

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.

DURANT CITY COUNCIL

8:30 AM

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

April 17, 2017

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. Consideration To Approve Request For Authorization To Purchase (RFAP) No. 2017-052 For Project No. 649 To Complete Carl Albert Park Improvements Partially Funded By The 2016 Land And Water Conservation Grant (LWCF) Award No. 40-01229 In The Amount Of \$182,900 From The Oklahoma Department of Tourism And Recreation. (C-2016-78)

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 13th day of April, 2017 and that an agenda of said meeting was posted at the place of such meeting at 1:15 p.m. on the 13th day of April, 2017.

Cynthia J. Price, City of Durant



The City of Durant

Grants Department

Memorandum

Date: 4/13/2017
To: Mayor and City Council
From: Rebecca Collins, Grants Coordinator
Re: Consideration To Approve Request For Authorization To Purchase (RFAP) No. 2017-052 For Project No. 649 To Complete Carl Albert Park Improvements Partially Funded By The 2016 Land And Water Conservation Grant (LWCF) Award No. 40-01229 In The Amount Of \$182,900 From The Oklahoma Department of Tourism And Recreation. (C-2016-78)

The 2016 Land And Water Conservation Grant (LWCF) Award No. 40-01229 was accepted at the April 11, 2017 regular council meeting.

The grant award for the 2016 Land and Water Conservation (LWCF) project has been funded for improvements at Carl Albert Park in the amount of \$182,900. The approved match commitment includes a \$69,000 budgeted cash match and committed in-kind labor and equipment to complete a successful project.

SEE ATTACHED GRANT PROJECT BUDGET and RFAP 2017-052.

Council Information / Action Requested

Approve the RFAP No. 2017-052, so the project may proceed.

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

Becca will complete the award documentation and coordinate the project efforts.

ATTACHMENTS:

Description	Type	Upload Date
2016 LWCF Grant Budget - Carl Albert Park	Cover Memo	4/13/2017
RFAP 2017-052 Carl Albert PK	Cover Memo	4/13/2017

City of Durant
FY 2016 OK Land and Water Conservation - Outdoor Recreation Program

Carl Albert Park
PROJECT ESTIMATED COSTS

		GRANT REQ	REQUIRED 50% MATCH			
CONSTRUCTION ELEMENTS	TYPE	OK TOURISM- LCWF	LOCAL CASH	CITY LABOR	CITY EQUIP	TOTAL MATCH
Paved Entrance, Drive & Parking						
Drive Entrance thru park & parking (base rock and asphalt)	New	\$48,000.00	\$12,000.00	\$25,000.00	\$25,000.00	\$62,000.00
* * Re-purpose tennis court materials for sub-base	Old					
Striping	New	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00
ADA Parking Signage (6)	New	\$150.00	\$150.00	\$150.00	\$150.00	\$450.00
TOTAL		\$50,650.00	\$14,650.00	\$25,150.00	\$25,150.00	\$64,950.00
Playground Pad, Sidewalks, Fence						
* * Remove dilapidated tennis courts	Labor	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$30,000.00
Safety Surface (Fall zone)	New	\$25,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Concrete Pad (2000 SF) & Sidewalks	New	\$6,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$12,000.00
Fencing for playground / fitness area	New	\$5,000.00	\$2,000.00	\$3,000.00	\$2,000.00	\$7,000.00
TOTAL		\$36,000.00	\$9,000.00	\$23,000.00	\$22,000.00	\$54,000.00
Playground & Fitness Equip						
Playground Equipment & Installation	New	\$28,000.00	\$17,000.00	\$5,000.00	\$0.00	\$22,000.00
Adult Fitness Equipment & Installation	New	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTAL		\$33,000.00	\$22,000.00	\$5,000.00	\$0.00	\$27,000.00
Lighting						
Light equipment and installation	Equip	\$8,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$8,000.00
Electrician Services	New	\$1,250.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00
TOTAL		\$9,250.00	\$3,250.00	\$3,000.00	\$3,000.00	\$9,250.00
Bury Overhead Electrical						
Bury Existing Overhead Lines	New	\$54,000.00	\$20,000.00	\$4,000.00	\$4,000.00	\$28,000.00
TOTAL		\$54,000.00	\$20,000.00	\$4,000.00	\$4,000.00	\$28,000.00
LWCF Signage (2)	New	\$0.00	\$100.00	\$100.00	\$100.00	\$300.00
TOTAL		\$0.00	\$100.00	\$100.00	\$100.00	\$300.00
TOTAL APPLICATION BUDGET		\$182,900.00	\$69,000.00	\$60,250.00	\$54,250.00	\$183,500.00

Spend & Contract Form

F02122015

SPEND/CNTRCT#
 INCODE PROJ#
 RFAP# 2017-052

649

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):
 Park improvements at Carl Albert Park, to include, but not limited to: Electrical with removal of overhead lines, driveway entrance, parking and accessibility, demo tennis court areas, surface replacement for children's playground and adult fitness / recreation areas; playground equipment, fencing and lighting.

- 2 Department requesting authorization:

Grants Department

- 3 Bidding recommendation (award or reject along with name and contact information of vendor):
 The bidding process has not begun.

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

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

APRIL 17, 2017

~~April 12, 2017~~

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

Yes

- 7 GL account code:

GRANT: 015.009.532.62.16

MATCH: 015.705.555.61.11

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

- 8a Amount requested to spend (GRANT: \$182,900 CASH MATCH: \$69,000)

\$251,900.00

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

Replacement

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

All items to be replaced are dilapidated.

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) 2016 LWCF # 40-01229 - \$182,900

Yes

- 8f What is the City Cash Match for the Grant

\$69,000

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

The city committed inkind labor and equipment totaling \$114,500.

- 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):

Unknown at this time. City procurement and grant procedures will be followed throughout the grant project.

- 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:

Unknown at this time. City procurement and grant procedures will be followed throughout the grant project. Any item exceeding \$15,000 will be presented to council for approval.

- 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:

Unknown at this time. City procurement and grant procedures will be followed throughout the grant project.

- 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:

Unknown at this time. City procurement and grant procedures will be followed throughout the grant project.

2016 LWCF # 40-01229

Carl Albert Park

Improvements

RFAP # 2017-052

PROJECT: 649

- 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.

Unknown at this time. City procurement and grant procedures will be followed throughout the grant project.

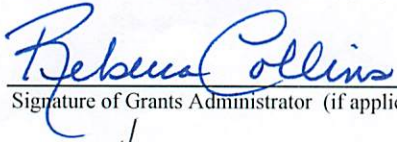

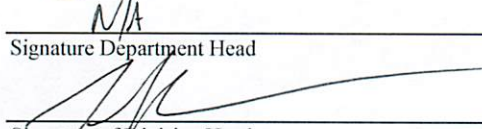
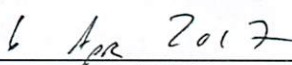
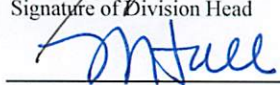
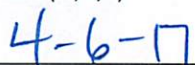
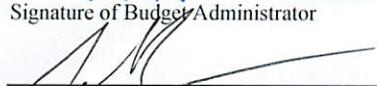
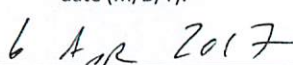
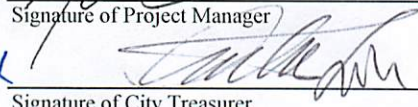
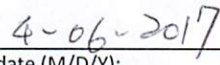
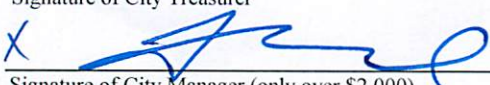
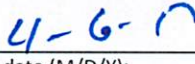
- Emergency Purchase** – To be utilized only when immediate action must be taken to protect the public health or safety or to prevent damage to property, prior council approval not required. Notify the City Manager immediately that an emergency purchase is needed.

Unknown at this time. City procurement and grant procedures will be followed throughout the grant project.

- 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:

Unknown at this time. City procurement and grant procedures will be followed throughout the grant project.

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

10a	Signature of Grants Administrator (if applicable)		
10b	Signature Department Head		
10c	Signature of Division Head		
10d	Signature of Budget Administrator		
10e	Signature of Project Manager		
10f	Signature of City Treasurer		
10g	Signature of City Manager (only over \$2,000)		

- 11h City Manager Comments: