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

a. Consider Approval of Regular Meeting Minutes of April 11, 2017

Approved

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to approve consent item as presented. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Orr, Tomlinson

2. Consideration Items Removed from Consent

3. Information Items

a. Utility Summary Report - April 2017

- b. Solid Waste Collection Report - April 2017
- c. Landfill Information & Reports - April 2017
- d. Water Treatment Plant Monthly Operation Report - April 2017
- e. Waste Water Treatment Plant Monthly Report - April 2017
- f. Waste Water Treatment Plant Lab Report - April 2017
- g. Informational Presentation 'City of Durant WWTP Sludge Bell Press Operational efficiency upgrade consideration'

4. Administration

- a. Consider Approval of Resolution 2017-05 to Establish New Commercial Recycling Collection Rates and to Introduce New Rates for 3 Yard Dumpsters

Approved

Jacque Wilson, Deputy City Manager of Operation, addressed council and stated the purpose of this resolution is to improve customer service, reduce operational costs, improve operational efficiency and lengthen the life span of the landfill.

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to approve Resolution 2017-05 to establish new commercial recycling collection rates and to introduce new rates for 3 yard dumpsters. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Orr, Tomlinson

Adjournment

Motion was made by Destry Hawthorne and seconded by Chad Hitchcock to adjourn meeting. Motion Passed with the following vote:

Ayes: Grube, Hawthorne, Hitchcock, Orr, Tomlinson



The City of Durant

Deputy City Manager of Operations

Memorandum

Date: 6/8/2017
To: Utilities Authority
From: Jacque J. Wilson, Deputy City Manager of Operations
Re: Presentation of a Sample Accounting from Landfill Rolloff Operations

This is a presentation of a rudimentary operations cost breakdown for private and City Sanitation Operations.

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Sample Public Works Dashboard	Cover Memo	6/8/2017

CITY OF DURANT PUBLIC WORKS DEPARTMENT

FEBRUARY

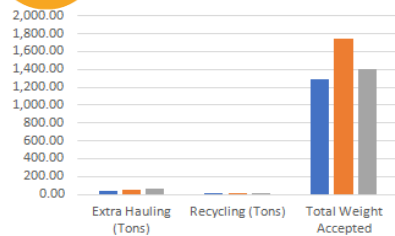
MARCH

APRIL

SOLID WASTE & LANDFILL

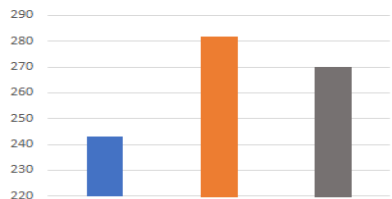


Solid Waste Collection

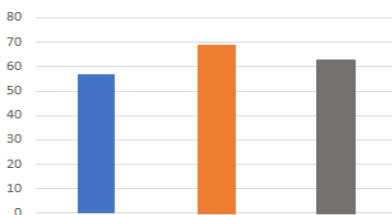


Extra Hauling (Tons)	35.24	48.55	65.83
Recycling (Tons)	2.90	3.05	2.56
Total Weight Accepted	1,285.07	1,742.91	1,407.89

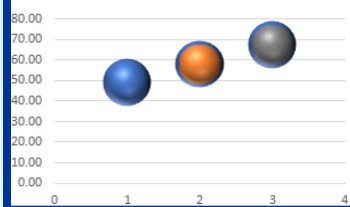
Rolloffs Serviced



Compactors



Treated Waste Water (MG)

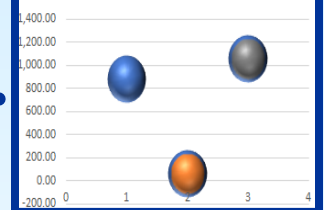


WASTE WATER TREATMENT PLANT



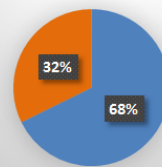
Treated Waste Water (MG)	48.80	57.74	67.14
Treated Sludge (KG)	876.15	55.46	1,049.70

Treated Sludge (KG)



PUBLIC WORKS

Consumption vs treated April



WATER TREATMENT PLANT



Water Treated	100,097,000	113,160,000	116,110,000
Consumption	81,777,600	59,736,400	55,285,700

STREETS



Rolloffs Serviced	243	282	270
Compactors	57	69	63
Rolloffs New Customers	6	9	9
Extra Hauling (Tons)	35.24	48.55	65.83
Recycling (Tons)	2.90	3.05	2.56



LINE MAINTENANCE



METER READERS



The City of Durant

Solid Waste Landfill

Memorandum

Date: 5/24/2017
To: Utilities Authority
From: Zefe Laborico, Supervisor, Solid Waste Landfill
Re: Landfill Information & Reports - May 2017

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
May 2017 DEQ Report	Cover Memo	6/6/2017
May 2017 Project Schedule	Cover Memo	6/6/2017
multi-use building progress	Cover Memo	6/6/2017
mutil-use building progress 2	Cover Memo	6/6/2017
multi-use building progress 3	Cover Memo	6/6/2017
multi use building progress 4	Cover Memo	6/6/2017
sord grinding brush	Cover Memo	6/6/2017
sord grinding brush 2	Cover Memo	6/6/2017
sord grinding brush 3	Cover Memo	6/6/2017
sord grinding brush 4	Cover Memo	6/6/2017
Maintaining and upkeep on rolloff containers	Cover Memo	6/6/2017
Maintaining and upkeep on rolloff containers 2	Cover Memo	6/6/2017



MONTHLY REPORT FOR SOLID WASTE DISPOSAL FACILITIES

(Please see instructions prior to completing this form)

Due by the 10th of the month following the reporting month

Administrative Services
Accounts Receivable
P. O. Box 2036
Oklahoma City, OK 73101-2036

Report month/year: MAY 2017

Facility Name: CITY OF DURANT C/D LANDFILL
Mailing Address: PO BOX 578
DURANT, OK 74702-0578

Permit Number: 3507001

Phone Number: 580-931-6606

Total # of Days open: 25

COMPLETE SECTIONS 5-10 ONLY IF SCALES GO DOWN

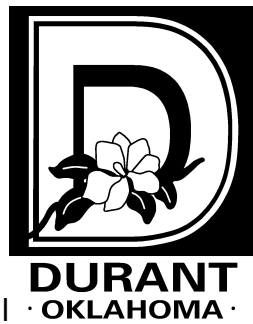
D A Y	(1) Total weight accepted (tons)	(2) Weight which is reused or recycled in accordance with facility permit (tons)	(3) Weight accepted from a DEQ approved emergency or special event (tons)	(4) Weight accepted from large industrial waste generators with DEQ exemption certificate (tons)	(5) Time scales placed out of service	(6) Time scales placed into service	(7) Total volume accepted (yd3)	(8) Volume which is reused or recycled in accordance with facility permit (yd3)	(9) Volume accepted from a DEQ approved emergency or special event (yd3)	(10) Volume accepted from large industrial waste generators with DEQ exemption certificate (yd3)
1	63.65									
2	32.47									
3	54.43									
4	85.01									
5	73.49									
6	26.36									
7	0									
8	94.45									
9	118.5									
10	81.13									
11	67.44									
12	69.3									
13	7.38									
14	0									
15	119.99									
16	69.66									
17	39.01									
18	82.51									
19	103.96									
20	0.94									
21	0									
22	70.31									
23	67.51									
24	84.54									
25	114.74									
26	77.6									
27	0									
28	0									
29	0									
30	171.5									
31	127.76									
Total	1903.64	0	0	0	0	0	0	0	0	0

I hereby certify that the information reported above is accurate and correct to the best of my knowledge and includes all solid waste received at this facility.

Signature of authorized agent: _____

Phone #: 580-924-8358

Date: _____



THE CITY OF DURANT

Office of the Solid Waste Superintendent

SOLID WASTE DISPOSAL PROJECTS SCHEDULE ***May 2017***

A. Work Completed for May:

1. Covered C & D Site
2. Hauled MSW To SORD
3. Worked on Multi-use building

B. Work Planned For June:

1. Continue Covering C&D site
2. Have new C&D cell 10C inspected and approved
3. Haul MSW To SORD
4. Continue working on multi-use building

C. Work Planned For Jan. '17 – Dec. '17:

Approx. Start – Finish Date:

1. Haul trash to Ardmore 1-2017 thru 12-2017

D. Projects Planned And Requested For Authorization:

1. None.











Vermeer®

6000

Vermeer
Great Plains
Log Skidder
6000













The City of Durant

Office of the Solid Waste Department

Memorandum

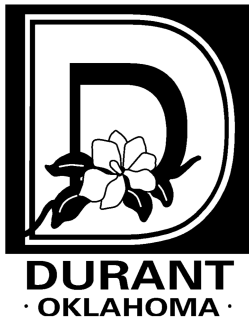
Date: 6/13/2017
To: Utilities Authority
From:
Re: Solid Waste Collection Report May 2017

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Solid WAste Collection May Monthly Report	Cover Memo	6/6/2017



THE CITY OF DURANT

Office of the Solid Waste Superintendent

SOLID WASTE PROJECTS SCHEDULE ***May 2017***

A. Work Completed:

1. Hauled 92.83 tons of extra hauling
2. Hauled 103 loads of extra hauling
3. Picked up and delivered 19 sharps
4. Helped with one abatement
5. Cleaned Sunny Side rd.
6. Refurbished 10 dumpsters
- 7.
- 8.

B. Work Planned For June

1. Refurbish. dumpsters
- 2.

C. Work Planned For Jan. '17 – Dec. 31-17

1. Pick up trash

D. Projects Planned And Requested For Authorization:

1. None.



The City of Durant

Office of the Water Treatment Plant

Memorandum

Date: 6/1/2017
To: Utilities Authority
From: Phillip Hightower, Water Treatment Plant
Re: Water Treatment Plant Monthly Operations Report - May 2017

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
May Chlorite and CLO2 Report	Cover Memo	6/1/2017
May operation report #1	Cover Memo	6/1/2017
May Operation report #2	Cover Memo	6/1/2017
May Fluoride Report	Cover Memo	6/1/2017
May Maintenance Report	Cover Memo	6/1/2017



CHLORINE DIOXIDE AND CHLORITE MONITORING AND REPORTING FORM

1. Public Water System (PWS) Information:

PWSID: OK 1010601

PWS Name: City of Durant

2. Compliance Information:

Water System Facility ID: 1010601

Plant Name: Durant Water Plant

Month: May Year: 2017

3. Analytical Results & Summary Information:

Entry Point Monitoring			<u>Chlorine Dioxide Daily Monitoring (Summary Type: CLO2)</u>					
Day	ClO ₂ (mg/L)	Chlorite (mg/L)						
1	0.11	0.47	Number of Samples Required:					
2	0.11	0.57	Number of Samples Collected:					
3	0.13	0.57	Was All Chlorine Dioxide Monitoring & Reporting Completed? Yes / No					
4	0.17	0.52	Number of ClO ₂ samples exceeded the MRDL of 0.8 mg/L?					
5	0.16	0.47	If a routine sample exceeds the MRDL, the system is required to take (3) three more samples the next day.					
6	0.14	0.57	<u>Chlorite Daily Monitoring (Summary Type: CLO2)</u>					
7	0.11	0.47	Number of Samples Required:					
8	0.14	0.47	Number of Samples Collected:					
9	0.12	0.76	Was All Chlorite Monitoring & Reporting Completed? Yes / No					
10	0.16	0.85	Number of Chlorite samples exceeded the MCL of 1.0 mg/L?					
11	0.11	0.8	If a routine sample exceeds the MCL, the system is required to take (3) three more samples the next day.					
12	0.12	0.71	* If you didn't use Chlorine Dioxide for disinfection any day this month, please mark "n/a" in that day's box to prevent a Monitoring violation.					
13	0.1	0.66						
14	0.08	0.57						
15	0.1	0.61	<u>Routine Chlorite Monthly Monitoring in Distribution System</u>					
16	0.18	0.57	Sampling Location	Lab Sample ID	Sampling Point ID	Collection Date	Certified Lab ID	Chlorite (mg/L)
17	0.17	0.61	Near 1st Customer					
18	0.14	0.47	Avg. Residence Time					
19	0.12	0.47	Max. Residence Time					
20	0.12	0.38	Monitoring Period Average:					
21	0.09	0.33	Mark (X) if analytical results were reported electronically: _____					
22	0.1	0.38	- If the arithmetic average of any three sample set exceeds the Chlorite MCL (1.0 mg/L), the system is in violation of the MCL.					
23	0.13	0.42	- If more than one three-sample set was collected, attach additional copies of this form.					
24	0.18	0.47						
25	0.16	0.57						
26	0.14	0.38						
27	0.14	0.42						
28	0.12	0.38						
29	0.09	0.57						
30	0.18	0.33						
31	0.14	0.61						

Signature of owner or operator: _____

Date: _____

Operator License Number _____

Send all documents to:

Joe Keeble
Disinfection Byproducts Compliance Coordinator
Water Quality Division, DEQ
P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677

DEQ Form # 630-577D
Revision 06/01/2009

Mail original before the 10th of the following month
to the Department of Environmental Quality, Water Quality Division
P. O. Box 1677, Oklahoma City, OK 73101-1677

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY
MONTHLY OPERATIONAL REPORT
WATER TREATMENT PLANTS

Durant City Utilities Authority

PO Box 578

Durant OK

74702

System

Address

City

ZIP

Plant: Durant Water Treatment F
PWSID: 1010601
Month: May 2017
Population: 19,491

DAY	WATER TREATED	FILTER OPERATION										WASH WATER IN 1000 GALS.	CHEMICALS USED-LBS.										ALKALINITY								pH			CaCO3	HARDNESS			Chlorite residual	Chlorite lbs/day	REMARKS
		FILTERS USED-HOURS											ALUM	LIME	POLYMER Name:		CARBON	OTHER Name: NH2SIF6	OTHER Name: copper sul	CHLORINE		"P"		TOTAL AM		CLO2 Residual		TOTAL PM		AM PM			STABILITY Method:		(ppm)					
		1	2	3	4	5	6	7	8	PRE	POST																													
																				RAW	FILT	RAW	FILT	RAW	FILT	RAW	FILT	RAW	FILT	RAW	FILT	RAW	FILT							
1	3,614	24	24	24	24	23	23	24	24	60	1900	0	50	963	0	44	0	100	60			132	120		0.11	130	124	7.7	8.3	8	120	140	136	0.47	280					
2	3,605	24	23	23	24	24	24	24	24	70	1800	0	50	825	0	19	0	120	100			130	126		0.11	134	122	7.8	7.6	7.8	120	148	140	0.52	280					
3	3,606	23	24	24	23	24	24	24	24	70	1700	0	50	550	0	0	0	160	80			142	126		0.13	138	124	8	7.6	7.8	130	136	134	0.57	280					
4	3,585	24	24	24	24	24	24	23	23	70	1900	0	50	1100	0	0	0	160	80			138	126		0.17	140	136	8	7.6	7.6	138	148	140	0.52	280					
5	3,638	24	24	24	24	23	23	23	24	91	1900	0	50	825	0	0	0	160	80			130	126		0.16	136	130	7.9	7.7	7.6	120	134	142	0.47	280					
6	3,834	24	23	23	24	24	24	24	24	70	1900	0	50	825	0	0	0	160	80			124	118		0.14	144	138	7.9	7.6	7.6	122	134	138	0.57	280					
7	4,393	24	24	24	24	24	24	24	24		2100	0	50	962	0	0	0	180	80			140	128		0.11	130	160	8	7.6	7.6	134	152	144	0.47	280					
8	4,396	23	24	24	23	24	24	24	24	70	2200	0	50	825	0	0	0	120	80			140	124		0.14	218	120	8.1	7.6	7.6	124	150	152	0.47	300	Switched to Blue River				
9	4,381	24	24	24	24	24	24	24	23	45	1800	0	50	0	0	0	0	100	80			220	162		0.12	234	170	8.1	7.7	7.3	136	234	190	0.76	300					
10	4,353	24	24	24	24	23	23	23	24	105	2000	0	50	0	0	0	0	120	80			228	180		0.16	244	196	8.1	7.5	7.3	160	230	210	0.85	300					
11	4,348	24	23	23	24	24	24	24	24	80	1700	0	50	0	0	0	0	120	100			250	230		0.11	248	220	8	7.3	7.4	202	250	236	0.8	300					
12	3,821	23	24	24	23	24	24	24	24	80	1300	0	50	0	0	0	0	100	80			254	220		0.12	252	236	8.1	7.4	7.4	206	250	256	0.71	260					
13	4,016	24	24	24	24	24	24	23	23	70	1900	0	50	0	0	0	0	100	80			266	222		0.1	260	244	8.2	7.4	7.4	220	274	256	0.66	280					
14	4,290	24	24	24	24	23	23	24	24	70	1500	0	50	0	0	0	0	100	60			264	230		0.08	270	244	8.2	7.3	7.5	228	266	254	0.57	280					
15	4,197	24	23	23	24	24	24	24	24	70	1500	0	50	0	0	0	0	90	70			270	242		0.1	268	246	8.2	7.4	7.5	236	268	248	0.61	260					
16	4,408	23	24	24	23	24	24	24	24	70	1700	0	50	0	0	0	0	100	100			270	244		0.18	266	248	8.2	7.4	7.5	240	280	272	0.57	300					
17	4,413	24	24	24	24	24	24	23	23	80	1500	0	50	0	0	0	0	80	100			266	234		0.17	260	232	8.1	7.4	7.4	232	272	272	0.61	300					
18	4,227	24	24	24	24	24	24	24	24		1600	0	50	0	0	0	0	80	100			258	232		0.14	256	244	8	7.5	7.4	238	260	260	0.47	300					
19	3,794	24	23	23	24	23	23	24	24	140	1800	0	50	0	0	0	0	180	80			256	236		0.12	250	220	8	7.5	7.4	238	248	250	0.47	280					
20	3,773	23	24	24	23	24	24	24	24	100	1900	0	50	963	0	0	0	210	90			132	190		0.12	146	196	8	7.3	7.8	220	160	234	0.38	280	Switched to Lake Durant				
21	3,798	24	24	24	24	24	24	23	23	80	1600	0	50	825	0	0	0	180	80			140	156		0.09	138	152	7.9	7.7	7.7	210	148	166	0.33	280					
22	3,786	24	24	24	24	24	24	24	24		1600	0	50	825	0	0	0	160	80			150	140		0.1	132	166	7.7	8	7.8	170	134	142	0.38	280					
23	3,987	24	24	24	24	23	23	24	24	70	1700	0	50	825	0	0	0	220	80			142	130		0.13	146	130	7.8	7.7	7.8	132	156	150	0.42	300					
24	4,155	24	23	23	24	24	24	24	24	80	2000	0	50	825	0	0	0	180	80			136	126		0.18	144	130	7.8	7.5	7.6	126	142	150	0.47	300					
25	4,361	23	24	24	23	24	24	24	24	80	2000	0	50	963	0	0	0	200	80			134	128		0.16	142	132	7.7	7.4	7.6	132	140	140	0.57	320					
26	4,431	24	24	24	24	24	24	23	23	70	2000	0	50	688	0	0	0	200	120			140	130		0.14	136	126	7.5	7.6	7.7	130	142	150	0.38	320					
27	4,569	24	24	24	24	23	23	24	24	60	2300	0	50	963	0	0	0	220	120			132	120		0.14	144	136	7.6	7.3	7.6	130	146	144	0.42	330					
28	4,589	24	23	23	24	24	24	24	24	70	2400	0	50	963	0	0	0	220	120			134	122		0.12	140	128	7.5	7.3	7.7	132	142	138	0.38	330					
29	4,347	23	24	24	23	24	24	24	24	70	1700	0	50	963	0	0	0	140	100			140	140		0.09	138	126	7.7	7.3	7.6	132	144	142	0.57	330					
30	4,300	24	24	24	24	24	24	23	23	80	2300	0	50	825	0	0	0	200	100			138	124		0.18	134	122	7.7	7.7	7.6	132	136	132	0.33	350					
31	4,400	24	24	24	24	23	23	24	24	70	2000	0	50	825	0	0	0	200	100			134	132		0.14	132	128	7.9	7.5	7.6	130	148	146	0.61	350					
TOT	127415	737	737	737	737	736	736	736	737	2141	57200	0	1550	17328	0	63	0	4660	2720			5530	5064		4.06	5650	5226	245	234	235	5120	5712	5664	16.38	9190					
Avg	4110	24	24	24	24	24	24	24	24	69	1845	0	50.00	559	0	2.03	0.00	150	88			178	163		0	182	169	7.9	7.5	7.6	165.2	184	183	0.528	#####					

Power Costs	\$12,962.22
Labor Costs	\$30,110.25
Chemicals	\$20,135.44
Supplies	\$501.97
Repairs	\$1,204.00
TOTAL	\$64,913.88

Ave. Rate of Wash (Vert. in/min.)

I hereby certify the above to be correct
to the best of my knowledge.

Ave Wash Period (Minutes)

% Wash Water Used

1.68%

Signed

Steve Gray

DEQ Form # 630-577A

Revised 9/1/2000

Title

Water Treatment Plant Supervisor

Oper. Cert. No.

B 6824

Cost per thousand Gallons

\$0.50

Ave. Head Loss for Washing

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY
MONTHLY OPERATIONAL REPORT
WATER TREATMENT PLANTS

Durant City Utilities Authority
System

PO Box 578
Address

Durant
City

74702
ZIP

Plant: Durant Water Treatment Plant
PWSID: 1010601
Month: May 2017
Population: 19,491

- ☒ Rapid Rate Filter
☐ Slow Sand Filter

No. OF
SAMPLES

% OF TOTAL
SAMPLES

TURBIDITY GREATER THAN 0.5 NTU:	0	0%	◀
TURBIDITY GREATER THAN 0.3 NTU:	0	0%	◀
TURBIDITY GREATER THAN 0.1 NTU:	20	11%	

TOTAL NO. OF TURBIDITY ANALYSES:		186
----------------------------------	--	-----

HIGHEST TURBIDITY READING

NUMBER OF SAMPLES > 1 NTU

NUMBER OF SAMPLES > 5 NTU

95TH PERCENTILE OF FINISHED WATER TURBIDITY

95TH PERCENTILE OF SETTLED WATER TURBIDITY

CHLORINE RESIDUAL < 1.0 mg/l LEAVING PLANT (# Samples)

0.14	◀
0	◀
0	◀
0.12	◀ NOT REQUIRED
2.90	◀ NOT REQUIRED

INDIVIDUAL FILTER TURBIDITY CHECKLIST

1. IS TURBIDITY FROM EACH INDIVIDUAL FILTER RECORDED EVERY 15 MINUTES? ☒ Yes ☐ No

2. DID ANY SINGLE FILTER EXCEED 2.0 NTU IN TWO CONSECUTIVE 15 MINUTE PERIODS?

☒ No, Go to Question 3.

☐ Yes, What date was the filter profile completed?

DID THIS SAME FILTER EXCEED 2.0 NTU IN 2 CONSECUTIVE 15-MIN PERIODS DURING THE LAST MONTH?

☐ No, Go to Question 3.

☐ Yes, Schedule Comprehensive Performance Evaluation (CPE) with DEQ.

3. DID ANY SINGLE FILTER EXCEED 1.0 NTU IN TWO CONSECUTIVE 15 MINUTE PERIODS?

☒ No, Go to Question 4.

☐ Yes, What date was the filter profile completed?

DID THIS SAME FILTER EXCEED 1.0 NTU IN 2 CONSECUTIVE 15-MIN PERIODS DURING THE LAST 2 MONTHS?

☐ No, Go to Question 4.

☐ Yes, What date was the filter self-assessment completed?

4. DID ANY SINGLE FILTER EXCEED 0.5 NTU IN 2 CONSECUTIVE 15-MIN PERIODS AT THE END OF 4 HRS OF OPERATION?

☒ No, You are finished with the checklist.

☐ Yes, What date was the filter profile completed?

* IF ANY OF QUESTIONS 2 THROUGH 4 ARE CHECKED "YES", YOU MUST

COMPLETE THE TURBIDITY TRIGGER EVALUATION FORM AND ATTACH TO THIS MOR.

TURBIDITY										RESIDUAL DISINFECTANT								COMMENTS
DAY	RAW	SET	SET	2400-0400	0400-0800	0800-1200	1200-1600	1600-2000	2000-2400	ENTRY POINT TO DISTRIBUTION						DISTRIBUTION		
										12am	4am	8am	12pm	4pm	8pm	SYSTEM		
1	4.40	1	1.3	0.14	0.11	0.08	0.06	0.05	0.06	1.78	1.97	1.99	1.91	1.70	1.45	0.82	1.54	
2	4.39	0.8	1.1	0.12	0.06	0.05	0.05	0.05	0.05	1.48	1.74	1.73	1.77	2.13	2.21	1.10	0.57	
3	4.67	0.8	1.3	0.09	0.05	0.05	0.04	0.04	0.05	2.25	2.68	2.67	2.51	1.92	1.93	2.25	1.18	
4	4.55	0.8	2.3	0.13	0.11	0.09	0.07	0.06	0.06	1.93	2.03	2.03	2.01	1.96	1.77	0.69	1.36	
5	4.92	0.9	1.4	0.07	0.11	0.11	0.10	0.07	0.07	1.88	1.98	2.04	2.06	1.92	1.80	1.47	0.72	
6	4.37	0.9	1.7	0.07	0.07	0.07	0.06	0.05	0.06	1.97	2.09	2.10	2.03	1.91	1.85	1.64	0.77	
7	4.05	0.9	2.2	0.07	0.07	0.07	0.06	0.06	0.07	1.97	2.10	2.10	1.86	1.81	1.72	0.50	0.74	
8	5.24	2	4.1	0.07	0.07	0.07	0.06	0.05	0.05	1.87	2.12	2.08	2.07	1.90	1.96	0.81	0.77	Switched to Blue River
9	14.91	1.9	2.6	0.05	0.05	0.11	0.09	0.06	0.06	1.97	2.03	2.07	2.10	1.93	1.94	0.87	0.70	
10	13.64	1.8	2.3	0.09	0.07	0.10	0.06	0.05	0.05	1.98	2.13	2.14	2.16	2.04	2.10	1.35	0.80	
11	12.58	1.3	1.9	0.10	0.05	0.05	0.05	0.05	0.05	2.13	2.24	2.34	2.37	2.28	2.25	1.19	0.73	
12	16.87	1.8	2.8	0.05	0.05	0.04	0.04	0.04	0.04	2.29	2.39	2.41	2.46	2.38	2.20	0.25	2.22	
13	11.92	1.6	2.6	0.04	0.04	0.05	0.04	0.05	0.04	2.23	2.43	2.44	2.45	2.37	2.20	2.08	1.21	
14	13.35	2.1	2.9	0.05	0.04	0.04	0.04	0.04	0.07	2.32	2.71	2.70	2.54	2.34	2.30	1.33	1.07	
15	12.05	3.3	3.4	0.06	0.04	0.04	0.04	0.04	0.04	2.46	2.72	2.72	2.60	2.36	2.35	2.19	1.12	
16	15.44	1.5	2.6	0.08	0.04	0.04	0.04	0.04	0.04	2.39	2.59	2.56	2.52	2.43	2.59	1.92	1.45	
17	13.26	1.6	2.6	0.05	0.05	0.04	0.04	0.04	0.04	2.64	2.80	2.73	2.63	2.43	2.51	1.77	2.45	
18	14.10	1.2	2	0.04	0.04	0.04	0.04	0.04	0.04	2.68	2.80	2.73	2.65	2.50	2.44	1.93	1.44	
19	12.54	1.5	1.9	0.05	0.07	0.04	0.04	0.04	0.04	2.54	2.78	2.79	2.73	2.70	2.48	1.81	1.69	
20	4.21	1	1.7	0.04	0.06	0.05	0.04	0.04	0.04	2.63	2.84	2.95	2.87	2.82	2.46	1.58	1.47	change to lake
21	4.54	0.7	1.4	0.07	0.07	0.06	0.05	0.05	0.07	2.42	2.79	2.83	2.86	2.64	2.09	1.67	1.43	
22	7.30	1.7	1.8	0.08	0.08	0.08	0.06	0.06	0.06	2.19	1.88	2.23	2.38	2.22	1.94	1.98	1.40	
23	5.29	1.3	1.9	0.13	0.13	0.11	0.08	0.07	0.07	1.98	2.42	2.50	2.48	2.35	2.27	1.31	1.28	
24	5.73	1.1	1.9	0.12	0.09	0.08	0.07	0.06	0.06	2.37	2.52	2.50	2.34	2.12	1.95	1.54	1.74	
25	5.31	1	1.6	0.11	0.07	0.09	0.06	0.06	0.07	2.07	2.54	2.52	2.41	2.11	2.15	1.72	1.68	
26	4.92	0.9	1.5	0.14	0.14	0.12	0.08	0.06	0.07	2.38	2.81	2.69	2.52	2.24	2.45	1.12	1.07	
27	5.17	0.8	1.5	0.07	0.08	0.13	0.09	0.07	0.08	2.61	2.80	2.75	2.45	2.29	2.25	1.86	0.94	
28	4.82	0.8	1.6	0.08	0.08	0.08	0.07	0.06	0.06	2.40	2.54	2.53	2.36	2.29	1.94	1.17	1.05	
29	4.93	0.8	1.7	0.07	0.06	0.06	0.05	0.04	0.05	2.03	2.46	2.62	2.68	2.56	2.09	1.38	1.42	
30	3.82	1	1.2	0.11	0.10	0.08	0.06	0.05	0.06	2.23	2.70	2.78	2.71	2.24	2.18	0.90	0.86	
31	4.15	1.2	1.6	0.10	0.09	0.08	0.06	0.05	0.05	2.26	2.79	2.84	2.73	2.35	2.28	1.08	0.93	

Oklahoma State Department of Health / Oklahoma Department of Environmental Quality
MONTHLY OPERATION REPORT
RECORD OF FLUORIDE APPLICATION

PWSID 1010601 SYSTEM Durant Ok (SW) MONTH May
Type of Material Applied* Sodium Silicofluoride Year 2017

Date	Water Treated (1000s of Gallons)	Applied		Residual Fluoride (F), ppm			
		lbs.	PPM of F	Raw		Distribution	
				(1)	(2)	(1)	(2)
1	3614	44	0.86	0.00	0.00	0.16	0.23
2	3605	19	0.37	0.01	0.00	1.08	0.24
3	3606	0	0.00	0.00	0.00	0.06	0.00
4	3585	0	0.00	0.00	0.04	0.00	0.040
5	3638	0	0.00	0.01	0.00	0.09	0.00
6	3834	0	0.00	0.02	0.11	0.37	0.00
7	4393	0	0.00	0.00	0.00	0.25	0.32
8	4396	0	0.00	0.00	0.00	0.37	0.22
9	4381	0	0.00	0.00	0.00	0.00	0.27
10	4353	0	0.00	offline	0.00	offline	0.00
11	4348	0	0.00	offline	0.00	offline	0.00
12	3821	0	0.00	offline	0.00	offline	0.00
13	4016	0	0.00	0.08	offline	offline	offline
14	4290	0	0.00	0.00	0.00	offline	0.00
15	4197	0	0.00	0.00	0.00	offline	0.00
16	4408	0	0.00	0.00	0.00	offline	offline
17	4413	0	0.00	0.00	0.00	offline	offline
18	4227	0	0.00	0.00	0.00	offline	offline
19	3794	0	0.00	0.00	0.00	offline	0.00
20	3773	0	0.00	0.00	0.00	offline	0.00
21	3798	0	0.00	0.00	0.00	offline	0.00
22	3786	0	0.00	0.00	0.00	offline	0.00
23	3987	0	0.00	0.00	0.00	offline	offline
24	4155	0	0.00	0.00	0.00	offline	offline
25	4361	0	0.00	0.00	0.00	offline	0.00
26	4431	0	0.00	0.00	0.00	offline	0.00
27	4569	0	0.00	0.00	0.00	offline	0.00
28	4589	0	0.00	0.00	0.00	offline	0.00
29	4347	0	0.00	0.00	0.00	offline	0.00
30	4300	0	0.00	0.00	0.00	offline	offline
31	4400	0	0.00	offline	0.14	offline	offline
Total	127415	63	1.23	0.12	0.28	2.38	1.32
Average	4110	2.03	0.03	0.00	0.00	0.07	0.04

* Example: Sodium Fluoride, Sodium Fluorosilicate (Sodium Silicofluoride), and Fluorosilicic Acid (Hydrofluorosilicic Acid).

It is required that this report be received by the 10th of the following month.

Send to: OSDH – Dental Health Services
1000 NE 10TH ST
OKLAHOMA CITY, OK 73117-1299

AND

Oklahoma Department of Environmental Quality
PO BOX 1677
OKLAHOMA CITY, OK 73101-1677

I hereby certify the above to be correct to the best of my knowledge.

Signed _____
Title _____
City _____



THE CITY OF DURANT

Office of the Water Treatment Plant

Water Treatment Plant Projects Schedule May 2017 Monthly Report

A. Work Completed

1. Calibrate lab instruments daily
2. Maintained Water Plant
3. Cleaned all buildings weekly
4. Backwashed filters as needed
5. Backwashed raw pumps weekly
6. Hooked up chlorine tanks and checked for leaks
7. Unload chemicals as they arrived
8. Pulled sludge as needed
9. Run daily chlorine dioxide samples on raw line
10. Flushed alum pumps
11. Inspected fire extinguishers
12. Pulled required water samples and send to ODEQ
13. Clean turbidity meters as needed
14. Cleaned screens on CLO2 generator as needed
15. Worked at the lagoons
16. Did tour of the plant for Engineer's
17. Worked on #7 and #8 surface wash valve
18. Rebuilt Superior Chlorinator
19. Did 2016 Consumer Confidence Report
20. Mowed and weed eated and sprayed at High Service pump Station
21. Mowed Plant grounds
22. Weed eated around plant grounds
23. Changed the blades on lawn mower
24. Sprayed around plant grounds
25. Worked on South CLO2 generator replaced a fuse in it to get it to working
26. Dug up broken valve stack and repaired it over at lagoons
27. Repaired broken valve wrench
28. Replaced burnt bulb on New Plant rapid mixer
29. Went to Cardinal glass and South 9th pump stations and greased the pumps
30. Went to High Service pump station and greased the pumps and check valves
31. Drained the mud valves on Airport, 1st and Ark, and 13th and Arkansas towers
32. Replaced the spark plug in 2" trash pump
33. Replaced the salt bridge in the inline PH probe and calibrated inline PH meter
34. Worked on DP unit in finished water vault
35. Worked on the headlight of the 4x4 pickup

B. Work Planned for January-December

1. Pull #2 yard pump
2. Get Osec Running
3. Get fence fixed at Chuckwa Tower

Approx Start/Finish Date

Time permitting
Time permitting
Time permitting

C. Projects Planned and Requested for Authorization

- A. Fencing around Cardinal Glass Tower
- B. Replace altitude valves at 3 towers in town



The City of Durant

Office of the Wastewater Treatment Plant

Memorandum

Date: 6/5/2017
To: Utilities Authority
From: Terry Condor, Waste Water Treatment Plant
Superintendent
Re: Waste Water Treatment Plant Monthly Report - May 2017

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
WWTP Lab Report - May 2017	Exhibit	6/5/2017



The City of Durant

Office of the Wastewater Treatment Plant

PROJECTS SCHEDULE

A: WORK COMPLETED IN MAY 2017

- 1: MONITORING OF SBR SE VALVES TO DETERMINE FURTHER FAILURES (on going)
- 2: CLEAN CLARIFIER WEIRS 5-24-17
- 3: CLEAN BLEND TANK MIXER 5-30-17
- 4: CLEAN EFFLUENT PUMP STATION (not needed)
- 5: CLEAN RAW WATER PUMP STATION (not needed)
- 6: CLEAN SCUM PUMP STATION 5-1-17
- 7: CLEAN DRAIN LIFT STATION 5-12-17
- 8: CK TORQUE & OVERLOAD & GREASE CHAIN ON CLARIFIER 5-2-17
- 9: CALIBRATE DISCHARGE DO & PH METER 5-18-17
- 10: CHECK CALIBRATION OF DISCHARGE FLOW METER 5-9-17
- 11: RESET SBR PLC (not needed)
- 12: WASH DOWN STEP SCREEN 5-12-17
- 13: CLEAN UV TROUGHS AND FLUME 5-4-17, 5-12-17
- 14: CHECK ELECTRIC MANHOLES 5-12-17
- 15: CLEAN OUT BUILDINGS 5-10-17, 5-11-17
- 16: MANUALLY CHECK U.V. BULBS 5-16-17
- 17: WASH DOWN CASINO STEPSCREEN 5-8-17
- 18: CHECK ALL AUTOMATIC VALVES (checked)
- 19: VEHICLE INSPECTION 5-16-17
- 20: WALK-THRU INSPECTION 5-1-17
- 21: CLEAN ALL PLC's 5-1-17
- 22: CLEAN D.O. METERS (not needed)
- 23: CHECK CLARIFIER OIL WEEKLY 5-8-17, 5-16-17
- 24: INSTALLED #1 RAWWATER PUMP AFTER REBUILD
- 25: 12 CALL BACK HOURS

TREATED 63.270 MG OF WASTEWATER
PROCESSED 1.207829 MG OF TREATED SLUDGE

B: WORK PLANNED FOR JUNE 2017

- 1: MONITORING OF SBR SE VALVES TO DETERMINE FURTHER FAILURES (on going)
- 2: CLEAN CLARIFIER WEIRS
- 3: CLEAN BLEND TANK MIXER
- 4: CLEAN EFFLUENT PUMP STATION
- 5: CLEAN RAW WATER PUMP STATION
- 6: CLEAN SCUM PUMP STATION
- 7: CLEAN DRAIN LIFT STATION
- 8: CK TORQUE & OVERLOAD & GREASE CHAIN ON CLARIFIER
- 9: CALIBRATE DISCHARGE DO & PH METER
- 10: CHECK CALIBRATION OF DISCHARGE FLOW METER
- 11: RESET SBR PLC
- 12: WASH DOWN STEP SCREEN
- 13: CLEAN UV TROUGHS AND FLUME
- 14: CHECK ELECTRIC MANHOLES
- 15: CLEAN OUT BUILDINGS
- 16: MANUALLY CHECK U.V. BULBS
- 17: WASH DOWN CASINO STEPSCREEN
- 18: CHECK ALL AUTOMATIC VALVES
- 19: VEHICLE INSPECTION
- 20: WALK-THRU INSPECTION
- 21: CLEAN ALL PLC's
- 22: CLEAN D.O. METERS
- 23: CHECK CLARIFIER OIL WEEKLY



The City of Durant

Office of the Wastewater Treatment Plant

Memorandum

Date: 6/5/2017
To: Utilities Authority
From: Waste Water Treatment Plant Lab
Re: Waste Water Treatment Plant Lab Report - May 2017

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
WWTP Lab	Cover Memo	6/5/2017



THE CITY OF DURANT

Office of the Wastewater Treatment Plant

Lab Report

Lab Tests Processed

<u>115</u>	Bac-t's
<u>84</u>	BOD's
<u>20</u>	TSS's
<u>14</u>	NH3's
<u>0</u>	DO's
<u>0</u>	Ph's
<u>6</u>	Fecal Coliforms (May 1 st – Sept. 30 th)
<u>0</u>	FOG's

Work Projects

- Data entry
- Reports (water test results), Make copies and envelope
- Purchase Orders, copy, file
- Equipment calibrations and maintenance
- Sampling and process readings
- Quality Assurance, Quality Control tests
- Laboratory Testing
- Filing
- Daily/Weekly laboratory and WWTP building cleaning
- Monthly, Quarterly, Bi-annual, Yearly reports
- Ordering Lab chemicals and supplies
- Water Billing
- Storm water monitoring
- Pretreatment

Durant Wastewater Influent & Effluent Results

Date Tested: 5/3/17

BOD INFLUENT (RAW) - 47.7 mg/L

TSS INF. (RAW) - 68 mg/L

AMMONIA NITROGEN INF. (RAW) - 38.7 mg/L

CBOD EFFLUENT (FINISH) - 2.0 mg/L
TSS EFF. (FINISH) - 2.5 mg/L
AMMONIA NITROGEN EFF. (FINISH) - 0.9 mg/L
FECAL COLIFORM EFF. (FINISH) - 37 & 10 CFU/100ml (May 1st – Sept. 30th)
BOD (CHOCTAW EFF.)- 108.6 mg/L
TSS (CHOCTAW EFF.)- 104 mg/L
AMMONIA NITROGEN (CHOCTAW EFF.)- 46.5 mg/L

Date Tested: 5/10/17

BOD INFLUENT (RAW) - 128.8 mg/L
TSS INF. (RAW) - 76 mg/L
AMMONIA NITROGEN INF. (RAW) - 24.9 mg/L
CBOD EFFLUENT (FINISH) - 2.0 mg/L
TSS EFF. (FINISH) - 2.5 mg/L
AMMONIA NITROGEN EFF. (FINISH) - 0.2 mg/L
FECAL COLIFORM EFF. (FINISH) - 6 & 34 CFU/100ml (May 1st – Sept. 30th)
BOD (CHOCTAW EFF.)- 253.4 mg/L
TSS (CHOCTAW EFF.)- 96 mg/L
AMMONIA NITROGEN (CHOCTAW EFF.)- 25.2 mg/L

Date Tested: 5/17/17

BOD INFLUENT (RAW) - 172.5 mg/L
TSS INF. (RAW) - 68 mg/L
AMMONIA NITROGEN INF. (RAW) - 20.3 mg/L
CBOD EFFLUENT (FINISH) - 2.0 mg/L
TSS EFF. (FINISH) - 2.5 mg/L
AMMONIA NITROGEN EFF. (FINISH) - 0.2 mg/L
FECAL COLIFORM EFF. (FINISH) - 10 & 6 CFU/100ml (May 1st – Sept. 30th)
BOD (CHOCTAW EFF.)- 264.1 mg/L
TSS (CHOCTAW EFF.)- 96 mg/L
AMMONIA NITROGEN (CHOCTAW EFF.)- 16.6 mg/L

Date Tested: 5/24/17

BOD INFLUENT (RAW) - 48.9 mg/L
TSS INF. (RAW) - 88 mg/L
AMMONIA NITROGEN INF. (RAW) - 20.0 mg/L
CBOD EFFLUENT (FINISH) - 2.0 mg/L
TSS EFF. (FINISH) - 2.5 mg/L
AMMONIA NITROGEN EFF. (FINISH) - 0.2 mg/L
FECAL COLIFORM EFF. (FINISH) - 1 & 1 CFU/100ml (May 1st – Sept. 30th)
BOD (CHOCTAW EFF.)- 129 mg/L
TSS (CHOCTAW EFF.)- 152 mg/L
AMMONIA NITROGEN (CHOCTAW EFF.)- 38.6 mg/L



The City of Durant

Office of City Treasurer

Memorandum

Date: 6/1/2017
To: Utilities Authority
From: Tim Rundel, City Manager
Re: Consider Approval of Motion to File Durant City Utilities Authority FY17/18 Financial Plan with City Council as Beneficiary

Public Trusts created pursuant to Title 60 of the Oklahoma State Statutes shall file annually, with their respective beneficiaries, a financial plan or budget. Public Trust Fund budgets are not required by the Municipal Budget Act and are not considered legally adopted, appropriated budgets (merely financial plans).

Durant City Utilities Authority

	FY15/16 Actuals	FY16/17 Budget	FY16/17 Projections	FY17/18 Budget
REVENUE SUMMARY				
Balance Forward		2,004,430	1,107,628	1,580,639
Licenses & Permits	5,650	6,000	4,581	5,000
Charges for Services	10,102,636	11,679,116	11,374,962	11,332,000
Misc Revenues	4,393,915	576,250	524,545	514,850
Adjustments to Rev	475,132			
Total Revenues	14,977,333	14,265,796	13,011,716	13,432,489
EXPENSE SUMMARY				
Public Works Admin	170,004	71,364	67,285	176,183
Utility Billing	409,644	362,915	359,965	532,149
WSLM	918,861	1,025,279	797,977	849,728
WTP	999,748	1,070,762	1,020,433	1,090,025
WWTP	733,678	853,621	780,949	825,991
SWC	1,193,272	1,093,454	943,123	1,027,524
Utility General Admin	8,332,941	8,335,026	6,187,788	7,812,859
Lake Durant	31,387	38,000	32,800	37,500
SWD	1,077,235	1,128,691	954,073	1,080,530
Econ Dev	400,000	286,684	286,684	-
Total Expense	14,266,770	14,265,796	11,431,077	13,432,489

Council Information / Action Requested

It is requested and required that you file your financial plan for FY17/18 with the Durant City Council as Beneficiary.

City Staff Information / Action Follow-up, if Council authorizes this action:

Treasurer's Office will install FY17/18 budget in our accounting software.



The City of Durant

Office of the Wastewater Treatment Plant

Memorandum

Date: 6/6/2017
To: Utilities Authority
From: Terry Condor, Waste Water Treatment Plant Superintendent
Re: Consider Approval of Request for Authorization to Purchase for Sludge Removal FY 2017/2018 in the amount of \$90,000.00 (RFAP #2017-077)

Council Information / Action Requested

Approve Request for Authorization to Purchase for Sludge Removal FY 2017/2018 in the amount of \$90,000.00 (RFAP #2017-077)

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
RFAP #2017-077	Cover Memo	6/6/2017

SPEND/CNTRCT#

INCODE PROJ#

RFAP #2017-077**REQUEST FOR AUTHORIZATION TO PURCHASE**

Ref: 11 O.S. §10:114 (B) and 61 O.S. §103 (D) and City of Durant Code: § 37.003-37.010

Item #

- 1 Item planned for spending (provide details):
SLUDGE DISPOSAL FY 2017/2018
- 2 Department requesting authorization:
WWTP
- 3 Bidding recommendation (award or reject along with name and contact information of vendor):
ESBENSHADE, INC. PO BOX 55 HENDRIX, OK 74741
- 4 Estimated Purchase Date (M/D/Y): **July 1, 2017**
- 5 What are the financing or lease purchase terms (APR %, length of financing, payments, etc.)
- 6 Is this item included in the current FY budget (Yes/No) **Yes**
- 7 GL account code: **#405-028-553-30-36**
- 8 Spending / purchase request details (complete below blanks):
 - 8a Amount requested to spend **\$90,000.00**
 - 8b Item (new or replacement, if a capital item complete fixed asset form)? **New**
 - 8c Old Item to be Traded-In (Yes / No). Note: if a capital item complete fixed asset form? **No**
- If a Replacement Item, give description, age and condition of item to be replaced (including model & serial or VIN, trade allowance)*
- 8d Is a contractor written agreement involved (Yes / No), if yes include a copy of the contract after City Attorney Review **No**
- 8e Does the purchase involve Grant Funding (Yes or No) **No**
- 8f What is the City Cash Match for the Grant **\$**
- 8g What other match or financial obligation is involved with the City accepting this Grant (explain with details)
- 9 Purchase is Planned By (complete appropriate item(s) below):
 - 9a **Informal Quotes** – Purchases of \$2000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 use formal bids. Specifications & at least 3 quotes must be attached for items over \$5,000 (city manager can require quotes for below \$5,000):
 - 9b **Formal Bids** – Purchases with an estimated cost over \$15,000 Council approval required. Attach complete specifications and a bidders list with at least 3 bidders. Include bidder name, address, phone number, fax number and email address of recommended vendor:
 - 9c **State Contract** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases over \$15,000 Council approval required. Include name, address, phone number, fax number, email address of state contract vendor and state contract number:

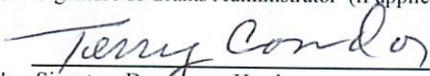
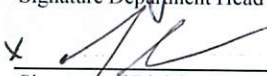
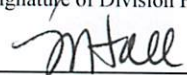


Spend & Contract Form

- 9d **Buy Board** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases more than \$15,000 Council approval required. Include name, address, phone number, fax number, email address of Buy Board:
- 9e **Professional Services Agreement** – Purchases over \$2,000 and less than \$15,000 via an engineering, surveying, architect, computer services, janitorial, etc. firm covered by a council approved professional services agreement, City Manager approval required.
- 9f **Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.
- 9g **Sole Source Purchase** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 Council approval required in addition to City Manager approval. Attach to this request a memo detailing the nature of the Sole source designation, that is explain how this purchase fulfills the requirements to be considered a sole source purchase:

LAND APPLICATION OF SLUDGE REQUIRES PERMITTING FROM ODEQ PRIOR TO APPLICATION. ESBENSHADE FARMS IS A SOLE SOURCE BECAUSE IT IS THE ONLY VENDOR WITH THE REQUIRED PERMITTING.

- 10 Signature & date blocks (complete appropriate sections):

N/A

10a	Signature of Grants Administrator (if applicable)	date (M/D/Y):
		5-19-17
10b	Signature Department Head	date (M/D/Y):
	X 	5-24-17
10c	Signature of Division Head	date (M/D/Y):
		5-19-17
10d	Signature of Budget Administrator	date (M/D/Y):
	N/A	
10e	Signature of Project Manager	date (M/D/Y):
	X 	5-24-2017
10f	Signature of City Treasurer	date (M/D/Y):
	X 	5-26-17
10g	Signature of City Manager (only over \$2,000)	date (M/D/Y):

- 11h City Manager Comments:



The City of Durant

Office of the Wastewater Treatment Plant

Memorandum

Date: 6/6/2017
To: Utilities Authority
From: Terry Condor, Waste Water Treatment Plant Superintendent
Re: Consider Approval of Request for Authorization to Purchase for Equipment Parts and Maintenance FY 2017/2018 in the Amount of \$80,000.00 (RFAP #2017-079)

Council Information / Action Requested

Approve Request for Authorization to Purchase for equipment parts and maintenance FY 2017/2018 in the amount of \$80,000.00 (RFAP #2017-079)

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
RFAP #2017-079	Exhibit	6/6/2017

SPEND/CNTRCT#

INCODE PROJ#

RFAP #2017-079**REQUEST FOR AUTHORIZATION TO PURCHASE**

Ref: 11 O.S. §10:114 (B) and 61 O.S. §103 (D) and City of Durant Code: § 37.003-37.010

Item #

- 1 Item planned for spending (provide details):
THIS RFAP WILL BE 90% EMERGENCY FOR EQUIPMENT OR REPAIRS. THIS BLANKET RFAP WILL CONSIST OF VARIOUS VENDORS FOR EMERGENCY PURCHASES OR REPAIRS TO STAY IN REGULATIONS. 50% OF THE PLANT RUNS 24/7 AND CURRENT EQUIPMENT IS 13 YEARS OLD.
- 2 Department requesting authorization:
WWTP
- 3 Bidding recommendation (award or reject along with name and contact information of vendor):
VARIOUS VENDORS
- 4 Estimated Purchase Date (M/D/Y): July 1, 2017
- 5 What are the financing or lease purchase terms (APR %, length of financing, payments, etc.)
- 6 Is this item included in the current FY budget (Yes/No) Yes
- 7 GL account code: #405-028-553-50-69
- 8 Spending / purchase request details (complete below blanks):
- 8a Amount requested to spend \$80,000.00
- 8b Item (new or replacement, if a capital item complete fixed asset form)? New
- 8c Old Item to be Traded-In (Yes / No). Note: if a capital item complete fixed asset form? No
- If a Replacement Item, give description, age and condition of item to be replaced (including model & serial or VIN, trade allowance)*
- 8d Is a contractor written agreement involved (Yes / No), if yes include a copy of the contract after City Attorney Review No
- 8e Does the purchase involve Grant Funding (Yes or No) No
- 8f What is the City Cash Match for the Grant \$
- 8g What other match or financial obligation is involved with the City accepting this Grant (explain with details)
- 9 Purchase is Planned By (complete appropriate item(s) below):
- 9a **Informal Quotes** – Purchases of \$2000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 use formal bids. Specifications & at least 3 quotes must be attached for items over \$5,000 (city manager can require quotes for below \$5,000):
- 9b **Formal Bids** – Purchases with an estimated cost over \$15,000 Council approval required. Attach complete specifications and a bidders list with at least 3 bidders. Include bidder name, address, phone number, fax number and email address of recommended vendor:
- 9c **State Contract** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases over \$15,000 Council approval required. Include name, address, phone number, fax number, email address of state contract vendor and state contract number:

Spend & Contract Form

9d **Buy Board** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases more than \$15,000 Council approval required. Include name, address, phone number, fax number, email address of Buy Board:

9e **Professional Services Agreement** – Purchases over \$2,000 and less than \$15,000 via an engineering, surveying, architect, computer services, janitorial, etc. firm covered by a council approved professional services agreement, City Manager approval required.

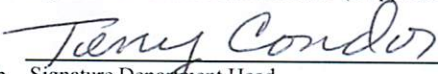
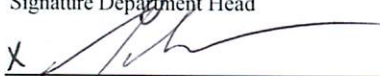
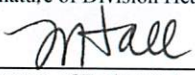
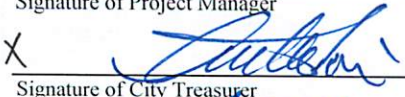
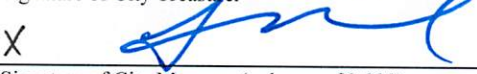
9f **Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.

THIS RFAP WILL BE 90% EMERGENCY FOR EQUIPMENT OR REPAIRS. THIS BLANKET RFAP WILL CONSIST OF VARIOUS VENDORS FOR EMERGENCY PURCHASES OR REPAIRS TO STAY IN REGULATIONS. 50% OF THE PLANT RUNS 24/7 AND CURRENT EQUIPMENT IS 13 YEARS OLD.

9g **Sole Source Purchase** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 Council approval required in addition to City Manager approval. Attach to this request a memo detailing the nature of the Sole source designation, that is explain how this purchase fulfills the requirements to be considered a sole source purchase:

10 Signature & date blocks (complete appropriate sections):

N/A

10a	Signature of Grants Administrator (if applicable)	date (M/D/Y):
		5-19-17
10b	Signature Department Head	date (M/D/Y):
	X 	5-24-17
10c	Signature of Division Head	date (M/D/Y):
		5.19.17
10d	Signature of Budget Administrator	date (M/D/Y):
	N/A	
10e	Signature of Project Manager	date (M/D/Y):
	X 	5-24-2017
10f	Signature of City Treasurer	date (M/D/Y):
	X 	5.26.17
10g	Signature of City Manager (only over \$2,000)	date (M/D/Y):
11h	City Manager Comments:	



The City of Durant

Office of the Water Treatment Plant

Memorandum

Date: 6/6/2017
To: Utilities Authority
From: Steve Gray, Water Treatment Plant Superintendent
Re: Consider Approval of Request for Authorization to Purchase for Chemical Used at Water Treatment Plant (alum, chlorine, chlorite, caustic, fluoride, and polymer) (RFAP 2017-101)

Council Information / Action Requested

Approve Request for Authorization to Purchase for chemicals used at Water Treatment Plant (alum, chlorine, chlorite, caustic, fluoride, and polymer) (RFAP 2017-101) in the amount of \$260,000.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
CHEMICALS THAT ARE USED AT THE WATER TREATMENT PLANT (alum, chlorine, chlorite, caustic, fluoride, and polymer) (RFAP 2017-101)	Cover Memo	6/6/2017

SPEND/CNTRCT#
 INCODE PROJ#
 RFAP#

2017-101

REQUEST FOR AUTHORIZATION TO PURCHASE

Ref: 11 O.S. §10:114 (B) and 61 O.S. §103 (D) and City of Durant Code: § 37.003-37.010

Item

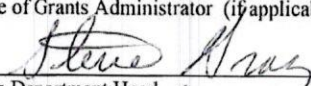
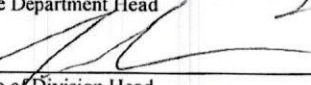
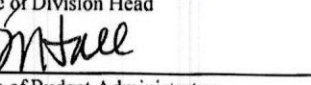
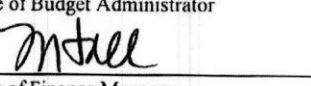
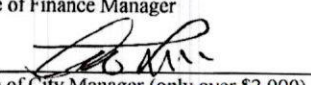
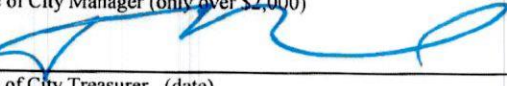
- 1 Item planned for spending (provide details):
 Chemicals that are used at the water treatment plant which are alum, chlorine, chlorite, caustic, fluoride, and polymer.
- 2 Department requesting authorization:
 Water treatment Plant
- 3 Bidding recommendation (award or reject along with name and contact information of vendor):
 Informal quotes that are quoted every nintey days.
- 4 Estimated Purchase Date (M/D/Y):
 July 1, -2017-June 30, 2018
- 5 What are the financing or lease purchase terms (APR %, length of financing, payments, etc.)
- 6 Is this item included in the current FY budget (Yes/No)
 Yes
- 7 GL account code:
 405-027-552-50-53
- 8 Spending / purchase request details (complete below blanks):
- 8a Amount requested to spend
 260,00.00
- 8b Item (new or replacement, if a capital item complete fixed asset form)?
 New
- 8c Old Item to be Traded-In (Yes / No). Note: if a capital item complete fixed asset form?
- If a Replacement Item, give description, age and condition of item to be replaced (including model & serial or VIN, trade allowance)*
- 8d Is a contractor written agreement involved (Yes / No), if yes include a copy of the contract after City Attorney Review
- 8e Does the purchase involve Grant Funding (Yes or No)
 No
- 8f What is the City Cash Match for the Grant
 \$
- 8g What other match or financial obligation is involved with the City accepting this Grant (explain with details)
- 9 Purchase is Planned By (complete appropriate item(s) below):
- 9a **Informal Quotes** – Purchases of \$2000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 use formal bids. Specifications & at least 3 quotes must be attached for items over \$5,000 (city manager can require quotes for below \$5,000):
 Quotes are attached, Quotes to be made every nintey day.
- 9b **Formal Bids** – Purchases with an estimated cost over \$15,000 Council approval required. Attach complete specifications and a bidders list with at least 3 bidders. Include bidder name, address, phone number, fax number and email address of recommended vendor:
- 9c **State Contract** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases over \$15,000 Council approval required. Include name, address, phone number, fax number, email address of state contract vendor and state contract number:

Spend & Contract Form

- 9d **Buy Board** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases more than \$15,000 Council approval required. Include name, address, phone number, fax number, email address of Buy Board:
- 9e **Professional Services Agreement** – Purchases over \$2,000 and less than \$15,000 via an engineering, surveying, architect, computer services, janitorial, etc. firm covered by a council approved professional services agreement, City Manager approval required.
- 9f **Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.
- 9g **Sole Source Purchase** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 Council approval required in addition to City Manager approval. Attach to this request a memo detailing the nature of the Sole source designation, that is explain how this purchase fulfills the requirements to be considered a sole source purchase:

10 Signature & date blocks (complete appropriate sections):

N/A

10a	Signature of Grants Administrator (if applicable)	date (M/D/Y):
		5-23-2017
10b	Signature Department Head	date (M/D/Y):
		5-23-2017
10c	Signature of Division Head	date (M/D/Y):
		5-25-17
10d	Signature of Budget Administrator	date (M/D/Y):
		5-25-17
10e	Signature of Finance Manager	date (M/D/Y):
		5-25-2017
10f	Signature of City Manager (only over \$2,000)	date (M/D/Y):
		5-26-17
10g	Signature of City Treasurer (date)	date (M/D/Y):

11h City Manager Comments:

May 19, 2017

Steve Gray
City of Durant



844 Caddo Highway
Durant, Ok. 74729

Dear Steve:

Thank you for allowing Southwest Chemical Services to offer these products to you, the prices include delivery to your facility.

SOUTHWEST CHEMICAL SERVICES is able to provide;

Sodium Chlorite; (275 gallons min.) for \$0.92 per liquid pound.

Alum; in bulk shipments (40000 lbs min) for \$258.00 per dry Ton or \$0.0645 per liquid pound.

Polymer; in drums for \$0.70 per pound.

Fluoride; in 50# dry bags for \$0.52 per pound or \$26.00 per bag.

50 % Sodium Hydroxide; in bulk shipments (3000 gal min) for \$0.157 per liquid pound this is the current price and we cannot "lock" this price in for a year.

Chlorine; in 150# cylinders for \$86.00 per cylinder or 0.5733 per pound.

This price is valid until June 1, 2018 and is subject to reconfirmation thereafter. Please contact me at (405) 343- 5523 if you have questions or if I can be of any assistance.

Rodger Gilchrist
Sales Manager
Southwest Chemical Services
Email; rodger_gilchrist@yahoo.com



Brenntag Southwest, Inc.

To: City of Durant
From: George Drye
CC:
Date: 3-31-17
Subject: Price Quote

Thank you for this opportunity to quote on your chemical requirements. We are pleased offer you the following prices for your consideration.

Product Name	Product Code	Container	Price	Deposit / Notes
Alum-acid	45112	truckload	0.09867	
Alum-tech	876747	"	0.0908	
Chlorine	788524	150#	0.8374	
Chlorine	253418	ton	0.5392	
Caustic soda, 50%	666745	truckload	0.2493	
Polymer, 9921	366396	tote	0.71	
Fluopray SSF	994389	bag, 50#	0.5173	

If you have any questions, or need any further information, please do not hesitate to give me a call. You can reach me anytime on my cell phone at (918) 637 2246.

Thanks,

George Drye
Brenntag Southwest, Inc.



The City of Durant

Office of the Water Treatment Plant

Memorandum

Date: 6/6/2017
To: Utilities Authority
From: Steve Gray, Water Treatment Plant Superintendent
Re: Consider Approval of Request for Authorization to Purchase to Environmental Resource Technologies for Lab Testing (RFAP 2017-102)

Council Information / Action Requested

Approve Request for Authorization to Purchase to Environmental Resource Technologies for Lab Testing (RFAP 2017-102) in the amount of \$20,000.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Lab Testing (RFAP 2017-102)	Cover Memo	6/6/2017

SPEND/CNTRCT#
 INCODE PROJ#
 RFAP#

2017-102

REQUEST FOR AUTHORIZATION TO PURCHASE

Ref: 11 O.S. §10:114 (B) and 61 O.S. §103 (D) and City of Durant Code: § 37.003-37.010

Item #

1 Item planned for spending (provide details):
 Lab Testing

2 Department requesting authorization:
 Water Treatment Plant

3 Bidding recommendation (award or reject along with name and contact information of vendor):
 Enviromental Resource Technologies LLC, 131 Arlington Street, Ada Oklahoma 74820 Phone # (580)332-8808 Fax # (580)421-9110

4 Estimated Purchase Date (M/D/Y):

July, 1-17 thru June 30-18

5 What are the financing or lease purchase terms (APR %, length of financing, payments, etc.)

6 Is this item included in the current FY budget (Yes/No)

Yes

7 GL account code:

405-027-552-50-53

8 Spending / purchase request details (complete below blanks):

8a Amount requested to spend

\$20,000.00

8b Item (new or replacement, if a capital item complete fixed asset form)?

New

8c Old Item to be Traded-In (Yes / No). Note: if a capital item complete fixed asset form?

No

If a Replacement Item, give description, age and condition of item to be replaced (including model & serial or VIN, trade allowance)

8d Is a contractor written agreement involved (Yes / No), if yes include a copy of the contract after City Attorney Review

No

8e Does the purchase involve Grant Funding (Yes or No)

No

8f What is the City Cash Match for the Grant

\$

8g What other match or financial obligation is involved with the City accepting this Grant (explain with details)

9 Purchase is Planned By (complete appropriate item(s) below):

9a **Informal Quotes** – Purchases of \$2000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 use formal bids. Specifications & at least 3 quotes must be attached for items over \$5,000 (city manager can require quotes for below \$5,000):

9b **Formal Bids** – Purchases with an estimated cost over \$15,000 Council approval required. Attach complete specifications and a bidders list with at least 3 bidders. Include bidder name, address, phone number, fax number and email address of recommended vendor:

9c **State Contract** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases over \$15,000 Council approval required. Include name, address, phone number, fax number, email address of state contract vendor and state contract number:

Spend & Contract Form

9d **Buy Board** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases more than \$15,000 Council approval required. Include name, address, phone number, fax number, email address of Buy Board:

9e **Professional Services Agreement** – Purchases over \$2,000 and less than \$15,000 via an engineering, surveying, architect, computer services, janitorial, etc. firm covered by a council approved professional services agreement, City Manager approval required.

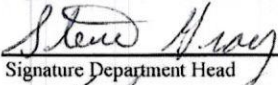
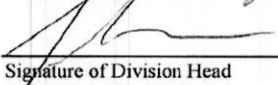
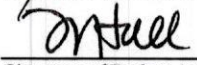
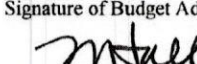

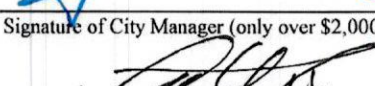
There is only 3 EPA and DEQ credited labs in the State of Oklahoma and this lab is 3000.00 dollars cheaper than the other two labs and they pick up samples at the plant thus cutting out the freight charges.

9f **Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.

9g **Sole Source Purchase** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 Council approval required in addition to City Manager approval. Attach to this request a memo detailing the nature of the Sole source designation, that is explain how this purchase fulfills the requirements to be considered a sole source purchase:

10 Signature & date blocks (complete appropriate sections):

N/A

10a	Signature of Grants Administrator (if applicable)	date (M/D/Y):
		5-23-2017
10b	Signature Department Head	date (M/D/Y):
		5-23-2017
10c	Signature of Division Head	date (M/D/Y):
		5-25-17
10d	Signature of Budget Administrator	date (M/D/Y):
		5-25-17
10e	Signature of Finance Manager	date (M/D/Y):
		5-26-17
10f	Signature of City Manager (only over \$2,000)	date (M/D/Y):
		5-26-2017
10g	Signature of City Treasurer (date)	date (M/D/Y):

11h City Manager Comments:



The City of Durant

Office of the Water Treatment Plant

Memorandum

Date: 6/6/2017
To: Utilities Authority
From: Steve Gray, Water Treatment Plant Superintendent
Re: Consider Approval of Request for Authorization to Accurate Environmental Laboratories for Lab Testing for Crypto and E Coli (RFAP 2017-103)

The lab testing for Crypto and E Coli is required by the Environmental Protection Agency (EPA) for 24 months. The attached Request for Authorization to Purchase is for the first 12 months.

Council Information / Action Requested

Approve Request for Authorization to Accurate Environmental Laboratories for Lab Testing for Crypto and E Coli (RFAP 2017-103) in the amount of \$20,000.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
RFAP 2017-103	Exhibit	6/6/2017

SPEND/CNTRCT#
 INCODE PROJ#
 RFAP#

REQUEST FOR AUTHORIZATION TO PURCHASE

2019-103

Ref: 11 O.S. §10:114 (B) and 61 O.S. §103 (D) and City of Durant Code: § 37.003-37.010

Item

- 1 Item planned for spending (provide details):
 Lab testing for Crypto and E Coli that is required by the EPA for 24 months and this is for the first 12 months.
- 2 Department requesting authorization:
 Water Treatment Plant
- 3 Bidding recommendation (award or reject along with name and contact information of vendor):
 Accurate Enviromental Laboratories 505 S. Lowry St. Stillwater Ok. 74074, Phone #(405)372-5300 fax# (405)372-5396
- 4 Estimated Purchase Date (M/D/Y):
 July 1, 17 thru June 30, 18
- 5 What are the financing or lease purchase terms (APR %, length of financing, payments, etc.)
- 6 Is this item included in the current FY budget (Yes/No)
 Yes
- 7 GL account code:
 405-027-552-50-53
- 8 Spending / purchase request details (complete below blanks):

8a Amount requested to spend	\$20,000.00
8b Item (new or replacement, if a capital item complete fixed asset form)?	New
8c Old Item to be Traded-In (Yes / No). Note: if a capital item complete fixed asset form?	No
- If a Replacement Item, give description, age and condition of item to be replaced (including model & serial or VIN, trade allowance)
- 8d Is a contractor written agreement involved (Yes / No), if yes include a copy of the contract after City Attorney Review
 No
- 8e Does the purchase involve Grant Funding (Yes or No)
 No
- 8f What is the City Cash Match for the Grant
 \$
- 8g What other match or financial obligation is involved with the City accepting this Grant (explain with details)
- 9 Purchase is Planned By (complete appropriate item(s) below):
 - 9a **Informal Quotes** – Purchases of \$2000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 use formal bids. Specifications & at least 3 quotes must be attached for items over \$5,000 (city manager can require quotes for below \$5,000):
 - 9b **Formal Bids** – Purchases with an estimated cost over \$15,000 Council approval required. Attach complete specifications and a bidders list with at least 3 bidders. Include bidder name, address, phone number, fax number and email address of recommended vendor:
 - 9c **State Contract** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases over \$15,000 Council approval required. Include name, address, phone number, fax number, email address of state contract vendor and state contract number:

Spend & Contract Form

9d **Buy Board** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases more than \$15,000 Council approval required. Include name, address, phone number, fax number, email address of Buy Board:

9e **Professional Services Agreement** – Purchases over \$2,000 and less than \$15,000 via an engineering, surveying, architect, computer services, janitorial, etc. firm covered by a council approved professional services agreement, City Manager approval required.

9f **Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.

9g **Sole Source Purchase** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 Council approval required in addition to City Manager approval. Attach to this request a memo detailing the nature of the Sole source designation, that is explain how this purchase fulfills the requirements to be considered a sole source purchase:

This is the only lab inb the state of Oklahoma that does Crypto Testing and the shipping will not be charged because we take the samples to Madill to be picked up.

10 Signature & date blocks (complete appropriate sections):

	N/A	
10a	Signature of Grants Administrator (if applicable)	date (M/D/Y):
10b	Signature Department Head	5-23-2017
10c	Signature of Division Head	5-23-2017
10d	Signature of Budget Administrator	5-25-17
10e	Signature of Finance Manager	5-25-17
10f	Signature of City Manager (only over \$2,000)	5-26-17
10g	Signature of City Treasurer (date)	5-26-2017
11h	City Manager Comments:	



The City of Durant

Office of City Clerk

Memorandum

Date: 6/8/2017
To: Utilities Authority
From: Zefe Laborico, Supervisor, Solid Waste Landfill
Re: Consider Approval of Request for Authorization to Purchase for Southern Oklahoma Regional Disposal, Inc. (SORD) Transfer Disposal Cost (RFAP #2017-076)

See attached memo.

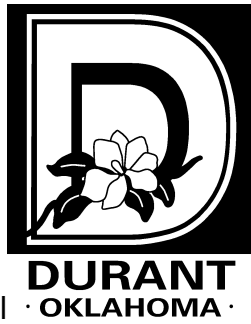
Council Information / Action Requested

Approve Request for Authorization to Purchase for Southern Oklahoma Regional Disposal, Inc. (SORD) Transfer Disposal Cost (RFAP #2017-076)

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Memo	Cover Memo	6/8/2017
RFAP #2017-076	Exhibit	6/8/2017



THE CITY OF DURANT

Office of the Solid Waste Disposal

RFAP # 2017-076

This amount is the projected cost of SORD fees for the fiscal year 2017-2018. These fees are the dumping cost of transfer trailers at SORD regional landfill. We renewed the contract with SORD for a discounted rate at the beginning of last fiscal year.

SPEND/CNTRCT#
INCODE PROJ#**RFAP#2017-076****REQUEST FOR AUTHORIZATION TO PURCHASE**

Ref: 11 O.S. §10:114 (B) and 61 O.S. §103 (D) and City of Durant Code: § 37.003-37.010

Item #

- 1 Item planned for spending (provide details):
SOLID WASTE DISPOSAL FEES FY 2017/2018
- 2 Department requesting authorization:
SOLID WASTE DISPOSAL
- 3 Bidding recommendation (award or reject along with name and contact information of vendor):
S.O.R.D
- 4 Estimated Purchase Date (M/D/Y): **July 1, 2017**
- 5 What are the financing or lease purchase terms (APR %, length of financing, payments, etc.)
- 6 Is this item included in the current FY budget (Yes/No) **Yes**
- 7 GL account code: **#405-049-554-30-44**
- 8 Spending / purchase request details (complete below blanks):
- 8a Amount requested to spend **\$500,000.00**
- 8b Item (new or replacement, if a capital item complete fixed asset form?) **New**
- 8c Old Item to be Traded-In (Yes / No). Note: if a capital item complete fixed asset form? **No**
- If a Replacement Item, give description, age and condition of item to be replaced (including model & serial or VIN, trade allowance)*
- 8d Is a contractor written agreement involved (Yes / No), if yes include a copy of the contract after City Attorney Review **No**
- 8e Does the purchase involve Grant Funding (Yes or No) **No**
- 8f What is the City Cash Match for the Grant **\$**
- 8g What other match or financial obligation is involved with the City accepting this Grant (explain with details)
- 9 Purchase is Planned By (complete appropriate item(s) below):
- 9a **Informal Quotes** – Purchases of \$2000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 use formal bids. Specifications & at least 3 quotes must be attached for items over \$5,000 (city manager can require quotes for below \$5,000):
- 9b **Formal Bids** – Purchases with an estimated cost over \$15,000 Council approval required. Attach complete specifications and a bidders list with at least 3 bidders. Include bidder name, address, phone number, fax number and email address of recommended vendor:
- 9c **State Contract** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases over \$15,000 Council approval required. Include name, address, phone number, fax number, email address of state contract vendor and state contract number:

Spend & Contract Form

9d **Buy Board** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases more than \$15,000 Council approval required. Include name, address, phone number, fax number, email address of Buy Board:




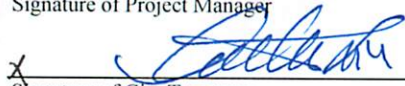
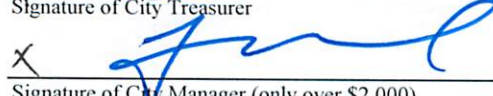
9e **Professional Services Agreement** – Purchases over \$2,000 and less than \$15,000 via an engineering, surveying, architect, computer services, janitorial, etc. firm covered by a council approved professional services agreement, City Manager approval required.

S.O.R.D HAS BEEN OUR REGIONAL LANDFILL USED BY THE CITY FOR OVER 20+ YEARS, USING THEM WE RECEIVE A DISCOUNTED RATE.

9f **Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.

9g **Sole Source Purchase** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 Council approval required in addition to City Manager approval. Attach to this request a memo detailing the nature of the Sole source designation, that is explain how this purchase fulfills the requirements to be considered a sole source purchase:

10 Signature & date blocks (complete appropriate sections):

	N/A	
10a	Signature of Grants Administrator (if applicable)	date (M/D/Y):
10b	X 	5-22-17
10c	X 	5-24-17
10d		5-19-17
10e	N/A	
10f	X 	5-24-2017
10g	X 	5-26-17
11h	City Manager Comments:	



The City of Durant

Office of City Clerk

Memorandum

Date: 6/7/2017
To: Utilities Authority
From: Donnalla Miller, Deputy City Manager of Administration
Re: Consider Award of Contract for Utility Bill Printing and Mailing Services

The Request for Proposal for Utility Bill Printing and Mailing Services was published in the Durant Daily Democrat two times and on the City of Durant website. Proposals were due on May 15, 2017. Proposals were received from Data Prose, Info Send and Auto Mail. A committee comprised of staff members from Utility Billing, Finance and Administration scored the proposals using the following criteria:

- Overall cost
- Ability to provide requested products and services
- Overall presentation of proposal (layout and structure)
- Pricing sheet
- References
- Delivery time after order is placed

A rating system of 0-5 was used with the following scores being given in each category:

- 0 = No information included
- 1 = Poor
- 2 = Fair
- 3 = Average
- 4 = Good
- 5 = Excellent/Superior

It is the recommendation of the committee that Data Prose be awarded the service contract for utility bill printing and mailing services.

Council Information / Action Requested

Award of service contract as recommended for utility bill printing and mailing services.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Data Prose Score Sheets	Exhibit	6/8/2017

Auto Mail Score Sheets

Exhibit

6/8/2017

Info Send Score Sheets

Exhibit

6/8/2017

Score Sheet for Bid Proposal for Utility Billing, Mailing and Services

DataPro

	Evaluation Criteria	Weight	(0-5) Score	Weighted Score
1	Vendor Overall Cost to Provide Services and Products	30%	5	
2	Vendor Ability to Provide All Requested Services and Products	30%	5	
3	Overall Presentation of Proposal Layout and Structure (easy to understand and review)	10%	5	
4	Pricing Sheet	10%	5	
5	Vendor References	10%	5	
6	Deliver Time after Order	10%	5	

30

100%

Ratings:

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior

* Recommended *

already our vendor.
Only issue was cost
went from 21¢ to 11¢
w/ this proposal

Mall 7/18/17

An - Chen

Score Sheet for Bid Proposal for Utility Billing, Mailing and Services

Data Prose 5/18/17

	Evaluation Criteria	Weight	(0-5) Score	Weighted Score
1	Vendor Overall Cost to Provide Services and Products	30%	5	
2	Vendor Ability to Provide All Requested Services and Products	30%	5	
3	Overall Presentation of Proposal Layout and Structure (easy to understand and review)	10%	4	
4	Pricing Sheet	10%	5	
5	Vendor References	10%	5	
6	Deliver Time after Order	10%	5	

29

97%

Ratings:

Recommend *Caplan*

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior

* Recommended *

Data Prose
12/18/17

Donnalla

Score Sheet for Bid Proposal for Utility Billing, Mailing and Services

	Evaluation Criteria	Weight	(0-5) Score	Weighted Score
1	Vendor Overall Cost to Provide Services and Products	30%	5	
2	Vendor Ability to Provide All Requested Services and Products	30%	5	
3	Overall Presentation of Proposal Layout and Structure (easy to understand and review)	10%	5	
4	Pricing Sheet	10%	5	
5	Vendor References	10%	5	
6	Deliver Time after Order	10%	5	

30

100%

Ratings:

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior

Recommended

da

An-chen

Score Sheet for Bid Proposal for Utility Billing, Mailing and Services

Auto Mail

5/8/2017

	Evaluation Criteria	Weight	(0-5) Score	Weighted Score
1	Vendor Overall Cost to Provide Services and Products	30%	1	
2	Vendor Ability to Provide All Requested Services and Products	30%	5	
3	Overall Presentation of Proposal Layout and Structure (easy to understand and review)	10%	4	
4	Pricing Sheet	10%	4	
5	Vendor References	10%	0	
6	Deliver Time after Order	10%	5	

Ratings:

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior

Score Sheet for Bid Proposal for Utility Billing, Mailing and Services

Michelle
Auto Mail

	Evaluation Criteria	Weight	(0-5) Score	Weighted Score
1	Vendor Overall Cost to Provide Services and Products	30%	3	
2	Vendor Ability to Provide All Requested Services and Products	30%	3	
3	Overall Presentation of Proposal Layout and Structure (easy to understand and review)	10%	2	
4	Pricing Sheet	10%	3	
5	Vendor References	10%	0	
6	Deliver Time after Order	10%	4	

15

50%

Ratings:

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior

New Company
Not much history
No references
High set up cost

Michelle Hall 5/18/17

Automail
5/18/17

Donna Lora

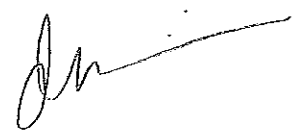
Score Sheet for Bid Proposal for Utility Billing, Mailing and Services

	Evaluation Criteria	Weight	(0-5) Score	Weighted Score
1	Vendor Overall Cost to Provide Services and Products	30%	2	
2	Vendor Ability to Provide All Requested Services and Products	30%	3	
3	Overall Presentation of Proposal Layout and Structure (easy to understand and review)	10%	3	
4	Pricing Sheet	10%	3	
5	Vendor References	10%	0	
6	Deliver Time after Order	10%	4	

15

Ratings:

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior



Score Sheet for Bid Proposal for Utility Billing, Mailing and Services

Infosed

5/18/17 An Chen

	Evaluation Criteria	Weight	(0-5) Score	Weighted Score
1	Vendor Overall Cost to Provide Services and Products	30%	<i>3</i>	
2	Vendor Ability to Provide All Requested Services and Products	30%	<i>5</i>	
3	Overall Presentation of Proposal Layout and Structure (easy to understand and review)	10%	<i>4</i>	
4	Pricing Sheet	10%	<i>4</i>	
5	Vendor References	10%	<i>5</i>	
6	Deliver Time after Order	10%	<i>5</i>	

Ratings:

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior

Score Sheet for Bid Proposal for Utility Billing, Mailing and Services

	Evaluation Criteria	Weight	(0-5) Score	Weighted Score
1	Vendor Overall Cost to Provide Services and Products	30%	3	
2	Vendor Ability to Provide All Requested Services and Products	30%	5	
3	Overall Presentation of Proposal Layout and Structure (easy to understand and review)	10%	4	
4	Pricing Sheet	10%	5	
5	Vendor References	10%	5	
6	Deliver Time after Order	10%	4	

26

Ratings:

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior

[Signature]

Michelle

Score Sheet for Bid Proposal for Utility Billing, Mailing and Services

Arfa Sard

	Evaluation Criteria	Weight	(0-5) Score	Weighted Score
1	Vendor Overall Cost to Provide Services and Products	30%	3	
2	Vendor Ability to Provide All Requested Services and Products	30%	4	
3	Overall Presentation of Proposal Layout and Structure (easy to understand and review)	10%	4	
4	Pricing Sheet	10%	5	
5	Vendor References	10%	4	
6	Deliver Time after Order	10%	5	

100%

25

83%

Ratings:

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior

Base Price doesn't include
add ons - envelopes, etc.
Set up cost

Michelle 5/18/17



The City of Durant

Office of City Clerk

Memorandum

Date: 6/8/2017
To: Utilities Authority
From: Donnalla Miller, Deputy City Manager of Administration
Re: Consider Approval of Contract for Utility Bill Printing and Mailing Services (C-2017-42)

Council Information / Action Requested

Approve Contract for Utility Bill Printing and Mailing Services (C-2017-42)

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Data Prose Contract	Exhibit	6/9/2017

This Production Agreement ("Agreement") is made and entered into by and between DataProse LLC, a Texas limited liability company ("DataProse"), and the City of Durant, organized under the laws of Oklahoma ("Client"). The effective date of this Agreement is the date last signed below ("Effective Date"). In consideration of the mutual promises and benefits contained herein, the parties hereby agree as follows:

ARTICLE 1 SCOPE OF PRODUCTION AGREEMENT. DataProse agrees to provide to Client goods and/or services as described in Schedule 1.0 (the "Goods and Services"), and Client agrees that DataProse shall be its exclusive provider of these Goods and Services during the term of this Agreement. During the term of this Agreement, the Client agrees to furnish data and documentation for, and DataProse agrees to produce a minimum monthly quantity of 7,000 statements ("Minimum Commitment"), based upon the rates and terms provided herein. In the event that the Client does not fulfill the Minimum Commitment, then Client shall pay to DataProse a minimum processing fee ("Minimum Processing Fee") in an amount that shall be calculated based upon the Minimum Commitment and the rates and terms provided herein.

ARTICLE 2 COMPENSATION. In full and complete compensation for all Goods and Services provided by DataProse hereunder, Client agrees to pay DataProse according to rates set forth in Schedule 1.0. DataProse will provide an invoice to Client after each production run consisting of the fees, as outlined in Schedule 1.0 and postage used. Invoices are due upon receipt and will be considered past due if not paid within 30 days. A monthly late charge will be assessed on invoices not paid within thirty (30) days. The late payment charge will be the lesser of (i) 1-1/2% per month, and (ii) the applicable maximum lawful rate of interest, applied to the invoice amount unpaid (30) thirty days after billing to Client. The prices charged by DataProse to Client for the Goods and Services listed in Schedule 1.0 will not be increased for a period of twelve (12) months from the Effective Date of this Agreement ("Pricing Period"). All DataProse prices are subject to increase following this initial Pricing Period or any subsequent Pricing Period, upon written notice to Client. The rate of any price increase shall not exceed ten percent (10%) at the completion of any Pricing Period. In the event Client cancels the Agreement as allowed under the provisions of this Agreement, then payment for all Goods and Services delivered and/or rendered between the cancellation notification date and the effective date of the cancellation shall be due concurrently upon delivery and/or rendering of such Goods and Services. If Client is a city, county, municipality or other government entity and the compensation payable to DataProse under this Agreement is subject to future appropriation of funds; Client will notify DataProse at least thirty (30) days in advance of the completion date of each appropriation cycle during the term of this Agreement.

ARTICLE 3 TERM. The initial term of this Agreement shall commence as of the Effective Date, and shall continue for a period of not less than three (3) years, ending on the third anniversary of the effective date, unless terminated earlier in accordance with provisions found elsewhere in this Agreement. This Agreement shall renew itself for successive one (1) year terms unless written notice of cancellation is received by one party from the other at the end of the initial term or at the end of any succeeding one (1) year renewal term(s) by sending written notice of non-renewal to the other party no earlier than one hundred fifty (150), and no later than ninety (90), days before the expiration of the then current term.

ARTICLE 4 POSTAGE. Client must maintain a permanent postage deposit in connection with this Agreement. Client shall deposit in advance with DataProse the initial sum specified on Schedule 2.0 as the permanent postage deposit. The amount required to be maintained on deposit with DataProse may be changed by DataProse on a periodic basis due to changes in Client's volume, postage usage, postal rates or payment history. Client will be notified in writing and in advance if the deposit amount is changed. Upon termination of this Agreement, DataProse shall return the deposit amount to Client after payment for all Goods and Services and postage has been paid by the Client. If this Agreement is terminated due to default of Client, DataProse may apply any of Client's funds it holds against any sum owed by Client to DataProse upon termination of this Agreement. If Client fails to maintain the deposit at the required levels, or if Client fails to maintain current status of all invoices as described in article 2, or fails to notify DataProse that funds have been appropriated to meet Client's obligations under this agreement, DataProse may immediately suspend its performance under this agreement and will hold Client's materials until the deposit is received.

ARTICLE 5 EXPENSES. When Client has approved the amount of such costs and expenses in advance and in writing, Client will reimburse DataProse for costs and expenses associated with the delivery and performance of Goods and Services for Client, such as cost of travel, expenses associated with traveling, freight, delivery service and other required supplies in connection with providing the DataProse Goods and Services associated with this Agreement.

ARTICLE 6 TERMINATION. Client or DataProse may terminate this Agreement for an event of default committed by the other party and defined below if such default remains uncured (30) thirty days after written notice of the default from the party declaring the default has been received by the other party in accordance with Article 15.

- (1) Failure of Client to pay for all Goods and Services when due in accordance with the terms of this Agreement. In addition to other remedies provided by this Agreement and pursuant to law, DataProse has the right to withhold production and mailing of any further production cycles until Client's account is brought current.
- (2) Any other breach by Client or DataProse of a term or condition of this Agreement.
- (3) Non-Appropriation of funds by government entities if Client is a city, county, municipality or other government entity.

If DataProse terminates this Agreement due to Client's default or the Client terminates this Agreement for any reason other than those specified in Article 3 or this Article 6 prior to satisfying its Minimum Commitment, the Client agrees that it shall be liable to DataProse for liquidated damages ("Liquidated Damages") for its early termination, it being understood and agreed to by the parties that the measure of actual damages noted would be difficult to determine. The Liquidated Damages shall be an amount equal to the product of (a) the Minimum Commitment determined on a monthly basis and (b) the sum of the number of months remaining in the current term of the Agreement. Any monthly invoices that are unpaid by the Client at the time of such termination shall be paid in full.

ARTICLE 7 FORCE MAJEURE. Neither party shall be responsible for delays or failures in performance resulting from acts or occurrences beyond the reasonable control of such party, including, without limitation: fire, explosion, power failure, flood, earthquake or other act of God; war, revolution, civil commotion, terrorism, or acts of public enemies; any law, order, regulation, ordinance, or requirement of any government or legal body or any representative of any such government or legal body; or labor unrest, including without limitation, strikes, slowdowns, picketing or boycotts. In such event, the party affected shall be excused from such performance (other than any obligation to pay money) on a day-to-day basis to the extent of such interference (and the other party shall likewise be excused from performance of its obligations on a day-to-day basis to the extent such party's obligations relate to the performance so interfered with).

ARTICLE 8 CONFIDENTIALITY. Each party agrees that any and all data, reports and documentation supplied by the disclosing party or its affiliates or third parties on disclosing party's behalf, which are confidential shall be, subject only to the disclosure required for the performance of receiving party's obligations hereunder, held in strict confidence and shall not be disclosed or otherwise disseminated by receiving party without the consent of disclosing party, except as required by applicable law, regulation or legal proceeding.

ARTICLE 9 INDEMNIFICATION. Client agrees to indemnify and hold DataProse and its affiliates, and their respective officers, directors, employees, consultants, partners, shareholders, members and contractors harmless for any and all claims, actions, damages, costs (including, without limitation, attorneys' fees), injuries or liabilities from any person, firm, or entity whatsoever that may arise in connection with (a) the data, reports or other documentation supplied by Client in connection with this Agreement or the Goods and Services or (b) Client's gross negligence or willful misconduct.

ARTICLE 10 WARRANTIES. DataProse shall provide all Goods and Services in a good and first class workmanlike manner in accordance with the terms specifically set forth in Schedule 1.0. The parties hereto agree that this Agreement is only for the Goods and Services. This warranty constitutes the only warranty with respect to the Goods and Services to be provided to Client and is in lieu of all other warranties, written or oral, statutory, express or implied, including, without limitation, the warranties of merchantability and the warranty of fitness for particular purpose. Except and expressly set forth in this Section 10, DATAPROSE EXPRESSLY DISCLAIMS ANY AND ALL REPRESENTATIONS AND WARRANTIES WITH REGARD TO THE GOODS AND SERVICES, AND SUCH GOODS AND SERVICES WILL BE DELIVERED AND PERFORMED "AS IS" AND "WITH ALL FAULTS".

ARTICLE 11 LIMITATION OF LIABILITY. The liability of DataProse with respect to any failure to provide the Goods and Services as required under this Agreement shall in each case be limited to the compensation paid to DataProse for the defective Goods and Services. DataProse IS NOT LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFIT OR INCOME, even if DataProse has been advised of the possibility of such loss or damage. This provision will not be affected by DataProse's failure to correct any defect or replace any defective work product to Client's satisfaction. Client has accepted this restriction on its right to recover consequential damages as a part of its bargain with DataProse. Client acknowledges what DataProse charges for its Goods and Services would be higher if DataProse were required to bear

responsibility for Client's damages.

ARTICLE 12 **GOVERNING LAW.** This Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the state of Oklahoma to the exclusion of its conflict of laws provision.

ARTICLE 13 **SEVERABILITY.** If a court holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected.

ARTICLE 14 **WAIVER: MODIFICATION OF AGREEMENT.** No waiver, amendment or modification of any of the terms of this Agreement shall be valid unless in writing and signed by authorized representatives of both parties hereto. Failure by either party to enforce any rights under this Agreement shall not be construed as a waiver of such rights, nor shall a waiver by either party in one or more instances be construed as constituting a continuing waiver or as a waiver in other instances.

ARTICLE 15 **NOTICE.** All notices must be in writing and if not personally delivered, be sent by facsimile, first class mail, nationally recognized overnight delivery service or by electronic mail. Mailed notices will be effective on the third day after mailing. Notice by personal delivery or delivery service will be effective when delivered. When sent by facsimile or electronic mail, notice will be effective on the day the transmission is received by the recipient provided that (a) a duplicate copy of the notice is promptly given by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Either party may change the address to which notices are to be sent by giving notice of such a change to the other party. Addresses for purpose of giving notice are as follows:

If to DataProse:

DataProse
1122 W. Bethel Road
Coppell, TX 75019
Attention: COO

If to Client:

City of Durant
300 W. Evergreen
Durant, OK 74701
Attention: Finance Director

ARTICLE 16 **ENTIRE AGREEMENT.** This Agreement and its exhibits constitute the final, complete, and exclusive statement of the terms of the Agreement between the parties pertaining to the production of goods and services for Client by DataProse, and supersede all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement.

ARTICLE 17 **ATTORNEY FEES.** In the event of any claim, dispute or controversy arising out of or relating to this Agreement, including an action for declaratory relief, the prevailing party in such action or proceeding shall be entitled to recover its court costs and reasonable out-of-pocket expenses not limited to taxable costs, including but not limited to phone calls, photocopies, expert witness, travel, etc., and reasonable attorney fees to be fixed by the court. Such recovery shall include court costs, out-of-pocket expenses and attorney fees on appeal, if any.

ARTICLE 18 **SUCCESSORS AND ASSIGNS.** This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the parties hereto, provided that, Client shall not be permitted to assign its rights or obligations under this Agreement without the express written consent of DataProse. Any such assignment in violation of the foregoing sentence shall be null and void.

IN WITNESS WHEREOF, The parties hereto have caused this Agreement to be executed to be effective as of the Effective Date.

DataProse

By: _____
COO

Date: _____

Client:

By: _____

Title: _____ Date: _____

Schedule 1.0 – Fees for Goods & Services

Bill Package (Includes: data processing & simplex, 2-color imaging, 8.5x11 white paper, perforated at 3.5" from bottom, #10 window OE, single window RE, folding, inserting, presorting and delivery to USPS)	\$0.102	Per Bill
Optional Services		
Search & ViewBill (Archive Package Includes: data processing, archive creation, search, access & hosting of archive files for 12 months from creation date)	\$0.01	Per Bill
NCOALink – Automated address update service	\$0.50	Per Address Correction
DP eBill Implementation and Initial Setup (Includes one email template)	\$250.00	One Time
Annual License/Subscription Fee	\$1,500.00	Annually
Additional Email Template Setup	\$250.00	Per Email Template
• Standard Email Transaction	\$0.06	Per Email
• Email Transaction with Attachment	\$0.085	Per Email
• Email Transaction with Secure Attachment	\$0.12	Per Email
Additional Impressions – black ink only	\$0.04	Per Impression
Bill Suppression (data processing only – Group Y & Z)	\$0.05	Per Bill
Oversize Surcharge (8-99 page bills – Group C)	\$0.20	Per Bill
Oversize Surcharge (100+ page bills – Group D & E)	\$4.00	Per Bill
Search & ViewBill Transmission Fee (CD or FTP – Shipping will be charged separately)	\$100.00	Per Transmission/CD
Additional Inserts (Inserting fee / above and beyond what is included in the Bill Package)	\$0.01	Per Insert
Offline Folding (As requested)	\$0.005	Per Piece
Basic Set up Fee (Standard Format and Reports)	NA	One Time
Technical Services (including additional set-up beyond standard, formatting or custom reports, conditional logic & insert/forms composition)	\$125.00	Per Hour
Freight, Courier & Air Delivery	Cost	Per Request
Minimum Daily Processing/Production Fee	\$150.00	Per Day
Postage (1 oz.)	\$0.403	Per Bill

Schedule 2.0 – Permanent Postage Deposit

Permanent Postage Deposit (Based on two (2) months estimated volume: 14,000 x \$0.403)	\$5,642.00	(2 months @ \$0.403)
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Schedule 3.0 – Performance Guarantee

DataProse will deliver Client's bills within an average of 24 hours from the applicable Determination Date (defined below). Such average time period will be determined by measuring the number of elapsed business days between each respective Determination Date and the date which 95% or more of the Client's bills were mailed for consecutive three (3) month period or a minimum of six (6) production cycles.

Schedule 3.1 – Determination Date

The "Determination Date" is the date which data is received via electronic transmission if prior to 12:00 PM (Noon), Central Time. If data is received after 12:00 PM (Noon), Central Time, the Determination Date is the business day immediately following the date data is received. If data is received on a non-business day (weekend or national holiday) the Determination Date will be the next consecutive business day.

Schedule 3.2 – Approval and/or Business Rule Exception

If an Approval has been required by the Client and defined in the business rules for each production run, then the Determination Date will be set by the date and time of the Approval instead of the receipt of data as defined above. As to any production run, the Performance Guarantee will not apply if Client has not provided all data and documentation necessary (as dictated by required business rules) to permit DataProse to produce the bills in a timely manner, or if Client fails to approve or report required changes to DATAPROSE in order to complete the work in a timely manner.

Schedule 4.0 – Glossary of Terms

Impression	Laser Imaging of one side of one piece of paper. Each physical piece of paper can contain two (2) impressions.
USPS	United States Postal Service
Laser Imaging	The process where the application of dry toner (ink) is electro statically applied and bonded to a piece of paper.
Simplex	Laser Imaging of one (1) side of a piece of paper only.
Duplex	Laser Imaging of both (2) sides of a piece of paper.
OE	Outer Envelope – This envelope is used as the carrier mechanism for all information contained in a package to be mailed.
RE	Reply Envelope – This envelope is usually utilized by a customer to return information/payment requested by on organization.
Presorting	The act of organizing mail according to the rules and regulations defined by the USPS in order to achieve lower postage rates and increase deliverability of mail.
Business Day	Any day in which the USPS as well as the U.S. Federal Reserve are open for business.
U.S. federal holiday	All Holidays as defined by the U.S. Federal Reserve.
24x7	24 hours a day, 7 days a week.
Additional Inserts	Any item requested to be placed into the mail container above and beyond (a) the bill and (b) the RE .
Container	One complete piece of mail packaged into one OE.
Electronic Transmission	The act of sending data via DataProse online utility, FTP or Modem
Bill	Data and other information pertaining to one (1) account number and usually in reference to one customer
Group	The term used by DataProse to define how bills are gathered & produced in order to maximize production capabilities. These groups are defined as follows: Group A – 1 ounce bills Group B – 2 ounce bills Group C – 8-99 page bills Group D – 100-499 page bills Group E – 500+ page bills Group I – International bills Group P – Pull bills (Pulled and returned to Account Manager for further action) Group X – Hold bills (combined and sent back to Client) Group Y – Online only bills (Suppress from print only) Group Z – Suppress all
Suppress or Suppression	The act of excluding records or bills (based on Client defined criteria) that have been received in the input data stream received from the Client



The City of Durant

Office of City Clerk

Memorandum

Date: 6/8/2017
To: Utilities Authority
From: Donnalla Miller, Deputy City Manager of Administration
Re: Consider Approval of Request for Authorization to Purchase for Utility Bill Printing and Mailing Services (RFAP# 2017-115)

Council Information / Action Requested

Approve Request for Authorization to Purchase for Utility Bill Printing and Mailing Services (RFAP# 2017-115).

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
RFAP # 2017-115	Exhibit	6/9/2017

SPEND/CNTRCT#

INCODE PROJ#

RFAP #2017-115**REQUEST FOR AUTHORIZATION TO PURCHASE**

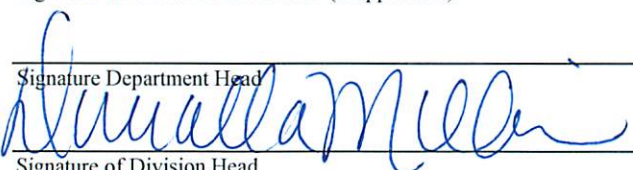
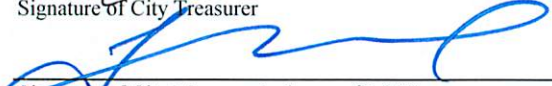

Ref: 11 O.S. §10:114 (B) and 61 O.S. §103 (D) and & City of Durant Code: § 37.003-37.010

Item #

- 1 Item planned for spending (provide details):
UTILITY BILLING PRINTING SERVICES
- 2 Department requesting authorization:
CITY ADMINISTRATION
- 3 Bidding recommendation (award or reject along with name and contact information of vendor):
DATAPROSE, LLC.
- 4 Estimated Purchase Date (M/D/Y): July 1, 2017
- 5 What are the financing or lease purchase terms (APR %, length of financing, payments, etc.)
- 6 Is this item included in the current FY budget (Yes/No) Yes
- 7 GL account code: 405-025-550-30-32
405-025-550-30-33
- 8 Spending / purchase request details (complete below blanks):
- 8a Amount requested to spend \$50,000.00
- 8b Item (new or replacement, if a capital item complete fixed asset form)? New
- 8c Old Item to be Traded-In (Yes / No). Note: if a capital item complete fixed asset form? No
- If a Replacement Item, give description, age and condition of item to be replaced (including model & serial or VIN, trade allowance)*
- 8d Is a contractor written agreement involved (Yes / No), if yes include a copy of the contract after City Attorney Review No
- 8e Does the purchase involve Grant Funding (Yes or No) No
- 8f What is the City Cash Match for the Grant \$
- 8g What other match or financial obligation is involved with the City accepting this Grant (explain with details)
- 9 Purchase is Planned By (complete appropriate item(s) below):
- 9a **Informal Quotes** – Purchases of \$2000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 use formal bids. Specifications & at least 3 quotes must be attached for items over \$5,000 (city manager can require quotes for below \$5,000):
FORMAL BIDS WERE OPENED ON MAY 18, 2017. DATAPROSE WAS THE LOWERST BIDDER.
- 9b **Formal Bids** – Purchases with an estimated cost over \$15,000 Council approval required. Attach complete specifications and a bidders list with at least 3 bidders. Include bidder name, address, phone number, fax number and email address of recommended vendor:
- 9c **State Contract** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases over \$15,000 Council approval required. Include name, address, phone number, fax number, email address of state contract vendor and state contract number:

- 9d **Buy Board** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases more than \$15,000 Council approval required. Include name, address, phone number, fax number, email address of Buy Board:
- 9e **Professional Services Agreement** – Purchases over \$2,000 and less than \$15,000 via an engineering, surveying, architect, computer services, janitorial, etc. firm covered by a council approved professional services agreement, City Manager approval required.
- 9f **Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.
- 9g **Sole Source Purchase** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 Council approval required in addition to City Manager approval. Attach to this request a memo detailing the nature of the Sole source designation, that is explain how this purchase fulfills the requirements to be considered a sole source purchase:

10 Signature & date blocks (complete appropriate sections):

10a	Signature of Grants Administrator (if applicable)	date (M/D/Y):
10b	Signature Department Head 	date (M/D/Y): 6-8-17
10c	Signature of Division Head 	date (M/D/Y): 6/8/17
10d	Signature of Budget Administrator	date (M/D/Y):
10e	Signature of Project Manager 	date (M/D/Y): 6-08-2017
10f	Signature of City Treasurer 	date (M/D/Y): 6-8-17
10g	Signature of City Manager (only over \$2,000) 	date (M/D/Y):
11h	City Manager Comments:	



The City of Durant

Office of City Clerk

Memorandum

Date: 6/8/2017
To: Utilities Authority
From: Donnalla Miller, Deputy City Manager of Administration
Re: Consider Award of Contract for Utility Collection Service

The Request for Proposal for Utility Collection Services was published in the Durant Daily Democrat two times and on the City of Durant website. Proposals were due on June 5, 2017. Proposals were received from American Municipal Services and Aberdeen Enterprises II, Inc. A committee comprised of staff members from Municipal Court, Finance and Administration scored the proposals using the following criteria:

- Overall cost
- Ability to provide requested products and services
- Overall presentation of proposal (layout and structure)
- Pricing sheet
- References
- Delivery time after order is placed

A rating system of 0-5 was used with the following scores being given in each category:

0 = No information included

1 = Poor

2 = Fair

3 = Average

4 = Good

5 = Excellent/Superior

It is the recommendation of the committee that American Municipal Services be awarded the service contract for utility collection.

Council Information / Action Requested

Award of service contract as recommended for utility collection.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
-------------	------	-------------

Score Sheet for Bid Proposal for Utility and Court Collection Services

	Evaluation Criteria	Weight	Aberdeen (0-5) Score	AMS	Aberdeen Weighted Score	AMS
1	Offeror Qualifications	25%	5	5	25	25
2	Collection Procedures	20%	5	5	20	20
3	Collection Staffing and Systems	20%	5	5	20	20
4	Monthly Activity Reports	15%	5	5	15	15
5	Cost/Fee Charged to City	20%	1	5	4	20

Ratings:

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior

Victoria is going with AMS
due to collection cost is 25%

Aberdeen is 30%.

Victoria Mathew
6/7/2017

Score Sheet for Bid Proposal for Utility and Court Collection Services

abidee AMS *abidee AMS*

	Evaluation Criteria	Weight	(0-5) Score		Weighted Score	
1	Offeror Qualifications	25%	5	5		
2	Collection Procedures	20%	5	5		
3	Collection Staffing and Systems	20%	5	5		
4	Monthly Activity Reports	15%	5	5		
5	Cost/Fee Charged to City	20%	2	5		

88% *100%*

Ratings:

- 0- Not Responsive: Included no information on the subject criteria
- 1- Poor
- 2- Fair
- 3- Average
- 4- Good
- 5- Excellent/Superior

M. Hall

6/7/17

*I recommend AMS based
on 25% (vs 30%) and
our previous experience
w/ them as a Vendor*



The City of Durant

Office of City Clerk

Memorandum

Date: 6/8/2017
To: Utilities Authority
From: Donnalla Miller, Deputy City Manager of Administration
Re: Consider Approval of Contract for Utility Collection (C-2017-44)

Council Information / Action Requested

Approve Contract for Utility Collection (C-2017-44)

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
C-2017-44	Exhibit	6/8/2017



3724 Old Denton Road
Carrollton, Texas 75007
Toll-free: (888) 420-9700
Fax: (972) 394-6842
www.amsltd.us

COLLECTION AGREEMENT

(Collection Services Contract Utilities, EMS, Miscellaneous)

The City of Durant, OK, hereinafter collectively referred to as "Municipality" desires to utilize the services of American Municipal Services Corporation, ("AMSC"), to perform collection services for the Municipality, and American Municipal Services Corporation desires to undertake such collection services. Accordingly, the parties agree that their relationship be governed by the terms of this Collection Agreement.

The Municipality agrees to periodically refer to AMSC for collection accounts whereas a party or entity owes monies to the Municipality, whether for utility services, emergency ambulance service, or other services provided by the Municipality. No specific number or dollar amount of collection accounts that will be sent to AMSC is represented or guaranteed by the Municipality. AMSC agrees to use their best efforts to collect those collection accounts sent to AMSC by the Municipality. AMSC agrees to skip trace those accounts where it is determined a good address is not known, to send each debtor a minimum of four letters, and to contact each debtor by telephone in an effort to have the debtor pay the amount owed to the Municipality. AMSC will limit all telephone calls to between the hours of 8:00 am and 7:00 pm from Monday through Friday, and between the hours of 8:00 am and 2:00 pm on Saturdays. No debtor is to be phoned on Sundays. All contacts between AMSC staff and debtors are to be by telephone or by mail. No personal contacts are to ever occur. AMSC agrees to honor a debtor's request to contact the debtor during specified hours, or at a specified location.

AMSC will arrange for all debtors to send their payments directly to the Municipality. In the event a payment is sent to AMSC by a debtor, AMSC will immediately forward that payment to the Municipality. AMSC agrees that it will not deposit, endorse or otherwise negotiate any funds belonging to the Municipality unless authorized to by the Municipality.

AMSC is authorized to arrange payment schedules with debtors and to authorize partial payments, provided the entire amount to be paid by the debtor equals the total of the monies owed plus any interest or late charges and costs established by the Municipality. AMSC is authorized to report on the various National Credit Bureaus, at AMSC' expense, the unpaid amount owed the Municipality as a debt due the Municipality.

_____ City Rep Initials

_____ Date

_____ AMS Rep Initials

_____ Date



3724 Old Denton Road
Carrollton, Texas 75007
Toll-free: (888) 420-9700
Fax: (972) 394-6842
www.amsltd.us

It is up to the Municipality to decide whether to add a twenty-five percent (25%) collection fee to the amount a debtor owes for each debt, or to have AMSC charge a contingency fee. AMSC, for its collection services with these accounts, is to be paid the twenty-five percent (25%) that is added to each debt. AMSC also recommends that the Municipality pass a local ordinance to this effect.

If a collection fee is not added, the municipality will be billed a twenty-five percent (25%) contingency fee. AMSC agrees to invoice within 15 days from final Municipality confirmation of payments for the previous month's collections, said invoices being due and payable within thirty (30) days. AMSC will not be paid on an account if the debt is dismissed by the Municipality for whatever reason.

All expenses in the collection process including labor, postage, telephone, skip tracing, etc. shall be paid for by AMSC. AMSC is an independent contractor, and as such is not to be in any way considered an employee, agent, or representative of the Municipality.

The Municipality may withdraw any account at any time from AMSC, and either party to this Collection Agreement may terminate this Collection Agreement upon ninety (90) days prior written notice.

_____ City Rep Initials

_____ Date

_____ AMS Rep Initials

_____ Date



3724 Old Denton Road
Carrollton, Texas 75007
Toll-free: (888) 420-9700
Fax: (972) 394-6842
www.amsltd.us

SIGNATURE PAGE

Municipality: Durant, OK

Address: PO Box 578, Durant, OK 74702

Telephone: (580) 931-6631 Fax: (580) 924-4668

Contact: Victoria Mathews

Signature: _____ Date: _____

Print Name: _____ Title: _____

American Municipal Services:

By: _____ Date: _____

Gregory L. Pitchford - Chief Financial Officer

_____ City Rep Initials

_____ Date

_____ AMS Rep Initials

_____ Date



The City of Durant

Office of City Clerk

Memorandum

Date: 6/8/2017
To: Utilities Authority
From: Donnalla Miller, Deputy City Manager of Administration
Re: Consider Approval of Request for Authorization to Purchase for Utility Collection Service (RFAP# 2017-117)

Council Information / Action Requested

Approve Request for Authorization to Purchase for Utility Collection Service (RFAP# 2017-117)

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
RFAP #2017-117	Exhibit	6/9/2017

SPEND/CNTRCT#

INCODE PROJ#

RFAP #2017-117**REQUEST FOR AUTHORIZATION TO PURCHASE**

Ref: 11 O.S. §10:114 (B) and 61 O.S. §103 (D) and City of Durant Code: § 37.003-37.010

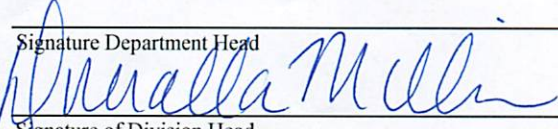
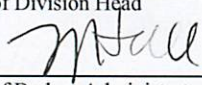
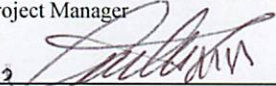
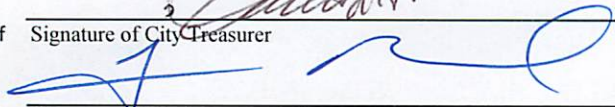
Item #

- 1 Item planned for spending (provide details):
BAD DEBT COLLECTION FEES FY 2017/2018 FOR DCUA AND MUNICIPAL COURT
- 2 Department requesting authorization:
CITY ADMINISTRATION
- 3 Bidding recommendation (award or reject along with name and contact information of vendor):
AMERICAN MUNICIPAL SERVICES--VENDOR #3458
- 4 Estimated Purchase Date (M/D/Y): July 1, 2017
- 5 What are the financing or lease purchase terms (APR %, length of financing, payments, etc.)
- 6 Is this item included in the current FY budget (Yes/No) Yes
- 7 GL account code: 001-013-512-30-78---\$20,000.00
405-025-550-30-58---\$7,500.00
- 8 Spending / purchase request details (complete below blanks):
- 8a Amount requested to spend \$27,500.00
- 8b Item (new or replacement, if a capital item complete fixed asset form?) New
- 8c Old Item to be Traded-In (Yes / No). Note: if a capital item complete fixed asset form? No
- If a Replacement Item, give description, age and condition of item to be replaced (including model & serial or VIN, trade allowance)*
- 8d Is a contractor written agreement involved (Yes / No), if yes include a copy of the contract after City Attorney Review No
- 8e Does the purchase involve Grant Funding (Yes or No) No
- 8f What is the City Cash Match for the Grant \$
- 8g What other match or financial obligation is involved with the City accepting this Grant (explain with details)
- 9 Purchase is Planned By (complete appropriate item(s) below):
- 9a **Informal Quotes** – Purchases of \$2000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 use formal bids. Specifications & at least 3 quotes must be attached for items over \$5,000 (city manager can require quotes for below \$5,000):
- 9b **Formal Bids** – Purchases with an estimated cost over \$15,000 Council approval required. Attach complete specifications and a bidders list with at least 3 bidders. Include bidder name, address, phone number, fax number and email address of recommended vendor:
FORMAL PROPOSALS WERE OPENED ON JUNE 7, 2017, SCORING COMMITTEE RECOMMENDED AMERICAN MUNICIPAL SERVICES
- 9c **State Contract** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases over \$15,000 Council approval required. Include name, address, phone number, fax number, email address of state contract vendor and state contract number:

Spend & Contract Form

- 9d **Buy Board** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases more than \$15,000 Council approval required. Include name, address, phone number, fax number, email address of Buy Board:
- 9e **Professional Services Agreement** – Purchases over \$2,000 and less than \$15,000 via an engineering, surveying, architect, computer services, janitorial, etc. firm covered by a council approved professional services agreement, City Manager approval required.
- 9f **Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.
- 9g **Sole Source Purchase** – Purchases of \$2,000-\$15,000 City Manager approval required. Purchases with an estimated cost over \$15,000 Council approval required in addition to City Manager approval. Attach to this request a memo detailing the nature of the Sole source designation, that is explain how this purchase fulfills the requirements to be considered a sole source purchase:

10 Signature & date blocks (complete appropriate sections):

10a	Signature of Grants Administrator (if applicable)	date (M/D/Y):
10b	Signature Department Head 	date (M/D/Y): 6-9-17
10c	Signature of Division Head 	date (M/D/Y): 6.9.17
10d	Signature of Budget Administrator	date (M/D/Y):
10e	Signature of Project Manager 	date (M/D/Y): 6-09-2017
10f	Signature of City Treasurer 	date (M/D/Y): 6-8-17
10g	Signature of City Manager (only over \$2,000)	date (M/D/Y):
11h	City Manager Comments:	