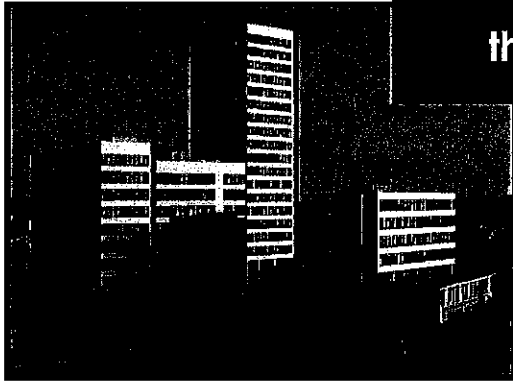


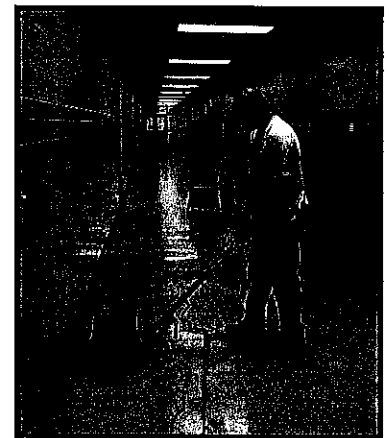
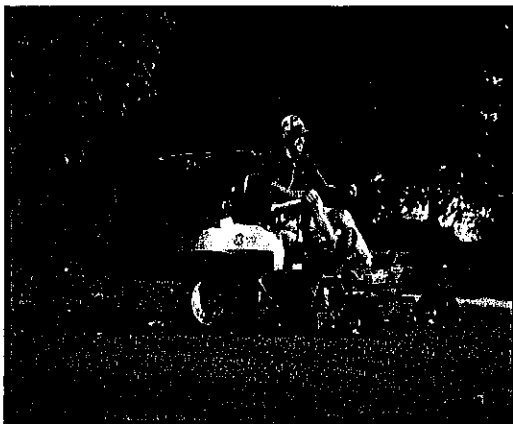


Providing facility maintenance solutions across
the commercial and institutional spectrum



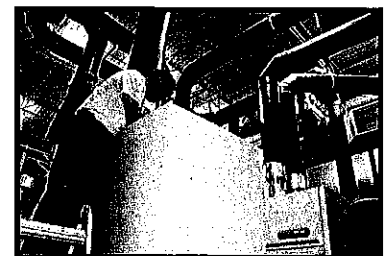
Commercial & Institutional Venues:

- ✓ Multi-Tenant High Rise Offices
- ✓ Medical & Clinical
- ✓ Manufacturing & Industrial
- ✓ Schools: Public, Parochial & Private
- ✓ Public Buildings & Stadiums
- ✓ Churches



Services:

- ✓ Commercial Janitorial
- ✓ Lawns & Grounds Upkeep
- ✓ Systems Maintenance
(HVAC, plumbing, electrical & lighting)
- ✓ Hard Surface Floor Maintenance
- ✓ Carpet Cleaning & Extraction



Where *service* is a science - not a sideline

SOURCEONE Management Services, Inc.
10400 E. 21st Street
Tulsa, OK 74129
(918) 551-6302 fax

green
COMPLIANT

BOMA
International

Tulsa
(918) 551-6300
OKC
(405) 753-4144

CITY OF BROKEN ARROW

STORMWATER

REQUEST FOR BID GROUNDS MAINTENANCE

19.157

Date: March 29th, 2019

The City of Broken Arrow, Oklahoma (hereinafter referred to as "City"), desires to select a firm(s) to provide Grounds Maintenance services. The successful firm(s) will enter into a Bi-Annual agreement through November 15th, 2020. Additional one (1) year term may be granted at the discretion of the City Council.

If you or your firm is interested in participating in the solicitation and review process, **please submit a copy of your proposal, including a description of your services and fees and return to the City of Broken Arrow Purchasing Division 1700 West Detroit, Broken Arrow Ok. 74012. By 3:30 P.M. April 23rd, 2019.** All bids will be publicly opened and read aloud starting at 10:30 a.m. local time on April 24th, 2019 in the Broken Arrow Purchasing office, 1700 West Detroit, Broken Arrow, Ok. 74012.

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this and other solicitations, and at the Broken Arrow City Council Meeting. Purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities; therefore, it should be noted that all other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. The successful proposer shall understand, however, that portions (potentially all) of their proposal (including any final contracts) will become public record after its acceptance by the City of Broken Arrow City Council.

Rocky Henkel
Street and Storm Water Director
City of Broken Arrow

ABOUT THIS DOCUMENT

It is a request for bid, seeking a service as such; **the lowest price proposed will not guarantee an award** recommendation. Competitive Sealed bids will be evaluated based upon criteria formulated around the most important features of a service, of which quality, testing, references, availability or capability, may be overriding factors and price may not be determinative in the issuance of a contract or award. The bid evaluation criteria should be viewed as standards which measure how well a vendor's approach meets the desired requirements and need of the City. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all bids received. The City will also utilize its best judgment when determining whether to schedule a bid conference, before bids are accepted, or meetings with vendors, after receipt of all bids. **The City reserves the right to select, and subsequently recommend for award, the proposed service which best meets its required needs, quality levels, and budget constraints.**

The Cities Minimum Insurance requirements are included in this bid. Proof of compliance must be included with your proposal.

Contractor shall furnish all labor, equipment, and materials to provide the specified Grounds Maintenance services as outlined in the scope of service section for the following project area(s). It is not necessary for a contractor to bid on all Grounds Maintenance project areas to be awarded the contract for one or more areas. Bid each project area separately on a per cycle cost. More than one contractor for this project based on what is most advantageous to the City of Broken Arrow.

PROJECT AREAS –

1. Areas shown in **green highlight: Use provided flash drive**

Scope of service: Contractor shall provide the following services upon each scheduled maintenance cycle: All litter and debris shall be removed before other services begin. Grounds Maintenance shall include mowing, trimming, edging, removal of excessive clippings and power blowing or sweeping all hard surfaces. Chemical edging may be used with prior approval from the City's project area inspector. Chemical applications must be applied by an Oklahoma licensed Certified Pesticide Applicator or a Service Technician working under the supervision of a Certified Applicator. Service definitions are attached.

The Contractor must take all appropriate measures to ensure the safety of the citizens during each Grounds Maintenance cycle. Contractor must supply a list of all types of equipment that will be used to perform the Grounds Maintenance. All equipment used must maintain deflector guards to reduce the risk of flying debris.

It shall be mandatory that a review of the project area be conducted prior to the beginning of the first maintenance cycle. The successful contractor and the designated City inspector shall attend such a review. The review of the project area will outline which sections, if not all, of the project area will have Grounds Maintenance services provided to it.

The contractor must make all attempts not to damage any plant material. The City reserves the right to liquidate damages that are incurred by the contractors during the maintenance cycle. Tree damages will be liquidated as follows: \$100.00 for slightly damaged trees, which is damage that

may heal; and \$200.00 for badly damaged trees which in the opinion of the Horticulture Section may eventually contribute to the death of the tree. Liquidated damages in the amount prescribed will be paid to the City by the contractor, or deducted from any payments due the contractor, or subject to claim by the City under provisions of public liability, property damage insurance policy in effect.

The contractor will be required to notify the City's designated inspector when services have been completed after each maintenance cycle. The City's designated inspector will check the site before signing off for payment.

The City reserves the right to cancel any scheduled maintenance cycle, without payment, due to inclement weather, scheduled activities or any other unspecified reason. This contract may be cancelled at anytime due to poor service, budget shortfall, or any other unspecified reason.

Anticipated Grounds Maintenance Schedule:

Maintenance of all assigned project areas shall be completed on a 7-day, weekly schedule tentatively beginning in May ____, 2019 through November 15th, 2019. The 7-day cycle will begin on Monday and end on Sunday. Mowing cycles must have a minimum 6-day period between cycles and a maximum of 10 days allowed between cycles.

TECHNICAL SPECIFICATIONS

Definitions:

- 1.) **Chemical Trimming:** Means the use of herbicide in compliance with the Oklahoma Pesticide Use Act, such as "Roundup" and/or an equal. The herbicide may be applied to sidewalk cracks or other specified areas with prior approval from the City's project area inspector.
- 2.) **Designated Inspector:** Means the duly authorized representative of the Director of Streets and Stormwater who shall monitor the contractor's progress within the grounds maintenance project area.
- 3.) **Edging:** Means the vertical removal of any and all plant material that encroaches over or onto sidewalks, curbs, steps, driveways, or any other hard surface. Edges shall have a minimum vertical depth of 1 inch and minimum width of ¼".
- 4.) **Inclement Weather:** Means weather as determined by the area inspector that causes the soil to be in a condition that will not allow the cutting of grass to be accomplished satisfactorily or without damage to the soil.
- 5.) **Maintenance Cycle:** Means each time period in the maintenance schedule for the project area. Each time period is defined by a beginning and ending date, in which all prescribed maintenance services shall be completed.
- 6.) **Mowing:** Means the removal of no less than 1/3 of the leaf blade each session while maintaining the turf at a height between 1 ½" and 3". Mowing shall be performed in a manner not to scalp the turf. Turf shall be mowed once per mowing cycle.

- 7.) **Scalping:** Means any action that results in the mowing of any turf area below the minimum mowing height, down to or below soil level
- 8.) **Trash and Litter:** Means any debris within the project area such as paper, cans, bottles, bags of trash, limbs 3" or smaller in diameter, rocks, etc., which is not intended to be present as part of the landscape. Inclusive of the entire area including sidewalks, shelters, playgrounds, and parking areas.
- 9.) **Trimming:** Means the cutting or removal of all plant material immediately adjacent to or under park structures, trees, poles, tables, signs, fences, landscape beds, etc. Also, includes removal of all plant material from expansion joints and any other cracks in curbs, sidewalks, parking areas and any other hard surface within the project area.
- 10.) **Clipping Removal:** Means the removal of excessive clipping piles. Clippings may be distributed evenly across the turf by a power blower, but may not be blown into the street, adjacent property, or any other hard surface in the right-of-way.

Submit the bid with the following documents attached:

- Proposal Sheet filled out.
- References: Provide at least three references from the Tulsa/Broken Arrow metropolitan area where you currently provide mowing services.
- Proof of insurance: See minimum insurance amounts required
- Bid Affidavit
- Interest Affidavit
- Sample Contract for review and approval

- **Questions about this RFP can be directed to Jon Tedford @918-259-7000 Ext. 7476**

IMMIGRATION COMPLIANCE:

- Contractor shall:
 - at all times during the term of this Contract, comply with all respects with immigration-related laws, statutes, ordinances and regulations including without limitation, the Immigration and Nationality Act, as amended, the Immigration Reform and Control Act of 1986, as amended, and the Oklahoma Taxpayer and Citizen Protection Act of 2007 (Oklahoma HB 1804) and any successor laws, ordinances or regulations (collectively, the Immigration Laws"); and
 - properly maintain, during the term of this Contract, any and all employee records required by the U.S. Department of Homeland Security ("DHS"), including, without limitation, properly completed and maintained Form I-9s for each of the Contractor's employees; and

City of Broken Arrow, Oklahoma
Minimum Insurance Amounts

Owners Liability Insurance:

Comprehensive General Liability (with Broadform GCL endorsement)	
Per Accident.....	\$1,000,000.00
Bodily Injury, per person.....	100,000.00
Property Damage, per claimant.....	100,000.00

Public Liability, Other Than Automobile:

Personal Injury, per person.....	\$ 100,000.00
Personal Injury, per accident.....	1,000,000.00
Property Damage, per person.....	100,000.00
Property Damage, per occurrence.....	1,000,000.00

Automobile and Truck; Hired and Non-owned:

Personal Injury, per person.....	\$ 100,000.00
Personal Injury, per accident.....	1,000,000.00
Property Damage, per person.....	100,000.00
Property Damage, per accident.....	1,000,000.00

Employers Insurance:

Employees Liability, per accident.....	\$ 1,000,000.00
Comprehensive General liability per accident.....	1,000,000.00
Bodily Injury, per accident.....	1,000,000.00
Property Damage, per claimant.....	100,000.00

Workmen compensation:

Legal limits required by the State of Oklahoma

Proposal Sheet
(RFB 19.157 -Grounds Maintenance Mowing North Side)

Identify	Area (Sq. Ft)	Description	Price
1 N	11,172	ELM- TULSA RCAG NORTH TO DROP INLET	\$35.00
2 N	14,197	SE CORNER OF ALBANY & ELM	\$24.00
3 N	21,295	SW CORNER OF ALBANY & ELM	\$28.00
4 N	8,658	ELM STONE WOOD DR. SOUTH TO B.A. EXPRESSWAY WEST SIDE	\$18.00
5 N	8,550	ELM - CENTER ISLAND N OF HWY 51	\$17.00
6 N	55,056	ALBANY- ELM TO 9th ST CENTER ISLANDS	\$77.00
7 N	59,121	BASS PRO NORTH POND	\$47.00
8 N	47,320	BASS PRO EXP. POND	\$52.00
9 N	30,682	SEATTLE & HICKORY ISLANDS	\$29.00
10 N	28,248	ELM - NORMAN TO LANSING WEST SIDE	\$35.00
11 N	15,885	ALBANY & OLIVE SW CORNER	\$35.00
12 N	3,110	ALBANY - 9th TO 23rd ST CENTER ISLANDS	\$17.00
13 N	17,184	23rd - QUAIL HOLLOW TO SHELL STATION EAST SIDE	\$18.00
14 N	34,925	23rd RENO TO WICHITA WEST SIDE	\$47.00
15 N	24,300	23rd - OAKLAND TO QUEENS EAST SIDE	\$40.00
16 N	161,586	KENOSHA / 9th - FARM CREDIT SERVICES TO FLIGHT SAFETY	\$59.00
17 N	3,198	KENOSHA - 6th TO WALGREENS	\$17.00
18 N	10,461	KENOSHA - 4th TO 5th NORTH SIDE	\$17.00
19 N	9,029	KENOSHA - MAIN TO KENWOOD NORTH SIDE	\$18.00
20 N	65,341	1st / MIDWAY (RHOADES DETENTION POND)	\$35.00
21 N	5,440	COLLEGE - 11th TO 12th SOUTH SIDE	\$18.00
22 N	6,461	9th N/S OF ELGIN EAST SIDE	\$24.00
23 N	4,943	1700 WEST DETROIT (MAINTENANCE YARD)	\$18.00
24 N	38,572	485 N POPLAR (OPERATIONS)	\$18.00
25 N	21,300	HOUSTON - BEECH AVE WEST TO WEST SIDE OF CREEK	\$29.00
27 N	24,451	HOUSTON - FERN TO HICKORY PL NORTH SIDE	\$35.00
28 N	4,424	HOUSTON - CEDAR WEST TO FREEWILL CHURCH	\$17.00
29 N	12,495	ELM- PITTSBURG TO MEMPHIS WEST SIDE	\$35.00
30 N	29,022	ELM - WASHINGTON TO QUINCY EAST SIDE	\$47.00
31 N	48,030	ASPEN - PITTSBURG TO TOLEDO EAST SIDE	\$47.00
32 N	686	ASPEN AND DETROIT CENTER ISLAND WEST SIDE OF ASPEN	\$18.00
33 N	13,444	1821 W DETROIT (FIRE DEPT. RESOURCES)	\$24.00
34 N	23,984	ELM AVE & ELM PL NORTH TO 51st CENTER ISLAND	\$35.00
35 N	63,549	ELM AVE & ELM PL NORTH TO 51st WALKING TRAIL EAST SIDE	\$46.00
37 N	28,427	MIDWAY RD EAST SIDE- FROM: SOUTH OF LANSING TO PROPERTY LINE TO: NORTH OF NORMAN TO PROPERTY LINE	\$46.00
38 N	27,700	KENOSHA- 20 TH TO HWY 51 NORTH SIDE & WHATABURGER TO CLINIC SOUTH SIDE	\$40.00
39 N	44,300	ASPEN EAST SIDE-FROM: NORTH OF LOUISVILLE TO PROPERTY LINE TO SOUTH OF OAKRIDGE TO PROPERTY LINE	\$46.00
40 N	30,242	HOUSTON SOUTH SIDE FROM: WEST OF POLAR TO PROPERTY LINE TO: LIONS & ON LIONS WEST SIDE TO PROPERTY LINE	\$57.00
41 N	8,430	HOUSTON NORTH SIDE FROM PROPERTY LINE TO PROPERTY LINE	\$18.00
42 N	38,203	ON KENOSHA NORTH SIDE FROM ELDER EAST TO PROPERTY LINE & ON ELDER EAST SIDE FROM KENOSHA TO OAKLAND	\$35.00
43 N	90,642	ON KENOSHA NORTH SIDE FROM 27 TH WEST TO PROPERTY LINE TO 37 TH & ON 37 TH WEST SIDE NORTH OF INTERSECTION	\$29.00
44 N	124,500	LANCASTER PARK DRAINAGE CANAL-SOUTH OF KENOSHA BETWEEN ASTER AVENUE & ASTER PLACE	\$37.00
45 N	54,113	ON HILLSIDE DRIVE BETWEEN ALBANY & 9 TH	\$46.00
TOTAL			\$1,430.00

Proposal Sheet Continued
RFB 19.157 -Grounds Maintenance Mowing (South Side)

Identify	Area (Sq. Ft)	Description	Price
1 S	21,436	2302 S. 1st ST S/S OPERATIONS	\$46.00
2 S	19,493	2304 S. 1st ST	\$46.00
3 S	26,543	WASHINGTON - MAIN ST. TO ELM NORTH SIDE	\$46.00
4 S	25,710	WASHINGTON - STAR CENTER WEST TO SUBDIVISION BOUNDRY SOUTH SIDE	\$29.00
5 S	54,526	WASHINGTON - PINE AVE TO BOYS CLUB NORTH SIDE	\$46.00
6 S	5,724	WASHINGTON - IDC CENTER EAST TO SPRUCE AVE	\$22.00
7 S	19,952	WASHINGTON - WILLOW TO WEST TO END OF PRIVACY FENCE	\$22.00
8 S	17,880	ASPEN- GARY TO ITHICA EAST SIDE	\$34.00
9 S	29,988	ASPEN - NORTH OF DELMAR SOUTH TO GARY	\$34.00
10 S	34,000	ELM- ATLANTA TO FIRST CHRISTIAN CHURCH WEST SIDE	\$34.00
11 S	11,936	ELM - FULTON TO ITHICA EAST SIDE	\$34.00
12 S	45,050	NEW ORLEANS - 1st WEST TO ASH CT. NORTH SIDE	\$51.00
13 S	80,752	NEW ORLEANS - TACO BELL WEST TO DOLLAR GENERAL NORTH SIDE	\$63.00
14 S	42,000	NEW ORLEANS - PSO POWER PLANT WEST TO SYCAMORE SOUTH SIDE	\$46.00
15 S	27,718	ASPEN - 260 FT. N. OF PHOENIX AND TO FAMILY VIDEO PROPERTY LINE EAST SIDE	\$46.00
16 S	27,480	ASPEN - NEW ORLEANS SOUTH TO PRIVACY FENCE	\$34.00
17 S	27,200	ASPEN - NORTH & SOUTH OF UTICA	\$40.00
18 S	41,376	ELM - S COMMERCIAL OFFICE COMPLEX TO APARTMENT COMPLEX WEST SIDE	\$46.00
19 S	81,192	ELM - QUANTICO TO N BOWLING ALLY ENTRANCE EAST SIDE	\$91.00
20 S	27,504	NEW ORLEANS - CHESTNUT TO DOGWOOD NORTH SIDE	\$34.00
21 S	774	LAREDO AND 1st CENTER ISLAND	\$28.00
22 S	15,015	FLORENCE - E/W OF ASH DR. NORTH SIDE	\$83.00
23 S	76,000	FLORENCE - WALGREENS TO MAPLE NORTH SIDE	\$80.00
24 S	17,064	FLORENCE - HICKORY TO JUNIPER SOUTH SIDE	\$29.00
25 S	9,911	ELM N/S OF KEY WEST, WEST SIDE	\$22.00
26 S	5,112	ELM - SOUTHPARK ASSEMBLY TO CREEK TURNPIKE WEST SIDE	\$17.00
27 S	4,770	ELM - MIAMI TO CREEK TURN PIKE EAST SIDE	\$29.00
28 S	8,304	ELM - LOS ANGELES TO MIAMI EAST SIDE	\$34.00
29 S	31,656	ASPEN CREEK DR - NORTH OF WAL-MART TOP & BOTTOM OF WALL TO WAL-MART PROPERTY LINE	\$22.00
30 S	10,832	ELM - SOUTH OF QUANAH TO CREEK TURNPIKE EAST SIDE	\$29.00
31 S	36,576	TUCSON - DATE TO CEDAR NORTH SIDE	\$29.00
32 S	69,212	TUCSON - CEDAR EAST TO END OF PRIVACY FENCE NORTH SIDE	\$34.00
33 S	46,165	TUCSON - 5th ST WEST TO PRIVACY FENCE NORTH SIDE	\$57.00
34 S	16,554	ELM - SOUTHRIDGE CENTER SOUTH TO NORTH BOUNDRY OF SUBDIVISION EAST SIDE	\$29.00
35 S	68,783	ELM - CHARLOTTE TO WINSTON EAST SIDE	\$68.00
36 S	80,907	ELM - NORTH OF GLENWOOD TO FIRE STATION #3 WEST SIDE	\$91.00
37 S	56,260	ELM - CHARLOTTE TO 128th ST EAST SIDE	\$51.00
38 S	29,307	ON FLORENCE-EAST AND WEST OF DATE TO PROPERTY LINES	\$34.00
39 S	37,960	ELM PLACE WEST SIDE-FROM: NORTH OF ALBUQUERQUE TO PROPERTY LINE TO: SOUTH OF DECATUR TO PROPERTY LINE	\$46.00
40 S	13,760	ON 1st THIRD LOT SOUTH OF UNION ST	\$22.00
41 S	62,860	WASHINGTON SOUTH SIDE FROM LOT TO DRIVEWAY	\$46.00
42 S	38,750	ASPEN EAST SIDE FROM CANTON TO LOT	\$46.00
43 S	42,690	FLORENCE SOUTH SIDE FROM PROPERTY LINE TO PROPERTY LINE	\$46.00
TOTAL			\$1,816.00

CLIENT REFERENCES

Organization: City of Tulsa

Address: 175 E 2nd St #575, Tulsa, OK

Contract Person: Robert Marrs Phone: 918-519-7148

Date of Services: 2017 - present

Description/Scope of Services: Lawn maintenance @ (19) Water treatment facilities in Tulsa area

Organization: Tulsa Women & Childrens Center (DHS)

Address: 2442 E Mohawk, Tulsa, OK

Contract Person: Shawn McArty Phone: 405-248-9212

Date of Services: 2017 - present

Description/Scope of Services: weekly lawn maintenace @ facility

Organization: City of Broken Arrow - PD

Address: 1701 W Detroit, BA, OK

Contract Person: Connie Bradley Phone: 918-451-8350

Date of Services: 2017 - present

Description/Scope of Services: lawn maintenance @ Public Service, BA Training Center & Animal Shelte

Organization: _____

Address: _____

Contract Person: _____ Phone: _____

Date of Services: _____

Description/Scope of Services: _____

THIS BID IS INVALID IF NOT SIGNED BY THE PROPOSER AND NOTARIZED

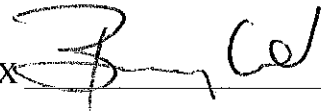
PROPOSAL AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF: Oklahoma

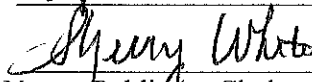
COUNTY OF: Tulsa

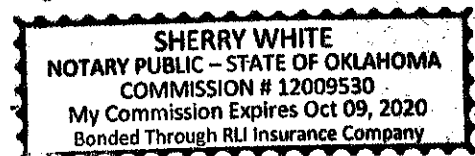
Benny Coe, of lawful age, being first duly sworn, on oath says: 1. (S)he is the duly authorized agent of SourceOne Management Services, Inc., the proposer submitting the competitive offer which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among proposer and between proposer and city officials or employees, as well as facts to pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the offer to which this statement is attached; 2. (S)he is fully aware of the facts and circumstances surrounding the making of the offer to which this statement is attached and has been personally and directly involved in the proceeding leading to the submission of such proposal; and 3. neither the proposer nor anyone subject to the proposer's direction or control has been a party: a). to any collusion among proposers in restraint of freedom of competition by agreement to submit an offer at a fixed price or to refrain from submitting an offer, b). to any collusion with any city official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor c). in any discussions between proposers and any city official concerning exchange of money or other things of value for special consideration in the letting of a contract.

X 

Subscribed and sworn to before me this 23rd day of April 20 19

My Commission Expires: 10/9/2020


Notary Public (or Clerk or Judge)



**THIS PROPOSAL IS INVALID IF NOT SIGNED BY THE PROPOSER AND
NOTARIZED**

INTEREST AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF: Oklahoma

COUNTY OF: Tulsa

Benny Coe, Of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder to submit the attached proposal. Affiant further states that no officer or employee of the City of Broken Arrow either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's business or such a percentage, which constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Broken Arrow have some direct or indirect interest in the bidder's business:

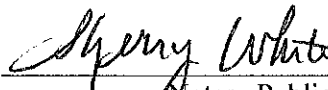
NONE

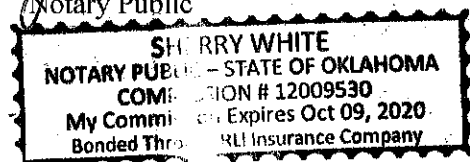
For purposes of this affidavit, a direct or indirect interest is defined to include any relationship existing on the date of this affidavit, or which previously existed within the past year. Such an interest shall also be defined to include any business relationship between or among the proposed parties to the contract project and also to include any business relationship between the officers and directors of the proposed contracting parties of the project.

X 

Subscribed and Sworn to before me this 23rd day of April
2019

My Commission Expires: 10/9/2020


Notary Public





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Phone: (818) 574-5107 Fax: (888) 589-7415

THOMAS P BRANCH, III
THE INSURANCE DOCS, LLC
8906 E. SKELLY DRIVE
TULSA OK 74129

Agency Lic# 10012253

CONTACT NAME: Tom Branch III

PHONE (918) 574-6107

FAX (888) 589-7415

E-MAIL tom@theinsuredocs.net

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Union Standard

INSURER B : Union Standard

INSURER C : AmTrust North America

INSURER D : Union Standard

INSURER E :

INSURER F :

INSURED
SOURCEONE MANAGEMENT SERVICES, INC.
10400 EAST 21ST STREET
TULSA OK 74129

COVERAGES

CERTIFICATE NUMBER: 910

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSR	SUBR WAO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	X	CUA 4782920-10	06/19/18	06/19/19	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED. EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	AUTOMOBILE LIABILITY	X	X	CAA 4782874-10	06/19/18	06/19/19	COMBINED SINGLE LIMIT (Ea accident) \$ 0
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (per accident) \$
							\$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB	X	X	CUA 4782920-10	06/19/18	06/19/19	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		X	TWC3675356	12/01/18	12/01/19	<input checked="" type="checkbox"/> WC STATUTORY LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y	N/A				E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE-EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE-POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

General Liability: Blanket Additional Insured when required by written contract (Form #SS00080405). Blanket Waiver of Subrogation when required by written contract (Form #SS00080405).

CERTIFICATE HOLDER

CANCELLATION

XXXXXXXXXXXXXXXXX INFORMATION ONLY XXXXXXXXXXXXXXXXXXXX

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Attention:

Thomas P Branch III

General Procedures

I. SUPERVISION

- A. **SOURCEONE** management will stay in close contact with our crew chief, as well as the **CLIENT**, concerning all work performed.
- B. All **SOURCEONE** personnel will be trained and supervised so as to perform at the best of their ability in order to accomplish the work you, the **CLIENT**, deserve.
- C. All personnel will be checked regularly as to performance and ability to maintain **SOURCEONE** standards.

II. SECURITY PROCEDURES AND INSURANCE

- A. **SOURCEONE** management will work closely with the **CLIENT** in regard to the use of acceptable personnel.
- B. A card file will be set up on all **SOURCEONE** personnel utilized on project.
- C. Each **SOURCEONE** employee is fully covered by an insurance program that protects you in several ways. The Commercial Cleaning Service Bonding, General Liability, and Workers' Compensation coverages provide protection to our **CLIENT**'s for claims which might arise due to actions by **SOURCEONE** personnel.
- D. **SOURCEONE** personnel will check to insure that facilities are properly secured as appropriate, before they leave the premises.

III. WAGE SCALE

- A. All personnel will be paid no less than minimum scale as required by Federal Law.
- B. Work hours, work week, job methods, procedures, pay periods, and pay scale will be thoroughly explained to all personnel.

Maintenance Agreement

THIS AGREEMENT is made and entered into effective as of the ____ day of _____, 2019, by and between **SOURCEONE MANAGEMENT SERVICES, INC.** ("SOURCEONE MANAGEMENT SERVICES") and _____ ("CLIENT").

WITNESSETH:

WHEREAS: **CLIENT** is desirous of the services of **SOURCEONE MANAGEMENT SERVICES**, for the purpose of keeping facilities properly maintained as outlined, and;

WHEREAS: **SOURCEONE MANAGEMENT SERVICES** is in the business of providing maintenance and janitorial services under the trade name and style of "**SOURCEONE MANAGEMENT SERVICES**" and desires to contract and agree with **CLIENT** for the performance of said services to be further set out in this agreement.

NOW THEREFORE: In consideration of the faithful performance of the services hereinafter specified, in the manner and at the times specified, the compensation to be paid therefore and the mutual covenants and agreements of the parties hereinafter set forth to be kept and performed and the mutual benefits to each of the parties therefore, it is hereby contracted and agreed as follows:

I.

The premises making up the working area of the contract will be known further in the contract as the Named Areas, which are defined as:

The services will be performed at the following location:

General Specs
123 Main St.
Tulsa, OK

SOURCEONE MANAGEMENT SERVICES agrees to service the Named Areas per the pricing schedule that is agreed upon. See Attached Pricing Schedule for frequency and monthly billing total.

II.

SOURCEONE MANAGEMENT SERVICES agrees to furnish all equipment, tools, and paraphernalia necessary to the performance of the duties. The duties being to maintain the Named Areas in a neat, clean and orderly condition as outlined in the Maintenance Schedule attached hereto and by specific reference made a part hereof.

CLIENT warrants that the premises to be serviced by **SOURCEONE MANAGEMENT SERVICES** are free of asbestos, hazardous materials and hazardous waste materials and or hold **SOURCEONE MANAGEMENT SERVICES** harmless from any and all liability for its personnel's exposure to such hazardous of harmful conditions.

III.

In consideration of the faithful performance by **SOURCEONE MANAGEMENT SERVICES** of the duties hereunder, **CLIENT** agrees to pay the monthly total that is agreed upon in the Attached Pricing Schedule on the first date of each month for the rendition of the immediately preceding month's service during the term hereof. (Credits for nationally recognized holidays are pre-determined and given as part of the monthly charge herein. No adjustments will be made for said holidays.)

IV.

It is expressly agreed that **SOURCEONE MANAGEMENT SERVICES** is not and shall not be, during the term hereof, employees of the **CLIENT** but are independent contractors, and in this regard **SOURCEONE MANAGEMENT SERVICES** will not be within the protection or coverage of **CLIENT'S** Worker's Compensation Insurance and no withholding of Social Security, Federal or State Income Tax or other deductions shall be made from the sums agreed to be paid to **SOURCEONE MANAGEMENT SERVICES** herein, the same being contract payments and not wages.

V.

It is agreed that **SOURCEONE MANAGEMENT SERVICES** will select all representatives to perform its obligations hereunder. **CLIENT** warrants covenants and agrees that during the term of this agreement and within one hundred twenty (120) days after termination, that **CLIENT** will not employ any employees, supervisors or members of management of **SOURCEONE MANAGEMENT SERVICES**. **SOURCEONE MANAGEMENT SERVICES** warrants, covenants and agrees that during the term of this agreement and within one hundred twenty (120) days after termination, it will not employ any employees, agents or representatives of **CLIENT**.

VI.

A. The term of this agreement shall be from the "start date" hereon inscribed, to twelve months hence, and may at the election of **CLIENT** and **SOURCEONE**, be extended and renewed on successive anniversary dates, concurrent with **CLIENT'S** fiscal year, for successive periods on the same terms and conditions.

B. Termination for non-performance may be elected by either party. Before any non-performance termination is effective; the terminating party must give the other party written notice, via certified mail, specifying in detail the nature of any defect in performance. The other party will have seven (7) days to correct said defect(s). The agreement will thereafter terminate at midnight of the thirtieth (30th) day if performance does not repair to the satisfaction of the instigating party.

VII.

In the event it becomes necessary for either party to institute suit against the other to secure or protect its rights under this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees as well as court costs and damages as part of any judgment entered in its favor.

This agreement is not assignable without the written consent of the other party, which may be withheld in such other party's sole discretion. This agreement reflects the entire agreement between the parties with respect to the matters addressed herein and there are no agreements, oral or otherwise, except those expressed herein. The parties agree that this agreement shall be governed by, construed and enforced in accordance with the laws of the State of Oklahoma.

Pricing Schedule

CLIENT: **General Specs**
 123 Main St.
 Tulsa, OK 74354

Frequency:

Amount:

SOURCE

Date: _____

Client

General Specs
(Company Name)

123 Main St.
(Company Address)

Tulsa, OK 74354
(City, State, Zip)

Vendor

SOURCEONE Management Services
(Company Name)

10400 E. 21st St.
(Company Address)

Tulsa, Oklahoma 74129
(City, State, Zip)

Approved by: _____

Title: _____

Approved by: _____

Title: _____

Approved by: _____

Title: Account Executive

Approved by: _____

Title: President

Billing Address If Different From Above:

References

SOURCE