

## **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 **7th** day of **May**, 2019, by and between **SOURCEONE MANAGEMENT SERVICES, INC.** ("**SOURCEONE MANAGEMENT SERVICES**") and the **CITY OF BROKEN ARROW**("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 Named Areas listed on Exhibit A.

**SOURCEONE MANAGEMENT SERVICES** agrees to service the Named Areas listed on Exhibit A per the pricing schedule listed on the Exhibit.

#### **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 due on the first date of each month for the rendition of the immediately preceding month's service during the term hereof. Services will be provided on an as needed basis. (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.) **SOURCEONE MANAGEMENT SERVICES** will provide a monthly invoice (as shown on Exhibit B) listing the areas that were serviced and the amount owed per Named Area.

### 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 May 7, 2019 to February 7, 2020, and may at the election of **CLIENT** and **SOURCEONE**, be extended and renewed in writing on successive anniversary dates on the same terms and conditions.

#### **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.

**Client**

**Vendor**

**Mayor**

**President**

**City of Broken Arrow**  
(Company Name)

**SOURCEONE Management Services**  
(Company Name)

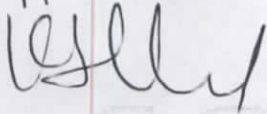
**220 South First Pl.**  
(Company Address)

**10400 E. 21<sup>st</sup> St.**  
(Company Address)

**Broken Arrow, OK 74013**  
(City, State, Zip)

**Tulsa, Oklahoma 74129**  
(City, State, Zip)

Approved as to Form:



SOURCE

# EXHIBIT

tabbles

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## Proposal Sheet

( YFB 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 <sup>TH</sup> 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 <sup>TH</sup> WEST TO PROPERTY LINE TO 37 <sup>TH</sup> & ON 37 <sup>TH</sup> 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 <sup>TH</sup>	\$46.00
TOTAL			\$1,430.00

# EXHIBIT

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## 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

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Weekly Mowing Cycle the week of \_\_\_\_\_

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