City of Enid
401 W. Owen K. Garriott Rd.
Enid, Oklahoma 73701
580-234-0400

Mayor and Board of Commissioners

Notice of Meeting

**Mayor and Board of Commissioners of the City of Enid, Oklahoma,
the Trustees of the Enid Municipal Authority, a Public Trust,
the Trustees of the Enid Economic Development Authority, a Public Trust, and the Trustees of the Enid Public Transportation Authority, a Public Trust**

Notice is hereby given that the Mayor and Board of Commissioners of the City of Enid, Oklahoma, the Trustees of the Enid Municipal Authority, a Public Trust, the Trustees of the Enid Economic Development Authority, a Public Trust, and the Trustees of the Enid Public Transportation Authority, a Public Trust will meet in regular session at 6:30 PM on Tuesday, December 6, 2022, in the Council Chambers of the City Administration Building, located at 401 West Owen K. Garriott Road, in said city, and the agenda for said meeting is as follows:

NOTICE

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item. Accordingly, the Mayor and Board of Commissioners may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed, the Mayor and Board of Commissioners may refer the matter to the City Manager, the City Attorney or to the recommending board, commission or committee.

- AGENDA -

Mayor and Board of Commissioners Regular Meeting

Page

1. Call to Order/Roll Call.
2. Invocation & Flag Salute.
3. Minutes.

3.1. Consider approval of minutes of the Regular Commission meeting of November 15, 2022. 5 - 12

Mayor and Board of Commissioners Regular Meeting - November 15, 2022 - Minutes - Pdf

4. Awards, Presentations, Proclamations, and Organizational Business.

4.1. Present pet available for adoption at the City's Animal Welfare Department.

4.2. Present a Proclamation recognizing Colonel Jay Johnson and Vance Air Force Base for volunteering on the Day of Kindness Cleanup in the Southern Heights Addition.

4.3. Recognize City of Enid Employee of the Month for November.

4.4. Consider appointing Captain Gary Fuxa to the Police Civil Service Commission for the position of Secretary. 13

AI-22-484 - Pdf

5. Public Comment.

6. Consent.

6.1. Award a contract to Slater Mechanical, Enid, Oklahoma, for Project No. M-2310GFR - YWCA HVAC Replacement, in the amount of $258,400.00; and authorize the Mayor to execute all contract documents. 14 - 15

AI-22-418 - Pdf

6.2. Award a contract to Rick Lorenz Construction, Enid, Oklahoma, for Project No. R-2302C - 5th Street, Randolph to Broadway Reconstruction, in the amount of $190,091.97; and authorize the Mayor to execute all contract documents. 16 - 18

AI-22-464 - Pdf

6.3. Award a contract to JMB Concrete, Enid, Oklahoma, for Project No. M-2303C2 - ADA Transition Plan Compliance Champlin Pool, in the amount of $87,114.00; and authorize the Mayor to execute all contract documents. 19 - 20

AI-22-465 - Pdf

6.4. Approve Unit Price Change Order No. 4 with Beverages Construction, Crescent, Oklahoma, for Project No. F-1908C - Soccer Complex Stormwater Improvements, in the amount of $3,647.50, and authorize the Mayor to execute all documents. 21 - 22

AI-22-481 - Pdf

6.5. Approve an agreement with the Oklahoma Department of Transportation (ODOT) and The Burlington Northern Santa Fe Railway Company (BNSF) for the Cleveland Street widening at the BNSF Railroad Crossing, Project No. R-1803, JP No. 17020(08) and authorize payment of the local share of the project in the amount of $142,829.20. 23 - 80

AI-22-495 - Pdf

6.6. Approve a resolution amending the 2022-2023 Police Fund Budget by appropriating additional funds in the amount of $140,461.36 to increase the 2022-2023 appropriated amounts for the Police Department. 81 - 82

AI-22-500 - Pdf

6.7. Award the purchase of a Public Safety Software System for the Enid Police Department to Central Square Technologies, Lake Mary, Florida, in the amount of $640,461.36, and authorize the Mayor to execute necessary documents. 83 - 295

AI-22-451 - Pdf

6.8. Approve a resolution replacing the City of Enid's September 18, 2007 Finance Procedures Manual with the City of Enid's December 6, 2022 Finance Procedures Manual. 296 - 377

AI-22-486 - Pdf

6.9. Approve the purchase of Excess Workers' Compensation Insurance from Arch Insurance, in the amount of $102,245.00. 378 - 379

AI-22-487 - Pdf

6.10. Amend the November 1, 2022 award for the purchase of five trucks from Confidence Ford, Norman, Oklahoma, for the Public Works Division, to deduct four trucks in the amount of $229,320.00. 380 - 387

AI-22-488 - Pdf

6.11. Approval of claims in the amount of $15,433,946.32. 388 - 406

2022-12-06 CLAIMSLIST
JP MORGAN CLAIMSLIST 12-6-22

7. Recess to Convene as the Enid Municipal Authority.

8. Trustees of the Enid Municipal Authority Regular Meeting.

9. Enid Municipal Authority Regular Meeting.

9.1. Consider approval of a lease agreement with Security National Bank, Enid, Oklahoma, to lease three 2023 Mack LR64R/Heil DPF Python refuse trucks for the Solid Waste Department and authorize the Chairman to execute all documents. 407 - 408

AI-22-485 - Pdf

9.2. Rescind the November 1, 2022 award for the purchase of four trucks from Confidence Ford, Norman, Oklahoma, for the Public Utilities Division, and authorize the cancellation of the purchase order in the amount of $213,884.00. 409

AI-22-489 - Pdf

9.3. Approval of claims in the amount of $593,481.63.

10. Adjourn to Convene as the Enid Economic Development Authority.

11. Trustees of the Enid Economic Development Authority Regular Meeting.

12. Enid Economic Development Authority Regular Meeting.

12.1. Approval of claims in the amount of $15,014.03.

13. Adjourn to Convene as the Enid Public Transportation Authority.

14. Trustees of the Enid Public Transportation Authority Regular Meeting.

15. Enid Public Transportation Authority Regular Meeting.

    15.1. Approval of claims in the amount of $3,515.60.

16. Adjourn to Reconvene as the Enid City Commission.

17. Executive Session.

    17.1. Consider convening into Executive Session at the recommendation of the City Attorney, pursuant to 25 O.S. §307(C)(11), to confer on matters pertaining to economic development, including the creation of proposals to entice the location in Enid of an entertainment/theater development and a department store, because public disclosure of the matters discussed would interfere with the development of the proposals, and impair the ability of the public body to proceed with these matters in the public's interest, and reconvene into Regular Session to take any necessary action.

18. Reconvene into Regular Session to Take Any Necessary Action.

19. Adjourn.

City of Enid
Mayor and Board of Commissioners
Minutes

The Mayor and Board of Commissioners of the City of Enid, County of Garfield, State of Oklahoma, the Trustees of the Enid Municipal Authority, a Public Trust, the Trustees of the Enid Economic Development Authority, a Public Trust, and the Trustees of the Enid Public Transportation Authority, a Public Trust, met in regular session at 6:30 PM on Tuesday, November 15, 2022, in the Council Chambers of the City Administration Building, located at 401 West Owen K. Garriott Road, in said city, and the minutes for said meeting are as follows:

1. CALL TO ORDER/ROLL CALL.

Mayor Pankonin called the meeting to order with the following members present and absent:

PRESENT: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

ABSENT:

Staff present were City Manager Jerald Gilbert, Assistant City Manager Scott Morris, City Clerk Summer Anderson, Chief Financial Officer Erin Crawford, City Attorney Carol Lahman, Assistant Police Chief Scott Miller, Assistant Fire Chief Bill Burkhart, Director of Engineering Murali Katta, Assistant City Attorney Joshua Conaway, Airport Director Keston Cook, Airport Operations Manager Mason Brinley, City Engineer Jason Unruh, CDBG Coordinator Laura Girty, and Ex-Officio Member Colonel Matthew A. Astroth.

2. INVOCATION & FLAG SALUTE.

Commissioner Norwood gave the Invocation, and the Flag Salute was led by Commissioner Stallings.

3. MINUTES.

1. Consider approval of minutes of the Regular Commission meeting of November 1, 2022.

   Moved by Derwin Norwood, seconded by Keith Siragusa, to approve minutes of the Regular Commission meeting of November 1, 2022.
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

4. AWARDS, PRESENTATIONS, PROCLAMATIONS, AND ORGANIZATIONAL BUSINESS.

1. Present pet available for adoption at the City's Animal Welfare Department.

Enid Animal Welfare Adoption Coordinator Christiana Whitmore presented "Cruise", an 8-week-old Labrador mix, available for adoption at the City's Animal Welfare Department.

2. Consider approval of appointments to the Vance Development Authority.

Mayor Pankonin explained that this item would approve the appointments or reappointments of the following individuals to the Vance Development Authority:

- Mr. Jon Blankenship, Greater Enid Chamber of Commerce
- Ms. Debbie Moore, Enid Regional Development Alliance
- Ms. Jennifer Fugazzi, Licensed Realtor
- Ms. Krista Roberts, Hospital Administrator

If approved, these individuals would serve terms through March 1, 2026.

Moved by Rob Stallings, seconded by Derwin Norwood, to approve the reappointment of Jon Blankenship as representative of the Greater Enid Chamber of Commerce, Krista Roberts as Hospital Administrator, and the appointment of Debbie Moore, representative of Enid Regional Development Alliance and Jennifer Fugazzi, Licensed Realtor, to the Vance Development Authority.
Carried by the following votes:

Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

5. PUBLIC COMMENT.

There being no one signed up to speak, the item concluded.

6. ADMINISTRATION.

1. Consider an ordinance amending the Enid Municipal Code, 2014, Title 2 “Finance and Taxation”, Chapter 6 “Fee Schedule”, Article C, “City Services and Facilities”, Section 2-6C-1, “Enid Woodring Regional Airport" to add a ramp fee, and amending Title 7 “Public Ways and Property”, Chapter 4, “Aviation; Airport”, Section 7-4-3 “Woodring Hangar Rental Charges” to remove the fuel flowage fees; and to add Section 7-4-4 “Woodring Ramp Fees” to charge one hundred dollars for jets who use Woodring services without purchasing a minimum amount of fuel; providing for repealer, savings clause, severability, and codification.

Airport Director Keston Cook explained that this ordinance would allow for the Enid Woodring Regional Airport to recoup some expenses by charging a $100.00 ramp fee for jets using the airport's amenities, but that did not purchase at least seventy-five gallons of fuel. The proposed ordinance applied only to jet aircraft, and not smaller, general aviation aircraft. The fee also did not apply to any entities that the airport otherwise had agreements with, and would not apply to Vance Air Force Base aircraft.

Moved by Jerry Allen, seconded by Keith Siragusa, to approve an ordinance amending the Enid Municipal Code, 2014, Title 2 “Finance and Taxation”, Chapter 6 “Fee Schedule”, Article C, “City Services and Facilities”, Section 2-6C-1, “Enid Woodring Regional Airport" to add a ramp fee, and amending Title 7 “Public Ways and Property”, Chapter 4, “Aviation; Airport”, Section 7-4-3 “Woodring Hangar Rental Charges” to remove the fuel flowage fees; and to add Section 7-4-4 “Woodring Ramp Fees” to charge one hundred dollars for jets who use Woodring services without purchasing a minimum amount of fuel; providing for repealer, savings clause, severability, and codification.
Carried by the following votes:

Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

7. CONSENT.

1. Award a contract to Henson Construction, Enid, Oklahoma, for Project No. M-2311GFR - CDSA Basement HVAC Installation, in the amount of $241,000.00; and authorize the Mayor to execute all contract documents.

   Moved by Derwin Norwood, seconded by Whitney Roberts, to award a contract to Henson Construction, Enid, Oklahoma, for Project No. M-2311GFR - CDSA Basement HVAC Installation, in the amount of $241,000.00; and authorize the Mayor to execute all contract documents..
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

2. Accept Project No. W-2211C - 800-1000 Blocks of East Randolph Avenue Waterline Replacement as completed by the contractor, Southwest Waterworks, LLC, Oklahoma City, Oklahoma.

   Moved by Derwin Norwood, seconded by Whitney Roberts, to accept Project No. W-2211C - 800-1000 Blocks of East Randolph Avenue Waterline Replacement as completed by the contractor, Southwest Waterworks, LLC, Oklahoma City, Oklahoma.
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

3. Accept the Oklahoma Department of Environmental Quality (ODEQ) Permit No. SL000024220569 which approves the construction of a Sanitary Sewer line to serve the Hangars at Enid Woodring Regional Airport, Garfield County, Oklahoma.

   Moved by Derwin Norwood, seconded by Whitney Roberts, to accept the Oklahoma Department of Environmental Quality (ODEQ) Permit No. SL000024220569 which approves the construction of a Sanitary Sewer line to serve the Hangars at Enid Woodring Regional Airport, Garfield County, Oklahoma.

Carried by the following votes:

Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

4. Accept Oklahoma Department of Environmental Quality (ODEQ) Permit No. WL000024220354, which approves the construction of a waterline to serve the residences along South Garland Road from West Owen K. Garriott Road to West Randolph Avenue.

   Moved by Derwin Norwood, seconded by Whitney Roberts, to accept Oklahoma Department of Environmental Quality (ODEQ) Permit No. WL000024220354, which approves the construction of a waterline to serve the residences along South Garland Road from West Owen K. Garriott Road to West Randolph Avenue.
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

5. Accept an Easement for Public Highway for Parcel No. 3.0, a Permanent Drainage Easement for Parcel No. 3.1, and a Temporary Construction Easement for Parcel No. 3.2, from the Theodora C. Taylor Trust, Enid, Oklahoma for Project No. R-2001R - Garland Road from Owen K. Garriott Road to Randolph Avenue Widening Reconstruction, approve payment in the amount of $900.00; and authorize the Mayor to execute all documents.

   Moved by Derwin Norwood, seconded by Whitney Roberts, to accept an Easement for Public Highway for Parcel No. 3.0, a Permanent Drainage Easement for Parcel No. 3.1, and a Temporary Construction Easement for Parcel No. 3.2, from the Theodora C. Taylor Trust, Enid, Oklahoma for Project No. R-2001R - Garland Road from Owen K. Garriott Road to Randolph Avenue Widening Reconstruction, approve payment in the amount of $900.00; and authorize the Mayor to execute all documents.
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

6. Accept an Easement for Public Highway for Parcel No. 9 from Glen and Kim Ryel, Enid, Oklahoma, for Project No. R-2001R - Garland Road from Owen K. Garriott Road to Randolph Avenue Widening Reconstruction, approve payment in the amount of $1,075.00; and authorize the Mayor to execute all documents.

   Moved by Derwin Norwood, seconded by Whitney Roberts, to accept an Easement for Public Highway for Parcel No. 9 from Glen and Kim Ryel, Enid, Oklahoma, for Project No. R-2001R - Garland Road from Owen K. Garriott Road to Randolph Avenue Widening Reconstruction, approve payment in the amount of $1,075.00; and authorize the Mayor to execute all documents.
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

7. Accept an Easement for Public Highway for Parcel No. 10.0 from Teisle, LLC, Enid, Oklahoma, for Project No. R-2001R - Garland Road from Owen K. Garriott Road to Randolph Avenue Widening Reconstruction, approve payment in the amount of $1,200.00; and authorize the Mayor to execute all documents.

   Moved by Derwin Norwood, seconded by Whitney Roberts, to accept an Easement for Public Highway for Parcel No. 10.0 from Teisle, LLC, Enid, Oklahoma, for Project No. R-2001R - Garland Road from Owen K. Garriott Road to Randolph Avenue Widening Reconstruction, approve payment in the amount of $1,200.00; and authorize the Mayor to execute all documents.
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

8. Accept an Easement for Public Highway for Parcel No. 11.0 and a Permanent Drainage Easement for Parcel No. 11.1 from the Richard A. Taylor Living Trust, Enid, Oklahoma for Project No. R-2001R - Garland Road from Owen K. Garriott Road to Randolph Avenue Widening Reconstruction, approve payment in the amount of $1,050.00; and authorize the Mayor to execute all documents.

   Moved by Derwin Norwood, seconded by Whitney Roberts, to accept an Easement for Public Highway for Parcel No. 11.0 and a Permanent Drainage Easement for Parcel No. 11.1 from the Richard A. Taylor Living Trust, Enid, Oklahoma for Project No. R-2001R - Garland Road from Owen K. Garriott Road to Randolph Avenue Widening Reconstruction, approve payment in the amount of $1,050.00; and authorize the Mayor to execute all documents.
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

9. Accept an Easement for Public Highway for Parcel No. 12.0 and a Permanent Drainage Easement for Parcel No. 12.1 from the Richard A. Taylor Living Trust, Enid, Oklahoma, for Project No. R-2001R - Garland Road from Owen K. Garriott Road to Randolph Avenue Widening Reconstruction, approve payment in the amount of $1,050.00; and authorize the Mayor to execute all documents.

   Moved by Derwin Norwood, seconded by Whitney Roberts, to accept an Easement for Public Highway for Parcel No. 12.0 and a Permanent Drainage Easement for Parcel No. 12.1 from the Richard A. Taylor Living Trust, Enid, Oklahoma, for Project No. R-2001R - Garland Road from Owen K. Garriott Road to Randolph Avenue Widening Reconstruction, approve payment in the amount of $1,050.00; and authorize the Mayor to execute all documents.
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

10. Approve a one-year renewal of the Administrative Services Agreement between the City of Enid and Blue Cross/Blue Shield of Oklahoma for third-party administration of the City of Enid's Self-Funded Employee Health

Insurance Plan, Dental Insurance Plan, COBRA Administration, and Stop-Less Coverage.

Moved by Derwin Norwood, seconded by Whitney Roberts, to approve a one-year renewal of the Administrative Services Agreement between the City of Enid and Blue Cross/Blue Shield of Oklahoma for third-party administration of the City of Enid's Self-Funded Employee Health Insurance Plan, Dental Insurance Plan, COBRA Administration, and Stop-Less Coverage.
Carried by the following votes:

Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

11. Approve a resolution authorizing the submission of a grant application to the Oklahoma Department of Transportation for use of Transportation Alternatives Program (TAP) Program funds for the Enid Trail Connection to Vance Air Force Base Project and authorize the Mayor to execute the contract and any necessary documents.

Moved by Derwin Norwood, seconded by Whitney Roberts, to approve a resolution authorizing the submission of a grant application to the Oklahoma Department of Transportation for use of Transportation Alternatives Program (TAP) Program funds for the Enid Trail Connection to Vance Air Force Base Project and authorize the Mayor to execute the contract and any necessary documents.
Carried by the following votes:

Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

12. Approve a resolution authorizing the submission of a grant application to the Oklahoma Department of Transportation for use of Transportation Alternatives Program (TAP) Program funds for the Prairie View Elementary Safe Routes to School Project and authorize the Mayor to execute the contract and any necessary documents.

Moved by Derwin Norwood, seconded by Whitney Roberts, to approve a resolution authorizing the submission of a grant application to the Oklahoma Department of Transportation for use of Transportation Alternatives Program (TAP) Program funds for the Prairie View Elementary Safe Routes to School Project and authorize the Mayor to execute the contract and any necessary documents.
Carried by the following votes:

Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

13. Approval of claims in the amount of $11,437,874.05.

Moved by Derwin Norwood, seconded by Whitney Roberts, to approve claims in the amount of $11,437,874.05.
Carried by the following votes:

Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

8. RECESS TO CONVENE AS THE ENID MUNICIPAL AUTHORITY.

9. TRUSTEES OF THE ENID MUNICIPAL AUTHORITY REGULAR MEETING.

10. ENID MUNICIPAL AUTHORITY REGULAR MEETING.

1. Approval of claims in the amount of $119,679.14.

   Moved by Derwin Norwood, seconded by Whitney Roberts, to approve claims in the amount of $119,679.14.
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

11. ADJOURN TO CONVENE AS THE ENID PUBLIC TRANSPORTATION AUTHORITY.

12. TRUSTEES OF THE ENID PUBLIC TRANSPORTATION AUTHORITY REGULAR MEETING.

13. ENID PUBLIC TRANSPORTATION AUTHORITY REGULAR MEETING.

1. Approval of claims in the amount of $6,929.94.

   Moved by Keith Siragusa, seconded by Whitney Roberts, to approve claims in the amount of $6,929.94.
   Carried by the following votes:

   Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr

14. ADJOURN TO RECONVENE AS THE ENID CITY COMMISSION.

15. EXECUTIVE SESSION.

1. Consider convening into executive session at the recommendation of the City attorney, pursuant to 25 O.S. §307(C)(11), to confer on matters pertaining to economic development including the creation of proposals to entice the location in Enid of an entertainment/theater development and a department store, and because public disclosure of the matters discussed would interfere with the development of the proposals and impair the ability of the public body to proceed with these matters in the public's interest, and reconvene into regular session to take any necessary action.

Moved by Jerry Allen, seconded by Keith Siragusa, to convene into executive session at the recommendation of the City attorney, pursuant to 25 O.S. §307(C)(11), to confer on matters pertaining to economic development including the creation of proposals to entice the location in Enid of an entertainment/theater development and a department store, and because public disclosure of the matters discussed would interfere with the development of the proposals and impair the ability of the public body to proceed with these matters in the public's interest, and reconvene into regular session to take any necessary action.
Carried by the following votes:
Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr
Nays:
The meeting convened into Executive Session at 6:41p.m.

16. RECONVENE INTO REGULAR SESSION TO TAKE ANY NECESSARY ACTION.

Moved by Keith Siragusa, seconded by Whitney Roberts, to reconvene into regular session.
Carried by the following votes:
Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings, and Scott Orr
Nays:
The meeting reconvened into Regular Session at 7:30p.m.

17. ADJOURN.

There being no further business to come before the Board at this time, Keith Siragusa motioned that the meeting should adjourn. The motion was seconded by Whitney Roberts.
Ayes: George Pankonin, Jerry Allen, Derwin Norwood, Keith Siragusa, Whitney Roberts, Rob Stallings,
Scott Orr
Nays:
The meeting adjourned at 7:30p.m.

AGENDA ITEM REPORT

Meeting Date: December 06, 2022

Staff Contact: Jerald Gilbert, City Manager

Department: Administration

Subject: **Consider appointing Captain Gary Fuxa to the Police Civil Service Commission for the position of Secretary.**

Background:

One vacancy to be filled by a member of the Enid Police Department, who shall act as Secretary to the Commission. The vacancy exists due to the resignation of Lt. Casey Von Schriltz from the Commission. One application has been submitted by Captain Gary Fuxa.

Recommendation(s):

Consider appointment.

AGENDA ITEM REPORT

Meeting Date: December 06, 2022
Staff Contact: Jason Unruh, City Engineer
Department: Engineering

Subject: **Award a contract to Slater Mechanical, Enid, Oklahoma, for Project No. M-2310GFR - YWCA HVAC Replacement, in the amount of $258,400.00; and authorize the Mayor to execute all contract documents.**

Background:

This project will install new HVAC systems for the YWCA building located at 525 South Quincy Street. The proposed contract amount includes a base bid for ten new split units, sixteen new roof top units and an alternative bid to integrate twenty-five new Wi-Fi compatible controls.

Three bids were received:

Contractor	Base Bid $ Calendar Days	Alternate 1 $ Calendar Days
Slater Mechanical	$258,400.00/250 Days	$0/250 Days
Luckinbill Mechanical	$348,582.00/240 Days	$3,500.00/4 Days
Northwest Plumbing & Mechanical, Inc.	$517,790.00/332 Days	$18,200.00/10 Days
Engineer Estimate	$300,000.00	

It is recommended to award the contract to the lowest bidder, Slater Mechanical, for the base bid and alternate 1 in the amount of $258,400.00 and 250 days.

This project is funded by the Community Development Block Grant Coronavirus CV-2 grant received from the Oklahoma Department of Commerce.

Fiscal Impact:

Budgeted: N
Amount: $258,400.00
Account: 40-023-3705

Attachments:

YWCA Canvass of Bids

FROM: Kimberly Castellanos PAGE 1 OF 1
DATE: November 15, 2022

CANVASS OF BIDS
For
YWCA HVAC Replacement
Project Number M-2310GFR

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID		PRICE
Luckinbill Mechanical 304 E Broadway Enid, OK 73701	**Base Bid** **Alternate Bid**	**$** **$**	**348,582.00** **3,500.00**

Bid meets or exceeds all major specifications: X YES ____NO
Bid meets or exceeds all minor specifications: X YES ____NO

DEVIATIONS: **Met the Specifications.**

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID		PRICE
Northwest Plumbing & Mechanical 240 Leona Mitchell Blvd. Enid, OK 73701	**Base Bid** **Alternate Bid**	**$** **$**	**517,790.00** **18,200.00**

Bid meets or exceeds all major specifications: X YES ____NO
Bid meets or exceeds all minor specifications: X YES ____NO

DEVIATIONS: **Met the Specifications.**

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID		PRICE
Slater Mechanical PO Box 1722 Enid, OK 73702	**Base Bid** **Alternate Bid**	**$** **$**	**258,400.00** **0**

Bid meets or exceeds all major specifications: X YES ____NO
Bid meets or exceeds all minor specifications: X YES ____NO

DEVIATIONS: **Met the Specifications.**

RECOMMENDATION: **Award contract to Slater Mechanical, for the Base Bid and the Alternate Bid, in the amount of $258,400.00**

AGENDA ITEM REPORT

Meeting Date: December 06, 2022
Staff Contact: Jason Unruh, City Engineer
Department: Engineering

Subject: **Award a contract to Rick Lorenz Construction, Enid, Oklahoma, for Project No. R-2302C - 5th Street, Randolph to Broadway Reconstruction, in the amount of $190,091.97; and authorize the Mayor to execute all contract documents.**

Background:

The reconstruction of 5th Street between Randolph Avenue and Broadway Avenue will replace the old pavement with new full depth pavement including drive approaches, sidewalks and drainage structures. It will also add additional parking along the street.

Six bids were received, shown below:

Contractor	Base Bid/Calendar Days
Rick Lorenz Construction	$190,091.97 / 90 Days
Jackson Civil	$256,589.66 / 90 Days
Luckinbill Development, LLC	$287,363.00 / 90 Days
Morton Construction	$297,931.50 / 60 Days
JMB Concrete	$302,043.00 / 90 Days
CGC, LLC	$336,461.00 / 60 Days
Engineer Estimate	$263,425.00 / n/a

The contract is recommended to be awarded to the lowest bidder, Rick Lorenz Construction, in the amount of $190,091.97 and 90 days.

Fiscal Impact:

Budgeted: Y
Amount: $190,091.97
Account: 30-305-9160

Attachments:

R-2302C Canvass of Bids

FROM: Kimberly Castellanos PAGE 1 OF 2
DATE: December 6, 2022

CANVASS OF BIDS
for
5th Street, Randolph Avenue to Broadway Avenue
Project Number R-22302C

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID		PRICE
Rick Lorenz Construction 4502 N. 4th Street Enid, OK 73701	**Base Bid** **Alternate Bid**	**$** **$**	**190,091.97** **0**

Bid meets or exceeds all major specifications: X YES ____NO
Bid meets or exceeds all minor specifications: X YES ____NO

DEVIATIONS: **Met the Specifications.**

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID		PRICE
Jackson Civil 5416 Cedar Ridge Enid, OK 73703	**Base Bid** **Alternate Bid**	**$** **$**	**256,589.66** **0**

Bid meets or exceeds all major specifications: X YES ____NO
Bid meets or exceeds all minor specifications: X YES ____NO

DEVIATIONS: **Met the Specifications.**

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID		PRICE
Luckinbill Development 409 Centennial Blvd. Edmond, OK 73013	**Base Bid** **Alternate Bid**	**$** **$**	**287,363.00** **0**

Bid meets or exceeds all major specifications: X YES ____NO
Bid meets or exceeds all minor specifications: X YES ____NO

DEVIATIONS: **Met the Specifications.**

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID		PRICE
Morton Construction 3521 N. Jardot Rd. Stillwater, OK 74075	**Base Bid** **Alternate Bid**	**$** **$**	**295,931.50** **0**

Bid meets or exceeds all major specifications: X YES ____NO
Bid meets or exceeds all minor specifications: X YES ____NO

DEVIATIONS: **Met the Specifications.**

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID	PRICE
JMB Concrete 1201 W. Chestnut Enid, OK 73703	**Base Bid** **Alternate Bid**	**$ 302,043.00** **$ 0**

Bid meets or exceeds all major specifications: X YES ____ NO
Bid meets or exceeds all minor specifications: X YES ____ NO

DEVIATIONS: **Met the Specifications.**

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID	PRICE
CGC, LLC 101 W. 5th Street Edmond, OK 73003	**Base Bid** **Alternate Bid**	**$ 336,461.00** **$ 0**

Bid meets or exceeds all major specifications: X YES ____ NO
Bid meets or exceeds all minor specifications: X YES ____ NO

DEVIATIONS: **Met the Specifications.**

RECOMMENDATION: **Award contract to Rick Lorenz Construction, for the Base Bid, in the amount of $190,091.97.**

AGENDA ITEM REPORT

Meeting Date: December 06, 2022
Staff Contact: Jason Unruh, City Engineer
Department: Engineering

Subject: **Award a contract to JMB Concrete, Enid, Oklahoma, for Project No. M-2303C2 - ADA Transition Plan Compliance Champlin Pool, in the amount of $87,114.00; and authorize the Mayor to execute all contract documents.**

Background:

The ADA Transition Plan-Champlin Pool project will reconstruct the front entry to the facility and add four ADA parking spaces.

Two bids were received, shown below:

Contractor	Base Bid $ / Calendar Days
JMB Concrete	$87,114.00 / 30 Days
Luckinbill Development, LLC	$124,844.00 / 60 Days
Engineer Estimate	$67,598.00 / n/a

The contract is recommended to be awarded to the lowest bidder, JMB Concrete, in the amount of $87,114.00 and 30 days.

Fiscal Impact:

Budgeted: Y
Amount: $87,114.00
Account: 40-405-9220

Attachments:

M-2303C2 Canvass of Bids

FROM: Kimberly Castellanos PAGE 1 OF 1
DATE: December 6, 2022

CANVASS OF BIDS
For

ADA Transition Plan Compliance Champlin Pool
Project Number M-2303C2

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID		PRICE
JMB Concrete 1201 W. Chestnut Avenue Enid, OK 73703	**Base Bid** **Alternate Bid**	**$** **$**	**87,114.00** **0**

Bid meets or exceeds all major specifications: X YES ____NO
Bid meets or exceeds all minor specifications: X YES ____NO

DEVIATIONS: **Met the Specifications.**

FIRM NAME AND ADDRESS	PRODUCT/SERVICE BID		PRICE
Luckinbill Development, LLC 409 Centennial Boulevard Edmond, OK 73013	**Base Bid** **Alternate Bid**	**$** **$**	**124,844.00** **0**

Bid meets or exceeds all major specifications: X YES ____NO
Bid meets or exceeds all minor specifications: X YES ____NO

DEVIATIONS: **Met the Specifications.**

RECOMMENDATION: **Award contract to JMB Concrete, for the Base Bid, in the amount of $87,114.00.**

AGENDA ITEM REPORT

Meeting Date: December 06, 2022
Staff Contact: Jason Unruh, City Engineer
Department: Engineering

Subject: **Approve Unit Price Change Order No. 4 with Beverages Construction, Crescent, Oklahoma, for Project No. F-1908C - Soccer Complex Stormwater Improvements, in the amount of $3,647.50, and authorize the Mayor to execute all documents.**

Background:

This project constructed an onsite stormwater detention for the soccer park along South Garland Road.

This final change order adjusts the quantities to the as-built quantities of the following: an additional 29.30 square yards of 24-inch Riprap, 150 square yards of Solid Slab, and 2400 square yards of seeding to the slopes.

The original contract amount was $318,680.70. If approved, Change Order No. 4 will result in a contract amount of $529,191.97

Fiscal Impact:

Budgeted: Y
Amount: $3,647.50
Account: 43-435-9251

Attachments:

F-1908C Signed CO_4

City of Enid

Change Order

Project Title: Soccer Complex Stormwater Improvements
Project Number: F-1908C
Change Order No.: Four (4)
Contractor: Beverages Construction
Date: December 6, 2022

Description of changed work including location, quantity, and type of change.
This change order adjusts to the as-built quantities.

No.	Quan.	Unit	Item	Unit Price	Total Price
DEDUCT					
12	-36.00	SY	12' MAINTENANCE ACCESS (HEAVY-DUTY CONCRETE PAVEMENT SECTION)	$98.00	-$3,528.00
			Subtotal		-$3,528.00
ADD					
CO2	29.30	SY	24" Riprap	$35.00	$1,025.50
CO3	150.00	SY	Solid Slab, Complete In-place	$9.00	$1,350.00
CO4	2400.00	SY	Seeding Slopes	$2.00	$4,800.00
			Subtotal		$7,175.50
Total					$3,647.50

Original Contract:	$318,680.70
Revised Contract Amount by any prior change orders:	$525,544.47
Change Order - add or (deduct):	$3,647.50
Revised Contract:	$529,191.97

Jason T. Unruh
City Engineer
Date: 11/9/22

Beverages Construction LLC
Contractor
By: Jamie Beverages
Date: 11-9-22

Mayor

Date:

AGENDA ITEM REPORT

Meeting Date: December 06, 2022
Staff Contact: Jason Unruh, City Engineer
Department: Engineering

Subject: **Approve an agreement with the Oklahoma Department of Transportation (ODOT) and The Burlington Northern Santa Fe Railway Company (BNSF) for the Cleveland Street widening at the BNSF Railroad Crossing, Project No. R-1803, JP No. 17020(08) and authorize payment of the local share of the project in the amount of $142,829.20.**

Background:

This agreement covers ODOT's improvement of Cleveland Street at the BNSF railroad crossing between Chestnut Avenue and Willow Road. These improvements include the widening of Cleveland Street with three railroad crossing panels and the installation of four railroad pedestal warning signals/gates, sidewalks, and six reinforced concrete drainage pipes. The City's local share of the project is capped at $142,829.20 but maintenance of the sidewalks and the drainage pipes is the responsibility of the City going forward.

Federal Share:	$ 571,316.80
Local Share:	$ 142,829.20
Total Project Cost:	$ 714,146.00

Upon approval of the agreement, the City of Enid will provide the payment of the local share of the project and ODOT will advertise the project for bids.

Fiscal Impact:

Budgeted: Y
Amount: $142,829.20
Account: 40-405-9222

Attachments:

17020(08) Railroad Invoice
Fully Executed BNSF- ODOT Construction - Signal_Surface Agrmt 17020(09)

OKLAHOMA DEPARTMENT OF TRANSPORTATION

INVOICE

Make check PAYABLE, and MAIL TO:

Oklahoma Department of Transportation
Comptroller Division
200 N.E. 21st Street
Oklahoma City, Oklahoma 73105-3204

To: City of Enid

Department Invoice No 17020(08)-01
11/28/22

Project Type	Div	County	JP No	Project No.	Work Type	Description
ENHANCEMENT	04	Garfield	17020(08)	STP-224C(072)UR	RR Force Account	ENID: CLEVELAND ST WIDENING AT RR XING FORCE ACCOUNT FOR P.E. (DRAINAGE) BNSF RED RIVER (NORTH) DIVISION, AVARD SUBDIVISION, LS: 1047, MP 546.54

Construction JP# 17020(08)

Description – Explanation of Charge	Total	Federal	Sponsor
Due Date: Upon Receipt			
(08) Railroad Force Account	$714,146.00	$571,316.80	$142,829.20
Accounting Use Only		**Invoice Total**	**$142,829.20**

Distribution:

City
Remit with Payment
Division Project File
Comptroller Division

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AGREEMENT

AMONG

BNSF RAILWAY COMPANY

AND

THE DEPARTMENT OF TRANSPORTATION OF THE STATE OF OKLAHOMA
(Acting for and on behalf of the State of Oklahoma)

AND

THE CITY OF ENID

Covering the Cleveland Street widening and sidewalk project which includes the installation of four railroad pedestal warning signals/gates and three railroad concrete crossing surfaces along with the boring of six reinforced concrete pipes under the railroad at the at-grade rail crossing in Enid. The project is within the right-of-way of the BNSF Railway Company, located in Section 2, Township 22 North, Range 7 West, in Enid, Garfield County, Oklahoma, as shown on **Exhibit "A"** attached; BNSF Red River (North) Division, Avard Subdivision, LS: 1047, Milepost 546.54, DOT No. 673844U, GPS: 36.415633, -97.9080633

Federal Aid Project No. STP-224C(069)UR
Job Piece No. 17020(09) Garfield County

Within the limits of Federal Aid Project No. STP-224C(069)UR
Job Piece. No. 17020(08) Garfield County

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This AGREEMENT, entered into in triplicate the day and year last below written, by and between the BNSF Railway Company, hereinafter called the "RAILWAY", and the Department of Transportation of the State of Oklahoma, hereinafter called the "STATE" and the City of Enid, hereinafter called the “CITY”

RECITALS

The STATE proposes the Cleveland Street widening and sidewalk project which includes the installation of four railroad pedestal warning signals/gates and three railroad concrete crossing surfaces along with the boring of six reinforced concrete pipes under the railroad at the at-grade rail crossing in Enid, Garfield County (BNSF Red River (North) Division, Avard Subdivision, LS: 1047, Milepost 546.54, DOT No. 673844U, GPS: 36.415633, -97.9080633. The WORK will consist of the Cleveland Street widening/sidewalk project along with installation of the four railroad warning signal/gates, three railroad concrete crossing surfaces and the boring of six reinforced concrete pipes at the at-grade rail crossing in Enid, Garfield County, Oklahoma. The proposed roadway work will include widening, grading, drainage and resurfacing and is designated Federal Aid Project No. STP-224C(069)UR.

The STATE proposes to construct the WORK which will cross and intersect the RAILWAY's right-of-way in the Sections, Townships and Ranges as shown on

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Exhibit A attached hereto and made a part hereof.

The WORK will be constructed in accordance with the plans and specifications which, subsequent to the written approval of the RAILWAY and the STATE, will become a part of this AGREEMENT.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, RAILWAY, CITY and STATE hereby agree as follows:

ARTICLE I

In consideration of the covenants of the STATE and CITY hereinafter contained and the faithful performance thereof, the RAILWAY agrees:

1. To license or permit solely to the extent of its right, title, and interest, without compensation other than the faithful performance by the STATE, of all the terms of this AGREEMENT by them required to be performed, the construction, maintenance and use of said Cleveland Street. and drainage appurtenant to the Project on its right-of-way at the location in accordance with the plans for the

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proposed Project and outlined on **Exhibit A** attached, as approved by the parties hereto; reserving, however, to the RAILWAY, its successors, assigns, tenants, lessees, or others who have obtained or may obtain permission or authority from RAILWAY the right to construct, operate, rearrange, renew, relocate and maintain along or across said right-of-way such tracks and facilities over or under said street and such pipelines, communication, signal and electrical transmission lines, either over or under said highway, as the RAILWAY, its successors, assigns, lessees, tenants or others who may have obtained, or may obtain permission or authority from RAILWAY may find necessary and convenient, provided that any such construction, reconstruction, rearrangement, etc., does not in any way endanger or impair the use of the highway. Further, the RAILWAY agrees that, within the area to be jointly used and occupied by the RAILWAY and highway, it will not permit (a) the installation of advertising signs visible from Cleveland Street. or (b) the installation or storage of hazardous, flammable, or explosive materials or structures, excepting the normal stopping or parking of rail vehicles.

2. To prepare a detailed estimate, a copy of which is hereto attached, marked **Exhibit B** and hereby made a part hereof, in the amount of **Seven-Hundred, Fourteen-Thousand, One-Hundred Forty–Six Dollars ($714,146.00)**, for the approval of the State and to furnish all labor and materials for the following items of work in connection with the AT GRADE CROSSING WORK.

(A) Installation of four railroad pedestal warning signal/gates

(B) Installation of six reinforced concrete pipes

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(C) Installation of full-depth concrete crossing surface.

(D) Any other RAILWAY work necessary to complete this Project as planned and approved.

3. To provide RAILWAY flagging service during performance of the Contractor's operations in accordance with the STATE's Special Provisions for Flagging and the RAILWAY's General Construction Agreement (BNSF Exhibits C and C1) included in the construction contract, copies of which are attached hereto, marked **Exhibit C** and **Exhibit D** and hereby made a part hereof.

4. To provide RAILWAY field engineering and inspection to the extent that such engineering and inspection is required to protect the RAILWAY's interest during the construction period.

5. To obtain all materials purchased for its portion of the work from the most economical sources consistent with quality and time of delivery.

6. To sample and test all materials used in its portion of the work, and to reject all materials which do not conform to the governing specifications.

7. To commence its portion of the work within ten (10) days after receipt of notice from the STATE to do so, and to prosecute such work diligently to the conclusion of its obligations hereunder. Ordering of material will be considered as the

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beginning of the work. This is with the understanding that the various portions of the work will have to be done in sequences to comply with the construction phases.

8. To grant the STATE‘s representatives and representatives of the Federal Highway Administration reasonable access to all parts of the work at all times.

9. To keep its accounts of work performed hereunder in such a manner that they may be readily audited by representatives of the STATE and Federal Highway Administration actual costs of such work readily determined, and to grant said representatives free access to such accounts at all reasonable times. Also, to furnish the STATE’s Resident Engineer summary sheets showing labor and material used

10. To maintain upon completion and acceptance of the Project, at its own expense, the RAILWAY drainage and all other RAILWAY facilities rearranged under terms of this AGREEMENT including any installation to carry the RAILWAY drainage.

11. If any Contractor employed upon the RAILWAY’s property, pursuant this Agreement, shall prosecute the work thereof contrary to STATE’s Plan and Specifications, or contrary to the provisions of Article II, or if such Contractor shall prosecute the work on RAILWAY’s property in any manner deemed hazardous by the RAILWAY to its property and facilities or the safe and expeditious movement

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of railroad traffic, or if the insurance in **Exhibit C** and **Exhibit E** hereof, shall be canceled during the process of the work, the RAILWAY shall have the right to stop the work on the RAILWAY property until the acts or omissions of such Contractor have been fully rectified to the satisfaction of the RAILWAY's Engineer or additional insurance has been delivered to and accepted by the RAILWAY. Such work stoppage shall not give rise to or impose upon the RAILWAY any liability to the STATE, any Contractor, or any other party. In the event the RAILWAY shall stop work upon its property, RAILWAY agrees to give immediate notice thereof in writing to the STATE.

12. Upon written notification by the STATE's Contractor of the completion of the Project, the RAILWAY shall provide the STATE and the Contractor with written notice of any known claims against the Contractor within thirty (30) days of receipt of such notification.

13. The RAILWAY will provide documents or certificates for Project procured materials stating compliance with Buy America requirements that have been identified by STATE in advance of procurement.

ARTICLE II

In consideration of the covenants of the RAILWAY hereinbefore contained and the faithful performance thereof, the STATE agrees:

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1. To prepare plans and specifications for the roadway grading, drainage, surfacing and to submit such plans and specifications to the RAILWAY and the STATE for their approval.

2. To construct the work in Section 1 above, in accordance with the approved plans and specifications, and to maintain same except as provided in Article I. STATE agrees that all work performed will be done in a manner that will not endanger or interfere with the safe and timely operation of RAILWAY's operations and its facilities.

3. To secure all right-of-way necessary for this construction except as provided in Article I.

4. To sample and test all materials used in its portion of the work and to reject all materials which do not conform to the governing specifications.

5. To appoint and keep competent inspectors on the work under its supervision.

6. Contracts awarded for any construction provided for herein shall be subject to the approval by the Federal Highway Administration and when awarded, the Contractor to whom the contract is awarded must sign **Exhibit C** - "RAILWAY's General Construction Agreement (BNSF Exhibits C and C1)".

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7. A pre-construction meeting will be held prior to the start of any work on RAILWAY property. The pre-construction meeting will include RAILWAY, STATE, and field supervisors for the Contractor and all Sub-Contractors. The Contractor and all sub-contractors must complete the safety training program called "RAILWAY Contractor Safety Orientation" at the following website "http://bnsfcontractor.com/" as provided in section 1.02 "Contractor Safety Orientation" of the contractors requirements appended to **Exhibit "C" -** RAILWAY's General Construction Agreement.

8. Notwithstanding anything elsewhere contained herein, it is understood and agreed that the STATE will require that the Contractor will not at any time cross the RAILWAY's tracks with vehicles or equipment of any kind or character, except at existing public crossings unless the Contractor by separate agreement with the RAILWAY is permitted to open and operate a private crossing.

9. The STATE shall require its Contractor to be responsible to the RAILWAY and its tenants for all damages for delays which may be sustained by the RAILWAY or its tenants, its or their employees, or freight in its or their care caused by any interference which could have been avoided by proper handling of the project work.

10. STATE and STATE's Contractor must make any required application and obtain all required permits and approvals for the construction of the Project.

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11. STATE must advise the appropriate RAILWAY Manager of Public Projects, in writing, of the completion date of the Project within thirty (30) days after such completion date. Additionally, STATE must notify RAILWAY's Manager of Public Projects, in writing, of the date on which STATE and/or its Contractor will meet with RAILWAY for the purpose of making final inspection of the Project.

ARTICLE III

1. The STATE shall reimburse the RAILWAY for expenses incurred by said RAILWAY in performance of work outlined under Sections 2 and 3 of Article I of this AGREEMENT, as set out in a Certified Statement which shall be presented to the STATE upon completion of the work and final inspection provided the charges in said statement are approved by the STATE. and further provided that the total of said expenses shall not exceed the amount of the RAILWAY's estimate as submitted and approved pursuant to Section 2 of Article I unless approval of overrun in cost is given by the STATE. Claims shall be supported by the RAILWAY's certified statements of expense incurred by such installation, which statements shall be prepared in accordance with rules and regulations of the STATE for such projects and shall include only such items of expenses as are allowable under such rules and regulations, which shall be submitted by the RAILWAY to the STATE on standard STATE estimate forms as follows:

A. Progressive claims showing total cost of the force account work to the RAILWAY, a total Project cost based on the RAILWAY estimate, provided

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amount claimed on said progressive claims shall not exceed 90% of the amount reimbursable to the RAILWAY on the basis of the contract estimate.

B. Upon completion of the work in accordance with the approved plans and specifications and final inspection, a final claim showing total Project cost based on the RAILWAY estimate, amount reimbursable under terms of this AGREEMENT, amount claimed on progressive claims and balance due.

ARTICLE IV

STATE and RAILWAY agree:

1. The STATE shall require its Contractor or Contractors to reimburse the RAILWAY for expenses incurred by said RAILWAY in performance of Work outlined under Section 2 of Article 1, of this agreement, as set out in Certified Statement which shall be presented to the STATE upon completion of the work and final acceptance of the Project.

2. The Federal-Aid Policy Guide issued by the Federal Highway Administration on December 9, 1991 and contained in 23 CFR Part 646 & 140I, issued by the Federal Highway Administration, setting forth the principals governing reimbursement for the cost of changes to railway facilities, and hereby made a part hereof by reference, is hereby approved and accepted as governing in the Project herein contemplated.

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A. In accordance of the aforesaid Federal-Aid Policy Guide the RAILWAY will not be required to participate in the cost of the Project.

B. The STATE shall pay the entire amount due on the contract or contracts let by it for the construction of the work set forth on Section 2 of Article II.

C. The STATE shall pay all cost of engineering or supervision of the work performed under its portion of this Agreement.

3. The RAILWAY's engineer or designee may advise Contractor or Contractors work site supervisor that an agent, servant, or employee of a Contractor or of a Sub-Contractor is working in an unsafe manner, in which event, Contractor's work site supervisor shall cause said agent, servant, or employee to leave the work site and RAILWAY's property. The STATE, as a part of its contract with any Contractor, shall require the Contractor to assume all responsibility for safe work methods and practices of its agents, servants, and employees.

4. The STATE will cooperate with the RAILWAY to ensure that the work is handled and performed in an efficient manner and in compliance with the Federal RAILWAY Administration's (FRA) Safety Rules for Railroad Worker protection, 49 CFR Part 214. No employee of the STATE, its Contractor, its Sub-Contractor, agents, or invitees shall enter RAILWAY's property without first having attended a Safety Orientation at www.bnsfcontractor.com and can demonstrate a clear understanding of RAILWAY's application of the FRA's Safety Rules for Roadway Worker protection as referenced above. The STATE shall give the RAILWAY a minimum of thirty (30) days advance notice for

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scheduling the Training Seminar to certify affected workers. The Safety Orientation will be valid within the year in which the safety program was completed and must be renewed annually.

5. The RAILWAY is required to report certain injuries as a part of compliance with Federal reporting requirements. Any personal injury sustained by an employee of the Contractor, Sub-Contractor or Contractor's invitees while on RAILWAY property must be reported immediately (by phone mail if unable to contact a person) to the RAILWAY's representative in charge of the Project. The Injury Report Form contained herein and attached as Exhibit "C", is to be completed and sent by FAX to the address indicated by the RAILWAY no later than the close of shift on the date of the injury.

6. The STATE, its Contractor and agents are placed on notice that fiber optic, communications, control systems, and other types of cables may be buried on RAILWAY's property. Before beginning work, State's contractor shall telephone RAILWAY's **Communication Network Control Center at 1-800-533-2891** (24-hour number) to assist in determining if cable systems are buried on RAILWAY's property to be used by STATE. The State's contractor, shall contact the appropriate personnel to have cable located and make arrangements with the owner of the facility as to the protective measures that must be adhered to prior to the commencement of any work on RAILWAY 's property.

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7. The plans and specifications, as submitted by the STATE and approved by the parties to this AGREEMENT, shall govern in construction of said WORK. No changes in the plans or specifications shall be made without the written consent of the respective Engineering Officers of the parties hereto. The general construction and workmanship shall be subject to the approval of the parties hereto.

8. That, in the performance of the work, no continuing contract with private concerns will be utilized by the RAILWAY except as is fully set forth in the RAILWAY‘s detailed estimate; it being further understood that this does not apply to contracts with the RAILWAY’s employees regarding rates of pay and work conditions.

9. That this AGREEMENT shall be filed by the RAILWAY with the Corporation Commission of the State of Oklahoma with a request that an order be made affirming this AGREEMENT in strict accordance with the terms hereof.

10. That this AGREEMENT shall be binding upon and inure to the benefit of the successors or assigns of the parties hereto.

ARTICLE V

City shall own SIDEWALK, and CITY at its expense shall maintain, repair and renew entire SIDEWALK including, but not limited to, the six (6) RCP’s, the approaches and

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all backfill, grading, drainage and signage required by the existence of the CITY.

[Signatures on next page]

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IN WITNESS WHEREOF, the Deputy Director, pursuant to authority vested in her by the State Transportation Commission, has here into subscribed her name as Deputy Director of the Oklahoma Department of Transportation and the BNSF Railway Company has executed same pursuant to authority prescribed by law.

The **RAILWAY** on this _____ day of _____, 20___, and the **STATE** on this 5th day of October, 22.

BNSF RAILWAY COMPANY

DocuSigned by:
Craig Rasmussen
56787F0EB73C4D8...

9/18/2022

Craig Rasmussen, Date

AVP Engineering Services & Structures

OKLAHOMA DEPARTMENT OF TRANSPORTATION

REVIEWED AND APPROVED AS FORM AND LEGALITY

RECOMMENDED

10/03/2022

Multi-Modal Division Date

David Allen Miley 10/04/2022

ODOT General Counsel Date

APPROVED

10/05/2022

Deputy Director Date

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IN WITNESS WHEREOF, this Agreement was approved and executed by the City of Enid, this _____ day of _____,2022

The City of Enid

ATTEST:

_____ _____

CITY CLERK MAYOR

ATTEST:

_____ REVIEWED AS TO FORM AND LEGALITY

CITY CLERK

BY:

ASSISTANT MUNICIPAL COUNSELOR

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STATUTORY CERTIFICATION

Title 74 Okla. Stat. §85.22

The undersigned hereby certifies to the following statutory requirements:

1. That I am the agent authorized by the RAILWAY to submit the attached CONTRACT to the State of Oklahoma. I am fully aware of the facts and circumstances surrounding the making of the CONTRACT to which this statement is attached and have been personally and directly involved in the procurement of that CONTRACT.

2. That the RAILWAY has not paid, given, or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing(s) of value, either directly or indirectly, in procuring this CONTRACT.

3. That no person who has been involved in any manner in the development of this Agreement while employed by the State of Oklahoma shall be employed to fulfill any of the services provided for under this CONTRACT.

4. That, to the best of my knowledge and belief, the RAILWAY has not previously entered into a CONTRACT with the Oklahoma Department of Transportation or any other agency of the State of Oklahoma which would result in a substantial duplication of the services required by this CONTRACT.

5. That the RAILWAY has registered and fully participates in the Status Verification System, as required by Title 25 O.S. § 1313(B) (1), to verify the work eligibility status of all new employees of the Contractor.

Certified by the RAILWAY's authorized representative,

9/18/2022

DATED:

DocuSigned by:
Craig Rasmussen
56787F0EB73C4D8...

CERTIFIER

DocuSign Envelope ID: 75050EC8-9F6B-48BE-97DB-D5E64DFC5BA1

EXHIBIT A
RAILROAD EXHIBIT

EXHIBIT A
RAILROAD EXHIBIT

DocuSign Envelope ID: 75050EC8-9F6B-48BE-97DB-D5E64DFC5BA1

SEC.2,T22N,R7W

10' 0 5' 10'
SCALE

CONTACT THE CITY OF ENID AND THE UTILITY COMPANY FOR LOCATIONS OF UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.
CALL OKIE AT 1-800-522-6543

POE & ASSOCIATES, OKLAHOMA CITY, OK.
90% PLAN SUBMITTAL
7/20/2020

STA. 183+50.85 BEGIN RAILROAD EXCEPTION
STA. 183+65.03 END RAILROAD EXCEPTION
R.R.R/W
BNSF RAILWAY
INCREASING RR MILEPOST
PRES.R/W
DETECTABLE WARNING TACTILE MARKERS
1' ASPHALT EXPANSION JOINT
BNSF WILL INSTALL 16' RAILROAD CONCRETE CROSSING SURFACE FOR 10' SIDEWALK
SP-1 SIGN
BNSF WILL INSTALL 104' RAILROAD CONCRETE CROSSING SURFACE FOR ROADWAY
BNSF WILL INSTALL RAILROAD PEDESTAL SIGNAL WITH 18' GATE ARM
10' SIDEWALK
STA. 182+00
STA. 185+00
℄ SURVEY CLEVELAND ST.
CRL
6' SIDEWALK
BNSF WILL INSTALL 8' RAILROAD CONCRETE CROSSING SURFACE FOR 6' SIDEWALK
1' ASPHALT EXPANSION JOINT
RAILROAD CROSSING PEDESTRIANS AND BICYCLES ONLY LOOK
50.00' RR RW
25.00'
8'x8' BNSF SIGNAL CONTROL CABIN
PROP. RW

BNSF RAILWAY COMPANY
RED RIVER (NORTH) DIVISION
AVARD SUBDIVISION
GPS: 36.4124971, -97.9080790
LS: 1047, MILEPOST 546.54
DOT No. 673844U
CLEVELAND STREET
GARFIELD COUNTY

SEC.1,T22N,R7W

DESIGN	-	-
DRAWN	-	-
CHECKED	-	-
APPROVED	-	-
SQUAD	POE	

RAILROAD CROSSING DETAIL

STATE JOB NO. 17020(08) SHEET NO. R01

7/20/2020 9:06:10 AM
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POE & ASSOCIATES, OKLAHOMA CITY, OK.

INFORMATION MATERIAL ONLY

4/12/2019

SEC.2,T22N,R7W

CHANNEL EASEMENT

CONSTRUCT 6 - 36" x 48' RCP with PCES (each end)

PROP DRAINAGE EASEMENT

CHANNEL ESMT.

EW 41.5

185

50' UTIL ESMT.

R/W

20' UTIL. ESMT.

R1

1

2

3

R.R.R/W

BNSF RAILWAY

PRES.R/W

℄ SURVEY CLEVELAND ST.

CBL

500' RR R/W

SEC.1,T22N,R7W

R/W

15' 0 15' 30'

SCALE

DESIGN	-	-
DRAWN	-	-
CHECKED	-	-
APPROVED	-	-
SQUAD	POE	

RAILROAD STRUCTURE LOCATION

STATE JOB NO. 17020(08) SHEET NO. X

4/12/2019 11:36:55 PM
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EXHIBIT B
BNSF SIGNAL /
SURFACE ESTIMATE

TOTAL$ 714,146.00

EXHIBIT B
BNSF SIGNAL /
SURFACE ESTIMATE
TOTAL $ 714,146.00

DocuSign Envelope ID: 75050EC8-9F6B-48BE-97DB-D5E64DFC5BA1

***** MAINTAIN PROPRIETARY CONFIDENTIALITY *****

RR Signal Estimate for
Cleveland Street - DOT No. 673844U
Revised on 2/2/2022

BNSF RAILWAY COMPANY
FHPM ESTIMATE FOR
STATE OF OKLAHOMA

LOCATION CP 5451 TO BLANTON | DETAILS OF ESTIMATE | PLAN ITEM : 000333807 | VERSION : 2

PURPOSE, JUSTIFICATION AND DESCRIPTION

CLEVELAND ST - ENID, OK; REPLACE CONSTANT WARNING / FLASHERS / GATES; RED RIVER DIV; AVARD SUBDIV; LS 1047; MP 546.54; DOT# 673844U; SEQ# 83709.

MONTHLY POWER UTILITY COST CENTER : 61698.

THE MATERIAL LIST BELOW REFLECTS TYPICAL REPRESENTATIVE PACKAGES USED FOR ESTIMATING PURPOSES ONLY.

THIS ESTIMATE IS GOOD FOR 180 DAYS. THE ESTIMATE IS SUBJECT TO CHANGE IN COST FOR LABOR, MATERIAL, AND OVERHEAD.

CONTRACTS HAVE BEEN ESTABLISHED FOR PORTIONS OF SIGNAL WORK ON THE BNSF RAILROAD.

********** SIGNAL WORK ONLY **********

THE STATE OF OKLAHOMA IS FUNDING 100% OF THIS PROJECT.

MAINTAIN PROPRIETARY CONFIDENTIALITY.
PRIMARY FUNDING SOURCE IS FHWA
** BUY AMERICA(N) APPLIES **

DESCRIPTION	QUANTITY	U/M		COST	TOTAL $
**********					
LABOR					
**********					
ELECTRICAL LABOR F/SIGNAL EQUIPMENT	54.0	MH		2,542	
SIGNAL FIELD - REPLACE	1960.0	MH		77,526	
SIGNAL SHOP LABOR - CAP	0.01	MH		1	
PAYROLL ASSOCIATED COSTS				52,339	
DA OVERHEADS				86,897	
EQUIPMENT EXPENSES				17,806	
INSURANCE EXPENSES				14,011	
TOTAL LABOR COST				251,122	251,122
**********					
MATERIAL					
**********					
ELECTRICAL MATERIAL	1.0	LS	N	1,500	
P1 - ARRESTOR, MDSA-2 XS	1.0	EA	N	700	
P1 - BATTERY, VGL-255	20.0	EA	N	4,495	
P1 - BATTERY, VGL-350	9.0	EA	N	2,624	
P1 - BELLS	1.0	EA	N	207	
P1 - BELLS (TEMP)	1.0	EA	N	207	
P1 - BUNGALOW 8X8 W/ AC	1.0	LS	N	13,527	
P1 - BUNGALOW MATERIAL	1.0	LS	N	10,564	
P1 - CABLE, 2C/6 TW	1000.0	FT	N	1,580	
P1 - CABLE, 3C/2	250.0	FT	N	1,900	
P1 - CABLE, 5C/10	100.0	FT	N	229	
P1 - CABLE, 5C/6	500.0	FT	N	2,630	
P1 - CABLE, 7C/14	500.0	FT	N	1,065	
P1 - CHARGERS, 12/80 (20/40/60)	3.0	EA	N	3,610	
P1 - CONSTANT WARNING, XP4, 1TK	1.0	EA	N	16,329	
P1 - EVENT RECORDER	1.0	EA	N	5,684	
P1 - FIELD MATERIAL	1.0	LS	N	10,372	
P1 - FILL DIRT	10.0	CY	N	250	
P1 - FOUNDATION, STEEL	1.0	EA	N	792	
P1 - FOUNDATION, STEEL (TEMP)	1.0	EA	N	792	
P1 - GATE KEEPER	1.0	EA	N	1,267	
P1 - GATE KEEPER (TEMP)	1.0	EA	N	1,267	
P1 - GATE MECHANISM, S-60	1.0	EA	N	5,481	
P1 - GATE MECHANISM, S-60 (TEMP)	1.0	EA	N	5,481	
P1 - HAWK 48 DIM	1.0	EA	N	4,219	
P1 - LED LIGHT	4.0	EA	N	789	
P1 - LED LIGHT (TEMP)	4.0	EA	N	789	
P1 - SHUNT, NBS	2.0	EA	N	2,037	
P1 - SURFACE ROCK	10.0	CY	N	500	
P2 - BELLS	1.0	EA	N	207	

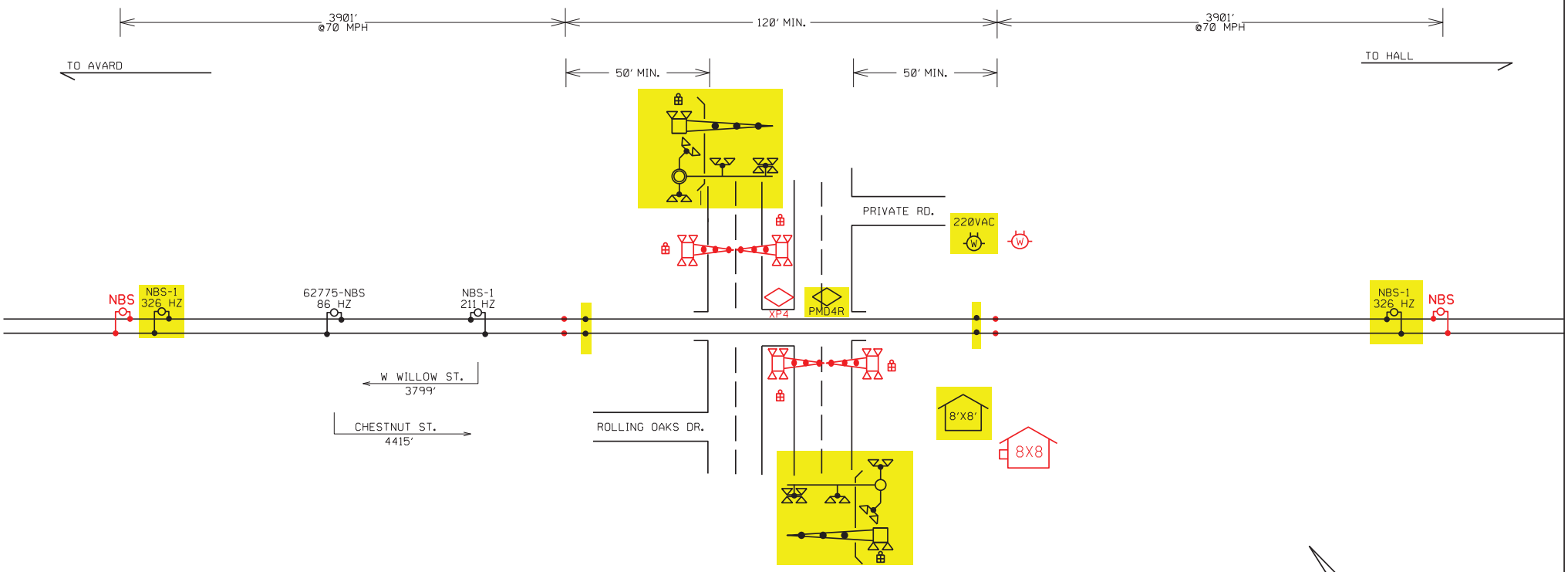
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P2 - BELLS (TEMP)	1.0	EA	N	207
P2 - CABLE, 5C/10	100.0	FT	N	229
P2 - CABLE, 5C/6	500.0	FT	N	2,630
P2 - CABLE, 7C/14	500.0	FT	N	1,065
P2 - FILL DIRT	10.0	CY	N	250
P2 - FOUNDATION, STEEL	1.0	EA	N	792
P2 - FOUNDATION, STEEL (TEMP)	1.0	EA	N	792
P2 - GATE KEEPER	1.0	EA	N	1,267
P2 - GATE KEEPER (TEMP)	1.0	EA	N	1,267
P2 - GATE MECHANISM, S-60	1.0	EA	N	5,481
P2 - GATE MECHANISM, S-60 (TEMP)	1.0	EA	N	5,481
P2 - LED LIGHT	4.0	EA	N	789
P2 - LED LIGHT (TEMP)	4.0	EA	N	789
P2 - SURFACE ROCK	10.0	CY	N	500
P3 - BELLS	2.0	EA	N	414
P3 - CABLE, 5C/10	100.0	FT	N	229
P3 - CABLE, 5C/6	500.0	FT	N	2,630
P3 - CABLE, 7C/14	500.0	FT	N	1,065
P3 - FILL DIRT	10.0	CY	N	250
P3 - FOUNDATION, STEEL	2.0	EA	N	1,584
P3 - GATE KEEPER	2.0	EA	N	2,534
P3 - GATE MECHANISM, S-60	2.0	EA	N	10,961
P3 - LED LIGHT	8.0	EA	N	1,578
P3 - SURFACE ROCK	20.0	CY	N	1,000
X-MP 545.75 - 80214 MODULE	2.0	EA	N	7,987
X-MP 545.75 - RELAY	1.0	EA	N	750
Y-MP 547.30 - RELAY	1.0	EA	N	750
OFFLINE TRANSPORTATION				1,912
TOTAL MATERIAL COST				156,277 156,277
**********				
OTHER				
**********				
AC POWER SERVICE	1.0	EA	N	5,000
CONTRACT ENGINEERING	1.0	LS	N	20,000
P1 - BUNGALOW, WIRE AND TEST	1.0	LS	N	6,420
P1 - DIRECTIONAL BORING	150.0	FT	N	7,500
P2 - DIRECTIONAL BORING	150.0	FT	N	7,500
P3 - DIRECTIONAL BORING	150.0	FT	N	7,500
TOTAL OTHER ITEMS COST				53,920 53,920
PROJECT SUBTOTAL				461,319
CONTINGENCIES				42,484
BILL PREPARATION FEE				5,039
GROSS PROJECT COST				508,842
LESS COST PAID BY BNSF				0
TOTAL BILLABLE COST				508,842

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The Burlington Northern & Santa Fe Railway Company



REPLACE: FLASHERS, GATES, & BUNGALOW
REMOVE: CANTS
CONTROL DEVICES: CONSTANT WARNING
SALVAGE: NONE

RED = IN YELLOW = OUT

- 8X8 INSTRUMENT HOUSE
- BELL
- (W) METER
- • CROSSING CONTROLL CONNECTIONS
- ◇ BIDIRECTIONAL CROSSING CONTROL
- ▷ UNIDIRECTIONAL CROSSING CONTROL
- COUPLER OR TERMINATION
- GUARD RAIL

Warning device placement:
Clearance to C.L. Track = Min. 12'
Edge of Road to C.L. Foundation:
Min. 5'3" with curb,
Min. 9'3" without curb,
Max. 12'
House Clearance: 25' Min. to Near Rail
30' Min. to Edge of Road
ALL LIGHTS TO BE LED

BNSF RAILWAY CO.
LOCATION: ENID, OK
STREET: CLEVELAND ST.
LS: 1047
M.P. 546.54
DOT # 673 844 U
DIVISION: RED RIVER
SUBDIVISION: AVARD
KANSAS CITY
NO SCALE
DATE: 02/02/2022
FILE: 83709-STATESKETCH-.dgn
JFK

6.6.5.

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***** MAINTAIN PROPRIETARY CONFIDENTIALITY *****

RR SURFACE Estimate for
Cleveland Street - DOT No. 673844U
Revised on 1/18/2022

BNSF RAILWAY COMPANY
FHPM ESTIMATE FOR
STATE OF OKLAHOMA

LOCATION CP 5451 | DETAILS OF ESTIMATE | PLAN ITEM : 235329000 | VERSION : 5

PURPOSE, JUSTIFICATION AND DESCRIPTION

PIP - RDN DIV AVARD SUB LS 1047 MP 546.54 - DOT# 673844U - 100% BILLABLE TO STATE OF OKLAHOMA

BNSF TO INSTALL ONE 104-FT CONCRETE ROAD CROSSING, ON 16-FT AND ONE 8-FT CONCRETE SIDEWALK CROSSINGS AT CLEVELAND STREET, DOT 673844U IN ENID, OK.
STATE TO PROVIDE PAVEMENT ON ROADWAY AND SIDEWALK APPROACHES AND TRAFFIC CONTROL.
STATE OF OKLAHOMA IS 100% BILLABLE.

REQUESTED BY BILLY R. HOOTEN 12/23/2020
REVISION REQUESTED BY BILLY R. HOOTEN 2/5/2021
REVISION REQUESTED BY BILLY R. HOOTEN 2/25/2021
REVISION REQUESTED BY TIM J. HUYA 3/11/2021
PRIMARY FUNDING SOURCE IS FHWA
** BUY AMERICA(N) APPLIES **

DESCRIPTION	QUANTITY	U/M	COST	TOTAL $
**********				
LABOR				
**********				
PLACE FIELD WELDS - CAP	192.0	MH	6,691	
REMOVE PUBLIC CROSSING	66.78	MH	2,195	
REMOVE TRACK	17.55	MH	652	
REPLACE PUBLIC CROSSING - TOTAL REHAB	128.0	MH	4,206	
REPLACE TRACK PANELS - CAP	47.44	MH	1,682	
SURFACE TRACK - REPLACEMENT - CAP	48.0	MH	1,628	
UNLOAD BALLAST - REPLACEMENT - CAP	118.0	MH	3,878	
UNLOAD CROSSING MATERIAL - PUBLIC - CAP	64.0	MH	2,103	
UNLOAD TRACK PANELS - REPLACEMENT	23.72	MH	841	
PAYROLL ASSOCIATED COSTS			15,603	
DA OVERHEADS			25,907	
EQUIPMENT EXPENSES			12,379	
INSURANCE EXPENSES			4,175	
TOTAL LABOR COST			81,940	81,940
**********				
MATERIAL				
**********				
ASPHALT IN PLACE PER TON	104.0	NT NX	15,777	
BALLAST NT, SYSTEM AVERAGE COST	294.0	NT **	3,226	
PNL TRK, 80FT,136SC,10FT,PNDRL,WOOD	3.0	EA **	40,188	
RAIL, TRANSN,BE,40 FT,136 - 1/4 WORN 132	4.0	EA	4,920	
SPIKE, TBR SCREW 3/4"X13", F/ROAD XING	288.0	EA **	591	
WELDKIT, GENERIC FOR ALL RAIL WEIGHTS	24.0	KT **	1,800	
XING CONC 136LB 10FT TIES TANGENT	104.0	FT **	17,878	
XING CONC 136LB 10FT TIES TANGENT	16.0	FT **	2,751	
XING CONC 136LB 10FT TIES TANGENT	8.0	FT **	1,376	
XING CONC RAMP 136LB COMPLETE SET	1.0	ST **	329	
MATERIAL HANDLING			3,649	
ONLINE TRANSPORTATION			4,557	
OFFLINE TRANSPORTATION			1,074	
TOTAL MATERIAL COST			98,116	98,116
**********				
OTHER				
**********				
EQUIPMENT RENTAL	1.0	DAY	1,500	
TRAFFIC CONTROL	1.0	LS	5,000	
TOTAL OTHER ITEMS COST			6,500	6,500
PROJECT SUBTOTAL				186,556
CONTINGENCIES				16,715
BILL PREPARATION FEE				2,033
GROSS PROJECT COST				205,304
LESS COST PAID BY BNSF				0
TOTAL BILLABLE COST				205,304

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EXHIBIT C
BNSF CONTRACTORS RIGHT OF ENTRY AGREEMENT (C & C1)

EXHIBIT C
BNSF CONTRACTORS RIGHT OF ENTRY AGREEMENT (C & C1)

DocuSign Envelope ID: 75050EC8-9F6B-48BE-97DB-D5E64DFC5BA1

Contract Number: BF-_____

EXHIBIT "C"

CONTRACTOR REQUIREMENTS

1) General

The Contractor must cooperate with BNSF RAILWAY COMPANY, hereinafter referred to as "Railway" where work is over or under on or adjacent to Railway property and/or right-of-way, hereafter referred to as "Railway Property", during the construction and widening of roadway approaches on Cleveland Street – DOT No. 673844U, located at railroad milepost 546.54 on Railway's Red River (North) Division, Avard Subdivision, Line Segment 1047 in Enid, Oklahoma in Garfield County. ODOT Project No. STP-224C(069)UR, J/P No. 17020(08).

A. The Contractor must execute and deliver to the Railway duplicate copies of the Exhibit "C-1" Agreement, in the form attached hereto, obligating the Contractor to provide and maintain in full force and effect the insurance called for under Section 3 of said Exhibit "C-1". Questions regarding procurement of the Railroad Protective Liability Insurance should be directed to Rosa Martinez at Marsh, USA, 214-303-8519.

B. The Contractor must plan, schedule and conduct all work activities so as not to interfere with the movement of any trains on Railway Property.

C. The Contractor's right to enter Railway's Property is subject to the absolute right of Railway to cause the Contractor's work on Railway's Property to cease if, in the opinion of Railway, Contractor's activities create a hazard to Railway's Property, employees, and/or operations. Railway will have the right to stop construction work on the Project if any of the following events take place: (i) Contractor (or any of its subcontractors) performs the Project work in a manner contrary to the plans and specifications approved by Railway; (ii) Contractor (or any of its subcontractors), in Railway's opinion, prosecutes the Project work in a manner which is hazardous to Railway property, facilities or the safe and expeditious movement of railroad traffic; (iii) the insurance described in the attached Exhibit C-1 is canceled during the course of the Project; or (iv) Contractor fails to pay Railway for the Temporary Construction License or the Easement. The work stoppage will continue until all necessary actions are taken by Contractor or its subcontractor to rectify the situation to the satisfaction of Railway's Division Engineer or until additional insurance has been delivered to and accepted by Railway. In the event of a breach of (i) this Agreement, (ii) the Temporary Construction License, or (iii) the Easement, Railway may immediately terminate the Temporary Construction License or the Easement. Any such work stoppage under this provision will not give rise to any liability on the part of Railway. Railway's right to stop the work is in addition to any other rights Railway may have including, but not limited to, actions or suits for damages or lost profits. In the event that Railway desires to stop construction work on the Project, Railway agrees to immediately notify the following individual in writing:

DocuSign Envelope ID: 75050EC8-9F6B-48BE-97DB-D5E64DFC5BA1

Contract Number: BF-_____

Jim Hatt
ODOT
200 N.E. 21st Street
Oklahoma City, OK 73105-3204
Email: JHATT@odot.org

D. The Contractor is responsible for determining and complying with all Federal, State and Local Governmental laws and regulations, including, but not limited to environmental laws and regulations (including but not limited to the Resource Conservation and Recovery Act, as amended; the Clean Water Act, the Oil Pollution Act, the Hazardous Materials Transportation Act, CERCLA), and health and safety laws and regulations. The Contractor hereby indemnifies, defends and holds harmless Railway for, from and against all fines or penalties imposed or assessed by Federal, State and Local Governmental Agencies against the Railway which arise out of Contractor's work under this Agreement.

E. The Contractor must notify State of Oklahoma (Jim Hatt) at Office # 405-522-0287 and E-Mail: JHATT@odot.org and Railway's Manager Public Projects (Tim Huya) at Office # 817-352-2902 and E-Mail: Tim.Huya@bnsf.com at least thirty (30) calendar days before commencing any work on Railway Property. Contractor's notification to Railway must refer to Railway's file DOT No. 673844U & Contract No. BF-_____.

F. For any bridge demolition and/or falsework above any tracks or any excavations located with any part of the excavations located within, whichever is greater, twenty-five (25) feet of the nearest track or intersecting a slope from the plane of the top of rail on a 2 horizontal to 1 vertical slope beginning at eleven (11) feet from centerline of the nearest track, both measured perpendicular to center line of track, the Contractor must furnish the Railway five sets of working drawings showing details of construction affecting Railway Property and tracks. The working drawing must include the proposed method of installation and removal of falsework, shoring or cribbing, not included in the contract plans and two sets of structural calculations of any falsework, shoring or cribbing. For all excavation and shoring submittal plans, the current "BNSF-UPRR Guidelines for Temporary Shoring" must be used for determining the design loading conditions to be used in shoring design, and all calculations and submittals must be in accordance with the current "BNSF-UPRR Guidelines for Temporary Shoring". All submittal drawings and calculations must be stamped by a registered professional engineer licensed to practice in the state the project is located. All calculations must take into consideration railway surcharge loading and must be designed to meet American Railway Engineering and Maintenance-of-Way Association (previously known as American Railway Engineering Association) Coopers E-80 live loading standard. All drawings and calculations must be stamped by a registered professional engineer licensed to practice in the state the project is located. The Contractor must not begin work until notified by the Railway that plans have been approved. The Contractor will be required to use lifting devices such as, cranes and/or winches to place



or to remove any falsework over Railway's tracks. In no case will the Contractor be relieved of responsibility for results obtained by the implementation of said approved plans.

G. Subject to the movement of Railway's trains, Railway will cooperate with the Contractor such that the work may be handled and performed in an efficient manner. The Contractor will have no claim whatsoever for any type of damages or for extra or additional compensation in the event his work is delayed by the Railway.

2) Contractor Safety Orientation

A. No employee of the Contractor, its subcontractors, agents or invitees may enter Railway Property without first having completed Railway's Engineering Contractor Safety Orientation, found on the web site www.BNSFContractor.com. The Contractor must ensure that each of its employees, subcontractors, agents or invitees completes Railway's Engineering Contractor Safety Orientation through internet sessions before any work is performed on the Project. Additionally, the Contractor must ensure that each and every one of its employees, subcontractors, agents or invitees possesses a card certifying completion of the Railway Contractor Safety Orientation before entering Railway Property. The Contractor is responsible for the cost of the Railway Contractor Safety Orientation. The Contractor must renew the Railway Contractor Safety Orientation annually. Further clarification can be found on the web site or from the Railway's Representative.

3) Railway Requirements

A. The Contractor must take protective measures as are necessary to keep railway facilities, including track ballast, free of sand, debris, and other foreign objects and materials resulting from his operations. Any damage to railway facilities resulting from Contractor's operations will be repaired or replaced by Railway and the cost of such repairs or replacement must be paid for by the Agency.

B. The Contractor must notify the Railway's Division Engineer M.Jason Watkins at (405) 406-6305 and provide blasting plans to the Railway for review seven (7) calendar days prior to conducting any blasting operations adjacent to or on Railway's Property.

C. The Contractor must abide by the following temporary clearances during construction:

- 15'-0" Horizontally from centerline of nearest track
- 21'-6" Vertically above top of rail
- 27'-0" Vertically above top of rail for electric wires carrying less than 750 volts
- 28'-0" Vertically above top of rail for electric wires carrying 750 volts to 15,000 volts
- 30'-0" Vertically above top of rail for electric wires carrying 15,000 volts to 20,000 volts

Contract Number: BF-_____

- 34'-0" Vertically above top of rail for electric wires carrying more than 20,000 volts

D. Upon completion of construction, the following clearances shall be maintained:

- 25’ Horizontally from centerline of nearest track
- 23’ 6” Vertically above top of rail

E. Any infringement within State statutory clearances due to the Contractor's operations must be submitted to the Railway and to the **State of Oklahoma (ODOT)** and must not be undertaken until approved in writing by the Railway, and until the **State of Oklahoma (ODOT)** has obtained any necessary authorization from the State Regulatory Authority for the infringement. No extra compensation will be allowed in the event the Contractor's work is delayed pending Railway approval, and/or the State Regulatory Authority's approval.

F. In the case of impaired vertical clearance above top of rail, Railway will have the option of installing tell-tales or other protective devices Railway deems necessary for protection of Railway operations. The cost of tell-tales or protective devices will be borne by the Agency.

G. The details of construction affecting the Railway's Property and tracks not included in the contract plans must be submitted to the Railway by **State of Oklahoma (ODOT)** for approval before work is undertaken and this work must not be undertaken until approved by the Railway.

H. At other than public road crossings, the Contractor must not move any equipment or materials across Railway's tracks until permission has been obtained from the Railway. The Contractor must obtain a "Temporary Construction Crossing Agreement" from the Railway prior to moving his equipment or materials across the Railways tracks. The temporary crossing must be gated and locked at all times when not required for use by the Contractor. The temporary crossing for use of the Contractor will be constructed and, at the completion of the project, removed at the expense of the Contractor.

I. Discharge, release or spill on the Railway Property of any hazardous substances, oil, petroleum, constituents, pollutants, contaminants, or any hazardous waste is prohibited and Contractor must immediately notify the **Railway's Resource Operations Center at 1(800) 832-5452**, of any discharge, release or spills in excess of a reportable quantity. Contractor must not allow Railway Property to become a treatment, storage or transfer facility as those terms are defined in the Resource Conservation and Recovery Act or any state analogue.

J. The Contractor upon completion of the work covered by this contract, must promptly remove from the Railway's Property all of Contractor's tools, equipment, implements and other materials, whether brought upon said property by said Contractor or any



Contract Number: BF-_____

Subcontractor, employee or agent of Contractor or of any Subcontractor, and must cause Railway's Property to be left in a condition acceptable to the Railway's representative.

4) Contractor Roadway Worker on Track Safety Program and Safety Action Plan

A. Each Contractor that will perform work within 25 feet of the centerline of a track must develop and implement a Roadway Worker Protection/On Track Safety Program and work with Railway Project Representative to develop an on track safety strategy as described in the guidelines listed in the on track safety portion of the Safety Orientation. This Program must provide Roadway Worker protection/on track training for all employees of the Contractor, its subcontractors, agents or invitees. This training is reinforced at the job site through job safety briefings. Additionally, each Contractor must develop and implement the Safety Action Plan, as provided for on the web site **www.BNSFContractor.com**, which will be made available to Railway prior to commencement of any work on Railway Property. During the performance of work, the Contractor must audit its work activities. The Contractor must designate an on-site Project Supervisor who will serve as the contact person for the Railway and who will maintain a copy of the Safety Action Plan, safety audits, and Material Safety Datasheets (MSDS), at the job site.

B. Contractor shall have a background investigation performed on all of its employees, subcontractors and agents who will be performing any services for Railroad under this Agreement which are determined by Railroad in its sole discretion **a)** to be on Railroad's property, or **b)** that require access to Railroad Critical Infrastructure, Railroad Critical Information Systems, Railroad's Employees, Hazardous Materials on Railroad's property or is being transported by or otherwise in the custody of Railroad, or Freight in Transit involving Railroad.

i) The required background screening shall at a minimum meet the rail industry background screening criteria defined by the e-RAILSAFE Program as outlined at **www.eVerifile.com**, in addition to any other applicable regulatory requirements.

ii) Contractor shall obtain written consent from all its employees, subcontractors or agents screened in compliance with the e-RAILSAFE Program to participate in the Program on their behalf and to release completed background information to Railroad's designee. Contractor shall be subject to periodic audit to ensure compliance.

iii) Contractor subject to the e-RAILSAFE Program hereunder shall not permit any of its employees, subcontractors or agents to perform services hereunder who are not first approved under e-RAILSAFE Program standards. Railroad shall have the right to deny entry onto its premises or access as described in this section above to any of Contractor's employees, subcontractors or agents who do not display the authorized identification badge issued by a background screening service meeting the standards



set forth in the e-RAILSAFE Program, or who in Railroad's opinion, which may not be unreasonable, may pose a threat to the safety or security of Railroad's operations, assets or personnel.

iv) Contractors shall be responsible for ensuring that its employees, subcontractors and agents are United States citizens or legally working in the United States under a lawful and appropriate work VISA or other work authorization.

5) Railway Flagger Services

A. The Contractor must give Railway's Roadmaster, Joshua Teets at Mobile # 620-388-1583 and email Joshua.Teets@bnsf.com a minimum of thirty (30) calendar days advance notice when flagging services will be required so that the Roadmaster can make appropriate arrangements (i.e., bulletin the flagger's position). If flagging services are scheduled in advance by the Contractor and it is subsequently determined by the parties hereto that such services are no longer necessary, the Contractor must give the Roadmaster five (5) working days advance notice so that appropriate arrangements can be made to abolish the position pursuant to union requirements.

i) **FOR THIS PROJECT, RAILROAD FLAGGING SERVICES WILL BE PROVIDED BY RAILPROS (NOT A BNSF EMPLOYEE). The Contractor must contact Railpros directly at Office # 877-315-0513 or e-mail: BNSFinfo@railprosfs.com to enter into a reimbursement agreement for flagging services and to request and schedule a railroad flagger. The Railpros flagger(s), the Contractor, and the BNSF Roadmaster must participate in a job safety briefing PRIOR TO the start of any work on/over/under Railway's right of way. The Railway reserves the right to utilize its employees to provide railroad flagging services when those resources become available. In this event, the Railpros flagger and the Contractor will be notified by the Railway.**

B. Unless determined otherwise by Railway's Project Representative, Railway flagger will be required and furnished when Contractor's work activities are located over, under and/or within twenty-five (25) feet measured horizontally from centerline of the nearest track and when cranes or similar equipment positioned beyond 25-feet from the track centerline could foul the track in the event of tip over or other catastrophic occurrence, but not limited thereto for the following conditions:

i) When, upon inspection by Railway's Representative, other conditions warrant.

ii) When any excavation is performed below the bottom of tie elevation, if, in the opinion of Railway's representative, track or other Railway facilities may be subject to movement or settlement.

iii) When work in any way interferes with the safe operation of trains at timetable speeds.

iv) When any hazard is presented to Railway track, communications, signal, electrical, or other facilities either due to persons, material, equipment or blasting in the vicinity.

v) Special permission must be obtained from the Railway before moving heavy or cumbersome objects or equipment which might result in making the track impassable.

C. Flagging services will be performed by qualified Railway flaggers.

i) Flagging crew generally consists of one employee. However, additional personnel may be required to protect Railway Property and operations, if deemed necessary by the Railways Representative.

ii) Each time a flagger is called, the minimum period for billing will be the eight (8) hour basic day.

iii) The cost of flagger services provided by the Railway will be borne by **CONTRACTOR** _____. The estimated cost for one (1) flagger is approximately between $800.00-$1,600.00 for an eight (8) hour basic day with time and one-half or double time for overtime, rest days and holidays. The estimated cost for each flagger includes vacation allowance, paid holidays, Railway and unemployment insurance, public liability and property damage insurance, health and welfare benefits, vehicle, transportation, meals, lodging, radio, equipment, supervision and other costs incidental to performing flagging services. Negotiations for Railway labor or collective bargaining agreements and rate changes authorized by appropriate Federal authorities may increase actual or estimated flagging rates. **THE FLAGGING RATE IN EFFECT AT THE TIME OF PERFORMANCE BY THE CONTRACTOR HEREUNDER WILL BE USED TO CALCULATE THE ACTUAL COSTS OF FLAGGING PURSUANT TO THIS PARAGRAPH.**

iv) The average train traffic on this route is 21 freight trains per 24-hour period at a timetable speed 70 MPH and 0 passenger trains at a timetable speed of n/a MPH.

6) Contractor General Safety Requirements

A. Work in the proximity of railway track(s) is potentially hazardous where movement of trains and equipment can occur at any time and in any direction. All work performed by contractors within 25 feet of any track must be in compliance with FRA Roadway Worker Protection Regulations.

B. Before beginning any task on Railway Property, a thorough job safety briefing must be conducted with all personnel involved with the task and repeated when the personnel or task changes. If the task is within 25 feet of any track, the job briefing must include the

Railway's flagger, as applicable, and include the procedures the Contractor will use to protect its employees, subcontractors, agents or invitees from moving any equipment adjacent to or across any Railway track(s).

C. Workers must not work within 25 feet of the centerline of any track without an on track safety strategy approved by the Railway's Project Representative. When authority is provided, every contractor employee must know: (1) who the Railway flagger is, and how to contact the flagger, (2) limits of the authority, (3) the method of communication to stop and resume work, and (4) location of the designated places of safety. Persons or equipment entering flag/work limits that were not previously job briefed, must notify the flagger immediately, and be given a job briefing when working within 25 feet of the center line of track.

D. When Contractor employees are required to work on the Railway Property after normal working hours or on weekends, the Railway's representative in charge of the project must be notified. A minimum of two employees must be present at all times.

E. Any employees, agents or invitees of Contractor or its subcontractors under suspicion of being under the influence of drugs or alcohol, or in the possession of same, will be removed from the Railway's Property and subsequently released to the custody of a representative of Contractor management. Future access to the Railway's Property by that employee will be denied.

F. Any damage to Railway Property, or any hazard noticed on passing trains must be reported immediately to the Railway's representative in charge of the project. Any vehicle or machine which may come in contact with track, signal equipment, or structure (bridge) and could result in a train derailment must be reported immediately to the Railway representative in charge of the project and to the Railway's Resource Operations Center at 1(800) 832-5452. Local emergency numbers are to be obtained from the Railway representative in charge of the project prior to the start of any work and must be posted at the job site.

G. For safety reasons, all persons are prohibited from having pocket knives, firearms or other deadly weapons in their possession while working on Railway's Property.

H. All personnel protective equipment (PPE) used on Railway Property must meet applicable OSHA and ANSI specifications. Current Railway personnel protective equipment requirements are listed on the web site, **www.BNSFContractor.com,** however, a partial list of the requirements include: a) safety glasses with permanently affixed side shields (no yellow lenses); b) hard hats; c) safety shoe with: hardened toes, above-the-ankle lace-up and a defined heel; and d) high visibility retro-reflective work wear. The Railway's representative in charge of the project is to be contacted regarding local specifications for meeting requirements relating to hi-visibility work wear. Hearing protection, fall protection,



gloves, and respirators must be worn as required by State and Federal regulations. **(NOTE – Should there be a discrepancy between the information contained on the web site and the information in this paragraph, the web site will govern.)**

I. THE CONTRACTOR MUST NOT PILE OR STORE ANY MATERIALS, MACHINERY OR EQUIPMENT CLOSER THAN 25'-0" TO THE CENTER LINE OF THE NEAREST RAILWAY TRACK. MATERIALS, MACHINERY OR EQUIPMENT MUST NOT BE STORED OR LEFT WITHIN 250 FEET OF ANY HIGHWAY/RAIL AT-GRADE CROSSINGS OR TEMPORARY CONSTRUCTION CROSSING, WHERE STORAGE OF THE SAME WILL OBSTRUCT THE VIEW OF A TRAIN APPROACHING THE CROSSING. PRIOR TO BEGINNING WORK, THE CONTRACTOR MUST ESTABLISH A STORAGE AREA WITH CONCURRENCE OF THE RAILWAY'S REPRESENTATIVE.

J. Machines or vehicles must not be left unattended with the engine running. Parked machines or equipment must be in gear with brakes set and if equipped with blade, pan or bucket, they must be lowered to the ground. All machinery and equipment left unattended on Railway's Property must be left inoperable and secured against movement. (See internet Engineering Contractor Safety Orientation program for more detailed specifications)

K. Workers must not create and leave any conditions at the work site that would interfere with water drainage. Any work performed over water must meet all Federal, State and Local regulations.

L. All power line wires must be considered dangerous and of high voltage unless informed to the contrary by proper authority. For all power lines the minimum clearance between the lines and any part of the equipment or load must be; 200 KV or below - 15 feet; 200 to 350 KV - 20 feet; 350 to 500 KV - 25 feet; 500 to 750 KV - 35 feet; and 750 to 1000 KV - 45 feet. If capacity of the line is not known, a minimum clearance of 45 feet must be maintained. A person must be designated to observe clearance of the equipment and give a timely warning for all operations where it is difficult for an operator to maintain the desired clearance by visual means.

7) Excavation

A. Before excavating, the Contractor must determine whether any underground pipe lines, electric wires, or cables, including fiber optic cable systems are present and located within the Project work area. The Contractor must determine whether excavation on Railway's Property could cause damage to buried cables resulting in delay to Railway traffic and disruption of service to users. Delays and disruptions to service may cause business interruptions involving loss of revenue and profits. Before commencing excavation, the Contractor must contact **BNSF's Roadmaster (Joshua Teets) at 620-388-1583 and BNSF's Signal Supervisor (Theron Griffith) at 580-235-2589.** All underground and

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overhead wires will be considered HIGH VOLTAGE and dangerous until verified with the company having ownership of the line. **It is the Contractor's responsibility to notify any other companies that have underground utilities in the area and arrange for the location of all underground utilities before excavating.**

B. The Contractor must cease all work and notify the Railway immediately before continuing excavation in the area if obstructions are encountered which do not appear on drawings. If the obstruction is a utility and the owner of the utility can be identified, then the Contractor must also notify the owner immediately. If there is any doubt about the location of underground cables or lines of any kind, no work must be performed until the exact location has been determined. There will be no exceptions to these instructions.

C. All excavations must be conducted in compliance with applicable OSHA regulations and, regardless of depth, must be shored where there is any danger to tracks, structures or personnel.

D. Any excavations, holes or trenches on the Railway's Property must be covered, guarded and/or protected when not being worked on. When leaving work site areas at night and over weekends, the areas must be secured and left in a condition that will ensure that Railway employees and other personnel who may be working or passing through the area are protected from all hazards. All excavations must be back filled as soon as possible.

8) Hazardous Waste, Substances and Material Reporting:

A. If Contractor discovers any hazardous waste, hazardous substance, petroleum or other deleterious material, including but not limited to any non-containerized commodity or material, on or adjacent to Railway's Property, in or near any surface water, swamp, wetlands or waterways, while performing any work under this Agreement, Contractor must immediately: (a) notify the Railway's Resource Operations Center at 1(800) 832-5452, of such discovery: (b) take safeguards necessary to protect its employees, subcontractors, agents and/or third parties: and (c) exercise due care with respect to the release, including the taking of any appropriate measure to minimize the impact of such release.

9) Personal Injury Reporting

A. The Railway is required to report certain injuries as a part of compliance with Federal Railroad Administration (FRA) reporting requirements. Any personal injury sustained by an employee of the Contractor, subcontractor or Contractor's invitees while on the Railway's Property must be reported immediately (by phone mail if unable to contact in person) to the Railway's representative in charge of the project. The Non-Employee Personal Injury Data Collection Form contained herein is to be completed and sent by Fax to the Railway at 1(817) 352-7595 and to the Railway’s Project Representative no later than the close of shift on the date of the injury.

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NON-EMPLOYEE PERSONAL INJURY DATA COLLECTION

(If injuries are in connection with rail equipment accident/incident, highway rail grade crossing accident or automobile accident, ensure that appropriate information is obtained, forms completed and that data entry personnel are aware that injuries relate to that specific event.)

Injured Person Type:

- ☐ Passenger on train (C)
- ☐ Non-employee (N) *(i.e., emp of another railroad, or, non-BNSF emp involved in vehicle accident, including company vehicles)*
- ☐ Contractor/safety
- ☐ Contractor/non-safety sensitive (G)
- ☐ Volunteer/safety sensitive (H)
- ☐ Volunteer/other non-safety sensitive (I)
- ☐ Non-trespasser (D) - to include highway users involved in highway rail grade crossing accidents who did not go around or through gates
- ☐ Trespasser (E) - to include highway users involved in highway rail grade crossing accidents who went around or through gates
- ☐ Non-trespasser (J) - Off railroad property

If train involved, Train ID:

_____

Transmit attached information to Accident/Incident Reporting Center by:
Fax 1-817-352-7595 or by Phone 1-800-697-6736 **or email to:** Accident-Reporting.Center@BNSF.com

Officer Providing Information:

_____ _____ _____
(Name) (Employee No.) (Phone #)

REPORT PREPARED TO COMPLY WITH FEDERAL ACCIDENT REPORTING REQUIREMENTS AND PROTECTED FROM DISCLOSURE PURSUANT TO 49 U.S.C. 20903 AND 83 U.S.C. 490

Contract Number: BF-_____

NON-EMPLOYEE PERSONAL INJURY DATA COLLECTION

Please complete this form and provide to the BNSF supervisor, who will input this information into the EHS Star system. For questions, call (817) 352-1267 or email Safety.IncidentReporting@BNSF.com.

Accident City/State: _____ Date: _____ Time: _____

County: _____ Temperature: _____ Weather: _____
(if non-BNSF location)

Name (Last/First/MI): _____

Age: _____ Gender (if available): _____

Company: _____

eRailsafe Badge Number: _____ Expiration Date: _____

BNSF Contractor Badge Number: _____ Expiration Date: _____

Injury: _____ Body Part: _____
(e.g., laceration) (e.g., hand)

Description of accident (including how accident occurred, potential cause, etc.):

_____

_____

Work activity in progress at time of accident: _____

Tools, machinery, or hazardous materials involved in accident: _____

_____

Treatment:

- ☐ First Aid Only
- ☐ Required Medical Treatment
- ☐ Other Medical Treatment: _____

Dr. Name: _____ Date: _____

Dr. Street Address: _____ City: _____ State: _____ Zip: _____

Hospital Name: _____

Hospital Street Address: _____ City: _____ State: _____ Zip: _____

Diagnosis: _____

THIS REPORT IS PART OF BNSF'S ACCIDENT REPORT PURSUANT TO THE ACCIDENT REPORTS STATUTE AND, AS SUCH SHALL NOT "BE ADMITTED AS EVIDENCE OR USED FOR ANY PURPOSE IN ANY SUIT OR ACTION FOR DAMAGES GROWING OUT OF ANY MATTER MENTIONED IN SAID REPORT…." 49 U.S.C. § 20903. See 49 C.F.R. § 225.7(b).

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Contract Number: BF-_____

EXHIBIT "C-1"

Agreement Between

BNSF RAILWAY COMPANY

and the

CONTRACTOR

Railway File: **DOT No. 673844U**

Agency Project: **Reconstruct and widen roadway approaches on Cleveland Street in Enid, OK**

_____, (hereinafter called "Contractor"), has entered into an agreement with State of Oklahoma (ODOT) (hereinafter called "Agreement") for the performance of certain work in connection with the following project: construction and widening of roadway approaches on Cleveland Street – DOT No. 673844U, located at railroad milepost 546.54 on Railway's Red River (North) Division, Avard Subdivision, Line Segment 1047 in Enid, Oklahoma in Garfield County. ODOT Project No. STP-224C(069)UR, J/P No. 17020(08).

Performance of such work will necessarily require Contractor to enter **BNSF RAILWAY COMPANY** (hereinafter called "Railway") right of way and property (hereinafter called "Railway Property"). The Agreement provides that no work will be commenced within Railway Property until the Contractor employed in connection with said work for **State of Oklahoma (ODOT)** (i) executes and delivers to Railway an Agreement in the form hereof, and (ii) provides insurance of the coverage and limits specified in such Agreement and Section 3 herein. If this Agreement is executed by a party who is not the Owner, General Partner, President or Vice President of Contractor, Contractor must furnish evidence to Railway certifying that the signatory is empowered to execute this Agreement on behalf of Contractor.

Accordingly, in consideration of Railway granting permission to Contractor to enter upon Railway Property and as an inducement for such entry, Contractor, effective on the date of the Agreement, has agreed and does hereby agree with Railway as follows:

1) RELEASE OF LIABILITY AND INDEMNITY



Contract Number: BF-_____

A. Contractor hereby waives, releases, indemnifies, defends and holds harmless Railway for all judgments, awards, claims, demands, and expenses (including attorneys' fees), for injury or death to all persons, including Railway's and Contractor's officers and employees, and for loss and damage to property belonging to any person, arising in any manner from Contractor's or any of Contractor's subcontractors' acts or omissions or any work performed on or about Railway's property or right-of-way. **THE LIABILITY ASSUMED BY CONTRACTOR WILL NOT BE AFFECTED BY THE FACT, IF IT IS A FACT, THAT THE DESTRUCTION, DAMAGE, DEATH, OR INJURY WAS OCCASIONED BY OR CONTRIBUTED TO BY THE NEGLIGENCE OF RAILWAY, ITS AGENTS, SERVANTS, EMPLOYEES OR OTHERWISE, EXCEPT TO THE EXTENT THAT SUCH CLAIMS ARE PROXIMATELY CAUSED BY THE INTENSIONAL MISCONDUCT OR GROSS NEGLIGENCE OF RAILWAY.**

B. It is mutually negotiated between the parties that the indemnification obligation shall include all claims brought by Contractor's employees against Railway, its agents, servants, employees or otherwise, and Contractor expressly waives its immunity under the industrial insurance act (RCW Title 51) and assumes potential liability for all actions brought by its employees.

C. THE INDEMNIFICATION OBLIGATION ASSUMED BY CONTRACTOR INCLUDES ANY CLAIMS, SUITS OR JUDGMENTS BROUGHT AGAINST RAILWAY UNDER THE FEDERAL EMPLOYEE'S LIABILITY ACT, INCLUDING CLAIMS FOR STRICT LIABILITY UNDER THE SAFETY APPLIANCE ACT OR THE LOCOMOTIVE INSPECTION ACT, WHENEVER SO CLAIMED.

D. Contractor further agrees, at its expense, in the name and on behalf of Railway, that it will adjust and settle all claims made against Railway, and will, at Railway's discretion, appear and defend any suits or actions of law or in equity brought against Railway on any claim or cause of action arising or growing out of or in any manner connected with any liability assumed by Contractor under this Agreement for which Railway is liable or is alleged to be liable. Railway will give notice to Contractor, in writing, of the receipt or dependency of such claims and thereupon Contractor must proceed to adjust and handle to a conclusion such claims, and in the event of a suit being brought against Railway, Railway may forward summons and complaint or other process in connection therewith to Contractor, and Contractor, at Railway's discretion, must defend, adjust, or settle such suits and protect, indemnify, and save harmless Railway from and against all damages, judgments, decrees, attorney's fees, costs, and expenses growing out of or resulting from or incident to any such claims or suits.

E. In addition to any other provision of this Agreement, in the event that all or any portion of this Article shall be deemed to be inapplicable for any reason, including without limitation



as a result of a decision of an applicable court, legislative enactment or regulatory order, the parties agree that this Article shall be interpreted as requiring Contractor to indemnify Railway to the fullest extent permitted by applicable law. **THROUGH THIS AGREEMENT THE PARTIES EXPRESSLY INTEND FOR CONTRACTOR TO INDEMNIFY RAILWAY FOR RAILWAY'S ACTS OF NEGLIGENCE.**

F. It is mutually understood and agreed that the assumption of liabilities and indemnification provided for in this Agreement survive any termination of this Agreement.

2) TERM

A. This Agreement is effective from the date of the Agreement until (i) the completion of the project set forth herein, and (ii) full and complete payment to Railway of any and all sums or other amounts owing and due hereunder.

3) INSURANCE

Contractor shall, at its sole cost and expense, procure and maintain during the life of this Agreement the following insurance coverage:

A. Commercial General Liability "CGL" Insurance

i) The policy will provide a minimum of $2,000,000 each occurrence and an aggregate limit of at least $4,000,000 but in no event less than the amount otherwise carried by the provider. Coverage must be purchased on a post 2004 ISO occurrence form or equivalent and include coverage for, but not limited to, the following:

(1) Bodily Injury and Property Damage

(2) Personal Injury and Advertising Injury

(3) Fire legal liability

(4) Products and completed operations

ii) This policy shall also contain the following endorsements or language, which shall be indicated on the certificate of insurance:

(1) definition of "Insured Contract" will be amended to remove any exclusion or other

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limitation for any work being done within 50 feet of RAILWAY's property.

(2) Waiver of subrogation in favor of and acceptable to RAILWAY; and

(3) Additional insured endorsement in favor of and acceptable to RAILWAY and include coverage for ongoing operations and completed operations; and

(4) Separation of insureds; and

(5) The policy will be primary and non-contributing with respect to any insurance carried by RAILWAY.

iii) It is agreed that the workers' compensation and employers' liability related exclusions in the Commercial General Liability insurance policy(s) required herein are intended to apply to employees of the policy holder and shall not apply to ***Railway*** employees.

iv) No other endorsements limiting coverage as respects obligations under this Agreement may be included on the policy with regard to the work being performed under this agreement.

B. <u>Business Automobile Insurance</u>

i) The insurance will provide minimum coverage with a combined single limit of at least $1,000,000 per accident, and include coverage for, but not limited to the following:

(1) Bodily injury and property damage

(2) Any and all vehicles owned, used or hired

ii) The policy will include the following endorsements or language, which will be indicated on or attached to the certificate of insurance:

(1) Waiver of subrogation in favor of and acceptable to RAILWAY;

(2) Additional insured endorsement in favor of and acceptable to RAILWAY;

(3) Separation of insureds;

(4) The policy shall be primary and non-contributing with respect to any insurance



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carried by RAILWAY.

C. Workers Compensation and Employers Liability Insurance

i) Workers Compensation and Employers Liability insurance including coverage for, but not limited to:

(1) Contractor's statutory liability under the worker's compensation laws of the state(s) in which the work is to be performed. If optional under State law, the insurance must cover all employees anyway.

(2) Employers' Liability (Part B) with limits of at least $500,000 each accident, $500,000 by disease policy limit, $500,000 by disease each employee.

ii) This policy shall also contain the following endorsements or language, which shall be indicated on the certificate of insurance:

(1) Waiver of subrogation in favor of and acceptable to Railway.

D. Railroad Protective Liability insurance

i) Railroad Protective Liability insurance naming only the ***Railway*** as the Insured with coverage of at least $2,000,000 per occurrence and $6,000,000 in the aggregate. The policy Must be issued on a standard ISO form CG 00 35 12 04 and include the following:

(1) Endorsed to include the Pollution Exclusion Amendment

(2) Endorsed to include the Limited Seepage and Pollution Endorsement.

(3) Endorsed to remove any exclusion for punitive damages.

(4) No other endorsements restricting coverage may be added.

(5) The original policy must be provided to the ***Railway*** prior to performing any work or services under this Agreement.

(6) Definition of "Physical Damage to Property" shall be endorsed to read: "means direct and accidental loss of or damage to all property owned by any named insured and all property in any named insured' care, custody, and control arising



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out of the acts or omissions of the contractor named on the Declarations.

In lieu of providing a Railroad Protective Liability Policy, Licensee may participate (if available) in Railway's Blanket Railroad Protective Liability Insurance Policy.

E. Other Requirements:

i) Where allowable by law, all policies (applying to coverage listed above) shall contain no exclusion for punitive damages.

ii) Contractor agrees to waive its right of recovery against ***Railway*** for all claims and suits against ***Railway***. In addition, its insurers, through the terms of the policy or policy endorsement, waive their right of subrogation against ***Railway*** for all claims and suits. Contractor further waives its right of recovery, and its insurers also waive their right of subrogation against ***Railway*** for loss of its owned or leased property or property under Contractor's care, custody or control.

iii) Allocated Loss Expense shall be in addition to all policy limits for coverages referenced above.

iv) Contractor is not allowed to self-insure without the prior written consent of ***Railway.*** If granted by ***Railway***, any self-insured retention or other financial responsibility for claims shall be covered directly by Contractor in lieu of insurance. Any and all ***Railway*** liabilities that would otherwise, in accordance with the provisions of this Agreement, be covered by Contractor's insurance will be covered as if Contractor elected not to include a deductible, self-insured retention or other financial responsibility for claims.

v) Prior to commencing services, Contractor shall furnish to ***Railway*** an acceptable certificate(s) of insurance from an authorized representative evidencing the required coverage(s), endorsements, and amendments. The certificate should be directed to the following address:

BNSF Railway Company
c/o CertFocus
P.O. Box 140528
Kansas City, MO 64114
Toll Free: 877-576-2378
Fax number: 817-840-7487

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Email: BNSF@certfocus.com
www.certfocus.com

vi) Contractor shall notify Railway in writing at least 30 days prior to any cancellation, non-renewal, substitution or material alteration.

vii) Any insurance policy shall be written by a reputable insurance company acceptable to Railway or with a current Best's Guide Rating of A- and Class VII or better, and authorized to do business in the state(s) in which the service is to be provided.

viii) If coverage is purchased on a "claims made" basis, Contractor hereby agrees to maintain coverage in force for a minimum of three years after expiration, cancellation or termination of this Agreement. Annually Contractor agrees to provide evidence of such coverage as required hereunder.

ix) Contractor represents that this Agreement has been thoroughly reviewed by Contractor's insurance agent(s)/broker(s), who have been instructed by Contractor to procure the insurance coverage required by this Agreement.

x) Not more frequently than once every five years, Railway may reasonably modify the required insurance coverage to reflect then-current risk management practices in the railroad industry and underwriting practices in the insurance industry.

xi) If any portion of the operation is to be subcontracted by Contractor, Contractor shall require that the subcontractor shall provide and maintain insurance coverage(s) as set forth herein, naming Railway as an additional insured, and shall require that the subcontractor shall release, defend and indemnify Railway to the same extent and under the same terms and conditions as Contractor is required to release, defend and indemnify Railway herein.

xii) Failure to provide evidence as required by this section shall entitle, but not require, Railway to terminate this Agreement immediately. Acceptance of a certificate that does not comply with this section shall not operate as a waiver of Contractor's obligations hereunder.

xiii) The fact that insurance (including, without limitation, self-insurance) is obtained by Contractor shall not be deemed to release or diminish the liability of Contractor including, without limitation, liability under the indemnity provisions of this Agreement. Damages recoverable by Railway shall not be limited by the amount of the required insurance coverage.



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xiv) In the event of a claim or lawsuit involving Railway arising out of this agreement, Contractor will make available any required policy covering such claim or lawsuit.

xv) These insurance provisions are intended to be a separate and distinct obligation on the part of the Contractor. Therefore, these provisions shall be enforceable and Contractor shall be bound thereby regardless of whether or not indemnity provisions are determined to be enforceable in the jurisdiction in which the work covered hereunder is performed.

xvi) For purposes of this section, Railway shall mean "Burlington Northern Santa Fe LLC", "BNSF Railway Company" and the subsidiaries, successors, assigns and affiliates of each.

4) SALES AND OTHER TAXES

A. In the event applicable sales taxes of a state or political subdivision of a state of the United States are levied or assessed in connection with and directly related to any amounts invoiced by Contractor to Railway ("Sales Taxes"), Railway shall be responsible for paying only the Sales Taxes that Contractor separately states on the invoice or other billing documents provided to Railway; *provided, however,* that (i) nothing herein shall preclude Railway from claiming whatever Sales Tax exemptions are applicable to amounts Contractor bills Railway, (ii) Contractor shall be responsible for all sales, use, excise, consumption, services and other taxes which may accrue on all services, materials, equipment, supplies or fixtures that Contractor and its subcontractors use or consume in the performance of this Agreement, (iii) Contractor shall be responsible for Sales Taxes (together with any penalties, fines or interest thereon) that Contractor fails to separately state on the invoice or other billing documents provided to Railway or fails to collect at the time of payment by Railway of invoiced amounts (except where Railway claims a Sales Tax exemption), and (iv) Contractor shall be responsible for Sales Taxes (together with any penalties, fines or interest thereon) if Contractor fails to issue separate invoices for each state in which Contractor delivers goods, provides services or, if applicable, transfers intangible rights to Railway.

B. Upon request, Contractor shall provide Railway satisfactory evidence that all taxes (together with any penalties, fines or interest thereon) that Contractor is responsible to pay under this Agreement have been paid. If a written claim is made against Contractor for Sales Taxes with respect to which Railway may be liable for under this Agreement, Contractor shall promptly notify Railway of such claim and provide Railway copies of all correspondence received from the taxing authority. Railway shall have the right to contest, protest, or claim a refund, in Railway's own name, any Sales Taxes paid by



Railway to Contractor or for which Railway might otherwise be responsible for under this Agreement; provided, however, that if Railway is not permitted by law to contest any such Sales Tax in its own name, Contractor shall, if requested by Railway at Railway's sole cost and expense, contest in Contractor's own name the validity, applicability or amount of such Sales Tax and allow Railway to control and conduct such contest.

C. Railway retains the right to withhold from payments made under this Agreement amounts required to be withheld under tax laws of any jurisdiction. If Contractor is claiming a withholding exemption or a reduction in the withholding rate of any jurisdiction on any payments under this Agreement, before any payments are made (and in each succeeding period or year as required by law), Contractor agrees to furnish to Railway a properly completed exemption form prescribed by such jurisdiction. Contractor shall be responsible for any taxes, interest or penalties assessed against Railway with respect to withholding taxes that Railway does not withhold from payments to Contractor.

5) EXHIBIT "C" CONTRACTOR REQUIREMENTS

A. The Contractor must observe and comply with all provisions, obligations, requirements and limitations contained in the Agreement, and the Contractor Requirements set forth on Exhibit "C" attached to the Agreement and this Agreement, including, but not be limited to, payment of all costs incurred for any damages to Railway roadbed, tracks, and/or appurtenances thereto, resulting from use, occupancy, or presence of its employees, representatives, or agents or subcontractors on or about the construction site. Contractor shall execute a Temporary Construction Crossing Agreement or Private Crossing Agreement (http://www.bnsf.com/communities/faqs/permits-real-estate/), for any temporary crossing requested to aid in the construction of this Project, if approved by BNSF.

6) TRAIN DELAY

A. Contractor is responsible for and hereby indemnifies and holds harmless Railway (including its affiliated railway companies, and its tenants) for, from and against all damages arising from any unscheduled delay to a freight or passenger train which affects Railway's ability to fully utilize its equipment and to meet customer service and contract obligations. Contractor will be billed, as further provided below, for the economic losses arising from loss of use of equipment, contractual loss of incentive pay and bonuses and contractual penalties resulting from train delays, whether caused by Contractor, or subcontractors, or by the Railway performing work under this Agreement. Railway agrees that it will not perform any act to unnecessarily cause train delay.

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Contract Number: BF-_____

B. For loss of use of equipment, Contractor will be billed the current freight train hour rate per train as determined from Railway's records. Any disruption to train traffic may cause delays to multiple trains at the same time for the same period.

C. Additionally, the parties acknowledge that passenger, U.S. mail trains and certain other grain, intermodal, coal and freight trains operate under incentive/penalty contracts between Railway and its customer(s). Under these arrangements, if Railway does not meet its contract service commitments, Railway may suffer loss of performance or incentive pay and/or be subject to penalty payments. Contractor is responsible for any train performance and incentive penalties or other contractual economic losses actually incurred by Railway which are attributable to a train delay caused by Contractor or its subcontractors.

D. The contractual relationship between Railway and its customers is proprietary and confidential. In the event of a train delay covered by this Agreement, Railway will share information relevant to any train delay to the extent consistent with Railway confidentiality obligations. The rate then in effect at the time of performance by the Contractor hereunder will be used to calculate the actual costs of train delay pursuant to this agreement.

E. Contractor and its subcontractors must give Railway's **Roadmaster Joshua Teets at Mobile # 620-388-1583 and email Joshua.Teets@bnsf.com** four (4) weeks advance notice of the times and dates for proposed work windows. Railway and Contractor will establish mutually agreeable work windows for the project. Railway has the right at any time to revise or change the work windows due to train operations or service obligations. Railway will not be responsible for any additional costs or expenses resulting from a change in work windows. Additional costs or expenses resulting from a change in work windows shall be accounted for in Contractor's expenses for the project.

F. Contractor and subcontractors must plan, schedule, coordinate and conduct all Contractor's work so as to not cause any delays to any trains.

SIGNATURE PAGE FOLLOWS

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Contract Number: BF-_____

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed by its duly authorized officer the day and year first above written.

_____
(CONTRACTOR)

Signature:_____

Printed Name: _____

Title: _____

Date:_____

Contact Person: _____

E-mail: _____

Address:_____

City:_____

State: _____ Zip:_____

Phone:_____

On-Site Project

Contact Person: _____

E-mail: _____

Mobile #: _____

Contact Person: _____

E-mail: _____

Mobile #: _____

DocuSign Envelope ID: 75050EC8-9F6B-48BE-97DB-D5E64DFC5BA1

Contract Number: BF-_____

BNSF RAILWAY COMPANY

Signature:_____

Printed Name: Timothy J. Huya

Title: Manager Public Projects

Accepted and
Effective Date:_____

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EXHIBIT D
SPECIAL PROVISION FOR RAILROAD FLAGGING

EXHIBIT D
SPECIAL PROVISION FOR RAILROAD FLAGGING

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OKLAHOMA DEPARTMENT OF TRANSPORTATION
SPECIAL PROVISIONS
FOR
RAILROAD FLAGGING

These Special Provisions revise, amend, and where in conflict, supersede applicable sections of the 2009 Standard Specifications for Highway Construction, English and Metric.

104.18 **RAILROAD FLAGGING** *(Add the following:)*

Execute and return the right of entry agreement (if required by the railroad) with the contract to the Department within the time period provided for contract execution. Reimburse **RailPros or Railroad Company (when Railroad Company's resources are available)**, hereinafter referred to as the Flagging Contractor, directly for the cost of all railroad flagging required by the Railroad Company due to construction on their property.

The Railroad Company's requirements for flagging and right of entry may vary significantly from those implied by other contract documents, specifically the Contractor Requirements in **Exhibits C** and **C-1**. Therefore, be informed of the individual Railroad Company's requirements for flagging and right of entry.

For the purpose of bidding, the following information is furnished by the Railroad Company covering the estimated flagging schedule and the estimated cost thereof:

Flagging Services

Flagging services will be required, unless specified by Railroad Company or additional contract documents:

- In the event it is necessary for the Contractor to operate his crane or other heavy machinery in the vicinity of the track, as defined by the Railroad Company, which may endanger railroad operations.
- At any time the Contractor is within 25 feet of the track.
- As specified in the right of entry agreement (if required).
  At any other time deemed appropriate by the Railroad Company.

Flaggers

The total cost per eight-hour day for one flagger, supervisory personnel, vacation allowances, and retirement and unemployment insurance is **$1200**. This rate is based on current wage scales for an eight hour basic day, including any additional pay for overtime, rest days and holidays, and is subject to any increases which may result from railroad employees-railroad management negotiations, or which may be authorized by Federal authorities. No additional payment will be made for increases in the above rate if such increases should occur. Additional terms may apply such as crew size, notice, minimum period for billing, and rate. Please contact Railroad Company's representative or reference additional contract documents.

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Furthermore, the Contractor's final estimate will not be paid until satisfactory evidence that the Flagging Contractor has been fully reimbursed for their flagging services is provided.

Utilities

Fiber optic, communications, control systems, and other types of cables may be buried on Railroad Company property. Contact **Call Okie at 405-840-9955** to assist in determining if cable systems are buried on Railroad Company property to be used before beginning work. Contact the appropriate personnel to have cables located, and make arrangements with the owner of the facility to ascertain the protective measures that must be adhered to prior to the commencement of any work on the Railroad Company's property.

Railroad Operations

Normal train operations over the crossing consists of **Twenty-Seven (27)** trains daily. Details regarding train operations required or desired may be obtained by consulting the Railroad Company: **Joshua Teets, mobile: 620-388-1583, Joshua.Teets@BNSF.com**

Measurement of Railroad Flagging

The Engineer will measure *Railroad Flagging (Non-Biddable)* as billed by the Flagging Contractor prorated to an eight hour day, as a single operation, regardless of the actual number of personnel needed. For example, if the Contractor is billed by the Flagging Contractor for twelve hours of flagging, this will constitute 1.5 days of *Railroad Flagging*.

For progressive payment to be made, the Contractor will present an original, notarized confirmation that the Flagging Contractor has been reimbursed for the number of eight hour flagging days billed.

Payment for Railroad Flagging

Approved *Railroad Flagging*, as described above, will be paid for at the contract unit price as follows:

Pay Item:	**Pay Unit:**
RAILROAD FLAGGING (NON-BIDDABLE)	Day

Payment for *Railroad Flagging (Non-Biddable)* is considered full compensation for furnishing all materials, equipment, labor, and incidentals to complete the work as specified. Any additional costs incurred for railroad flagging will be included in other items bid in the Contract.

It is the intent of this provision that the Contractor be reimbursed by the Department at a rate of **$600** per eight hour day (approximately 50% of the rate specified in Subsection 104.18.B above).

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EXHIBIT E
SPECIAL PROVISION FOR RAILROAD INSURANCE

EXHIBIT E
SPECIAL PROVISION FOR RAILROAD INSURANCE

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OKLAHOMA DEPARTMENT OF TRANSPORTATION
SPECIAL PROVISIONS
FOR
RAILROAD INSURANCE

This special provision amends and where in conflict, supersedes applicable sections of the 2019 Standard Specifications for Highway Construction, English and Metric.

107.12 RESPONSIBILITY FOR DAMAGE CLAIMS

(E) Railroads' Protective Liability and Property Damage Insurance *(Add the following:)*

The amount of insurance to be provided for and on behalf of the BNSF Railroad/Railway company is $ 2000,000.00 for all damages arising out of bodily injury, death, and property damage for each occurrence with an aggregate limit of $ 6,000,000.00 for the term of the policy.

Prior to issuance of the Notice to Proceed, submit the original copy of the insurance policy, along with one additional copy, to:

Oklahoma Department of Transportation
Construction Division
200 NE 21st Street
Oklahoma City, Oklahoma 73105-3204

AGENDA ITEM REPORT

Meeting Date: December 06, 2022

Staff Contact: Erin Crawford, Chief Financial Officer

Department: Accounting

Subject: **Approve a resolution amending the 2022-2023 Police Fund Budget by appropriating additional funds in the amount of $140,461.36 to increase the 2022-2023 appropriated amounts for the Police Department.**

Background:

This is a companion to Item 6.6.

During the Fiscal Year 2022-2023 budget process, the Enid Police Department budgeted $500,000.00 for a new public safety software system, to replace the existing 24-year-old system. A request for proposals was advertised, and sealed proposals received on October 21, 2022 from three companies. This resolution will appropriate additional funds in the amount of $140,461.36.

Attachments:

2022-12-06 Police Resolution - New Operating System

RESOLUTION

A RESOLUTION AMENDING THE 2022-2023 POLICE FUND BUDGET BY APPROPRIATING ADDITIONAL FUNDS IN THE AMOUNT OF $140,461.36 TO INCREASE THE 2022-2023 APPROPRIATED AMOUNTS FOR THE POLICE DEPARTMENT.

WHEREAS, during the fiscal year 2022-2023 budget process, it was identified that the police department operating system that is currently 24 years old needed to be upgraded and was budgeted for $500,000.00 to replace the current system; and

WHEREAS, bids were solicited and the proposals were reviewed by the police department, demos viewed and references checked for the proposals received; and

WHEREAS, the police department is recommending award to Central Square Technologies in the amount of $640,461.36 and needs to appropriate the difference to award the proposal; and

WHEREAS, the appropriated amounts for the 2022-2023 Police Department in the Police Fund must be increased by $140,461.36 to award the proposal to Central Square Technologies for the new Police operating system; and

WHEREAS, there are funds available in the Police Fund to provide the necessary funding;

AND NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF ENID, OKLAHOMA, THAT THE CITY OF ENID 2022-2023 POLICE FUND BUDGET BE AMENDED TO INCREASE THE APPROPRIATIONS FOR THE POLICE DEPARTMENT:

FUND 51 POLICE FUND	
Police Department	**$140,461.36**

Adopted this 6th day of December, 2022.

_____
Mayor

(Seal)

ATTEST:

_____
City Clerk

AGENDA ITEM REPORT

Meeting Date: December 06, 2022
Staff Contact: Bryan Skaggs, Police Chief
Department: Police

Subject: **Award the purchase of a Public Safety Software System for the Enid Police Department to Central Square Technologies, Lake Mary, Florida, in the amount of $640,461.36, and authorize the Mayor to execute necessary documents.**

Background:

The Enid Police Department's existing operating systems (Omnigo Software, ITI Management System/CAD Software) have been in use for twenty-four years. The systems are out-of-date and do not meet the needs of the department. They are not state or federally certified, and in order to utilize a mapping function and manage evidence, several software programs are used.

The request for proposals sought one software system to replace all of the systems currently in use.

Sealed proposals were received on October 21, 2022 from three companies:

Central Square Technologies	Quote:	$640,461.36
	First Year Maintenance:	$86,597.07
	First Year Subscription:	$15,800.00
Tyler Technologies	Quote:	$831,277.00
	Recurring Fees:	$99,976.00
	Subscription Pricing:	$263,231.00
Stolz Telecom	Quote (5-Year Cost, Including Support, Maintenance, Upgrades and Warranty)	$1,079,414.60

Upon review of the proposals, including demonstrations of the systems, the recommendation is to award the purchase to Central Square Technologies, in the amount of $640,461.36.

Fiscal Impact:

Budgeted: Y

Amount: $640,461.36
Account: 51-515-9003

Attachments:

Public Safety Software System - EPD - 10-21-22
CentralSquare Pro Suite RFP Response to Enid (OK)

BIDS OPENED OCTOBER 21, 2022

Public Safety Software System - Enid Police Department

Central Square Technologies 1000 Business Center Drive Lake Mary, FL 32746	Quote Total: First Year Maintenance First Year Subscription	$640,461.36 $86,597.07 $15,800.00
Tyler Technologies 840 West Long Lake Road Troy, Michigan 48098	Quote Total: Recurring Fees Subscription Pricing	$831,277.00 $99,976.00 $263,231.00 Annually
Stolz Telecom 6825 Camille Avenue Oklahoma City, OK 73149	Quote Total (5-Year Cost, Including Support, Maintenance, Upgrades and Warranty)	$1,079,414.60

CENTRALSQUARE



Public Safety Software System

CentralSquare Technologies
Response to Enid Police Department

October 21, 2022 4:00PM CST

Rich Smith
Account Executive
richard.smith@centralsquare.com
407.496.8806

CENTRALSQUARE

A Public Safety Software Solution

Enid Police Department
Enid, Oklahoma

Public Safety Software System

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CENTRALSQUARE

October 21, 2022

Scott Miller, Assistant Police Chief
Enid Police Department
301 West Owen K. Garriott Road
Enid, OK 73701

Dear Chief Miller,

CentralSquare Technologies (CentralSquare) is pleased to provide our response to the Enid Police Department (EPD) Public Safety Software Solution RFP.

After visiting the agency/conducting demonstrations on 11/4/21 and 1/12/22, we have a greater understanding of the EPD's main objective to replace its current Public Safety Software. We understand the EPD cares greatly about an all-in-one solution that is easy to use/train on, contains the ability to set up a backup location, has built in redaction combined with e-signature and additional needed functionality built in.

With these priorities in mind, this document proposes our CentralSquare Pro Suite solution. CentralSquare believes the public safety industry has long been underserved by technology, and has built a system to maximize configurability, usability, and security to match the unique needs of each individual agency.

CentralSquare provides a superior level of service and assumes greater responsibilities when compared to our competitors. This level of service includes, but is not limited to, complete responsibility for the CentralSquare Pro Suite appliance. By assuming this responsibility, CentralSquare maintains both the operating system software and the CentralSquare Pro Suite application software. CentralSquare's standard support and maintenance services makes the system essentially worry-free for supported agencies and their IT staff. This means CentralSquare Pro Suite customers can concentrate on the business of keeping their communities safe, knowing that all their software needs are being addressed by their trusted business partner.

At CentralSquare, we are raising the bar that defines what public safety professionals can expect of their software providers. Our developers take great lengths to ensure CentralSquare Pro Suite is cutting-edge software by using the best platforms available and continually developing forward-moving product initiatives.

This proposal is valid for six months from the due date.

CentralSquare received responses to our questions from the EPD on October 7, 2022 and hereby states that responses required by those addenda/responses are reflected in this proposal.

If we are fortunate enough to earn the EPD's business, we will stand behind our commitment to deliver the required solution and complete the project with the same zealous pledge to customer support and service that we are known for throughout the U.S.

Sincerely,

R Smith III

Rich Smith
Account Executive
richard.smith@centralsquare.com
407.496.8806

DocuSigned by:
Ron A Anderson
6769F1AD774045B...

Ron A. Anderson
Chief Revenue Officer, Interim
ronald.anderson@centralsquare.com

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Section 1. Executive Summary

Company Overview

CUSTOMER BASE AND USER CONFERENCE



Zuercher Technologies and its subsidiaries brought more than 2,030 customers in 43 states, Puerto Rico, and Spain, including more than 2,000 agencies under maintenance and support into its merger to CentralSquare. Today, CentralSquare serves over 7,650 organizations with its solutions.

CentralSquare hosts an annual conference designed to encourage CentralSquare's customers to engage with its dynamic community. Attendees explore CentralSquare's latest innovations and solutions while learning more effective, efficient uses for their software applications. This user conference provides agencies with the opportunity to hear from industry experts, share achievements, and experience the collaboration between CentralSquare staff and customers.

FORMATION OF COMPANY

The Pro Suite team is based out of the Center of Excellence in Sioux Falls, South Dakota, and has been providing public safety agencies with high-quality, powerful software since 2003. In 2018, the merger of Superion, TriTech, and Zuercher resulted in CentralSquare Technologies, LLC.

FINANCIAL AND LEGAL POSITION

CentralSquare Technologies is a large company with significant scale and a strong financial position. The company has strong profitable cash flows, expanding EBITDA margins, and increasing organic revenue growth. CentralSquare also continues to invest for additional growth. CentralSquare’s cash balance and overall financial condition also remains robust. CentralSquare has been involved in certain disputes from time to time in the ordinary course of business.

Company Executives



DAVID ZOLET, CHIEF EXECUTIVE OFFICER

David Zolet serves as CentralSquare's Chief Executive Officer (CEO). David joined CentralSquare with more than 30 years of experience working in the government technology industry. Prior to CentralSquare, David served as president and CEO of LMI, a management consulting firm with a long history of serving the federal government. Before his time at LMI, David led the North American Public Sector unit of DXC Technology (formerly CSC), which offers solutions and services to support the missions of federal, state, and local government agencies. David has a long history of experience in management, business development, engineering, strategic planning, and customer and government relations. He uses this experience to continue his passion of empowering public servants through innovation. He holds a Master of Business Administration degree from the Wharton School of the University of Pennsylvania, as well as master's and bachelor's degrees in electrical engineering from Johns Hopkins University.



TIM BOYLE, CHIEF CUSTOMER OFFICER

As Chief Customer Officer for CentralSquare, Tim leads all post-sales functions, helping our customers utilize the full scope of our products and services to ensure the long-term success of our valued customers and the communities we serve. Prior to CentralSquare, Tim served as President of Mission Critical Strategies, an advisory and technical services firm for state, local, and federal government. Earlier in his career, he held several leadership positions at Motorola Solutions, including Vice President and General Manager of the Applications and Product Solutions business. This led to the first integrated product and software roadmap within Motorola's Government Business Division, as well as the launch of Motorola's Premier One Command and Control suite of products. As Vice President and Director of Business Development, Strategy, and Marketing for Motorola's Integrated Solutions Division, Tim's leadership in shifting business culture resulted in the elimination of operational siloes and formalized business development functions within the business. Prior to Motorola, Tim was a Vice President for the public safety consulting firm, PSComm. Tim has a Bachelor of Science from the University of Maryland University College.



DARA BRENNER, CHIEF PRODUCT OFFICER

As Chief Product Officer, Dara brings more than 25 years of product leadership to CentralSquare. Before joining CentralSquare, Dara served as Vice President, Product Management at UKG/Ultimate, Equifax and ADP as well as Chief Product Officer at gr8 People. She has extensive experience as a Human Capital Management technology product leader, overseeing teams focused on innovative technologies such as search, mobile, social, user experience and analytics. Dara is known for delivering innovative and disruptive technology solutions that provide world-class customer experiences. Dara received a Master of Business Administration from Pace University, Lubin Graduate School of Business, and a Bachelor of Arts in Psychology from Boston University, College of Liberal Arts.



STEVE COVER, CHIEF TECHNOLOGY OFFICER

As Chief Technology Officer, Steve brings more than 20 years of experience to guide CentralSquare's technology strategy. Steve helps ensure customer success by driving product and customer value through an agile development methodology. Before joining CentralSquare, Steve served as the VP of Human Capital Management (HCM) Engineering at UKG, leading a 1,200-person engineering organization. In that role, Steve improved time to value 30% by streamlining engineering team workflows. Prior to UKG, Steve was the Executive VP & Principal Consultant at LeadingAgile, where he led large-scale agile development engagements for enterprise clients. Steve received a Master of Science from the Georgia Institute of Technology and a Bachelor of Science from Furman University. He holds seven U.S. patents related to mobile data, network configuration, and digital images.



SARA GRILLIOT, CHIEF FINANCIAL OFFICER

Sara Grilliot is CentralSquare's Chief Financial Officer running finance, procurement, and accounting for the entire company. Prior to joining the team, Sara was the CFO of ADP's Compliance Solutions Division where her operational transformation initiative realized more than 300 basis points of EBITDA margin expansion in one year. As VP of Investor Relations, Sara led the investor communication strategy before, during and after a highly successful spinoff, which resulted in an increase of the market cap of the combined entity by more than 15%. Before working at ADP, Sara worked for Ernst & Young. She holds a Bachelor's degree in Business Administration and MBA from the University of North Florida and earned her CPA designation in the State of Florida.



NAMITA JINDAL, CHIEF INFORMATION OFFICER

As Chief Information Officer, Namita leads CentralSquare's digital transformation, executes location strategy plans through oversight of CentralSquare's IT and facilities footprint, and guides the company's IT strategy to align with the overall long-range plan. Namita brings significant business strategy and technology expertise to CentralSquare, with nearly 20 years in driving operational excellence and productivity. Before joining CentralSquare, Namita served as the CIO for the Automation Business Entity at Honeywell, Inc. She has extensive experience aligning business objectives with effective IT strategies, leading digital operations and transformation projects. Namita has a bachelor's degree in Computer Science & Engineering and a master's in Business Administration with a specialization in Executive Management.



RON A. ANDERSON, INTERIM CHIEF REVENUE OFFICER

As Interim Chief Revenue Officer, Ron leads CentralSquare's Sales and Marketing functions. Ron joined CentralSquare in 2007 as a product consultant and has empowered customers through sales since 2009. Prior to joining CentralSquare, Ron served in public safety for 10 years. Ron holds a B.A. in Criminology/Criminal Justice from Florida State University.



BARRY MEDITZ, GENERAL COUNSEL AND CORPORATE SECRETARY

As General Counsel and Corporate Secretary, Barry is a senior executive with more than 15 years' experience advising leadership teams of public and privately held global businesses during periods of rapid industry and regulatory change. Barry's previous experience includes having served as General Counsel and Corporate Secretary of Rubicon Global, Senior Vice President and General Counsel and Company Secretary of Recall Holdings Ltd. Barry was Senior Legal Counsel at Motorola, Inc. (NYSE:MOT), Trademark Licensing Counsel at The Coca-Cola Company (NYSE:KO), and he began his legal career as an associate at Perkins Coie LLP. Barry earned his B.A. with distinction in History and Political Science from the University of Wisconsin-Madison, and his J.D. from The Emory University School of Law where he was elected to the Order of Barristers. He is a member of the Georgia, Illinois and District of Columbia Bar Associations, and a member of the Board of Directors of the Society for Corporate Governance.



NATALIE STUTE, CHIEF HUMAN RESOURCES OFFICER

As Chief Human Resources Officer, Natalie plays a major role in building a more inclusive and collaborative culture at CentralSquare. Natalie brings over twenty years of human resources leadership to the team. She served as CHRO at Gainwell Technologies and has led successful human resources programs across several industries with diverse business models. Highlights include restructuring bonus plans at all levels to incentivize top performers, creating employee policies that streamline workflows, and developing benefit plans that improve employee satisfaction while delivering significant savings. Natalie holds a bachelor's degree in Psychology from Florida A&M University in Tallahassee, FL, and a master's degree in Human Resources Industrial Relations from the University of Minnesota.



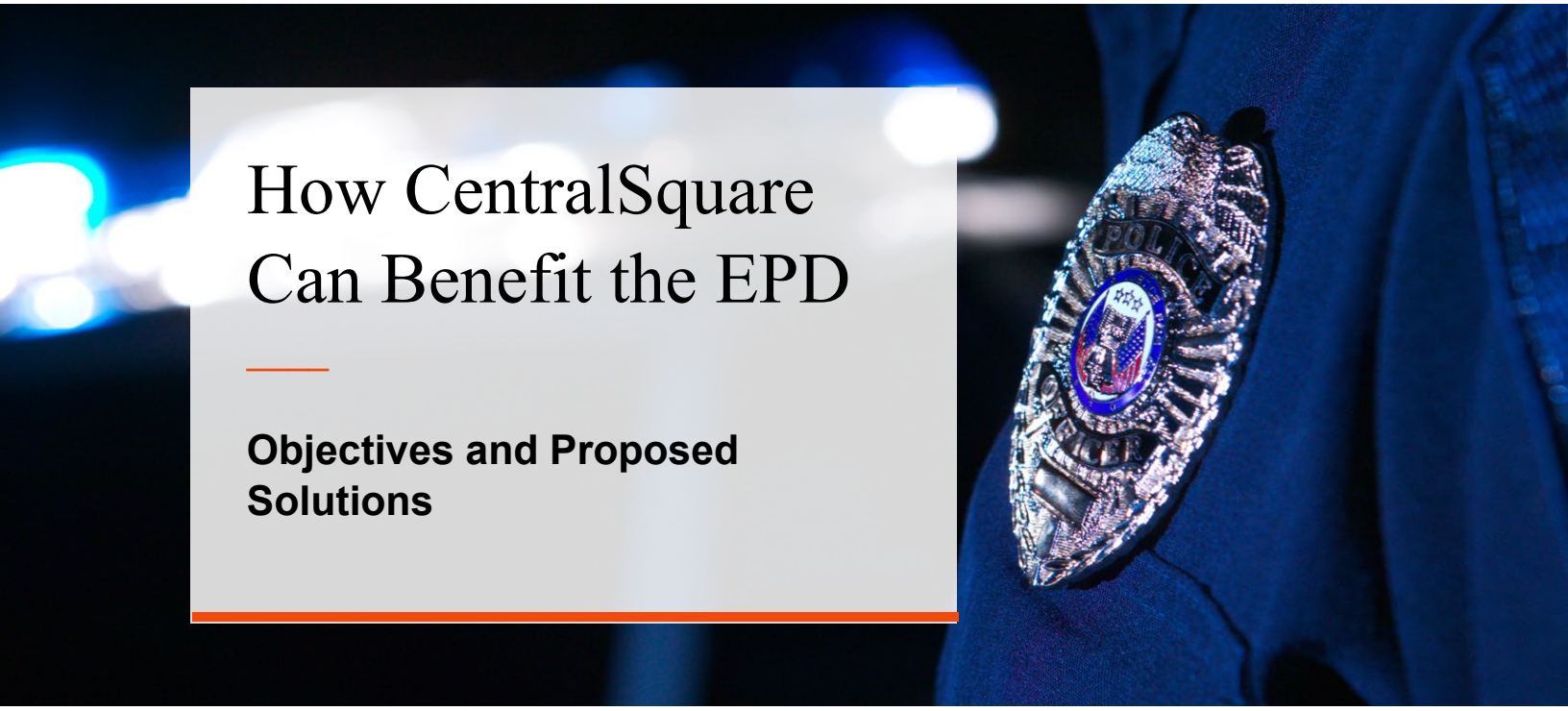
TROY SAUNDERS, CHIEF INFORMATION SECURITY OFFICER

As Chief Information Security Officer, Troy brings 20 years of experience in IT, Security, and Audit, to CentralSquare. He is passionate about risk reduction and being an agent for actionable change. Prior to this role, Troy led an Information Security audit team for SunGard Financial Systems, a global provider of Finance and Public Sector software. Most recently as director of Security at CentralSquare, Troy's leadership and cross-functional collaboration resulted in the foundation of CentralSquare's Security department and established a culture of Security at CentralSquare. Troy has a BSc. in Computer Engineering and holds the following certifications: Certified Information Systems Security Professional (CISSP), Certified Risk and Information System Control (CRISC), and Offensive Security Certified Professional (OSCP).



WESTON HELMS, VICE PRESIDENT OF CORPORATE DEVELOPMENT

As Vice President of Corporate Development, Weston is future-focused and helps drive CentralSquare growth strategy by leading its merger and acquisition (M&A) and joint-venture opportunities. Weston works closely with the Executive Leadership Team to solidify CentralSquare's market position and advance in new markets to accelerate the company's mission and streamline acquisition integrations. Before joining CentralSquare, Weston served as Vice President and Lead of Wolf Den Associates' Transaction Advisory practice where he led clients through complex aerospace, defense, and government services and technology acquisitions, divestitures, M&A strategy, and post-merger integration efforts. Prior to Wolf Den, he was an integral member of Corporate Development at CSRA, sourcing and executing mergers, acquisitions, divestitures, joint-ventures, and strategic initiatives; resulting in over $10B in completed M&A transactions. Weston holds a Bachelor of Business Administration in Finance from Southern Methodist University.



How CentralSquare Can Benefit the EPD

Objectives and Proposed Solutions

After previous conversations with the EPD and a thorough review of the RFP requirements, CentralSquare understands that the EPD desires a contemporary, completely integrated solution that is one application, with one database, provided by one vendor, all maintained under our agreement. Below are some areas of functionality that CentralSquare understands are especially important to the EPD to have in a new software system:

Improve Operational Efficiency with a One Application, One Database Solution
CentralSquare Pro Suite is a one application, one database platform that provides the same look and feel regardless of the application. This allows all data to be accessed, used, researched, and reported on within a single function. Not only does this reduce redundancy in the master name database, it also reduces CAD Call for Service (CFS) entry time and Records report writing time by allowing users to use information that is already within Pro Suite.

Meet the Changing Demands with a Highly Configurable System
Lists, workflows, layouts, reports—everything can be tailored to the dynamic needs of the Enid PD, allowing you to keep the parts of your processes that work and replace the ones that change over time. Menus and predefined lists can be set up to use Enid PD's terminology, and detailed permissions can be defined for individual users and groups.

Receive Unparalleled Maintenance and Support at No Additional Cost
CentralSquare's Pro Suite software has been proven by its public safety partners for over 18 years, including cities and counties in Oklahoma. CentralSquare embraces more responsibility than any other vendor, including 100% of maintenance, support, and upgrades of the Pro Suite server, operating system, and Pro Suite software if an agency stays current with its annual maintenance and support agreement.

To provide the EPD with a solution that fulfills the desired functionality described above, CentralSquare is proposing CentralSquare Pro Suite as well as several interfaces to third-party systems desired by the EPD. CentralSquare is confident that its ability to understand and fulfill the EPD's needs will be apparent throughout this response.



CentralSquare Mission and Purpose

Building safer and smarter communities through software is CentralSquare's' mission and passion. CentralSquare Pro Suite was built from the ground up and is continually developed to meet the ever-changing needs of public safety professionals. To achieve this goal, CentralSquare has adopted the multi-faceted strategy detailed below:

- Keeping Usability a Priority
- Working with Experts in the Industry
- Developing and Maintaining High Standards
- Committing to Research and Development
- Recruiting Technical, High-Quality Staff

CentralSquare is an industry leader in public safety and public administration software, serving over 8,000 organizations from the largest metropolitan cities to counties and towns of every size across North America. Its technology platform provides solutions for public safety, including 911, computer-aided dispatch, records management, mobile, citations, evidence management, and corrections. For public administration agencies, CentralSquare provides software for finance, human capital management, payroll, utility billing, citizen engagement, asset management, regulatory compliance, and community development. CentralSquare's headquarters is located in Lake Mary, Florida. Highly skilled employees also operate out of Centers of Excellence in the following locations: Greensboro, NC; Sioux Falls, SD; Castle Hayne, NC; and Kelowna, BC. CentralSquare's broad, unified, and agile software suite serves three in four citizens across North America.



Software Designed for the Way You Work

CentralSquare has worked tirelessly to improve and expand Pro Suite into the best in class solution it is today. CentralSquare believes it can meet and exceed, the EPD's needs with its unique solution. CentralSquare Pro Suite is a truly integrated public safety software solution comprising Records, CAD, Jail, Civil, Mapping, Mobile, and more.

The benefits of CentralSquare's Pro Suite are extensive and will be highlighted throughout this response. Below are the main areas where CentralSquare and Pro Suite deliver a number of benefits to the agencies that use its products and services.

STABILITY

CentralSquare and Pro Suite are a very stable investment, allowing the EPD to improve efficiencies as well as reduce unwanted data entry, down time, and overall frustration. Supporting and providing stability for the system is the powerful SQL-compliant relational database management system. It is Oracle-like, extensible, and does not require licensing fees. CentralSquare has seen consistent growth in clients and functionality year after year, ensuring that the foundation is set for growth to continue well into the future.

PERFORMANCE

CentralSquare Pro Suite clients typically measure performance by configurability and workflow of products around the way that they do business, and through the ease of system use.

CONFIGURATION AND WORKFLOW

- Hundreds of configuration options allow system administrators to set up the system and desired workflow
- Agencies can ensure that their policies and procedures are effectively standardized, implemented, followed, and managed
- Agencies can identify areas to increase efficiencies and easily make those updates
- Agencies determine, configure, and manage who (individuals and/or groups) can access the system
- Combinations of access rights (adding, editing, deleting, printing, and/or viewing information) are available
- CentralSquare staff are available to help configure the entire system according to an agency's workflow needs

EASE OF USE

- Extensive logic walks end users through filling out the right information, at the right time, at the right place, in the right order, keeping processes consistent
- Eliminates guesswork, unnecessary fields, and multiple tabs

"This is very, very powerful software. We looked at a number of systems before committing to the CentralSquare Pro Suite system, and this provided not only the best value, but the best features of the competitors we looked at."

- Sheriff Travis Hutchinson,
Wayne County Sheriff's Office, OH

CENTRAL SQUARE GIVES BACK

“We don’t just *support* local communities. We’re a *part* of them.”

---David Zolet, CEO of Central Square Technologies

For years, CentralSquare has donated to charitable and non-profit organizations across North America. Central Square believes in supporting the communities it serves. Sponsorships include:

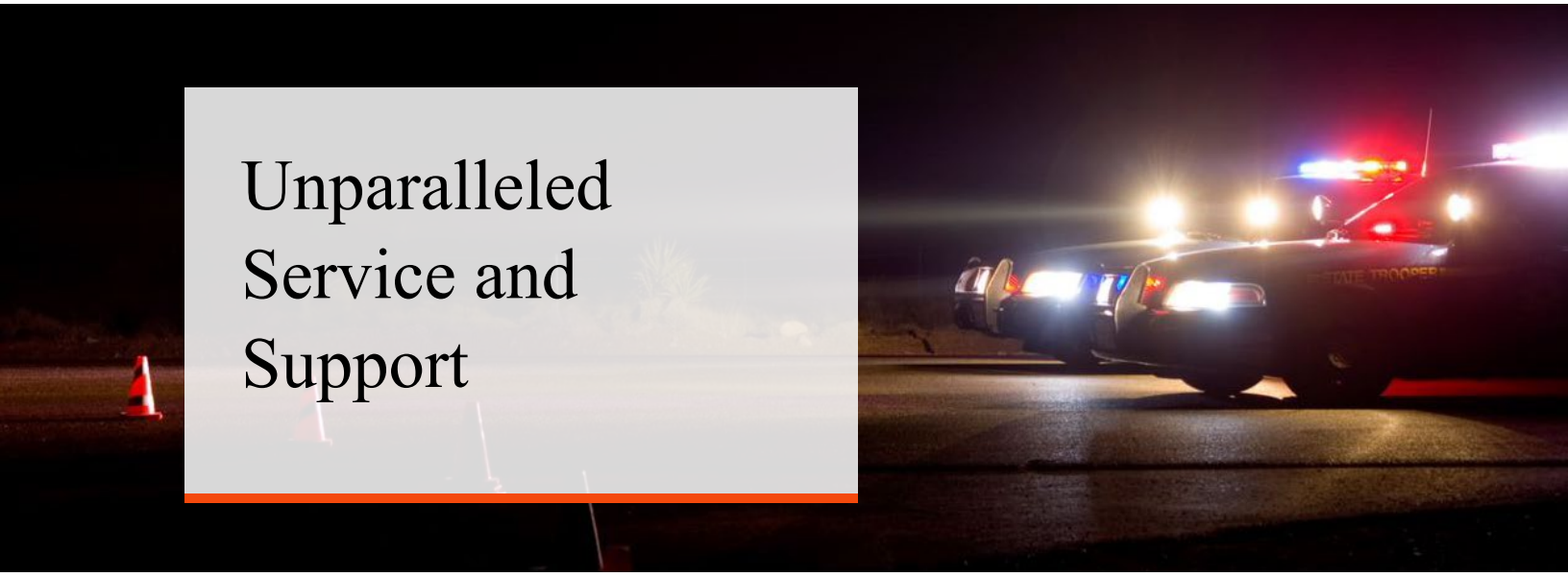
- The National Law Enforcement Museum and Memorial, and their work in mental health resources for law enforcement
- Efforts in Boulder, CO, after the recent devastating wildfires
- More than $100,000 to community organizations, including relief efforts through the World Central Kitchen for communities in Louisiana after Hurricane Ida, and British Columbia in the aftermath of extreme weather and flooding

CentralSquare has established the CentralSquare Technologies Foundation, a non-profit charitable organization to support non-profit organizations that:

- Advance safer, smarter, more connected communities
- Aid dedicated public servants and their families

Further, CentralSquare employees receive 40 hours of paid volunteering time every year so they can spend time supporting their communities during normal working hours.

“Our people are proud to serve their communities.”



Unparalleled Service and Support

Without unparalleled support and service, CentralSquare would not be able to boast an unmatched client retention rate since its founding. CentralSquare Technologies provides more maintenance and support services than other public safety software vendors, including full responsibility for the server software and hardware for as long as an agency stays current with its annual maintenance and support agreement.

24 X 7 X 365 SUPPORT

CentralSquare Technologies knows that clients use their software all hours of the day, which is why clients can call the toll-free support line at any time. Questions or issues can also be reported via email. Even if it is just a simple “how-to” question, support representatives are ready to assist.

Every call received is entered into a tracking system and assigned a number to ensure that no concern goes unnoticed. Response times are monitored so issues are resolved as quickly as possible. All critical issues are given the highest importance ranking, and the CentralSquare Technologies development team devotes their attention immediately to the matter until it is resolved.

REMOTE SERVICES

CentralSquare Technologies utilizes a CJIS-compliant, remote support solution that can securely and effortlessly address many common support issues for customers. Through this solution, CentralSquare’s skilled support team carefully navigates users to resolution or has the ability to access the EPD’s Pro Suite server to expertly diagnose any remaining issues.

TRACKING CONCERNS

CentralSquare Technologies believes transparency is very important when it comes to support of the Pro Suite software. The support center has a web-based portal where agencies can view the status of all their calls and support requests.

FULL SYSTEM BACKUPS

Rather than requiring a manual backup of data or a scheduled download of the entire system, the Pro Suite solution uses an automatic rolling back-up process. Any changes or additions made to CentralSquare Pro Suite software are constantly streamed to the agency's warm standby server, an off-site storage facility, or both. Because the data flow is a constant stream, lower bandwidth is required in comparison to a large file transfer. This ensures that data backups are done without compromising system performance. The data stored on the warm standby server or off-site storage facility is never more than a few minutes old, so in the event of a power failure or another unforeseen disaster, the Pro Suite system and data will still be accessible.

SERVER MANAGEMENT

The servers that Pro Suite uses can be completely maintained on an agency's premises by the CentralSquare Technologies staff as part of the annual maintenance fees. These servers are constantly monitored for performance levels and network load. All upgrades to hardware, such as additional disk space, are handled by CentralSquare Technologies. This makes the system essentially worry-free for agencies and their IT staff.

SOFTWARE UPDATES

CentralSquare Technologies cares deeply about clients' needs and challenges. Client insights help to plan innovative, proven solutions for the ever-changing needs of public safety professionals.

The Pro Suite's annual maintenance agreement includes regular software updates that encompass feature enhancements. Patches are provided as needed with no agency intervention. Clients receive a greater return on investment because of CentralSquare Technologies' commitment to continually improve its public safety software.

Software updates are performed using an advanced process that makes client updates completely automatic with no assistance from agency IT staff. Support representatives contact each agency as software updates are released to schedule them and assist the agencies in taking advantage of new features. This ensures that every agency continues to get the most from what the Pro Suite offers.

NEW FEATURE TRAINING

CentralSquare Technologies' trainers and support representatives frequently hold web-based meetings. These meetings introduce system administrators or other agency personnel to new features and configuration options and how they can benefit each individual agency. This service is offered as part of the on-going maintenance and is free of charge.

RESEARCH AND DEVELOPMENT

CentralSquare Technologies believes that public safety software should keep pace with changes in the public safety environment as well as with advances in technology. Because of this, a significant portion of revenue each year is invested in research and development. The Pro Suite is constantly expanding and improving. Each feature addition broadens the functionality and configurability of the Pro Suite and to help its users do their jobs even more efficiently.

CUSTOMER SUCCESS

CentralSquare continues to innovate – in its products, its delivery, and its support methodology. One of the most significant initiatives targets customer success. CentralSquare's goal remains 100% customer satisfaction, 100% of the time, from successful Go Live through ongoing use of the solutions. During the last 12 months, CentralSquare grew its support team by 33%. CentralSquare recruited high caliber team members with significant experience, supporting software solutions for public sector users. In addition to training new team members, CentralSquare implemented new avenues for keeping its seasoned specialists performing at peak effectiveness to support customers. This includes working with developers and product documentation specialists, getting coaching from trainers, and asking for feedback from customers.

Other key factors in CentralSquare's Customer Success initiative include:

- Launching Tiered Support Structure, using a streamlined team focused on swift case resolution.
- Expanding database of online help and knowledge base articles available for customers to self-serve. Online help includes video walk-throughs, screenshots, and more.
- Updating Customer Support Portal with more user-requested features and superior functionality. More features continue to be added.
- Establishing a shorter cadence for review of Support Processes and Procedures, with the ultimate goal being "quick and easy resolution" from every customer's perspective.

"Over the past three and a half years, we've had absolutely zero complaints with the service and support we've received from CentralSquare. We do business with hundreds of companies and CentralSquare may be the only company that we work with that we never have issues with."

- Sheriff Stephen McCain,
Grant Parish Sheriff's Office, LA

EPD Reference and Experience

The Pro Suite has been implemented at over 600 agencies across the country. The references on the following pages provide a cross-section of clients with needs similar to that of the EPD.



Mustang Police Department

OKLAHOMA

Mustang is located along the historic Chisholm Trail, with quick and convenient access to the Oklahoma City Metro area. Mustang has a population of nearly 22,000 and is one of the youngest and fastest growing communities in Oklahoma.

The Mustang Police Department is committed to providing the best possible services to its citizens and serves the Mustang Community with a mission of “Serving with Honor, Integrity, and Professionalism”.

CLIENT SPECIFIC INFORMATION

Sworn Officers: 20
Jail Beds: 6
CAD Dispatch Seats: 2
Annual Calls for Service: Unavailable

DESCRIPTION OF WORK/SERVICES PROVIDED
Records, Field Ops, CAD, Jail, Mapping, AVL, Mobile, Administration Pro.

ADDRESS
650 E State Highway 153
Mustang, OK 73064

CONTACT PERSON
Dylan Wilson, Lieutenant

EMAIL ADDRESS
dwilson@cityofmustang.org

TELEPHONE
405.436.7085

Customer Since
September 2017



Bedford Police Department

TEXAS

Bedford is in northeast Tarrant County, located between Dallas and Fort Worth. Because of its location, the city is considered a suburb of both larger cities.

The Bedford Police Department believes in the dignity and worth of all people, and they are committed to providing high quality, community-oriented policing services with sensitivity, protecting constitutional rights and providing leadership for the police profession.

The Bedford Police Department comprises the following divisions:

- **Administration:** oversees all aspects of the Police Department
- **Animal Control Services:** provides care for stray and adoptable animals
- **Criminal Investigations:** investigates all reported offenses in the City of Bedford
- **Community Services:** engages residents and coordinates community programs
- **Records and Property:** helps the public obtain police records and alarm permits as well as assists with the property release process
- **Training and Recruiting:** coordinates training opportunities for police personnel and recruits well-qualified individuals for open positions within the department
- **Uniformed Services:** responds to calls for police service in the City of Bedford

CLIENT SPECIFIC INFORMATION

Call Takers/Dispatchers: 4
Sworn Officers: 82
Mobile Units: 31
Annual Calls for Service: 3,000
Population Served: 49,500

DESCRIPTION OF WORK/SERVICES PROVIDED
CentralSquare Administration, CAD, Jail (Short Term Holding), AVL, AVL Playback, Mapping, Mobile (AVL, CAD, Mapping, Records), Personnel, Records, and Reporting Pro with Field Ops

ADDRESS
2121 L Don Dodson Drive, Bedford, TX 76021

CONTACT PERSON
Debbie Carlisle, Technical Services Manager

EMAIL ADDRESS
debbie.carlisle@bedfordtx.gov

TELEPHONE
817.952.2176

Customer Since
November 2018



Blue Springs Police Department

MISSOURI

With a population of nearly 59,000, Blue Springs is located 20 miles from Downtown Kansas City and boasts an average population growth of 1.5% per year.

The Blue Springs Police Department's mission is to provide the highest quality of police services to their community by promoting a safe environment through police and citizen interaction, with an emphasis on:

- Integrity
- Fairness
- Professionalism

CLIENT SPECIFIC INFORMATION

Sworn Officers:102
Mobile Units: 40
Annual Calls for Service: 46,348

DESCRIPTION OF WORK/SERVICES PROVIDED
Administration, CAD, Field Ops, Financial, Jail, Mapping, AVL/AVL Playback, Mobile, Personnel, Portal, Citizen Reporting, Accident Reporting, eCitations, Records, and Reporting Pro.

ADDRESS
903 West Main Street
Blue Springs, MO 64015

CONTACT PERSON
Bob Muenz, Chief

EMAIL ADDRESS
bmuenz@bluespringsgov.com

TELEPHONE
816.228.0171

Customer Since
September 1998



Rolla Police Department

MISSOURI

Rolla is located in central Missouri and is the county seat of Phelps County. The city is home to 20,000 residents and the Missouri University of Science and Technology.

The Rolla Police Department is comprised of over 60 men and women who share the same passion and dedication in ensuring that the City of Rolla continues to be a safe and secure place to live, work, and play. The department is committed to the idea of supporting the three pillars of their community: Employees, Citizens, and Departmental Professionalism.

The Rolla Police Department is part of a multi-agency installation that includes Phelps County Sheriff Office, St. James Police Department, Missouri S&T Police Department, Rolla City Fire Department, Rolla Rural Fire Department, Phelps County Ambulance, and the St. James Ambulance.

CLIENT SPECIFIC INFORMATION

Sworn Officers: 32
Annual Calls for Service: 34,373
Population Served: 19,876

DESCRIPTION OF WORK/SERVICES PROVIDED
CentralSquare Administration, CAD, Mapping, AVL, Mobile, Personnel, Jail, Civil, Financial, Records, and Reporting Pro with Field Ops

ADDRESS
1007 North Elm Street, Rolla, MO 65401

CONTACT PERSON
Stacey Smith, Communications Chief of Police

EMAIL ADDRESS
ssmith@rollacity.org

TELEPHONE
573.308.1213

CLIENT SINCE
2019



Acadia Parish Sheriff

LOUISIANA

Acadia Parish was established October 2, 1886 and is located along the I-10 corridor. Acadia Parish Sheriff's Office mission is to provide responsible, effective and efficient law enforcement services with integrity and fairness to all citizens of Acadia Parish. It is also the mission of this Office to be fiscally responsible, to keep its citizens abreast of matters affecting their safety, cooperating with the media, continuing education of Deputies, implementation of modern technology, and cooperation with local, state and federal agencies in matters of mutual interest.

CLIENT SPECIFIC INFORMATION

Sworn Officers: 105
Annual Calls for Service:12,055
Population Served: 57,576

DESCRIPTION OF WORK/SERVICES PROVIDED
Records, Jail Advanced, Jail Extend, Mobile, Administration, Civil, Financial, Personnel, Field Ops, and Community Data Platform Pro.

ADDRESS
1037 Capitol Avenue
Crowley, LA 70526

CONTACT PERSON
Bryon Myers, Lieutenant

EMAIL ADDRESS
bryon@apso.org

TELEPHONE
337.788.8789

Client Since
2020



Section 2. Software Overview

INNOVATIVE TECHNOLOGY

With threats to public safety increasing, the Pro Suite helps agencies leverage innovative technology for the fastest multi-agency, multi-discipline, and multi-jurisdiction response with the most efficient and effective resource utilization capabilities. With one unified system to cover more agency responsibilities across departments, agency staff is able to spend less time entering and retrieving information. The managed server model also means less time spent on IT. Agencies are able to configure the Pro Suite software to adapt to their evolving needs. With more automation and better use of data that provides the right information where it is needed, agencies are better informed, make better decisions, and are better equipped to accomplish their mission.

- The managed server system provides reliable system backups, eliminates risk of unexpected repair, ensures servers are monitored, and provides unparalleled uptime.
- The system uses one universal application and is integrated from end-to-end.
- Data is shared seamlessly across the system with one shared master index for names, addresses, phone numbers, and vehicles.
- The enhanced field operations keep responders better informed.
- The system evolves with changes in agency policing, responsibilities, organizational structure, technology, business practices, and community needs.

AGENCIES USING CENTRALSQUARE PUBLIC SAFETY SUITE PRO HAVE REDUCED:



TIME SPENT ENTERING DATA BY OVER 50%



PAPER-BASED FORMS BY UP TO 80%



TIME SPENT ON RMS PROCESS BY 60%



ONGOING SYSTEM MAINTENANCE COSTS BY 60%

Base Functionality

A MODERN OPTION

The fundamental difference between the Pro Suite and offerings from other vendors is that CentralSquare Pro is **one** application with **one** database from **one** vendor.

Where other vendors have a suite of products that are integrated or interfaced together, CentralSquare Technologies' is not; it is one application. Other vendors typically have multiple applications, which are different from each other. They are separate applications that typically run on separate servers and then parts of each application are connected via interfaces or message switches.

This type of software architecture has many moving parts, multiple servers, multiple administrators, and end-user consoles and does not store all the data in one location. This tends to make those systems more expensive to purchase and maintain, harder to set up, and more difficult to use.

The Pro Suite is a fully integrated public safety software system comprised of Administration, CAD, Records, Mapping, Mobile CAD and Records, and more.

BUILT WITH EVERY USER IN MIND

Key alerts and information can be displayed on the user's dashboard upon log in. Dashboards can be configured differently for each employee, or administrators may set up standard dashboard templates for use throughout the agency. Contextual menus provide links to actions that users are likely to use next. Where appropriate, the system employs contextual wizards to guide users through a series of related tasks that need to be performed in a specified sequence. Known data is automatically populated to minimize duplicate data entry. Messages can be sent to other system individuals or predefined groups and may include active links to data records stored in the system.

ONE DATABASE DESIGNED FOR ACCESSIBILITY

Master name, address, and vehicle indices allow for easy searching and linking of records. The master record includes all known data, as well as a complete history list displaying every record in the system it has been related to: dispatch incidents, case involvements, citations, civil processes, warrants, inmate records, and much more. Each associated record is only a click away from the master record, regardless of the module that record is accessed from. All personnel can easily view the alerts/warnings on names, addresses, and vehicles. Related records (such as additional case reports, warrants, and field identifications) are a click away. Just about any data in the system can be exported to a PDF, sent to an email, or printed out.

CENTRALSQUARE TECHNOLOGIES



OTHER VENDORS



CONFIGURABLE FOR EVERY AGENCY'S NEEDS

Lists, workflows, layouts, reports—everything can be tailored to the needs of a specific agency, allowing an agency to keep the parts of its processes that work and replace the ones that need help. Menus and predefined lists can be set up to use the agency's terminology. Very detailed permissions can be defined for individual users and groups. The system also generates permission audit reports to show a user's type and level of access to each uniquely managed form, module, or product. Authentication can be tied into Active Directory or another LDAP service to simplify user access management.

Administration (Core)

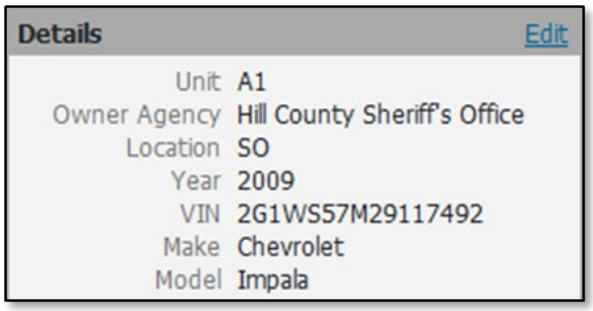
SMOOTHER OPERATION FOR EVERY AGENCY

Administration applies Pro Suite's efficiency and organization to the management of internal agency processes. It enables users to perform administrative tasks such as equipment tracking, fleet management, and service dog management in the same system used to manage all other agency operations. As a result, records can be linked to each other and all of the data can be accessed for statistical reports.

BENEFITS AND FEATURES

- **A Living Policy Manual:** An agency-specific policy manual can be set up and maintained within the system. Users are automatically notified of additions or updates to content and administrators can keep track of which employees have actually reviewed those changes, saving valuable time. Mobile users can access the manual from the field.
- **Track Inventory and Equipment:** Inventory is logged by location, quantity, and status. Requests for new items may also be included when stocks run low. Details such as purchase dates, amounts, conditions, serial numbers, and equipment assignments can be tracked to ensure accuracy in inventories. Purchase requests can be entered by users and approved or rejected by agency administrators. These easy-to-use tools aid agencies in keeping accurate records and ensure timely ordering of supplies, saving time and guaranteeing that employees have the items they need, when they need them.

Breed	Purpose	Rabies Tag Number	Assigned Handler
Belgian Malinois	Narcotics	12783	Martin, Mark
French Bulldog	Apprehension	12198	Butler, Amanda
Bloodhound	Tracking	28999	Washington, Brian
Belgian Malinois	Narcotics	28907	Jones, Brandon
Belgian Malinois	Explosive	28093	Williams, Rebecca



- **Manage the Fleet:** Agency vehicles can be tied to the personnel, personnel groups, and the equipment assigned to them. Fuel usage and maintenance actions can be logged. Preventive maintenance (oil changes, tire changes, etc.) can also be scheduled based on mileage or time-based events. These scheduled events can then send an alert via email or in-Suite messaging to configured users, notifying them that service is needed. Statistical information exposed to CentralSquare Reporting Pro allows the agency to calculate data, such as fuel efficiency levels or average fuel costs in specific a time period.
- **Keep Track of Service Dogs:** Users can manage and track dogs, including a full log of their training and other activities, such as certifications, vaccinations, and medical checkups. Dogs can be assigned to their handlers within the system, allowing those users to take point on tracking information for their dog while agency administrators oversee the entire process. Information logged on each dog can be exported via the Pro Suite's built-in report generator, making it easy for agencies to pull statistics on deployments or training hours.

CAD (Core + Advanced)

DISPATCH MADE EASY

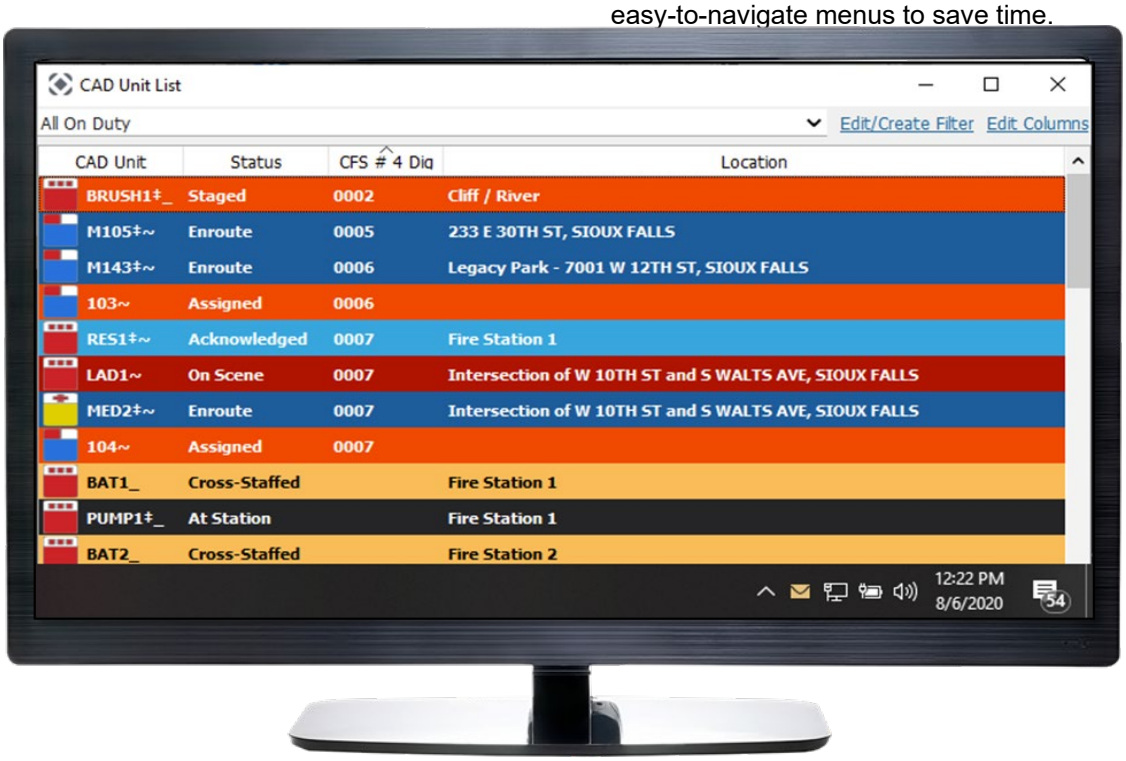
CAD is a configurable and easy-to-use computer-aided dispatch system. It works in multi-jurisdictional environments and can be set up either as a standalone product or in conjunction with the rest of the Pro Suite for a comprehensive, tightly integrated solution. CAD was built with the time-critical nature of communications centers in mind, every feature designed to increase efficiency and reduce response time. Integrated mapping enables quick unit recommendations and responses.

Configurable, color-coded displays provide users with at-a-glance access to the unit and incident information they care about most. Users can quickly enter data and dispatch units. Staying current with developing situations via real-time call updates and system-wide alerts associated with people, vehicles, and addresses ensures officer safety. Detailed logs assist with analyzing response times, helping dispatchers stay on top of what is happening.

BUILT WITH FLEXIBILITY IN MIND

Everything from the incident code list to priority-based alarm times and beat plans can be configured for the agency. Many fields and features can be turned on or off to fit each agency's procedures. CAD can also be configured for a call-taker or dispatcher workflow. Police, fire, and EMS can all be dispatched and managed from the system. The system also allows each dispatcher or group of dispatchers to set up views, which allow them to focus on the units and calls for which they are responsible.

A fully customizable list of commands allows for any number of different commands to be built based on an agency's needs/protocols. Each command includes the required fields in the specified sequence, eliminating the need for users to memorize codes, the correct order of information for each command, or any unique command line formatting requirements. Easily configurable customization lets dispatchers use tools such as drag-and-drop dispatching and easy-to-navigate menus to save time.



TIGHT MAPPING INTEGRATION

Integration with CentralSquare Mapping Pro provides such features as 911 call plotting, CFS creation from the map, updating unit status/location from the map, and advanced address verification. Calls for service entered into CAD automatically plot on the map when a plottable address is entered, and those icons identify the same information as CAD, such as event type and priority level. Calls for service will blink on the map if an inactivity alarm goes off, ensuring that incidents receive prompt attention. GIS and AVL data power quickest path unit recommendations, allowing for the most efficient dispatching possible.

MANAGE TOW ROTATIONS, BULLETINS, AND ALARM BILLING

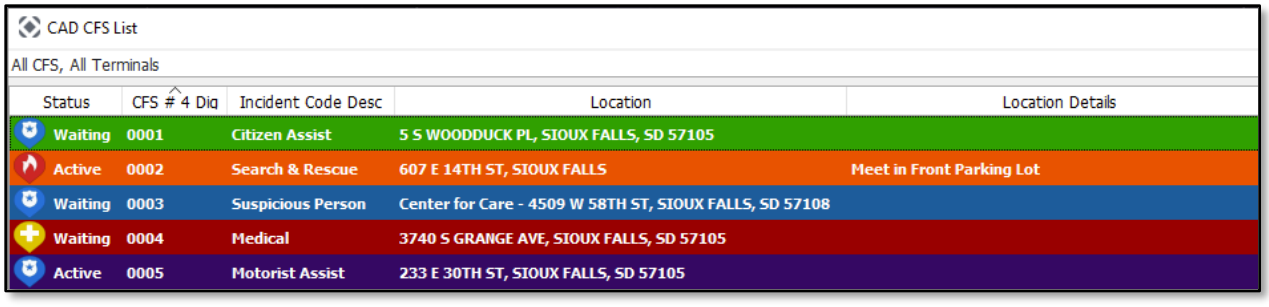
All tow calls may be tracked in the system, including the responses (no answer or not available) and the locations of the vehicles that were towed. In addition, the system supports automatically rotating operator schedules to ensure that towing opportunities are distributed evenly across available operators. Alarm billing allows dispatchers to keep track of alarm calls and apply rules with regard to the number of false alarms allowed before the premise is charged. Bulletins allow groups of users, both mobile and desktop, to be quickly notified of BOLOs and other special instructions. Bulletin alerts can be created automatically based on triggering events, such as NCIC hits or location alerts. Bulletins can be linked to a name, vehicle, or address on the master database, generating an alert and flagging the record for all users.

COMMUNICATE AND NOTIFY

CentralSquare CAD Pro's integrated paging solution allows agencies to notify users of pertinent information. Paging can be triggered manually or can be configured to occur automatically on selected events or in relation to specific incident codes. The messages include automatic text blocks such as incident type, address, call details, or responding units, and can be sent to responders as email or SMS text message. An integrated instant messaging system allows dispatchers to quickly communicate with other dispatchers, other users, and even the units in the field. Messaging can be coupled with CentralSquare Mobile CAD Pro to deliver fully silent dispatches in situations where radio usage would negatively impact the situation.

OFFICER SAFETY IS THE PRIORITY

Name, vehicle, and location alerts allow dispatchers and field officers alike to quickly and easily see when a record has been flagged with an alert, providing notification for officer safety reasons, warrant activity, HAZMAT, or other site-related danger warnings. CAD unit alarms provide both visible and audible alerts when it is time to perform status checks.



Mapping (Core)

AN EFFICIENT, FLEXIBLE MAPPING SOLUTION

Mapping is built on Esri-compatible mapping components and is tightly integrated with CAD. Many dispatch functions are available on the mapping screen, including commands which can be issued by clicking on a unit. The Mapping screen includes an active incident display and unit display with AVL functionality, routing, and unit status alerts. Mapping includes geospatial search and geospatial identification of correct emergency service numbers (ESN) for Phase II calls. Users can select which map layers to display, giving them the information needed at that point in time. Mapping can also be used to plot markers such as roadblocks, burn notices, or past incidents.

EMPOWER AND INFORM EVERY DISPATCHER

Users can rapidly issue mapping, routing, and dispatch commands from the keyboard via the CAD command line. Calls for service blink on the map if an inactivity alarm goes off, ensuring that incidents receive prompt attention. Users can search the map quickly, utilizing names and telephone numbers, or search for map objects like 911 calls, active CFS, units, and map layers. These tools give dispatchers the information needed, when its needed. With a simple click on any map location, the system will show more information: ESN, county, postal zone, coordinates, nearest intersection, nearest address, and detailed CFS information.



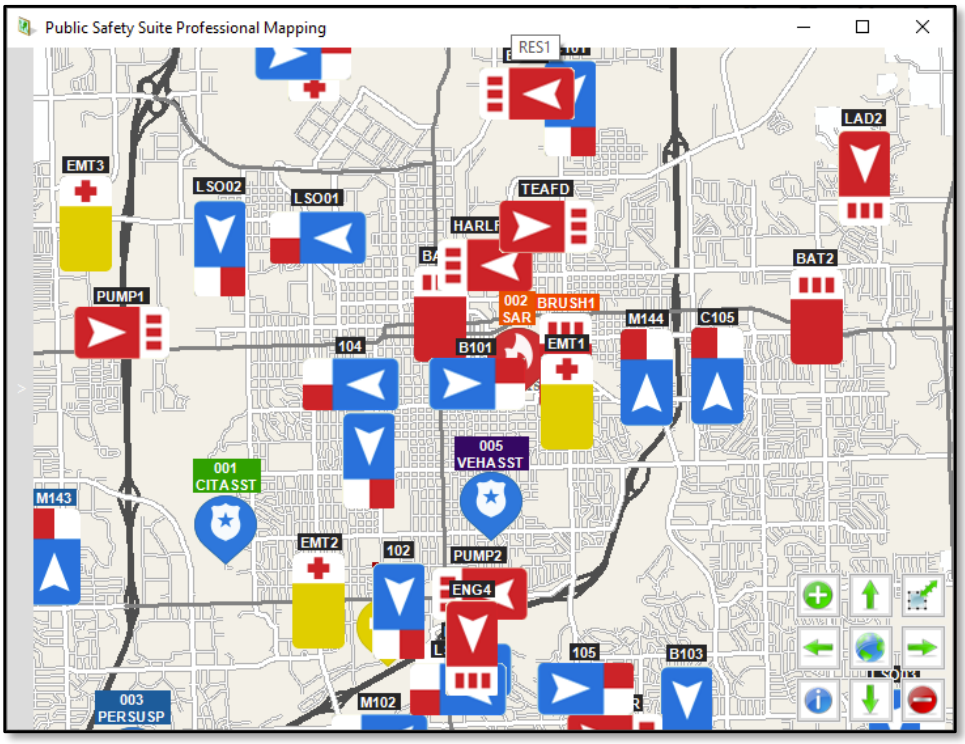
A POWERFUL SERVER-BASED OPTION

The inclusion of the GIS server means that much of the work of Mapping is performed on the server, rather than on the user's workstation, allowing map calculations to occur more quickly and efficiently. In addition, the GIS server provides advanced address verifications, ensuring that dispatchers who cover areas with multiple roads that have the same names will be able to distinguish clearly between them for dispatch. Unit recommendations (CAD) and address verifications (throughout CentralSquare Public Safety Suite Pro) can be performed without having the actual map open on the client workstation. The GIS server can even perform closest-unit recommendations for a verified address when installed in conjunction with AVL Pro.

Automatic Vehicle Location (AVL) and AVL Playback

GPS DATA MAKES MAPPING MORE POWERFUL

AVL allows agency personnel to keep track of the locations of vehicles in real-time. Often used for both law enforcement and emergency services, this allows both field personnel and those back at the office or station to know where mobile units are without needing to constantly contact the units via radio or other means.



PROVIDE GREATER ACCOUNTABILITY

AVL Playback gives agencies the ability to look back at the details of a call for service or a responder's movement when needed. This tool makes it possible for authorized users to handle complaints, train for situational awareness, review patrol tactics, or analyze response times.

CONFIGURABLE AND USER FRIENDLY

With AVL Playback, agencies have the ability to set permissions according to their specific needs. Playback settings can be determined by time span, specified unit(s), or calls for service. The units are displayed with arrows showing direction of travel, and play speed can be reduced or paused at any time. The optional AVL footprint shows full line of travel for set parameters and results can be printed or exported to a Microsoft Excel file, allowing agencies to use AVL Playback data in the courtroom when they need to prove the location of an officer during a given incident.

Jail (Short-Term Holding)

TRACK EVERY DETAIL

Short-Term Holding is the answer for small jail facilities that need to hold a handful of inmates but don't need all the features of a full-scale jail. The benefits of Short-Term Holding simplify daily tasks such as booking and releasing inmates, recording inmate activities and contacts, passing medications, and managing inmate bank.

BOOK FASTER AND SMARTER

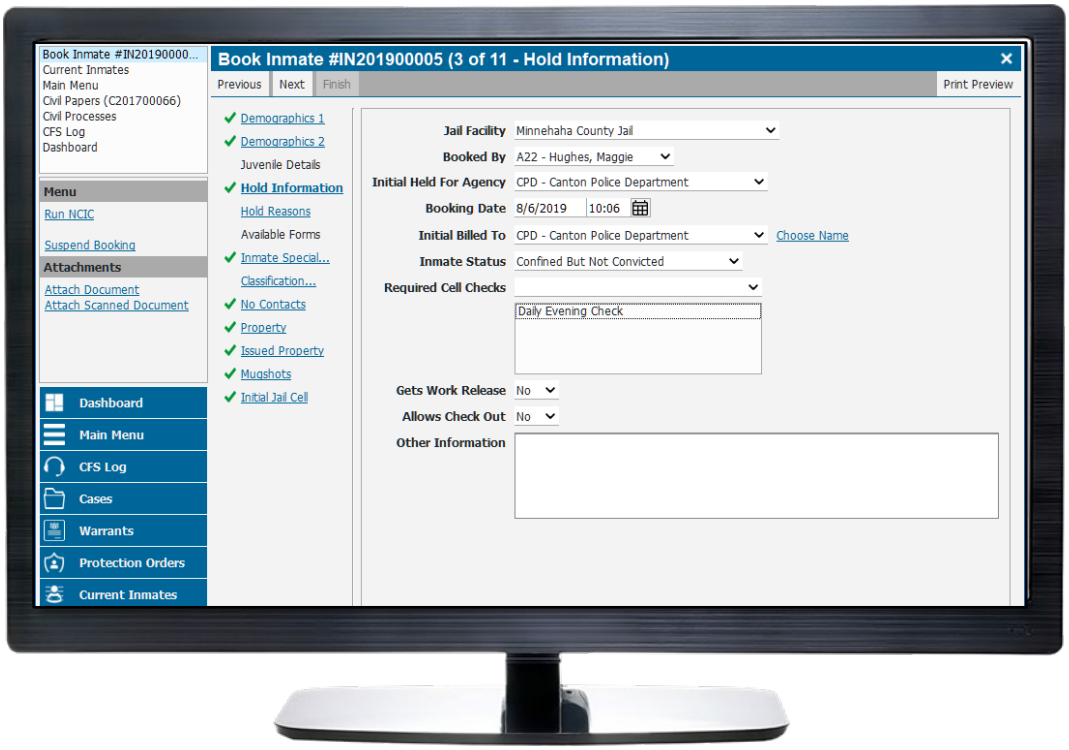
The easy-to-use, configurable booking wizard guides users step-by-step through the booking and release processes, ensuring that all required steps are completed and makes booking more efficient. Each step in the wizard is configured by the agency and can include a medical history questionnaire, visual observation form, or other screenings.

STREAMLINE DATA ENTRY

Jail Pro integrates with Records Pro to streamline the data flow from case reporting to booking and minimizes redundant data entry.

MORE THAN BOOKING

Short-Term Holding makes it easy to schedule inmate activities, medical appointments, and visitation, and to track time served and days yet to serve. When each user logs in, a dashboard displays key alerts and information, such as upcoming releases and inmate activities, putting the information and tools users need at their fingertips. The software is configured on a per-user basis, or agencies can set up standard templates.



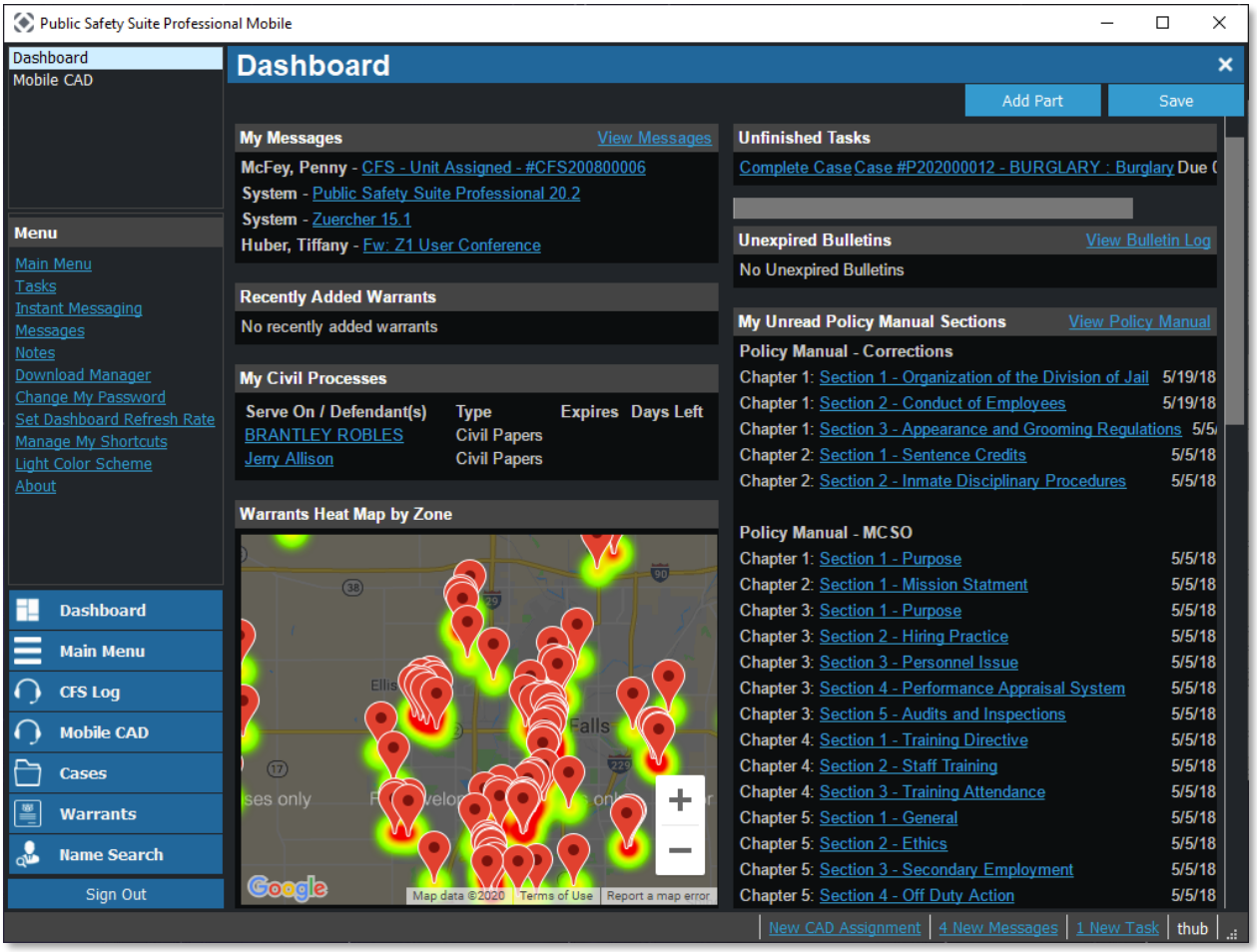
Mobile (Core)

TAKE PRO SUITE ON THE ROAD

Mobile brings together all the features found at the core of the Pro Suite and packages them in an application built with mobility in mind. Users can access case reports, serve civil papers, monitor and respond to CAD calls for service, and interact with all of the same data found in the desktop version of the software. The system's powerful user tools allow each officer to customize their dashboard, showing only the information important to them. There's no double-entry of data required, nor is there ever a concern about users in the field not having access to critical officer safety information.

CONSTRUCTED FOR MOBILE UNIT HARDWARE

CentralSquare Mobile Pro is a user-friendly application built with customization, visibility, and usability in mind. Mobile includes touch-screen oriented functionality, day and night modes, color-coded displays, flexible screen layout, and button customization, all of which helps to ensure that every mobile user is as efficient and comfortable as possible.



MOBILE CAD

FULL POWER BROUGHT TO THE FIELD

Mobile CAD dramatically improves agency efficiency by putting powerful Pro Suite functionality into the hands of field personnel. Mobile CAD works with the desktop CAD to create a streamlined dispatch workflow. The mobile units stay synchronized with the system's servers so that users are always up-to-date with important information. Mobile CAD users can update their statuses with the touch of a button, enabling dispatchers to closely monitor officer activity. Mobile CAD enables silent dispatch, freeing up dispatch personnel and shaving valuable seconds off unit response times.

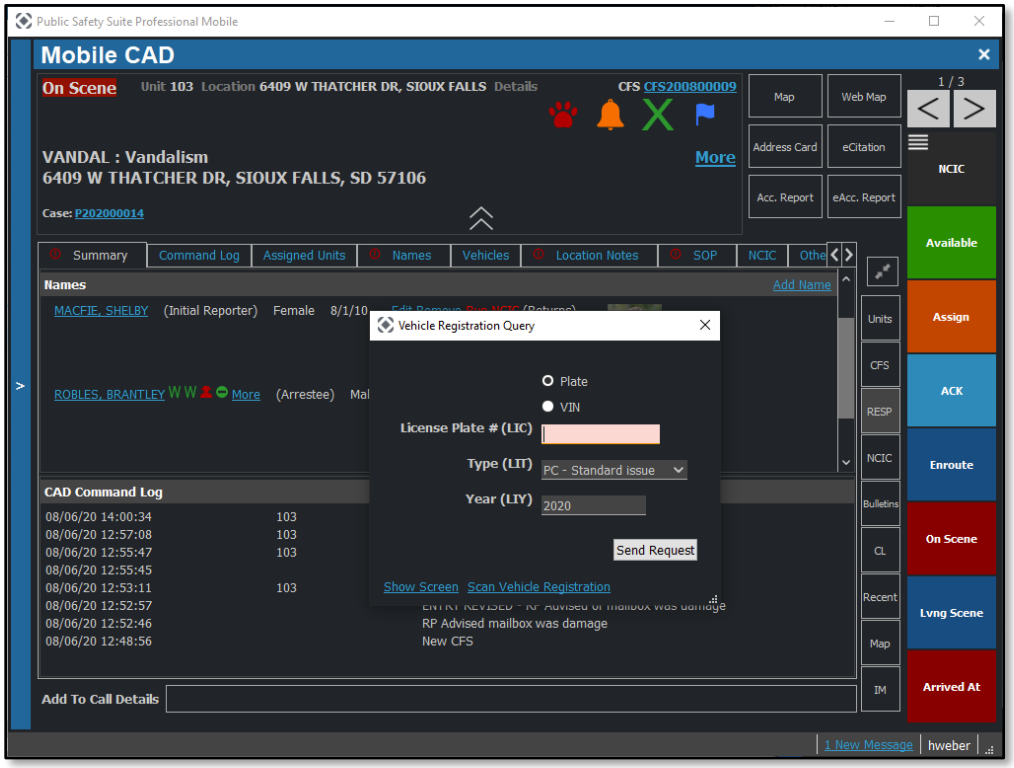
CUSTOMIZE THE LOOK AND FEEL

Configurable notification settings allow users to control how they are notified about important events: new call assignments, instant messages, query returns, bulletins, and more.

The touch screen functionality, day and night modes, color-coded displays, flexible screen layout, and button customization all ensure that mobile users are as efficient as possible.

IMPROVE VISIBILITY AND RESPONSIVENESS

The instant messaging feature provides a means of rapid radio-free communication between dispatchers and mobile units. When assigned to a call, a unit's Mobile CAD window changes, displaying its status, basic information about the assigned CFS, and useful links for record creation. AVL and mapping integration helps units get to incidents quickly and keeps dispatchers better informed of unit movements. Mobile users can even run NCIC and state queries, enabling them to quickly check driver's licenses and vehicle registrations. Fully configurable NCIC audio alerts quickly let the officer know when a query returns a positive hit on a wanted person, a stolen vehicle, or any other important NCIC alert.

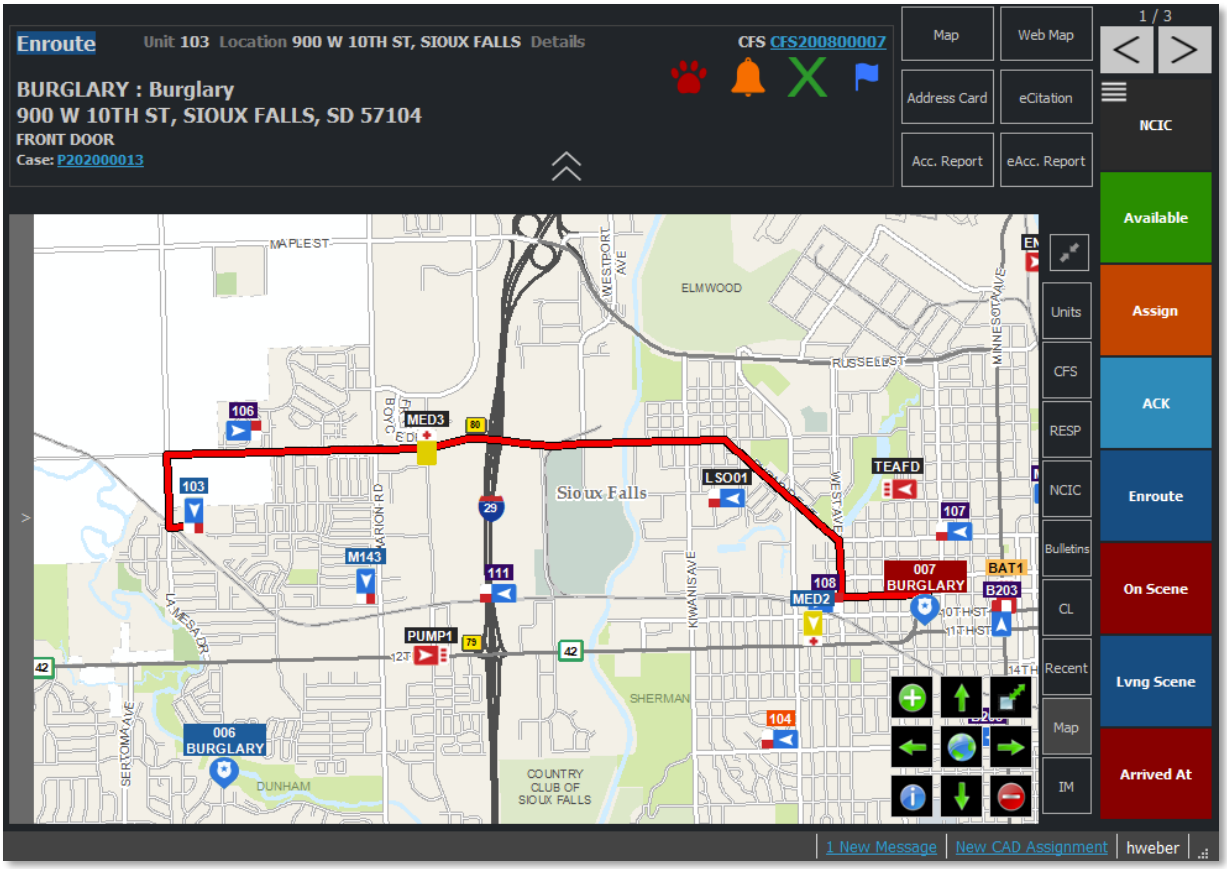


Notifications tied to master records (names, locations, or vehicles) appear on the CFS responder screen. This helps alert officers to active warrants, sex offenders, and any other issues related to officer safety that may impact how a CFS is handled.

MOBILE MAPPING

FULL MAPPING FUNCTIONALITY

Mobile Mapping Pro brings the same map used by dispatchers to the mobile units. Users are able to view map layers, view themselves and other units on the map (if so equipped), look up addresses, or route to a CFS. As with the desktop map, the mobile map is completely integrated with CAD. Information on the map updates as dispatch or other mobile users enter that data into CAD.



FEATURES BUILT FOR MOBILE USERS

Mobile users can view calls for service, unit positions, and other key markers such as barriers and road closures. Responders receive efficient routes to calls for service and the system even intelligently generates routes around road closures and other barriers so responders can arrive on scene as quickly as possible.

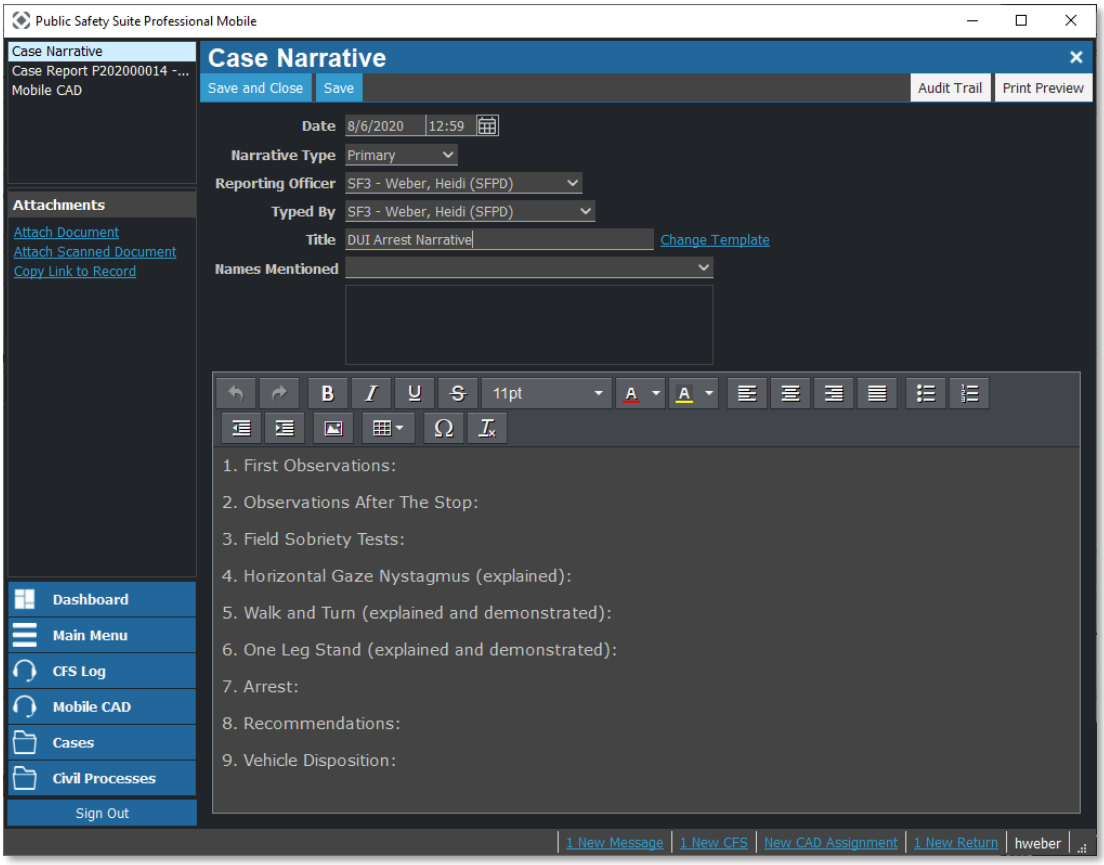
MOBILE RECORDS

THE POWER OF RECORDS BROUGHT TO THE ROAD

Mobile users have access to much more than just dispatch information. Integration with Records puts name, address, vehicle, case, warrant, and other records at their fingertips. Mobile users can write and/or approve case reports in their vehicles instead of returning to the office. Users can even access the Administration module from Mobile, granting supervisors the ability to manage the fleet, equipment, purchase requisitions, and other Administration features, all without leaving their vehicle.

CRITICAL INFORMATION BROUGHT TO THE FIELD

Mobile units synchronize with agency servers, keeping users notified of the latest information. Mobile users can keep working if they go out of range – any new data is automatically synchronized when the connection is re-established. The dashboard displays key alerts and information as users log in. These dashboards can be configured on a per-user basis, or standard templates can be configured by agency administration.



EFFICIENCY AND CONFIGURABILITY

Mobile Records puts all the case reporting functionality of Records in squad vehicles, keeping officers out in the community and ready to respond. Officers can write narratives while events are fresh in their minds, or upload audio interview files and digital photos in their vehicles. With Mobile Records, agencies can put more time and effort into the most important part of their job: keeping people safe.

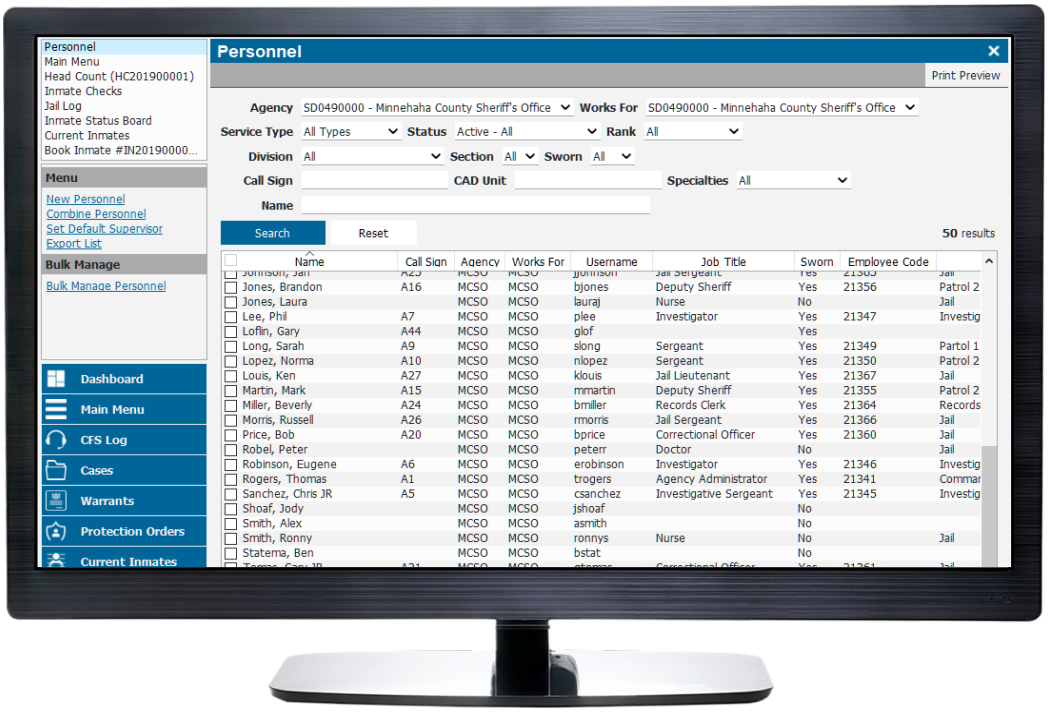
Personnel (Core + Advanced)

USER MANAGEMENT MADE SMART AND EASY

Personnel offers a single log for all pertinent data on each employee or user. The agency has a central location to track demographic information, photos, and other attachments on each record. Personnel records may include extensive information about users, including photographs, skills, and specialties. Additionally, training, commendations, promotions, service history, and citizen feedback can be tracked on each record.

TRAINING, PROMOTIONS, DISCIPLINARY ACTIONS

Personnel allows agencies to track courses taken, hours completed, certificates earned, and more. In addition, the agency can monitor progress made toward employees' annual training/certification requirements and stay ahead of certificate expirations. Each employee's promotion history, awards, honors, and service milestones can be included with the employee record. Additionally, detailed records of disciplinary actions can be kept, including the infraction as well as any resulting disciplinary measures.



MANAGE AND TRACK SYSTEM ACCESS

Agency administrators use Personnel to manage permissions and user access throughout the Pro Suite for both individual users and groups. The system generates permission audit reports to show a user's type and level of access to each uniquely managed form or section of the system. All of this information is available via CentralSquare Reporting Pro.

Records (Core + Advanced)

RECORDS MANAGEMENT WITH USERS IN MIND

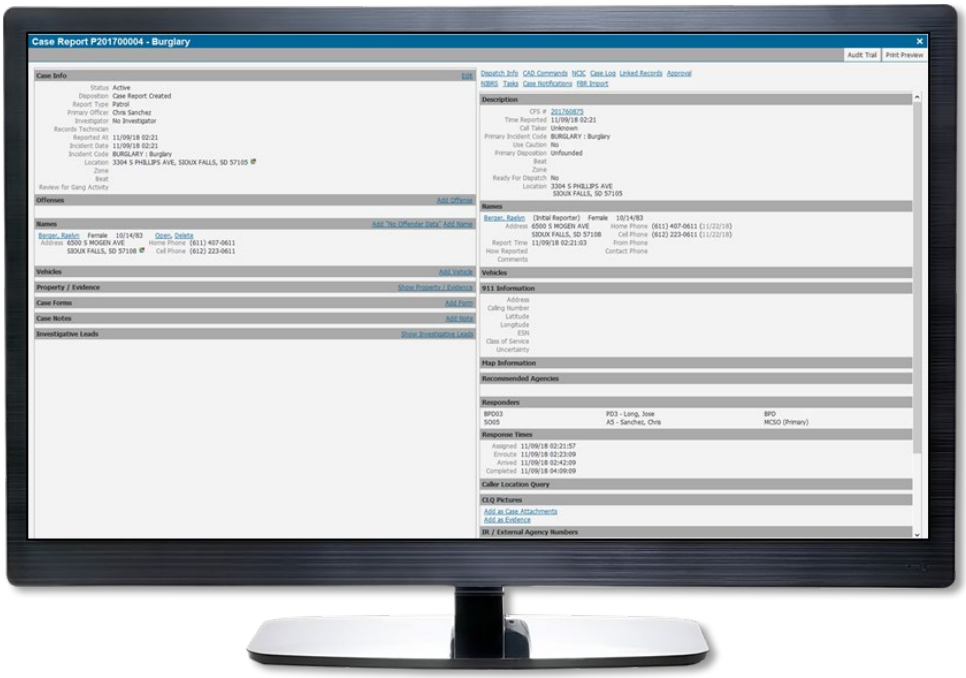
CentralSquare Records Pro is a records management system that consolidates and automates records processing for public safety agencies. Just like everything in CentralSquare Public Safety Suite Pro, Records is a part of one database, designed from the ground up with every user in mind.

STREAMLINE THE PROCESS

Records provides a smooth workflow for case reporting and approval without the need for duplicate entry. Users can stay organized by attaching narratives, citations, search warrants, and evidence directly to their reports. When a report is finished, submitting it for approval is as easy as a few clicks, and the approval flow is just as simple. A process that used to take hours or days takes only minutes.

CUSTOMIZE WORKFLOW

Every agency has a different approval process. Records includes a customizable workflow process that can be built around an agency's business practices. Supervisors have easy access to reports with the ability to approve or reject individual pieces of a report or bulk sections of it.



MORE THAN JUST CASE REPORTS

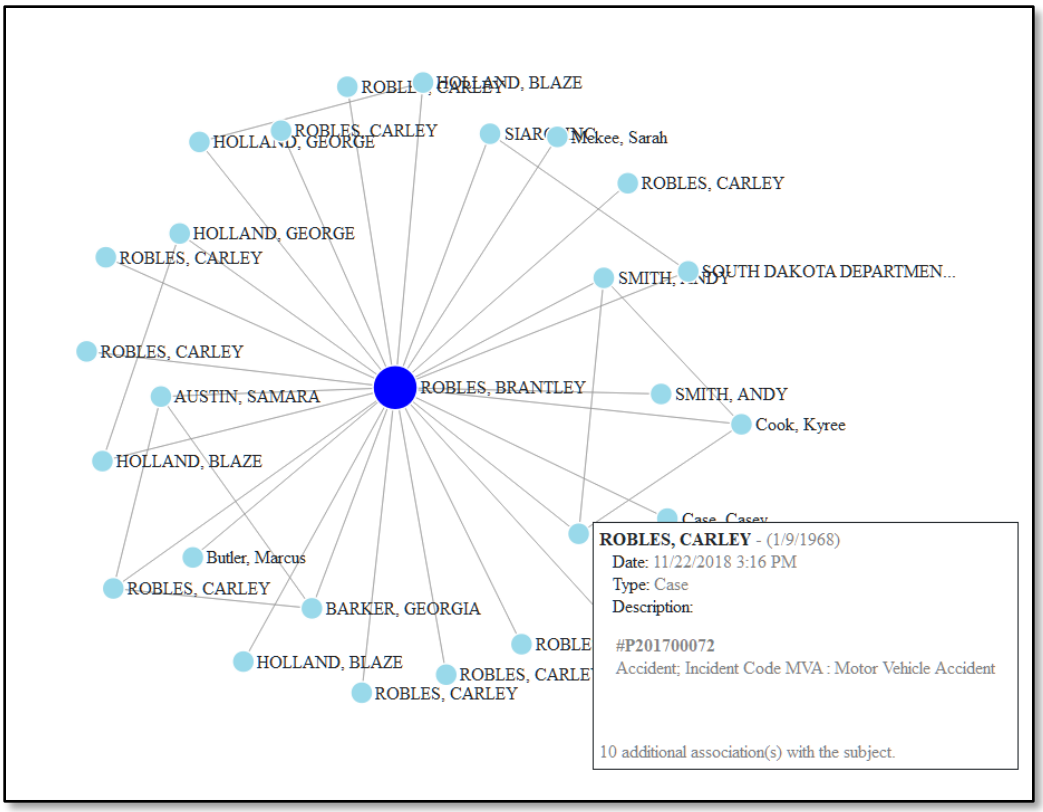
Records features comprehensive property and evidence tracking, including a detailed chain of custody log and fully customizable property locations and actions. Records also logs and tracks warrants, sex offender data, pistol permit information, bicycle registrations, and much more.

TRACK EVERYTHING

Records can also be used to track pistol permits, bicycle registrations, and sex offenders. Records empowers agencies to track as much information as possible and expose this information to as many people as they want or need to.

MASTER NAMES, ADDRESSES, AND VEHICLES

Because of the unique single-database software design, every record need only be entered and updated once – no duplicate data and no double-entry. A master name shows every type of activity associated with an individual. Links to other records can be visualized with an integrated Link Analysis tool, built right into every master name.

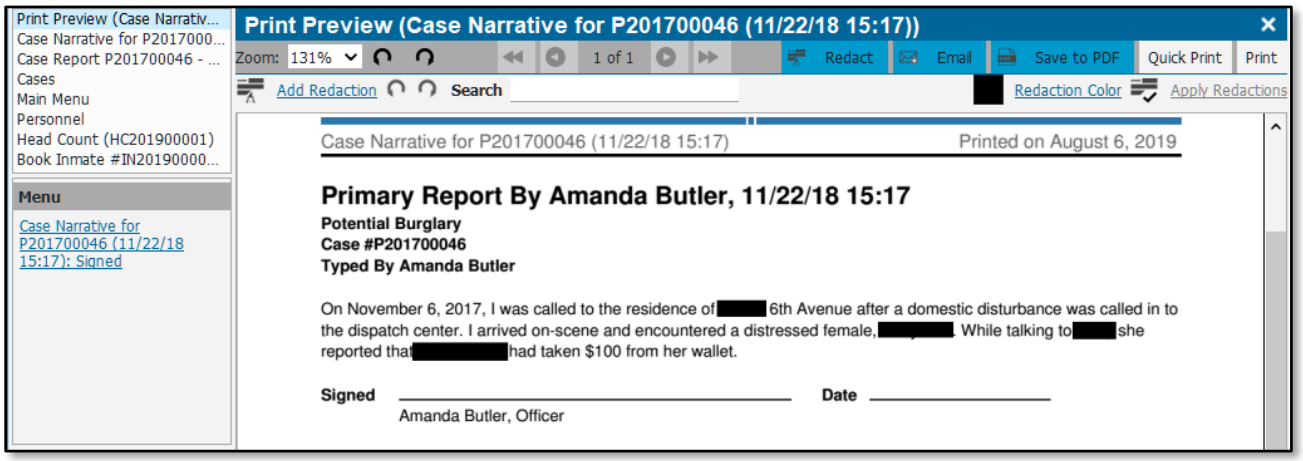


CASE REPORT MANAGEMENT

Records includes a comprehensive case report management system for full-spectrum tracking of every incident. Customizable report types allow the agency to configure unique form requirements, permissions, and workflow. A real-time validation and error checking tool allows for live integration with an agency's state reporting system, preventing errors and saving time.

MANAGE INVESTIGATIONS FROM START TO FINISH

Records includes integrated tracking for investigative leads, field identifications, and even a separate Intelligence Cases section for reports of a sensitive nature. These additional investigative utilities link back to every associated master record, offering an unprecedented level of transparency and data history for every entry while simultaneously allowing an agency to limit or block access where appropriate.



WARRANTS

Records also includes a full warrant tracking system. Warrant alerts are generated automatically on name, address, and vehicle records, displaying immediately anywhere else in the software that a master record is displayed. Warrants integrates tightly with Jail Pro, allowing a user to automatically book an individual off of an outstanding warrant, auto-filling all demographic and offense information available.

PARKING TICKETS, CITATIONS, AND WARNINGS

Administrative functions, like the tracking of parking tickets, citations, and warnings, are also possible in Records Pro. Outstanding tickets and citations can become warrants, allowing agencies to automate the process of tracking fines and ensure that they are paid or enforced appropriately. Tight integration with Financial Pro means that tracking finances on citations and parking tickets has never been easier. Users can track payments and disbursements on each record.

SEALING, EXPUNGEMENT, AND REDACTION

The Pro Suite's built-in tools for sealing, expungement, and redaction allow an agency to limit access to data as much or as little as needed. Printouts can be redacted directly from the Pro Suite and saved as external files, emailed, or physically printed. Records of a sensitive nature can be sealed, allowing agencies to restrict access to specific users or groups. Automatic expungement periods can also be specified, allowing agencies to actively follow their local expungement guidelines without constant manual review of their data.

Field Ops

AWARENESS EQUALS SAFETY

Field Ops was built with a focus on the things that real first responders want the most in a mobile app – situational awareness, functionality free of an MDT, a set of tools that eliminates the need for unnecessary hardware like a camera or a voice recorder, and the ability to run state and NCIC queries directly from mobile devices. The Field Ops app provides instant access to need-to-know information on smartphones and tablets. Field Ops uses the most important Calls for Service (CFS) data, including comments from dispatch, alerts, and assigned units. An integrated interactive map enables users to view CFS and units with AVL. Quick filters allow users to easily drill down to get the information they need. They even get a notification when they are assigned to a new CFS. Fields Ops saves time and provides valuable insight to on-duty and off-duty responders and those who supervise them.

NCIC QUERIES DIRECTLY FROM THE APP

Field Ops users can run state and NCIC queries directly from their mobile devices. Users also have the ability to scan driver's licenses directly from the smartphone camera, making queries even more convenient than before. Due to the multiple layers of security built into the application, agencies can feel safe performing functions of a confidential nature.

SECURE AND CJIS COMPLIANT

Field Ops is FIPS 140-2 compliant and has optional multi-factor authentication to fulfill CJIS Advanced Authentication Requirements. No additional security steps are required – users just download the app and log in. The system is built to be compliant and secure.

THE BEST FEATURES FROM MOBILE CAD

Field Ops allows first responders to access many of the important features of Mobile CAD from their pocket. Within the application, users are able to status themselves and add comments to an active CFS. CentralSquare can also transmit the device's location back to CAD, enabling agencies to easily identify the location of users who are outside of their vehicles or on bike or foot patrol. With access to functionality like never before, officers can be confident knowing that their location is secure and visible.

"Field Ops is a leap forward for our agency. For our deputies in the field, the ability to upload media, including photos and notes, is very valuable. It's much quicker than using a digital camera and will allow us to capture photo evidence more often."

-Sheriff Andy Howe, Clay County Sheriff's Office (SD)

COLLECT MEDIA WITHOUT EXTRA DEVICES

Smartphones have excellent cameras and the ability to capture audio and notes, so there's no need for officers in the field to carry anything else on the scene. With Field Ops, users can directly upload media to a case right from the app. They no longer need to waste time transferring media from a separate device. This helps to keep responders out in the field, doing what they're supposed to be doing.



MODERN AND EASY TO USE

Field Ops is easy to deploy to users and was built using smartphone design elements that most people are already familiar with. Whether in use by few or many users, Field Ops is simple to manage. An agency can use the app on any existing Android or iOS smartphone or tablet. The app is downloaded from the Android Play Store or Apple App Store. Authorized users can log in with their existing Pro Suite credentials. There's little configuration for administrators. Images, notes, and location all become part of the same platform.

Community Data Platform

DATA SHARING PLATFORM

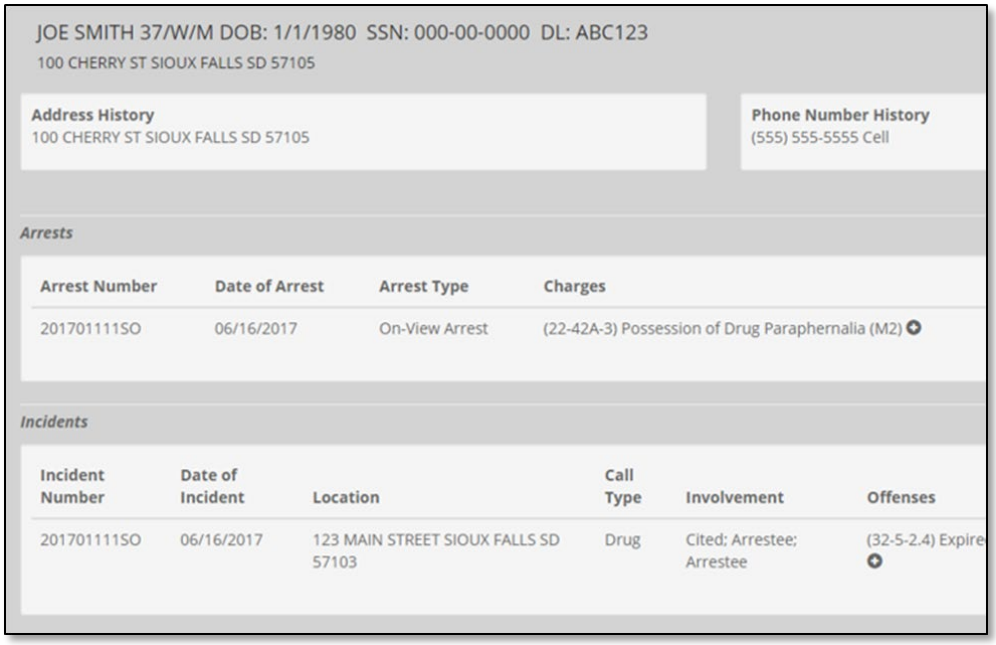
Community Data Platform (CDP) is a hosted, cross-agency data sharing platform enabling participating agencies to build safer communities by sharing data across public safety agencies and jurisdictions, as well as with their citizens. CentralSquare customers make up the largest public safety software customer base in the nation, allowing agencies to use shared data to assist with investigations quickly and easily from any device.

STATE SEARCH

By contributing to CDP, agencies receive access to a national public safety centric database with a Google-like browser to search for records located within the agency's state. Built-in search algorithms are designed specifically for public safety, helping personnel find people, places, words, phrases, values, alias spellings, word expansion, nicknames, and synonyms. Through Search, agencies gain access to search law enforcement interactions across jurisdictions and geographic lines, adding layers to the story that are not readily available. Dispatchers have more information available to relay to patrol. Officers are better informed of situations they are entering. Investigators can dig deeper into a case—all through the real-time, interconnected access provided by the CDP program.

PRIMARY AND RELATED RECORDS INCLUDE:

- Name
- Alias
- Physical Description Factors
- Full or Partial Phone Number
- Full or Partial Identification Number
- Case Number
- CAD Incident Number
- Address
- Vehicle Plate
- Vehicle Make and Model



Portal – Attorney Case View Pack

EMPOWER PROSECUTORS WITH ATTORNEY CASE VIEW PACK

A Portal page can be created for prosecuting attorneys to view case reports and digital evidence. Agencies determine which cases are available on the Portal page, which personnel can view each case, and the information that should be included on the case report. Case reports can be configured so only the approved portions of the case are available. Notification emails can be sent to the attorneys when new cases are available and updates are made to previous reports.



SECURE AND CONVENIENT

The web-based access is secure to the same standards as law enforcement officers. As with the rest of CentralSquare Pro, agencies have tight control over which records are available to search and view for both internal and external users. All activity related to the case report, such as case report creation, adding and removing data, and approval history, is documented. Each audit entry includes the date, time, and user. Digital photos associated with the case can be viewed, and attorneys can fill out and send evidence requests from the website.

Portal users can create custom recurring reports and publish them to the Portal. The Attorney Case View pack includes the Attorney View Portal page.

Reporting

AN INTEGRATED REPORT GENERATOR

Reporting is a user-friendly, built-in report generator for Pro Suite that is included at no additional charge. This tool eliminates the need to purchase additional report templates or run queries on agency data with separate software. Since Reporting integrates with the software, the information is current, correct, and does not need to be re-entered to build a report.

PICK A FORMAT

The report builder's straightforward user interface allows report generation based on a user model rather than the actual physical model. This completely eliminates the need for users to understand concepts such as joins, primary keys, etc. To build a report template, users select the data elements, drag and drop fields onto the report, and apply custom filters. The report generator contains intuitive logic for standard calculations, such as adding, averaging, and counting occurrences. Fonts and field names are adjustable. Reporting includes a set of pre-made templates, but there is no limit to the number of custom report templates an agency can create or share. Users can build list-style reports, cross-tab style reports, charts, and graphs.

AUTOMATE AND SCHEDULE

Reports can be set to run on automated schedules, emailed, viewed as dashboard parts, exported, and printed. With Reporting, agencies have access to all of their own up-to-date data to build the reports that fit their exact needs.

CFS Date/Time	CFS #	Codes
07/02/17 00:22	201755905	MVA
05/03/17 01:37	201734605	ELEC
07/15/17 02:21	201760875	BURGLARY
07/13/17 18:33	201760449	ASSAULT
07/09/17 15:53	201759171	ASSAULT
07/25/17 09:43	CFS1700002	
06/01/17 02:01	201744545	ELUDING
03/29/17 02:52	201724523	PERWANT
06/13/17 07:41	201750367	FAIRC
10/27/16 06:37	201632666	BACK
06/18/17 02:16	201751787	INTOX
07/17/17 01:12	201761727	BURGLARY
07/07/17 12:32	201758745	FBRUSH

Custom Forms, Modules, and Fields

CUSTOM FORMS

CentralSquare offers a custom form generator at no additional cost as a standard part of the solution. This tool allows agencies to create their own unique forms within the system and attach them to specific records in CentralSquare Pro, keeping everything in an easily accessible, central location. Custom forms are available in a number of different modules; each location offers its own configuration and permission options, keeping the forms in the hands of those that use them. All data within custom forms is searchable and reportable. This makes finding needed information an effortless, efficient process. Data included in forms can also be used to create reports allowing agencies to easily generate statistics about the data captured in their forms.

CUSTOM MODULES

Like Custom Forms, Custom Modules give agencies the power to track whatever information they need in an integrated part of CentralSquare Pro Suite. Agencies can eliminate paper logs and stand-alone spreadsheets by creating modules to fit their exact needs. Custom Modules can track anything an agency needs, such as burn permits, pet licenses, or boat licenses. All data entered in Custom Modules is searchable and available in Reporting for report creation and statistical analysis. Everything entered in Custom Modules can be analyzed with Reporting Pro.

CUSTOM FIELDS

Like Custom Forms and Custom Modules, the Custom Fields feature gives an agency the unparalleled ability to add and display Custom Fields. This makes the collection of additional data even easier by allowing information specific to an agency's needs to be entered directly on the records themselves. Everything entered in a Custom Field can be analyzed and displayed within Reporting. This makes the Custom Fields feature an invaluable option for agencies wishing to track specific information and display that information for later use.

"The product has several things I had never seen before, such as custom forms. You can build this product to fit any agency. Most are cookie cutters that say, 'That's the way it is. Sorry.' With CentralSquare Pro, you can actually customize it to an agency."

- Captain Scott Martin,
Lumpkin County Sheriff's Office, GA

Section 3. Implementation

CentralSquare Technologies uses a multi-phase approach to ensure a successful implementation for each client agency. Trained and experienced members of the CentralSquare implementation team move through the process with each agency to assure successful outcomes. The following reflects a general timeline that all Pro Suite projects follow.

Kickoff Meeting	Upon contract signature, a kickoff meeting is scheduled to initiate the implementation process, including setting up a statement of work, server installations, and scheduling the Business Practice Review (BPR).
Server Setup	CentralSquare procures the Pro Suite servers. The CentralSquare DevOps team sets them up in the Sioux Falls Center of Excellence, installing all necessary software and hardware. The servers are then shipped to the agency for installation and racking on site.
BPR	The goal of the BPR is to confirm contractual requirements, demonstrate Pro Suite software, and have discussions about current EPD processes. The CentralSquare project team will offer best practices and begin capturing the high-level configuration of the EPD's Pro Suite implementation. All product needs and requests are reviewed.
System Config	CentralSquare consultants work with EPD personnel to complete the planned configurations. In addition, CentralSquare Technologies configures and tests interfaces and begins the data conversion process.
System Review	Once configuration is complete, the CentralSquare project team will guide the EPD through end to end user testing of the configured software. The goal of System Review is to confirm that the configuration is complete and fits the EPD's needs at all levels.
User Training	CentralSquare provides hands-on software training with real scenarios. Class sizes are limited to ensure that each individual has sufficient time to practice using the system. When the Go Live date arrives, users are well prepared to begin using the new software.
Go Live	CentralSquare provides support the day that the new system goes live. Any questions that arise are addressed immediately by the CentralSquare team, ensuring that the first day using the new system goes smoothly.
System Acceptance	The EPD reviews all aspects of the software, data conversion, and interfaces, and any concerns are documented by the project team. This list of action items is addressed before the agency officially accepts the system. At this point, CentralSquare's Support team takes over the day-to-day needs of the agency.

Implementation Timeline

The following is an estimated implementation timeline. This timeline could change based on contract signing date and EPD, CentralSquare, and customer-defined interface vendor availability.



Sample Project Timeline

ID	Task Name	Start	Finish	Resource Initials
1	**Agency DRAFT Pro Suite Software Implementation**	**Mon 1/2/23**	**Fri 3/8/24**	
2	Agency Completes Contact Signing	Mon 1/2/23	Mon 1/2/23	
3	**Kickoff**	**Mon 1/2/23**	**Thu 1/19/23**	
4	**Agency Kick off Meeting (Remote)**	**Mon 1/2/23**	**Mon 1/9/23**	
5	Schedule The Agency's Kickoff Meeting	Mon 1/16/23	Mon 1/16/23	CentralSquare Project Manager
6	Coordinate Appropriate Personnel at Kick Off Meeting	Wed 1/18/23	Wed 1/18/23	CentralSquare Project Manager,The Agency's Project Manager
7	Create The Agency's Kickoff Presentation	Fri 1/20/23	Fri 1/20/23	CentralSquare Project Manager
8	Attend The Agency's Kickoff Meeting (remote meeting)	Wed 1/25/23	Wed 1/25/23	CentralSquare Project Manager,CentralSquare Project Team,The Agency's Pro
9	**Post-Kick off Meeting Tasks**	**Mon 1/30/23**	**Mon 2/6/23**	
10	The Agency provides image files and info for Pro Suite login screen	Mon 1/30/23	Wed 2/1/23	The Agency's Project Manager
11	The Agency provides data conversion schemas and data samples	Mon 1/30/23	Mon 2/6/23	The Agency's Project Manager
12	The Agency schedules meetings with 3rd party vendors for interface discussions	Mon 1/30/23	Mon 2/6/23	The Agency's Project Manager
13	The Agency provides GIS data schemas and data samples	Mon 1/30/23	Tue 1/31/23	The Agency's Project Manager
14	**Infrastructure (Remote)**	**Fri 2/3/23**	**Wed 4/5/23**	
15	**Complete Infrastructure Documents**	**Fri 2/3/23**	**Wed 2/15/23**	
16	Size and Spec Servers	Fri 2/3/23	Mon 2/6/23	The Agency's IT,The Agency's Project Manager
17	Send Network Requirement Specifications Document to The Agency	Tue 2/7/23	Wed 2/8/23	CentralSquare Project Manager
18	Send Server Requirement Specifications Document to The Agency	Tue 2/7/23	Wed 2/8/23	CentralSquare Project Manager
19	Complete, Sign, and Return the Network Requirements Specifications Document	Mon 2/13/23	Fri 2/17/23	The Agency's IT,The Agency's Project Manager
20	Complete, Sign, and Return the Server Requirement Specifications Document	Mon 2/13/23	Fri 2/17/23	The Agency's IT,The Agency's Project Manager
21	**Procurement**	**Mon 2/20/23**	**Tue 3/28/23**	
22	Order Servers	Wed 2/8/23	Fri 2/10/23	CentralSquare System Operations
23	Build and Ship Servers	Mon 2/20/23	Fri 3/10/23	CentralSquare System Operations
24	Receive Servers	Fri 3/24/23	Fri 3/24/23	CentralSquare System Operations
25	**Server Configuration**	**Mon 3/27/23**	**Fri 3/31/23**	
26	Review the Completed and Signed Server Requirement Specifications Document	Mon 3/27/23	Mon 3/27/23	CentralSquare System Operations
27	Complete Server Configuration	Tue 3/28/23	Tue 3/28/23	CentralSquare System Operations
28	Install Network Configuration	Wed 3/29/23	Wed 3/29/23	CentralSquare System Operations
29	Install Software Configuration	Thu 3/30/23	Thu 3/30/23	CentralSquare System Operations
30	Ship Servers to The Agency	Fri 3/31/23	Fri 3/31/23	CentralSquare Project Manager
31	**Installation**	**Mon 2/20/23**	**Wed 4/12/23**	
32	Configure Network Per Network Requirement Specifications Document	Mon 2/20/23	Tue 2/21/23	The Agency's IT
33	Install Servers	Fri 4/7/23	Mon 4/10/23	The Agency's IT
34	Install Gizmo Device	Fri 4/7/23	Mon 4/10/23	The Agency's IT
35	Post Server Installation Configuration and Security Audit	Fri 4/7/23	Mon 4/10/23	CentralSquare System Operations,The Agency's IT
36	Ensure Connectivity to Pro Suite Servers	Mon 4/10/23	Tue 4/11/23	CentralSquare System Operations
37	Install Pro Suite Client on The Agency Project Team's Computers	Tue 4/11/23	Wed 4/12/23	The Agency's IT,The Agency's Project Team
38	**Configuration (Remote)**	**Wed 2/1/23**	**Tue 3/28/23**	
39	Create the The Agency's Configuration Guide	Mon 2/13/23	Tue 2/14/23	CentralSquare Project Manager,CentralSquare Project Team
40	**Complete Module Configuration**	**Tue 2/14/23**	**Fri 4/7/23**	
41	**Administration and Personnel Module**	**Tue 2/14/23**	**Wed 2/15/23**	
42	Send Configuration Manual to The Agency	Tue 2/14/23	Tue 2/14/23	CentralSquare Project Team
43	Schedule Meeting to Complete Configuration Changes with The Agency	Tue 2/14/23	Tue 2/14/23	CentralSquare Project Manager,CentralSquare Project Team
44	Lead and Assist with Completion of Configuration Changes to The Agency	Tue 2/14/23	Tue 2/14/23	CentralSquare Project Team,The Agency's Project Team
45	Start Configuration Tasks	Tue 2/14/23	Wed 2/15/23	The Agency's Project Team
46	**Short-Term Holding Jail Module**	**Wed 3/1/23**	**Mon 3/13/23**	

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Sample Project Timeline

ID	Task Name	Start	Finish	Resource Initials
47	Send Configuration Manual to The Agency	Wed 3/1/23	Wed 3/1/23	CentralSquare Project Team
48	Schedule Meeting to Complete Configuration Changes with The Agency	Wed 3/1/23	Wed 3/1/23	CentralSquare Project Manager,CentralSquare Project Team
49	Lead and Assist with Completion of Configuration Changes to The Agency	Wed 3/1/23	Thu 3/2/23	CentralSquare Project Team,The Agency's Project Team
50	Start Configuration Tasks	Thu 3/9/23	Mon 3/13/23	The Agency's Project Team
51	**Records (Warrants) and Civil Module**	**Wed 3/8/23**	**Mon 3/13/23**	
52	Send Configuration Manual to The Agency	Wed 3/8/23	Wed 3/8/23	CentralSquare Project Team
53	Schedule Meeting to Complete Configuration Changes with The Agency	Wed 3/8/23	Wed 3/8/23	CentralSquare Project Manager,CentralSquare Project Team
54	Lead and Assist with Completion of Configuration Changes to The Agency	Wed 3/8/23	Fri 3/10/23	CentralSquare Project Team,The Agency's Project Team
55	Start Configuration Tasks	Wed 3/8/23	Mon 3/13/23	The Agency's Project Team
56	**Financial Module**	**Wed 3/15/23**	**Mon 3/27/23**	
57	Send Configuration Manual to The Agency	Wed 3/15/23	Wed 3/15/23	CentralSquare Project Team
58	Schedule Meeting to Complete Configuration Changes with The Agency	Wed 3/15/23	Wed 3/15/23	CentralSquare Project Manager,CentralSquare Project Team
59	Lead and Assist with Completion of Configuration Changes to The Agency	Wed 3/15/23	Thu 3/16/23	CentralSquare Project Team,The Agency's Project Team
60	Start Configuration Tasks	Thu 3/23/23	Mon 3/27/23	The Agency's Project Team
61	**Reporting Module**	**Wed 3/29/23**	**Fri 4/7/23**	
62	Send Configuration Manual to The Agency	Wed 3/29/23	Wed 3/29/23	CentralSquare Project Team
63	Schedule Meeting to Complete Configuration Changes with The Agency	Wed 3/29/23	Wed 3/29/23	CentralSquare Project Manager,CentralSquare Project Team
64	Lead and Assist with Completion of Configuration Changes to The Agency	Wed 3/29/23	Thu 3/30/23	CentralSquare Project Team,The Agency's Project Team
65	Start Configuration Tasks	Thu 4/6/23	Fri 4/7/23	The Agency's Project Team
66	**Business Practice Review (Remote)**	**Mon 1/23/23**	**Tue 8/15/23**	
67	Schedule Business Practice Review (BPR)	Mon 2/20/23	Tue 2/21/23	CentralSquare Project Manager,The Agency's Project Manager
68	Create Business Practice Review (BPR) Agendas	Tue 4/4/23	Tue 4/4/23	CentralSquare Project Manager
69	**BPR and Continued Configuration**	**Wed 4/12/23**	**Tue 4/18/23**	
70	Provide Initial Pro Suite Overview	Wed 4/12/23	Wed 4/12/23	CentralSquare Project Team,The Agency's Project Team
71	Discuss and Set Appropriate Pro Suite Global Settings	Wed 4/12/23	Wed 4/12/23	CentralSquare Project Team,The Agency's Project Team
72	Administration and Personnel Module Review	Wed 4/12/23	Wed 4/12/23	
73	Jail Module Review	Thu 4/13/23	Fri 4/14/23	CentralSquare Project Team,The Agency's Project Team
74	Records (Warrants) and Civil Module Review	Fri 4/14/23	Mon 4/17/23	CentralSquare Project Team,The Agency's Project Team
75	Financial Module Review	Fri 4/14/23	Mon 4/17/23	
76	Reporting Module Review	Mon 4/17/23	Tue 4/18/23	CentralSquare Project Team,The Agency's Project Team
77	**Review Interface Specifications**	**Wed 4/12/23**	**Wed 4/12/23**	
78	Review The Agency's Interfaces Specifications	Wed 4/12/23	Wed 4/12/23	CentralSquare Project Team,The Agency's Project Team
79	**Discuss Training Formats and Needs**	**Wed 4/12/23**	**Wed 4/12/23**	
80	Review the Training Requirements and Specification Document	Wed 4/12/23	Wed 4/12/23	CentralSquare Project Manager,The Agency's Project Manager
81	**Post BPR Configuration**	**Tue 5/9/23**	**Mon 11/20/23**	
82	Complete any remaining configuration	Tue 5/9/23	Tue 9/12/23	
83	Review and testing of each module	Tue 9/19/23	Mon 11/20/23	
84	**Interfaces (Remote)**	**Mon 2/27/23**	**Mon 2/26/24**	
85	Write Interface Specification Documents (ISD)	Mon 2/20/23	Mon 8/7/23	CentralSquare Project Team
86	Test Interfaces - Pro Suite	Mon 3/6/23	Wed 5/3/23	CentralSquare Project Team
87	Test Interfaces - The Agency	Thu 5/4/23	Wed 5/24/23	The Agency's Project Team
88	Provide Testing Feedback to Pro Suite	Thu 5/25/23	Thu 5/25/23	The Agency's Project Team
89	Final Interface testing	Fri 5/26/23	Tue 5/30/23	CentralSquare Project Team
90	**Training**	**Wed 2/1/23**	**Fri 5/10/24**	
91	Schedule Training	Wed 2/1/23	Wed 2/1/23	CentralSquare Project Manager,The Agency's Project Manager
92	Create Training Agenda	Thu 2/22/24	Thu 2/22/24	CentralSquare Project Manager
93	Review Training Agenda	Fri 2/23/24	Wed 2/26/25	The Agency's Project Manager
94	Create Training Documentation	Thu 2/27/25	Thu 2/27/25	CentralSquare Project Team

Sample Project Timeline

ID	Task Name	Start	Finish	Resource Initials
95	Provide The Agency specific scenarios for training	Fri 2/28/25	Fri 2/28/25	The Agency's Project Manager
96	**Prepare The Agency's Training Location**	**Wed 2/7/24**	**Fri 2/9/24**	
97	Setup 10 workstations	Wed 2/7/24	Wed 2/7/24	The Agency's IT
98	Install Pro Suite Training Environment Client on work stations	Fri 2/9/24	Fri 2/9/24	The Agency's IT
99	Setup Projector and Screen	Mon 2/12/24	Mon 2/12/24	The Agency's IT
100	**Conduct Training**	**Wed 2/14/24**	**Tue 3/19/24**	
101	**Training**	**Wed 2/14/24**	**Tue 3/19/24**	
102	**Administration Training**	**Wed 2/14/24**	**Wed 2/14/24**	
103	Conduct Scenario Based Training	Wed 2/14/24	Wed 2/14/24	CentralSquare Project Team
104	**Short-Term Holding Jail Training**	**Thu 2/15/24**	**Mon 2/26/24**	
105	Conduct Scenario Based Training	Thu 2/15/24	Mon 2/26/24	CentralSquare Project Team
106	**Records and Civil Training**	**Tue 2/27/24**	**Tue 3/5/24**	
107	Conduct Scenario Based Training	Tue 2/27/24	Tue 3/5/24	CentralSquare Project Team
108	**Financial and Reporting Training**	**Wed 3/6/24**	**Wed 3/13/24**	
109	Conduct Scenario Based Training	Wed 3/6/24	Wed 3/13/24	
110	Create Training Verification Document	Wed 2/28/24	Wed 2/28/24	CentralSquare Project Manager
111	Sign and Return Training Verification Document	Mon 3/11/24	Mon 3/11/24	The Agency's Project Manager
112	**GO LIVE with Pro Suite**	**Fri 1/20/23**	**Tue 4/9/24**	
113	Schedule Go Live	Fri 1/20/23	Fri 1/20/23	CentralSquare Project Manager,The Agency's Project Manager
114	Identify Go Live Timeline & Team	Mon 2/26/24	Mon 2/26/24	CentralSquare Project Manager,The Agency's Project Manager
115	Create Go Live Verification Signoff Document	Mon 3/11/24	Mon 3/11/24	CentralSquare Project Manager
116	Review and Sign Go Live Verification Document	Tue 3/12/24	Tue 3/12/24	The Agency's Project Manager
117	Pro Suite Go Live Team Remotely Available	Tue 4/2/24	Fri 4/5/24	CentralSquare Project Manager,CentralSquare Project Team,The Agency's Project Team
118	Begin Using Pro Suite Production - Go Live	Tue 4/2/24	Fri 4/5/24	
119	Schedule Support Transition	Mon 3/11/24	Mon 3/11/24	CentralSquare Project Manager,The Agency's Project Manager
120	Attend Support Transition	Tue 4/9/24	Tue 4/9/24	CentralSquare Project Manager,CentralSquare Project Team,The Agency's Project Team

Data Conversion Process

WHAT IT MEANS TO PURCHASE A CENTRALSQUARE DATA CONVERSION

The data conversion process at the most basic level is extracting data from an existing dataset, applying an agreed upon set of rules, and loading it into a new dataset. Data conversion is an event that culminates with final data movement. For ongoing data transformations, an interface should be considered. CentralSquare's data conversion process is broken down into five steps, clearly outlining the work to be done by both the EPD and CentralSquare.

The first step is to set a project scope. Explicit data sources must be identified and listed in the contract. These must include both legacy vendor and platform (SQL Server, MySQL, AS400, etc.). Conversions are purchased on a per module basis. A data discovery will be conducted with CentralSquare staff to formulate pricing. These modules align with modules as named within the CentralSquare software purchased and are explicit. For example, CentralSquare splits Civil into its own module separate from Records. Areas of data conversion proposed include:

- Computer Aided Dispatch (CAD)
- Records Management System (Cases, Arrests, Warrants, Pistol Permits, Property, Evidence, etc.)

DATA SOURCES

EPD staff will be required to provide database backups to CentralSquare. If the agency is migrating from an existing CentralSquare product, CentralSquare's data conversion team will work with the EPD to limit any additional work on the part of the EPD. If the EPD is currently utilizing a cloud/hosted service from another vendor, the EPD will need to work with the vendor to provide at least three database backups during the conversion project. The vendor may charge for this service.

Unencrypted database backups must be provided in one of the following formats:

- MS SQL .bak files
- MySQL .dump or .sql files
- PostgreSQL .sql files
- MS Access 2003 or newer mdb
- Oracle 10g or newer
- If the agency cannot provide the data in one of these formats, CentralSquare will also accept ASCII CSV data files with descriptive column headers and comprehensive schema documentation

DESIGN

It is not uncommon for an agency to request that all data be converted. While the desire might be to convert all relevant records, data conversion is a highly detailed process, and every significant item needs to be documented and tracked. To do this, the assigned data conversion staff member(s) will work hand in hand with the EPD's subject matter experts (SMEs) to perform the data analysis. In a series of meetings, CentralSquare will obtain a deep understanding of how the current system is used, what data is important, and what data is of good quality – and likely what isn't good quality and should not be converted. Several meetings will be scheduled between agency SMEs and CentralSquare to complete conversion specification documents. The process of creating data conversion specifications will provide clarity between EPD staff and CentralSquare staff. These documents will act as the task list for the engineers as well as the rubric the agency will use to confirm a successful conversion. Agency signoff is required on the specification documents before conversion work can begin. This ensures there is complete agreement on how to proceed and keeps all parties accountable.

In CentralSquare's experience, it is not uncommon to have concerns with the integrity of a legacy system's data. Research should be done by EPD staff to determine if the quality of data in the legacy system will do more harm than benefit in migrating it to the new CentralSquare system. While CentralSquare will work to help facilitate a unique solution, data integrity issues are not always fixable.

CODE MAPPING

The next step in the conversion process is to complete code table translations. These are the lynch pin that holds the data conversion together. Once legacy fields have been identified in the specification document, and backups have been reviewed by the CentralSquare Data Conversion Engineer, CentralSquare will populate a specialized mapping tool to allow agency SMEs to translate legacy code values to those configured in the CentralSquare software. This provides opportunities for agencies to consolidate fields that may have grown cumbersome over the life of the legacy system, or that may have been free entry but will now be constrained to a defined list in CentralSquare. For example, many agencies take the chance to limit the number of incident codes to allow for more accurate reporting. While this process can be exhaustive for agency staff, it is extremely important. EPD SMEs have likely worked with the data for years and understand the complexity of that data.

REVIEW

With the data conversion scope set and code table mappings defined, CentralSquare's next focus will give the EPD a real taste of the data conversion product. The Data Conversion Engineer will start building out the actual conversion code, which will move data from one system to another. CentralSquare will extract, transform, and load the data in a series of scripts. Once the initial coding has been built, CentralSquare will execute the first iteration of the agency's conversion on the test/training system. The agency will be able to use the specification documents in conjunction with its legacy system to review the conversion for accuracy. The first iteration will likely have issues, but that is expected and is built into the process.

Deficiencies will be identified, documented, and reported by EPD SMEs to CentralSquare. This review will require an investment of time by EPD staff and should be approached as if trying to do their jobs from the new system. If something is incorrect, missing, duplicated, or otherwise inaccurate, it needs to be documented and reported so it can be fixed prior to Go Live.

ITERATIVE REVIEW

The Data Conversion Engineer will make the necessary corrections to the data roadmap, along with conducting clarification and review meetings with the agency as needed. Up to three trial conversions will be performed for the agency to review.

CentralSquare will request frequent legacy database backups to continue testing on the most current data. These runs will include as recent data as has been provided by the agency and will be representative of how the system will look at Go Live.

GO LIVE

The final product will ideally be delivered at Go Live for the system(s) or module(s) being converted. Post-Go Live conversions are sometimes possible but discouraged. Once the data conversion has been signed off on by the EPD, a final backup of the legacy system(s) will be provided or extracted, and a final conversion will be run. Any updates or changes to the legacy system will not be reflected in the new CentralSquare system.

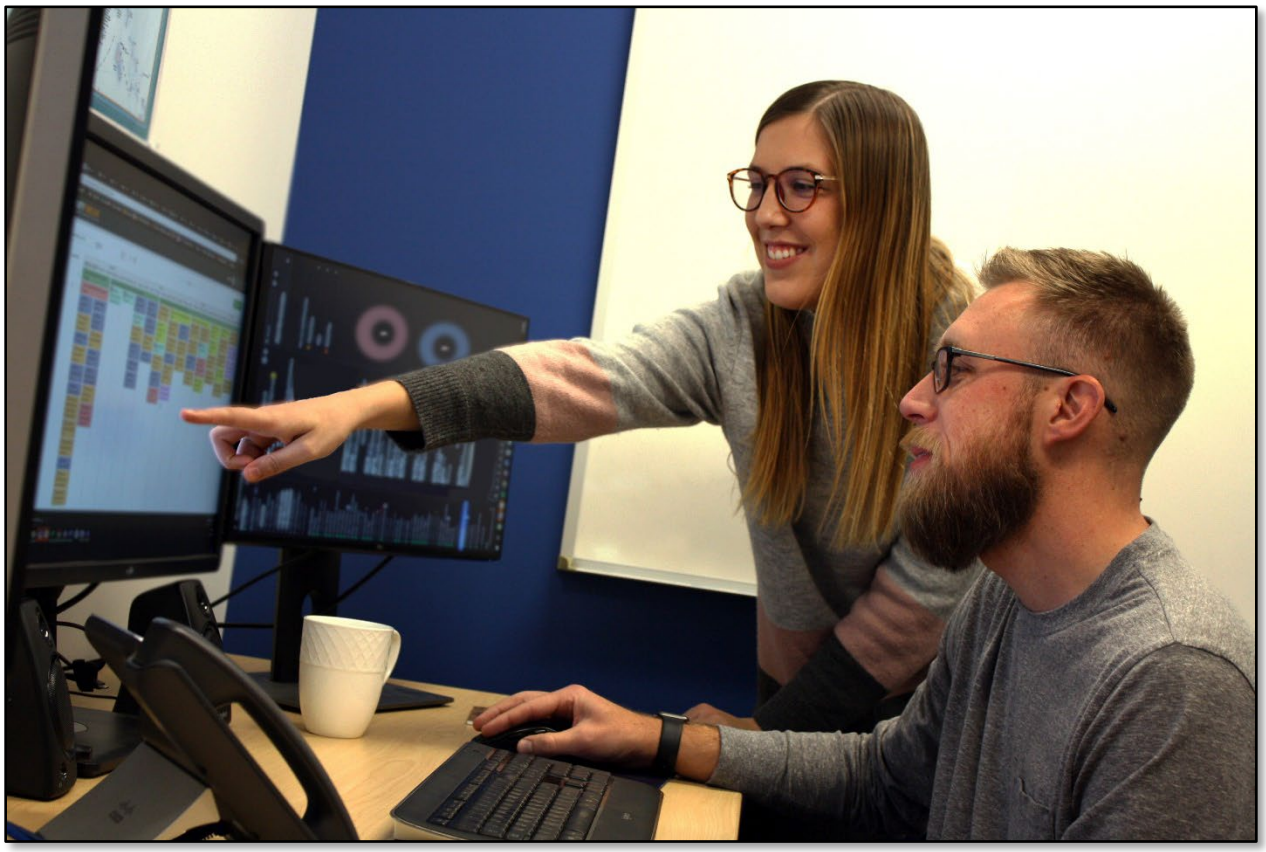
Data conversion is difficult and includes a laborious series of tasks. However, CentralSquare has the technical staff and unique solutions to convert agency data. CentralSquare will work with the EPD where possible to help save time and effort and keep the project on track. CentralSquare’s team of conversion professionals has over 70 years of combined data conversion experience.

Training

CentralSquare offers several options for end-user training. All of the training options provide hands-on use of the software with real-world examples. This means that when the Go Live date arrives, users are well-prepared to begin using the new software. The training plan will be customized for each project, taking into consideration the Pro Suite products and modules that are part of the project, included interfaces, the agencies and facilities involved, and many more factors.

All CentralSquare training sessions are led by consultants or instructors. After completing the detailed walkthrough included in the Business Practice Review, the assigned CentralSquare consultants and instructors have thorough software and industry knowledge specific to the agency. CentralSquare will provide electronic copies of training documentation, including quick reference guides and agendas.

Before the actual training at the end of implementation, and after the Business Practice Review, CentralSquare will provide several remote training/configuration sessions with a small build team from the agency to help configure the Pro Suite software.



As noted, the specific training for a group of trainees is determined by working with the agency with regard to roles and responsibilities to ensure that users get the necessary training.

Sample Training Plan

TRAINING REQUIREMENTS

The following items are required for successful training:

Trainer Resources

- One computer with a network connection
- Most recent CentralSquare Public Safety Suite Pro version installed and tested
  - CentralSquare Mapping Pro installed and tested (if needed)
  - CentralSquare Mobile Pro installed and tested (if needed)
  - CentralSquare Training Suite installed and tested (if needed)
  - CentralSquare Mobile Training installed and tested (if needed)
- Conference room or training room (preferred)
- Projectors and screens set up and tested
  - Non-CAD – one projector and one screen
  - CAD – two projectors and two screens
- Podium or desk for trainer

Trainee Resources

- Computers with network connections
  - Non-CAD – minimum of one monitor
  - CAD – minimum of two monitors
- Most recent CentralSquare Public Safety Suite Pro version installed at each workstation
  - CentralSquare Mapping Pro installed and tested (if needed)
  - Tested user login for each trainee
  - Third-party devices connected and tested
  - CentralSquare Mobile Pro installed and tested (if needed)
  - CentralSquare Training Suite installed and tested (if needed)
  - CentralSquare Mobile Training installed and tested (if needed)

Additionally, every training class should have the following:

- Supervisor or build team member present for policy questions
- No more than one trainee at each workstation
- Maximum of 10 trainees per session
- Trainees can demonstrate basic Windows skills
- Trainees have been given necessary permissions
- Trainees have completed the Basics training course

CENTRALSQUARE PRO SUITE TRAINING SESSION DESCRIPTIONS

The following sections provide a summary of each training session offered for the Pro Suite. Each training session contains a detailed description, topics, recommended time, location, requirements, and recommended target audience. CentralSquare uses a scenario-based training style, meaning the project team will be asking the agency to provide real-life scenarios for each training session.

BASICS (eLEARNING)

The Basics recorded training session covers a variety of basic functions including a review of the Pro Suite layout, how to use and customize the dashboard, Main Menu Master Searches, and how to use the Help Center.

Target Audience: All employees who will be using Pro Suite

Standard Topics

- Screen Layout
- Dashboard Menu Links
- Communication within Pro Suite
- Main Menu
- Master Searches
- Help Center

Class Requirements

Time: 2 hours
Location: eLearning
Agency to provide:

- Workstations for attendees to view

CAD AND MAPPING

The CAD and Mapping training session prepares users to efficiently handle any Call for Service (CFS) from start to finish. Staff will learn how to create a new CFS, configure CAD windows, and use the command line to quickly update units and calls or run NCIC queries. The scenarios will teach users how to manage unit statuses and calls, send pages, and seamlessly assign recommended units to calls. The course will cover how to search, create, and add alerts to names, vehicles, and addresses.

If the agency purchased CentralSquare Mapping Pro, Mapping features will be demonstrated, and the training will focus on how to navigate, route, and search map layers.

Target Audience: Dispatchers and/or Call Takers, Supervisors, and any employee who will work in dispatch or needs to understand how CAD functions.

Standard Topics

- CFS Log
- CAD Window Configuration/Templates
- CFS Tabs
- Command Line vs. Point and Click
- CFS Management
- New CFS
- New Traffic Stops
- Unit Management
- Shortcuts and Hotkeys
- Master Searches
- Location Alerts
- Name Alerts
- Tow Log
- Bulletins
- CAD Command Log
- Scheduled Calls

Optional Topics

- CentralSquare Mapping Pro
- AVL and AVL Playback
- Other Records (Warrants, Citations, etc.)
- NCIC
- Unit Recommendation
- CLQ (Caller Location Query)
- ProQA
- Alarm Billing

Class Requirements

Time: 8 hours
Train the Trainer: 12 hours
Location: Remote prior to Go Live
Agency to provide:

- Two-monitor workstations
- Mapping installed, if purchased
- Scenarios

MOBILE CAD

The Mobile CAD training session covers Mobile CAD, Mobile Records, eCitations, Accident Reporting, Civil, and Fleet Management. Staff will learn to locate names, vehicles, and address history; run NCIC queries; and customize the Mobile CAD screen. The scenarios will teach users how to update statuses, respond to calls, and view mobile records. If an agency purchased the Pro Suite eCitations or Accident Reporting features, CentralSquare will demonstrate how to create, print, upload, and import the records.

Mapping features are demonstrated during the Mobile CAD training session, and the training will focus on how to navigate, route, and search map layers.

Target Audience: Patrol Officers, Patrol Supervisors, School Resource Officers, and Deputies

Standard Topics

- Mobile CAD Configuration
- Response View
- Officer Initiated
- Traffic Stop
- Shortcuts and Hotkeys
- Master Searches
- Name Alerts
- Location Alerts
- Citations (if not using eCitations)
- Field Identifications
- Other Mobile Records (Warrants, Protection Orders, Civil Papers, Fleet Management, etc.)

Optional Topics

- CentralSquare Mapping Pro
- AVL and AVL Playback
- eCitations
- Accident Reporting
- NCIC
- Equipment (DL Swipe, GPS, Printer, etc.)

Class Requirements

Time: 4 hours
Train the Trainer: 6 hours
Location: Remote prior to Go Live
Agency to provide:

- Equipment installed
- Mapping installed, if purchased
- Scenarios

CASES (DESKTOP OR MOBILE)

The Cases training session covers Cases. The scenarios will teach users how to create cases either from mobile or in the desktop suite, recognize and correct common NIBRS errors, and send cases for approval. If an agency purchased the Investigative Leads feature, CentralSquare will demonstrate how to create, assign, and import lead information into the case reports.

Target Audience: Patrol Officers, Patrol Supervisors, School Resource Officers, Deputies, Investigators, and Patrol Administration (if reviewing cases)

Standard Topics

- Creating a Case Report
- Adding Names
- Adding Offenses
- Adding Vehicles
- Adding Property/Evidence
- Adding Narratives
- Adding Other Forms
- Tasks
- Fixing Common NIBRS Errors
- Case Approval

Optional Topics

- Investigative Leads

Class Requirements

Time: 4 hours
Train the Trainer: 6 hours
Location: Remote prior to Go Live
Agency to provide:

- Scenarios

MOBILE CAD AND CASES

The Mobile CAD and Cases training session combines Mobile CAD and Cases and covers Mobile CAD, Mobile Records, eCitations, Accident Reporting, Cases, Civil, and Fleet Management. Staff will learn to locate names, vehicles, and address history; run NCIC queries; and customize the Mobile CAD screen. The scenarios will teach users how to update statuses, respond to calls, create cases, and send cases for approval. If an agency purchased the Pro Suite eCitations or Accident Reporting features, CentralSquare will demonstrate how to create, print, upload, and import the records.

Mapping features are demonstrated during the Mobile CAD and Cases training session, and the training will focus on how to navigate, route, and search map layers.

Target Audience: Patrol Officers, Patrol Supervisors, School Resource Officers, Deputies, Investigators, and Patrol Administration (if reviewing cases)

Standard Topics

- Mobile CAD Configuration
- Response View
- Officer Initiated
- Traffic Stop
- Case Reports
- Fixing Common NIBRS Errors
- Shortcuts and Hotkeys
- Master Searches
- Name Alerts
- Location Alerts
- Citations (if not using eCitations)
- Field Identifications
- Other Mobile Records (Warrants, Protection Orders, Civil Papers, Fleet Management, etc.)

Optional Topics

- CentralSquare Mapping Pro
- AVL and AVL Playback
- eCitations
- Accident Reporting
- NCIC
- Investigative Leads
- Equipment (DL Swipe, GPS, Printer, etc.)

Class Requirements

Time: 8 hours
Train the Trainer: 12 hours
Location: Remote prior to Go Live
Agency to provide:

- Equipment installed
- Mapping installed, if purchased
- Scenarios

INVESTIGATIONS, INTEL, AND INVESTIGATIVE LEADS (DESKTOP)

The Investigations, Intel, and Investigative Leads training session covers how an investigations team will create and manage their cases. It includes topics such as creating, editing, searching, and sending for final approval. Users will learn how to add evidence, narratives, and recordings by using scenarios provided by the agency. If users elect to use the Intel and Investigative Leads modules, CentralSquare will provide extra time to learn how to use those features.

Target audience: Investigations/CID and Supervisors

Standard Topics

- Case Reports
- Intelligence Module
- Investigative Leads
- Subscriptions
- Digital Lineups

Class Requirements

Time: 2 hours
Location: Remote prior to Go Live
Agency to provide:

- Workstations
- Scenarios

RECORDS (DESKTOP)

The Records training session covers a variety of topics within the Records Pro module including warrants, protection orders, sex offenders, bicycle registrations, pistol permits, and parking tickets. Staff will learn how to search, create, add information, and edit different records within the Records Pro modules.

Target Audience: Records Clerks responsible for maintaining department records and Dispatchers responsible for entering records

Standard Topics

- CFS Log
- Case Reports
- Property/Evidence
- Citations and Warnings
- Field Identifications
- Warrants
- Protection Orders
- Bicycle Registration
- Parking Tickets
- Pistol Permits
- Triple I
- Pawn Property
- Sex Offenders
- Custom Forms
- Linking Records
- Master Record Notes
- Merging Duplicate Records
- Sealing and Expunging Records
- Printing and Redacting Information

Optional Topics

- eCitations
- Accident Reporting
- Adding Service Attempts for Warrants, Protection Orders, Civil Papers, etc.

Class Requirements

Time: Up to 4 hours
Train the Trainer: Up to 6 hours
Location: Remote prior to Go Live
Agency to provide:

- Sessions divided by training topics, job function, and/or department
- Scenarios

STATE REPORTING

The State Reporting scenario training provides an overview of how to view and address state reporting errors on case reports. Staff will review key NIBRS concepts and discuss the effects the transition may have on their current processes. The scenarios will help staff have a better understanding state reporting by reviewing how to recognize and correct common errors, create a submission file, and review prior submission logs. The training will prepare users for the post-Go Live state reporting certification process.

Please note that correcting NIBRS errors is covered in Cases training sessions as the primary case report writer can fix their errors before submitting for approval.

Target Audience: Employees submitting cases to the state

Standard Topics

- Introduction to NIBRS
- NIBRS Summary Log
- Fixing NIBRS Errors
- Notifying Primary Officer of Errors
- Creating NIBRS Submission Report
- Reviewing Previous Submission Log

Class Requirements

Time: Up to 4 hours
Location: Remote prior to Go Live
Agency to provide:

- Workstations
- Scenarios for error correction

REPORT GENERATOR

This Report Generator training session outlines the simple and straightforward process to create reports and does not require SQL experience. The session demonstrates how filters, sorting, and grouping can be applied to display the data as desired. Users will learn how to create custom dashboard parts to display information relevant to an agency's day-to-day activities on the dashboard. Based on the reports, users will be able to create charts, graphs, and heat maps as well as recurring reports.

Target Audience: Supervisors, Administration, and any employee that creates reports

Standard Topics

- List-style Reports
- Crosstab Reports
- Formatting Reports
- Charts and Graphs
- Custom Dashboard Parts
- Recurring Reports

Class Requirements

Time: 2 hours

Location: Remote prior to Go Live

Agency to provide:

- Workstations
- Scenarios

SHORT-TERM HOLDING (JAIL)

The Jail training session will guide staff through the intake, booking, and release wizards. Whether an agency handles inmates on a bulk or individual level, this session will include how to create cell transfers, inmate checks, sentence calculations, disburse medicine, schedule activities, and write incident and disciplinary action reports. If a facility is divided into certain departments by job function, CentralSquare can divide the training into sessions based on specific topics (see example training sessions below).

Target Audience: Jail Staff, Corrections Officers, Supervisors, and any jail employee who approves jail incidents and/or disciplinary actions

Standard Topics

- Viewing and Searching Inmates
- Intake, Booking, and Release
- Individual vs. Bulk Management
- Activities, Court Events, Transportation
- Shift Log
- Classification
- Stay Scheduling and Work Release
- Issued and Personal Property
- Medicine Logs
- Bond Payments
- Incident Reports and Disciplinary Actions
- Victim Notification
- Inmate Expenses and Payment
- Jail Billing Report
- Head Counts and Cell Checks
- Custom Forms

Optional Topics

- Advanced Inmate Bank
- Wristband Printer and Digital Signatures

Class Requirements

Time: 8 hours

Train the Trainer: 12 hours

Location: Remote prior to Go Live

Agency to provide:

- Equipment installed prior to training
- Workstations
- Scenarios

Booking, Processing, and Releasing

The Jail – Booking, Processing, and Releasing session will guide staff through the intake, booking, and release wizards. Agency-specific features such as classification forms, medical history questionnaires, or any other forms required to be filled out through the booking process will be covered.

Target Audience: Jail employees who book, classify, and/or release an inmate or any jail employee who approves this process

Standard Topics

- Current Inmates
- Search Inmates
- Intake
- Booking/Processing
- Inmate Custom Forms
- Classification
- Digital Signatures
- Suspend Booking
- Printing

Class Requirements

Time: 2 hours

Location: Remote prior to Go Live

Agency to provide:

- Workstations
- Scenarios

Activities, Transportation, and Inmate Checks

The Jail – Activities, Transportation, and Inmate Checks session will provide users with the knowledge needed to add and schedule activities, classes, trustee work, and transportation on a bulk level or individual level, as well as how to create cell checks and head counts.

Target Audience: Jail employees who manage inmate movement, are responsible for logging inmate transportation, or who approve these processes

Standard Topics

- Activities
- Classes
- Transportation
- Schedule Activities
- Bulk Management
- Inmate Checks
- Head Counts

Class Requirements

Time: 2 hours
Location: Remote prior to Go Live
Agency to provide:
- Scenarios

Medical

The Jail-Medical training session demonstrates how to track the medical history and distribute medicine to inmates. Users will also learn how to search for inmates and view inmate alerts.

Target Audience: Any jail employee who disburses medication

Standard Topics

- Add Medicine
- Dispense Medicine
- Refused/Accepted
- Print Reports
- Digital Signatures

Class Requirements

Time: 1 hour
Location: Remote prior to Go Live
Agency to provide:
- Workstations
- Scenarios

ATTORNEY CASE VIEW PORTAL (eLEARNING)

The Attorney Case View Portal recorded training session covers how to manage approved case report sections to be pushed on the Attorney Case View Portal for viewing by selected individuals or groups of attorneys set up in the agency's personnel module.

Target Audience: Employees who provide case report information to attorneys and/or attorneys who need to download and request information about case reports from the portal.

Standard Topics

- Case Report
- Approval
- Case Notifications
- Portal
- Attorney Case View
- Downloading Digital Evidence
- Request Physical Evidence

Class Requirements

Time: 1 hour
Location: eLearning
Agency to provide:

- Workstations for attendees to view

AGENCY ADMINISTRATION (eLEARNING)

The Agency Administration recorded training session covers a variety of functions, including tracking mileage, fuel, and other Fleet Management services. Users will learn how to manage equipment, inventory, and purchase requests. Users can learn how to log and track service dog information, update and search the policy manual, and handle citizen feedback. This session is recorded and can be viewed individually per specific job functions: management of equipment, inventory, service dogs, policy manuals, and fleet management.

Target Audience: Staff responsible for managing fleet, equipment, inventory, service dogs, policy manuals, or purchase requisitions

Standard Topics

- Fleet Management
- Equipment
- Inventory
- Service Dogs
- Citizen Feedback
- Policy Manual
- Purchase Requisitions

Class Requirements

Time: 1 hour
Location: eLearning
Agency to provide:
- Workstations for attendees to view

ADVANCED PERSONNEL (eLEARNING)

The Advanced Personnel recorded training session covers the Personnel Pro module. Users will learn how to create and edit personnel records and track trainings, disciplinary actions, promotions, service history, positions, and commendations.

Target Audience: Any employee responsible for updating personnel records, including logging commendations, disciplinary actions, and/or training records.

Standard Topics

- Personnel Records
- Promotions
- Commendations
- Disciplinary Actions
- Training
- Service History
- Positions
- Personnel Log

Class Requirements

Time: 1 hour
Location: eLearning
Agency to provide:
- Workstations for staff to view training

CASE APPROVAL (eLEARNING)

The Case Approval recorded training session covers all sections of reviewing and approving a case report. The scenarios will teach users how to review case reports, send reports and sections back to the officer for corrections, approve the case, change the disposition, and add an investigator to the case.

Target Audience: Patrol Supervisors, Investigation Supervisors, and Patrol Administration (if reviewing/approving cases).

Standard Topics

- Useful Dashboard Parts
- Cases Log
- Printing the Case
- Reviewing Sections of the Case
- Approving the Case (sections vs whole case report)
- Kick Back Case (sections vs whole case report)
- Change Disposition
- Add Investigator

Optional Topics

- Investigative Leads

Class Requirements

Time: 1 hour
Location: eLearning
Agency to provide:

- Workstation for trainees to view presentation
- Users have completed Cases Training

Section 4. Technical Requirements

CentralSquare has provided the below spreadsheets in addition to the PDF version provided by the EPD. At the end of this section, the EPD will also find supplementary images that coincide with marked responses.

Administration

General

ID	Requirement	Yes	Future	Modify	No	Comments
AA1	The system should allow authorized users to create and maintain other users' accounts.	X				
AA2	The system should allow authorized users to create and maintain administrative users' accounts.	X				
AA3	The system should allow authorized users to create and maintain user groups.	X				
AA4	The system should allow authorized users to maintain user permissions by individual users or by user groups.	X				
AA5	The system should fully incorporate user accounts (login, etc.) with personnel records for that user, ensuring that any changes which need to be made to a user's account are made in a single place in the system.	X				

Policy Manual

ID	Requirement	Yes	Future	Modify	No	Comments
AB1	The system should provide a means for entering, maintaining and viewing the agency's policy manual.	X				
AB2	The system should organize the policy manual with sections and subsections.	X				
AB3	The system should allow authorized users to add and update sections and subsections within the policy manual.	X				
AB4	The system should allow formatting options in the policy manual such as boldface and italics.	X				
AB5	The system should include a spellchecker for the policy manual.	X				
AB6	The system should allow authorized users to view a list of sections/subsections of the policy manual which need to be updated.	X				

AB7	The system should allow authorized users to specify effective dates and target re-evaluation dates for sections and subsections of the policy manual.	X				
AB8	The system should track changes to the policy manual and generate a change log.	X				
AB9	The system should display a table of contents for the policy manual with links to each section.	X				
AB10	The system should display, as part of the table of contents, indicators showing each user any sections he or she has not yet read and any sections which have been updated since he or she last read them.	X				
AB11	The system should allow users to navigate between sections of the policy manual.	X				
AB12	The system should allow the policy manual to be searched by section or subsection title or by any term found within the text.	X				
AB13	The system should allow users to bulk print desired sections of the policy manual.	X				
AB14	The system should generate a log for the policy manual that lists each time a user accessed each section or subsection, including how long the user spent viewing it.	X				
AB15	The system should allow a user to read the policy manual which was in force as of a specific date (and not just the most current version of the manual).	X				
AB16	The system should allow authorized users to determine who has read recent policy manual changes or additions and to save, email or print a list of the sections each user still needs to read to be current.	X				

Fleet Management

ID	Requirement	Yes	Future	Modify	No	Comments
AC1	The system should allow authorized users to create and maintain agency vehicle records.	X				

AC2	The system should allow agency vehicles to be assigned to individual employees, divisions, or sections.	X				
AC3	The system should allow authorized users to maintain lists of service types, service groups and vehicle acquisition methods.	X				
AC4	The system should allow agency vehicles to be added to service groups (that is, to bulk assign service schedules).	X				
AC5	The system should allow fleet services types to be configured and scheduled for specified mileage or hour intervals for each vehicle.	X				
AC6	The system should allow each agency vehicle to track either odometer or hour-meter readings.	X				
AC7	The system should display the latest odometer or hour-meter reading for each vehicle in a highly visible manner.	X				
AC8	The system should provide a means for tracking equipment assigned to each vehicle.	X				
AC9	The system should provide a means of tracking damage to vehicles and the corresponding restitution payments (as appropriate) for that damage.	X				
AC10	The system should be able to alert users to upcoming vehicle retirements.	X				
AC11	The system should be able to retain retired vehicle records indefinitely.	X				
AC12	Agency-defined custom fields should be available in Fleet Management.	X				

Vehicle Services

ID	Requirement	Yes	Future	Modify	No	Comments
AD1	The system should allow users to create and maintain fuel records and service records (oil changes, tire rotations, etc.) for each agency vehicle.	X				
AD2	The system should calculate each vehicle's fuel efficiency from the fuel history entered.	X				

AD3	The system should be able to alert users to upcoming scheduled vehicle maintenance.	X				
AD4	The system should allow fuel records and service records to have files attached to them via upload or scanner.	X				

Equipment

ID	Requirement	Yes	Future	Modify	No	Comments
AE1	The system should allow authorized users to create and maintain agency equipment item records.	X				
AE2	The system should allow authorized users to maintain lists of equipment acquisition methods, disposal types, locations, makes, models, names, types and vendors.	X				
AE3	The system should be able to track the specified number of years over which to depreciate an equipment item.	X				
AE4	The system should be able to automatically calculate the current value of equipment items using straight line depreciation.	X				
AE5	The system should be able to generate an equipment depreciation report for a specified date range.	X				
AE6	The system should allow target replacement dates to be specified for equipment.	X				
AE7	The system should track assignment of equipment to employees, vehicles, service dogs, divisions, sections, or disposal.	X				
AE8	The system should allow authorized users to determine which users or user groups may assign equipment to each division, section, etc.	X				
AE9	The system should allow users to create unlimited audit reports for an employee's issued equipment. This report should include all issued equipment and the status of the item at the time of the audit.	X				
AE10	The system should be able to generate an assignment history for each equipment item.	X				

AE11	The system should allow equipment to be assigned in bulk.	X				
AE12	The system should allow equipment items to be assigned barcodes for identification.	X				
AE13	The system should support lookup of an equipment item record by scanning the equipment item's barcode.	X				
AE14	The system should allow equipment item records to have files attached to them via upload or scanner.	X				
AE15	Agency-defined custom fields should be available in Equipment.	X				

Inventory

ID	Requirement	Yes	Future	Modify	No	Comments
AF1	The system should allow authorized users to create and maintain inventory item records which are separate from equipment item records. Examples of inventory items might include such things as ammunition and cleaning supplies.	X				
AF2	The system should allow authorized users to maintain a list of inventory item statuses, categories and locations.	X				
AF3	The system should show whether inventory items are available for use.	X				
AF4	The system should provide an alert for low inventory items.	X				
AF5	The system should allow inventory items to have barcodes assigned to them.	X				
AF6	The system should support lookup of an inventory item record by scanning the inventory item's barcode.	X				
AF7	The system should allow inventory items to be added, transferred, and reduced.	X				
AF8	The system should allow authorized users to view a list of inventory items that are below agency-defined minimum levels.	X				

AF9	The system should allow inventory item records to have files attached to them via upload or scanner.	X				
AF10	Agency-defined custom fields should be available in Inventory.	X				

Inventory Requests

ID	Requirement	Yes	Future	Modify	No	Comments
AG1	The system should allow authorized users to request additional inventory items.	X				
AG2	The system should allow authorized users to track the status of inventory requests.	X				
AG3	The system should allow inventory request records to have files attached to them via upload or scanner.	X				
AG4	Agency-defined custom fields should be available in Inventory Requests.	X				

Purchase Requisitions

ID	Requirement	Yes	Future	Modify	No	Comments
AH1	The system should allow authorized users to complete purchase requisition forms.	X				
AH2	The system should allow purchase requisition forms to be assigned to specified users for approval.	X				
AH3	The system should allow purchase requisitions to be assigned to specified users (when approved) for purchase of the requested items.	X				

Canine Management

ID	Requirement	Yes	Future	Modify	No	Comments
AI1	The system should allow users to create and maintain canine/service dog records.	X				
AI2	The system should allow authorized users to maintain lists of activity types for canines.	X				
AI3	The system should allow authorized users to assign a canine to a handler.	X				

AI4	The system should allow users to track canine activities, certifications, vaccinations, medical visits, and other costs.	X				
AI5	The system should allow activity records, certification records, vaccination records, medical visit records, and other cost records to have files attached to them via upload or scanner.	X				
AI6	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual canine records or canine activity records.	X				
AI7	The system should allow users with access to canine records or canine activity records to use the custom forms to enter and maintain the associated data.	X				
AI8	Agency-defined custom fields should be available in Canine Management.	X				

Notes

ID	Requirement	Yes	Future	Modify	No	Comments
AJ1	The system should allow authorized users to create general notes which will display on every user's dashboard as configured.	X				
AJ2	The system should allow notes to be set as sticky so they will continue to display at the top of the notes list even when other notes are newer.	X				
AJ3	The system should allow general notes to have files attached to them via upload or scanner.	X				

Administration Reporting

ID	Requirement	Yes	Future	Modify	No	Comments
AK1	The system should provide a report generator for building custom statistical and analytical reports from administration data. The report generator should be provided by the same vendor and not be a third-party application.	X				

AK2	The system should restrict access to the report generator and individual report templates by user or user group.	X				
AK3	The system should not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator.	X				
AK4	The system should allow the creator of the report template to build reports for any data entered into the administration product.	X				
AK5	The report generator should allow the creator of the report template to control layout and formatting options for each administration report template. This includes such options as field arrangements, column widths, label text, font sizes, and line spacing.	X				
AK6	The report generator should allow the creator of each administration report template to choose which users can access and/or run the report and/or modify the report template.	X				
AK7	The report generator should support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum.	X				
AK8	The report generator should allow data to be grouped or sorted by any data element.	X				
AK9	The report generator should allow multiple data filters to be applied using "and/or" logic.	X				
AK10	The report generator should allow administration reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report.	X				
AK11	The report generator should allow administration report templates to be saved and modified at a later time.	X				
AK12	The report generator should support adding the administration reports to user's dashboards.	X				

AK13	The report generator should allow recurring administration reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times.	X				
AK14	The report generator should support ad-hoc queries.	X				
AK15	The report generator should support creation of administration reports such as the following: - Weapon Assignments - Equipment Issued to Personnel - Inventory - Current Vehicle Assignments - Negative Citizen Feedback - Personnel Birthdays - Personnel Specialties - Personnel Years of Service - Vehicle Replacement Schedule	X				

Interface A

ID	Requirement	Yes	Future	Modify	No	Comments

Interface B

ID	Requirement	Yes	Future	Modify	No	Comments

Computer Aided Dispatch (CAD)

General

ID	Requirement	Yes	Future	Modify	No	Comments
CA1	The system should be multi-jurisdictional, allowing dispatching for multiple agencies, including law enforcement, fire, and medical responders.	X				
CA2	The system should allow authorized users to design and enforce an agency-wide standard CAD window layout to ensure consistency among workstations, but also to allow users flexibility in configuring their own CAD displays as allowed by the agency.	X				
CA3	The system should include a minimum of the following for CAD window layout options: window sizes and arrangements, column options, widths, font types, font sizes, and default list-view filters.	X				
CA4	The system should allow customized CAD windows to retain a user or agency's preference for all layout options.	X				
CA5	The system should support both command line and point-and-click entry for all CAD commands.	X				
CA6	The system should support drag-and-drop issuance of CAD commands.	X				
CA7	The system should allow authorized users to maintain lists of beats and beat plans.	X				
CA8	The system should allow authorized users to maintain a list of bulletin types in addition to BOLOs and special instructions.	X				
CA9	The system should allow authorized users to maintain a list of CFS dispositions.	X				
CA10	The system should allow multiple dispositions to be specified for a single CFS.	X				
CA11	The system should allow calls for service to be set up to require dispositions before they can be closed.	X				

CA12	The system should allow authorized users to maintain a list of CFS link types (for example, Duplicate of and Related to) to tie multiple calls into the same physical event.	X				
CA13	The system should allow authorized users to maintain a list of CFS list filters (to organize information on the primary CFS windows).	X				
CA14	The system should allow authorized users to maintain CFS priority levels.	X				
CA15	The system should include inactivity alarm and unit status alarm values, along with the colors, for each CFS priority level.	X				
CA16	The system should allow authorized users to maintain a list of CFS response codes.	X				
CA17	The system should allow users to maintain a list of recurring scheduled calls for service, such as pager or siren tests.	X				
CA18	The system should allow authorized users to maintain a list of fire and/or EMS stations.	X				
CA19	The system should allow authorized users to maintain a list of CAD terminals.	X				
CA20	The system should allow authorized users to maintain a list of dispatch timers used to alert call-takers and dispatchers to calls waiting to be dispatched.	X				
CA21	The system should allow authorized users to set up additional web sites to open within CAD windows, without the standard browser controls or navigation features.	X				
CA22	The system should support Caller Location Query, CLQ, functionality.	X				
CA23	System should allow for bulletin records to be linked to the master name index.	X				
CA24	System should allow for bulletin records to be linked to the master vehicle index.	X				
CA25	System should allow for bulletin records to be linked to the master address index.	X				

Calls for Service

ID	Requirement	Yes				Comments
CB1	The system should track reporter/complainant data, including name, address, and call-back number.	X				
CB2	The system should allow unlimited narrative details to be added to a CFS.	X				
CB3	The system should provide automatic date/time stamping and user ID tracking for all call-taker and dispatcher actions to track CFS activity, unit activity, radio log, etc.	X				
CB4	The system should allow authorized users to manage check-in times for units based on CFS type. When a unit exceeds the allotted time, the system should provide visible and audible warnings to the call-taker or dispatcher.	X				
CB5	The system should include an override/reset feature for the unit check-in time warnings.	X				
CB6	The system should allow for filtering subsets or sorting the active or waiting calls within the CFS control panel.	X				
CB7	The system should display key information about each CFS, such as incident number, call for service type, priority, status, assigned units, and incident address within the CFS control panel.	X				
CB8	The system should allow the information displayed for a CFS within the CFS control panel to be configured per user or per agency.	X				
CB9	The system should allow authorized users to manage dispatch timers based on CFS type and priority. The system should provide a visible and/or audible warning, alerting the call-taker or dispatcher that too much time has elapsed without assigning a unit(s) to the CFS.	X				
CB10	The system should make narrative details available to all stations in real time.	X				

CB11	The system should clearly display the SOP to the call-taker and dispatcher when a CFS is created with an incident code that has an SOP.	X				
CB12	The system should be able to display the active and waiting calls for service through the CFS control panel.	X				
CB13	The system should allow the call-taker and dispatcher to enter free-text log entries for a CFS.	X				
CB14	The system should auto-save narrative details after a specified period of inactivity on a CFS.	X				
CB15	The system should allow a CFS to be created with a single click or keystroke from either the CAD product or from the mapping product.	X				
CB16	The system should be able to immediately dispatch a new CFS without any mandatory fields.	X				
CB17	The system should allow users to create traffic stop calls for service, with fields for entering key traffic stop data, including location and license plate number, in the order specified by the agency.	X				
CB18	The system should allow the dispatch display to provide access to all CFS information, including incident type, nature of call, address, reporter and complainant names, and narrative.	X				
CB19	The system should provide duplicate CFS suggestions based on address location.	X				
CB20	The system should, after a dispatcher verifies a duplicated call, link the duplicate to the original call to provide access to the additional data.	X				
CB21	The system should allow calls for service to be manually linked for any agency-defined reason.	X				
CB22	The system should allow a "use caution" flag to be placed on any CFS.	X				
CB23	The system should allow a CFS to be modified with priority modifiers such as Routine, Just Occurred, and In Progress throughout the life of the call.	X				

CB24	The system should allow calls for service to be cleared at any time, including prior to dispatch.	X				
CB25	The system should allow a call-taker and/or dispatcher to specify an unlimited number dispositions or reasons for clearing a CFS.	X				
CB26	The system should allow authorized users to view cleared calls for service but prevent unauthorized users from making any modifications to these cleared calls.	X				
CB27	The system should allow reactivation of recently cleared calls for service and should also allow additional activity and dispatching of units to the original CFS.	X				
CB28	The system should allow a call-taker or dispatcher to begin a case report from a CFS with a single click or keystroke.	X				
CB29	The system should support the automatic creation of a case report from a CFS based on configurable settings.	X				
CB30	The system should allow for multiple case reports to be associated with a single CFS, for single or multiple jurisdictions.	X				
CB31	The system should auto-populate CFS data such as incident code, location, beat, and reporting parties into associated case reports. This transfer should not be a one-time transfer but should be kept up-to-date as the CFS progresses.	X				
CB32	The system should be able to generate a sequential reference number for a CFS for each jurisdiction/responding agency.	X				
CB33	The system should provide a list of all state/NCIC queries run and associated returns. This list should be filtered by date, query type, user, and/or terminal.	X				
CB34	The system should allow users to easily attach a state/NCIC query to a call for service so that the query and all returns are linked to the call.	X				

CB35	The system should allow NCIC queries to run automatically when a vehicle or name is added to a CFS.	X				
CB36	The system should allow all information captured within a CFS to be transferred to and available via the resulting Case report.	X				
CB37	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual calls for service.	X				
CB38	The system should allow users with access to calls for service to use the custom forms to enter and maintain the associated data.	X				

Incident Codes

ID	Requirement	Yes	Future	Modify	No	Comments
CC1	The system should allow authorized users to maintain a list of CFS types (incident codes), including default priority levels and default modifiers.	X				
CC2	The system should allow authorized users to determine if incident reports are required for given incident codes or if incident reports will be automatically created in CAD.	X				
CC3	The system should allow users to enter an unlimited number of incident codes for a CFS.	X				
CC4	The system should allow incident codes to be associated with specific N-DEx codes for state and federal reporting.	X				
CC5	The system should allow map icons to be assigned to each incident code for display of that incident/CFS on the map.	X				
CC6	The system should allow incident codes to be changed at any time during the CFS.	X				
CC7	The system should allow incident codes to be defined by the agency such that they will trigger the appropriate response assistance from 911 EMD systems, if so configured.	X				

Unit Management

ID	Requirement	Yes	Future	Modify	No	Comments
CD1	The system should allow authorized users to maintain lists of unit information such as unit alarm times, unit details, unit list filters, unit locations, unit shifts, unit specialties, unit statuses, unit types, and the units themselves.	X				
CD2	The system should allow authorized users to determine the length of unit alarm times and the frequency of the alarm tone.	X				
CD3	The system should support filtering on the CAD window to select the units which meet specified criteria (has defibrillator, etc.).	X				
CD4	The system should allow unit drill-down. That is, the user should be able to select a unit and use links to locate information about the personnel, vehicle, and equipment associated with that unit and jump to those records (if authorized).	X				
CD5	The system should have one or more CAD unit control windows which allow filtering and sorting units by key data.	X				
CD6	The system should include key information about each unit in the CAD unit control window, such as unit type, call sign, details, status, incident assignment, beat, and location, configurable per user or per agency.	X				
CD7	The system should allow a call-taker or dispatcher to view a list of active and waiting calls for service from the CAD control unit window and to dispatch the units to calls for service.	X				
CD8	The system should allow a call-taker or dispatcher to update unit information such as status, location, and details from the CAD control unit window.	X				
CD9	The system should allow call-takers and dispatchers to dispatch units from a displayed list of available units in the CFS control panel.	X				

CD10	The system should allow call-takers and dispatchers to issue unit commands directly from the CFS window.	X				
CD11	The system should support pre-built shift rosters and allow call-takers or dispatchers to place multiple units on shift with a single command.	X				
CD12	The system should be able to re-assign a unit from one CFS to another with a single command and stack the original CFS against the re-routed unit.	X				
CD13	The system should provide unlimited unit stacking for calls for service.	X				
CD14	The system should allow a re-assigned unit to be sent back to the original CFS when the unit is cleared.	X				
CD15	The system should allow one unit to be exchanged with another, automatically recording in the log that the first unit was initially dispatched and then switched with the second unit.	X				
CD16	The system should be able to group units so that subsequent commands apply to all units in the group.	X				
CD17	The system should support the use of cross-staffed units.	X				
CD18	The system should allow the call-taker or dispatcher to enter free-text messages from an officer in the CFS log.	X				
CD19	The system should allow the CFS log to be queried by unit to generate a record of an individual officer's activity for a given time period.	X				

Addresses and GIS

ID	Requirement	Yes	Future	Modify	No	Comments
CE1	The system should display a list of potential matches as characters for addresses are typed into the CFS address field. These potential matches should be reduced as additional characters are typed until only the matching address(es) is/are listed.	X				
CE2	The system should allow users to suggest adding new addresses when existing address information does not exist.	X				
CE3	The system should allow the call-taker to select a suggested match at any time to auto-populate the address field.	X				
CE4	The system should, when possible, auto-populate the city, state and zip code based on the street address entered (if the address is already in the master address database).	X				
CE5	The system should allow intersections to be entered as CFS addresses.	X				
CE6	The system should allow mile markers to be entered as CFS addresses.	X				
CE7	The system should allow the assignment of common address names such as "Northern Oklahoma College" to actual addresses, allowing call-takers and dispatchers to enter either one in a CFS.	X				
CE8	The system should allow the assignment of street name aliases. For example, "NGA" might be assigned as a street alias for "North Grand Avenue." Call-takers and dispatchers may choose to enter either the address or the alias.	X				
CE9	The system should automatically alert the call-taker and/or dispatcher of a possible duplicate call based on address data.	X				
CE10	The system should be integrated with GIS. Please describe the GIS integration.	X				
CE11	The system should support specifying and auto-populating the beat and/or zone for a CFS.	X				

Command Line

ID	Requirement	Yes	Future	Modify	No	Comments
CF1	The system should allow authorized users to maintain a list of CAD commands, including the actions which the system performs within each command.	X				
CF2	The system should allow call-takers and dispatchers to enter commands via the command line using a few keystrokes.	X				
CF3	The system should allow authorized users to create agency-specific commands for the command line.	X				
CF4	The system should allow the command line to use natural language rather than cryptic key codes or a specific information order.	X				
CF5	The system should use business logic to dynamically display only the necessary fields for the selected command in the command line.	X				
CF6	The system should allow authorized users to arrange traffic stop fields in a CAD command to match the order they are called out to dispatchers at the agency.	X				
CF7	The system should default the CFS number from the current CFS to the command line embedded in the CFS detail screen.	X				
CF8	The system should support multiple instances of the command line on multiple displays from the same workstation.	X				
CF9	The system should allow users to post brief messages directly to Twitter from the command line based on templates containing pre-defined call elements.	X				
CF10	The system should allow users to run common state/NCIC queries directly from the command line.	X				

Call-taker/Dispatcher

ID	Requirement	Yes	Future	Modify	No	Comments
CG1	The system should allow authorized users to take over any call-taker or dispatcher position.	X				
CG2	The system should be able to be set up for a call-taker and/or dispatcher workflow, or for one user to fill both roles using the same windows.	X				
CG3	The system should support either local or remote call-taker and/or dispatcher positions.	X				
CG4	The system should support an unlimited number of call-taker and/or dispatcher positions.	X				
CG5	The system should allow multiple call-takers or dispatchers or mobile users to enter data on the same CFS simultaneously.	X				
CG6	The system should allow for units to be dispatched simultaneously with call-taking activities.	X				
CG7	The system should make information immediately available to all stations as soon as any dispatcher, call-taker, or mobile unit updates a call. A CFS update indicator (for example, flashing text) should be visible to all stations.	X				
CG8	The system should make all functions available from the call-taker and dispatcher positions for officer-initiated incidents (quick calls) and traffic stops.	X				

Relationships

ID	Requirement	Yes	Future	Modify	No	Comments
CH1	The system should allow users to add unlimited involved persons to a CFS.	X				
CH2	The system should allow authorized users to set up an unlimited number of custom, configurable relationship types.	X				
CH3	The system should allow authorized users to extend the list of CFS relationship types to include such types as arrestee, cited, reporter, driver of vehicle, and passenger.	X				

CH4	The system should automatically check all involved persons' names against the master name index.	X				
CH5	The system should allow for the entry of anonymous reporters such as concerned citizen or anonymous female without creating a master name record for these entries.	X				
CH6	The system should automatically transfer all names, including any involved persons, from the CFS record to any associated case reports.	X				

Service Vehicles

ID	Requirement	Yes	Future	Modify	No	Comments
CI1	The system should include a list of service vehicle providers that need to maintain a rotation schedule, such as wreckers or private ambulances.	X				
CI2	The system should automatically position the second company in the first position after the first company has been selected.	X				
CI3	The system should allow the user to dispatch the next company, when unable to reach the first company in line, without manually moving the first company to the bottom of the rotation sequence.	X				
CI4	The system should allow the user to override the rotation in the event a specific provider is requested.	X				
CI5	The system should track attempts to contact service vehicle providers and the results of each attempt.	X				

Tow Calls

ID	Requirement	Yes	Future	Modify	No	Comments
CJ1	The system should allow authorized users to maintain lists of tow call information such as tow call statuses, tow operators, and tow operator schedules.	X				

CJ2	The system should provide a means for recording when a vehicle needs to be towed, including vehicle identifying data, vehicle location, comments, and attempts to contact service vehicles.	X				
CJ3	The system should allow vehicle data from a call for service to automatically populate the tow call.	X				
CJ4	The system should ensure that tow calls are recorded as links for the related master vehicle records.	X				
CJ5	The system should integrate the towing expenses billing with the financial product provided by the same vendor.	X				
CJ6	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual tow calls.	X				
CJ7	The system should allow users with access to tow calls to use the custom forms to enter and maintain the associated data.	X				

Unit Recommendations

ID	Requirement	Yes	Future	Modify	No	Comments
CK1	The system should allow authorized users to maintain a list of run cards.	X				
CK2	The system should allow agency-configurable run cards to define the required responders for each incident code.	X				
CK3	The system should allow authorized users to define run cards by particular map layer(s) or by individual addresses.	X				
CK4	The system should allow run cards to be applied to a single incident code or to multiple incident codes.	X				
CK5	The system should allow run cards to be based on/include the following additional criteria: day, time of day, number and type of units.	X				

CK6	The system should allow units which match up with run card criteria to be differentiated with a tiebreaker (such as which one has been inactive for the longest period).	X				
CK7	The system should prioritize units for recommendation based on factors including the following: - Department/jurisdiction - Specialties, training skills, and equipment - Closest path/shortest routing time to incident location - Time since last CFS assignment - Unit status	X				
CK8	The system should allow the dispatcher to assign a recommended unit, assign all recommended units, or expand the list of units to view more recommendations.	X				
CK9	The system should support the use of cascading unit recommendations.	X				

Vehicles

ID	Requirement	Yes	Future	Modify	No	Comments
CL1	The system should store all vehicle information which is added to a CFS entry in the master vehicle index.	X				
CL2	The system should allow multiple vehicles to be added to a CFS.	X				
CL3	The system should include the following vehicle relationship types: traffic stops or traffic accidents, towed vehicles, abandoned vehicles, and unlimited agency-defined relationships types.	X				
CL4	The system should automatically transfer vehicle information from a CFS to any associated case reports.	X				

Hazards and Alerts

ID	Requirement	Yes	Future	Modify	No	Comments
CM1	The system should visibly notify call-takers, dispatchers and officers of any alert information for names, addresses, and vehicles involved in a CFS.	X				
CM2	The system should integrate hazards and alerts between all products so that alerts entered in one area are available in all others (for example, a dispatcher is alerted in CAD that a complainant has an outstanding warrant in RMS).	X				
CM3	The system should allow unlimited narrative text for an alert.	X				
CM4	The system should include both urgent and non-urgent alerts.	X				
CM5	The system should allow alerts to be deactivated, if no longer relevant, but still maintained in the alert history.	X				
CM6	The system should allow users to set an expiration date for each alert. Expired alerts should be retained but clearly marked as expired and non-urgent.	X				
CM7	The system should display alerts triggered from any non-CAD area of the system to dispatchers in real-time based on the people involved, addresses, vehicles, etc. For example, any alerts for warrant hits or sex offender status should display when a reporting party name is entered in CAD.	X				
CM8	The system should allow authorized users to create other name alert types, such as medical alerts, protection orders, etc.	X				
CM9	The system should directly link alerts (such as warrant hits) to the triggering information.	X				
CM10	The system should alert the call-taker and dispatcher and/or officer if hazardous material is stored at a site, including material name, amount, location on site, and cutoff information (if the data is available on the master address record).	X				

CM11	The system should link hazardous material alerts to the relevant text from the Hazmat Guide stored in the system.	X				
CM12	The system should alert the call-taker and dispatcher and/or officer to protection system details for an address, such as fire alarm panel locations and sprinkler system details (if the data is available on the master address record).	X				
CM13	The system should be able to alert the call-taker and dispatcher and/or officer to water supply details for an address (if the data is available on the master address record).	X				
CM14	The system should alert the call-taker and dispatcher and/or officer to any officer safety warnings for an address such as unlocked firearms, and vicious dogs (if the data is available on the master address record).	X				
CM15	The system should allow authorized users to create other address alerts such as known crash pads, drug sites, etc.	X				
CM16	The system should allow authorized user to create agency-defined vehicle warnings.	X				
CM17	The system should alert the call-taker and dispatcher and/or officer to any vehicle warnings.	X				
CM18	The system should allow name, address, and vehicle alerts to be created during the call-taking and/or dispatch process.	X				
CM19	The system should provide a means of granting or denying users permission to view or create specific name, address, and vehicle alert types so that these alerts can be used to store data such as confidential investigative information.	X				

Call Scheduling

ID	Requirement	Yes	Future	Modify	No	Comments
CN1	The system should allow scheduling calls for future dispatch to help manage special events such as parades, festivals, funeral escorts, and prisoner transport.	X				
CN2	The system should automatically create a CFS when the scheduled activity occurs.	X				
CN3	The system should allow scheduled calls to be set up to notify call-takers and dispatchers in advance of the actual event.	X				
CN4	The system should allow a user, when scheduling a CFS, to specify which terminal will handle the CFS.	X				
CN5	The system should remind a user who schedules a CFS to check the CFS date when calls are scheduled for dates that are not in the near future.	X				
CN6	The system should allow scheduled calls to include unlimited narrative details.	X				
CN7	The system should support location overrides for scheduled calls.	X				
CN8	The system should be able to display a list of scheduled calls, either future or past.	X				
CN9	The system should allow a CFS to be scheduled to recur according to a number of different times (for example, daily, the first Friday of the month, every other month, etc.)	X				

External Messaging

ID	Requirement	Yes	Future	Modify	No	Comments
CO1	The system should include the ability to send messages externally via smtp and sms.	X				
CO2	The system should support rip and run messaging via email or fax for communication with external agencies.	X				
CO3	The system should allow authorized users to maintain lists of paging groups and paging message types.	X				

CO4	The system should send automatic pages based on incident types.	X				
CO5	The system should be able to notify users or groups via smtp or sms when specified calls for service are received.	X				

Internal Messaging

ID	Requirement	Yes	Future	Modify	No	Comments
CP1	The system should allow instant messages to be sent to multiple recipients, such as via a public message room accessible by all on-duty call-takers, dispatchers and officers.	X				
CP2	The system should allow instant messages to be sent to specified user(s).	X				
CP3	The system should provide visible and/or audible alerts or to bring the alert to the front of all other open windows when the user receives an instant message.	X				
CP4	The system should allow for the inclusion of a number of different tones to designate different types of audible alerts.	X				
CP5	The system should include an e-mail function that is internal to the system, allowing users to send e-mail-style messages to other users on the system.	X				
CP6	The system should allow e-mail-style messages to include links to records within the system.	X				
CP7	The system should allow a single e-mail-style message to be sent to one or more users.	X				
CP8	The system should allow users to store or delete received e-mail-style messages.	X				
CP9	The system should log all sent e-mail-style messages.	X				
CP10	The system should provide a note pad function that allows call-takers and dispatchers to type in unlimited text and store the text within the system.	X				
CP11	The system should stamp note pad entries with the date and time and user who created them.	X				

CP12	The system should allow note pad entries to be set to automatically expire.	X				
CP13	The system should be able to notify users or user groups via internal system messaging, or e-mail when specified calls for service are received.	X				
CP14	The system should allow for call-takers and/or dispatchers to notify users and/or user groups of a CFS during any point of the call-taking or dispatching process.	X				
CP15	The system should allow bulletins such as BOLOs and special instructions to be issued to groups of officers based on type, jurisdiction, beat, etc.	X				
CP16	The system should immediately make BOLOs available to the system's mobile units.	X				
CP17	The system should allow BOLOs to have files attached to them via upload or scanner.	X				

Alarm Billing

ID	Requirement	Yes	Future	Modify	No	Comments
CQ1	The system should allow an alarm billing record to be created from an incident code with a false alarm disposition when the CFS is completed.	X				
CQ2	The system should integrate the alarm billing with the financial product provided by the same vendor.	X				
CQ3	The system should be able to automatically create invoices to bill persons or businesses for false alarms.	X				
CQ4	The system should allow users to manually select charges for alarm billing.	X				
CQ5	The system should allow users to save, print or email an alarm billing record directly from the record window.	X				
CQ6	The system should allow users to sort and filter alarm billing records within the list-view window.	X				
CQ7	The system should allow users to save, print or email a summary list of alarm billing records from the list-view window.	X				

CQ8	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with alarm billing records.	X				
CQ9	The system should allow users with access to alarm billing records to use the custom forms to enter and maintain the associated data.	X				

CAD Reporting

ID	Requirement	Yes	Future	Modify	No	Comments
CR1	The system should provide a report generator for building custom statistical and analytical reports from CAD data. The report generator should be provided by the same vendor and should not be a third-party application.	X				
CR2	The system should restrict access to the report generator and individual report templates by user or user group.	X				
CR3	The system should not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator.	X				
CR4	The system should allow the creator of the report template to build reports for any data entered into the CAD product.	X				
CR5	The report generator should allow the creator of the report template to control layout and formatting options for each CAD report template. This includes such options as field arrangements, column widths, label text, font sizes, and line spacing.	X				
CR6	The report generator should allow the creator of each CAD report template to choose which users can access and/or run the report and/or modify the report template.	X				

CR7	The report generator should support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum.	X				
CR8	The report generator should allow data to be grouped or sorted by any data element.	X				
CR9	The report generator should allow multiple data filters to be applied using "and/or" logic.	X				
CR10	The report generator should allow CAD reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report.	X				
CR11	The report generator should allow CAD report templates to be saved and modified at a later time.	X				
CR12	The report generator should support adding the CAD reports to user's dashboards.	X				
CR13	The report generator should allow recurring CAD reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times.	X				
CR14	The report generator should support ad-hoc queries.	X				
CR15	The report generator should support creation of CAD reports such as the following: - Area/section activity - CFS priority analysis - Daily or shift-based CFS summary - CFS by month, by day of week, by hour of day - CFS by nature of call - CFS by source, by disposition - CFS by station, by call-taker or dispatcher - Response time analysis by area, section, priority - Summary of activity for an address or business name - Unit assignments	X				

ANI/ALI Interface

ID	Requirement	Yes	Future	Modify	No	Comments
CS1	The system should include an interface to the 911 service provider.	X				
CS2	The system should receive the raw spill data from the 911 service and import it into the CFS via a serial or IP connection.	X				
CS3	The system should intelligently handle ANI/ALI rebids through the interface.	X				
CS4	The system should allow E911 calls, upon being answered, to automatically generate and populate the CFS entry window with all known data (for example, address, registered name, and phone number) from the call-in number.	X				

Rip and Run Interface

ID	Requirement	Yes	Future	Modify	No	Comments
CT1	The system should include an interface to fax and email services.	X				
CT2	The system should allow CFS information to be transmitted via this interface to third-parties (such as fire departments).	X				
CT3	The system should allow authorized users to manage the settings for this interface (SMTP configurations, etc.)	X				

CAD Web Portal

ID	Requirement	Yes	Future	Modify	No	Comments
CU1	The system should include a secure, web-based portal.	X				
CU2	The system should ensure that the web-based portal allows authorized users to access current CFS records in accordance with their security settings in the system.	X				
CU3	The system should ensure that the web-based portal allows authorized users (from outside agencies) to access historical CFS information per agency and filter by date, disposition, etc.	X				

CU4	The system should ensure that the web-based portal allows authorized users to access current unit statuses.	X				

Interface A

ID	Requirement	Yes	Future	Modify	No	Comments
CV1	CAD Export to Zetron tone paging export, This is a one-way interface from CAD to the Zetron paging console. Paging presets, known as Instant Call Pages, configured by the agency within the Zetron can be requested from CAD to terminal-specific Zetron consoles. These CAD paging requests will reference specific pre-programmed Instant Call Pages configured within Zetron through an RS-232 serial connection.	X				

Interface B

ID	Requirement	Yes	Future	Modify	No	Comments
CV2	AVL Interface UDP TAIP, This is a one-way interface from a UDP TAIP AVL system to CAD and Mapping. CAD will receive and update Mapping with AVL information (latitude and longitude geolocations) for configured CAD units. Unit location and coordinates will be updated within Mapping from a data feed provided by the AVL system that CAD will consume at a configurable interval of time. On-duty CAD unit icons are shown within Mapping at their current location provided by the AVL system. This interface is built to consume TAIP formatted data from devices that are required to connect to the CAD network via Custom Wireless private network or through a configured VPN. Known vendors that support this type of data format: Sierra, Cradle Point.	X				

Jail Management System (JMS)

General

ID	Requirement	Yes	Future	Modify	No	Comments
JA1	The system should include a list of current inmates with key identifying data such as inmate numbers and cell assignments.	X				
JA2	The system should visibly notify users when multiple inmates are in custody with the same first and last names.	X				
JA3	The system should provide a main JMS window that displays such information such as inmates in queue for booking, upcoming court appearances and releases, a list of inmates who are out on work release, and scheduled contacts and activities. This window should be configurable.	X				Pro Suite supports this request. However, court appearances and releases are manually entered into the system and do not interface directly with the courts. CentralSquare will discuss options (i.e., API, customer interfaces, etc.) with the EPD regarding a Court Management System, and CentralSquare Jail Pro, during contract negotiations to ensure a mutual understanding of the requirements, scope, and pricing.
JA4	The system should allow authorized users to locate any inmate at any time.	X				
JA5	The system should be capable of creating an audit trail for every inmate's movements. This trail should list the inmate, where s/he was originally, where s/he is going (new location) who initiated movement (officer), who is receiving the inmate, and the date and time of the movement.	X				

JA6	The system should generate the following output forms, at a minimum: - Bond forms - Application for good time - Probable cause forms - Record of time served - Release extradition waivers - Release of posted bond forms - Room and board notices - Transfer of custody forms - Trip background reports - Wanted posters	X				Pro Suite supports this requirement. However, the EPD will be trained to create all reports mentioned in this question, along with the ability to write an unlimited number of other types of reports.
JA7	The system should ensure that forms capture, store, and print with electronic signatures.	X				

Booking

ID	Requirement	Yes	Future	Modify	No	Comments
JB1	The system should provide a guided step-by-step process (aka "wizard") for booking an inmate to ensure that all necessary steps are completed.	X				
JB2	The system should allow authorized users to configure the booking wizard to conform to the agency's needs. Configuration should include defining which form (property form, approved visitors form, medical screening form, etc.) is next in the sequence as well as which forms are required and which are not.	X				
JB3	The system should include a means for recording inmate property as part of the booking process.	X				
JB4	The system should include a means of issuing agency property to an inmate as part of the booking process.	X				
JB5	The system should allow the booking process to be suspended at any time without losing data, and resumed at a later time from that same point by any authorized user.	X				

JB6	The system should display a visible indicator on the booking list that shows which inmate booking processes were suspended and which ones were completed.	X				
JB7	The system should display alerts triggered from any non-JMS area of the system when booking an inmate, including outstanding warrants, sex offender status, medical alerts, and potential threats to officer safety.	X				
JB8	The system should allow authorized users to manage a medical/mental screening questionnaire which is used as part of the booking process.	X				
JB9	The system should provide all information from a person's master name record during the booking process, including prior relationships, previous bookings, sex offender status, and any other alerts on the master name.	X				
JB10	The system should carry over basic inmate information from a prior booking into a new booking without requiring re-entry.	X				
JB11	The system should allow users to book an inmate from an RMS arrest record.	X				
JB12	The system should bring the RMS arrest form data into JMS without requiring re-entry.	X				
JB13	The system should allow users to book an inmate from an RMS warrant record.	X				
JB14	The system should bring the RMS warrant record data into JMS without requiring re-entry.	X				
JB15	The system should automatically update the warrant record to a non-active status when an inmate is booked from a warrant record.	X				
JB16	The system should allow users to select an inmate from the inmate list for rebooking.	X				
JB17	The system should track charge data such as offenses, bonds, and bond amounts.	X				

JB18	The system should allow users to enter an inmate's victims during the booking process to support their notification upon the inmate's release.	X				
JB19	The system should allow multiple mugshots per inmate.	X				
JB20	The system should allow for tagging pictures as scars, marks, and tattoos, as well as recording the location of those items on the body.	X				
JB21	The system should be able to generate a booking summary form.	X				

Digital Lineups

ID	Requirement	Yes	Future	Modify	No	Comments
JC1	The system should allow authorized users to create digital lineups using mugshots stored in the system.	X				
JC2	The system should allow users to choose demographic criteria to select mug shots for inclusion in digital lineups, including eye color, hair color, height, and weight.	X				
JC3	The system should support exporting digital lineups to a ZIP file.	X				
JC4	The system should allow users to randomly select photos for a digital lineup.	X				

Holds

ID	Requirement	Yes	Future	Modify	No	Comments
JD1	The system should include the appropriate data entry forms in the booking process based on the selected hold reason(s).	X				
JD2	The system should allow authorized users to maintain a list of hold reasons, including which fields are displayed for each hold reason. Hold reasons should include charged, sentenced, warrant, additional hold, and unlimited agency-defined reasons.	X				

JD3	The system should allow users to enter multiple hold reasons per inmate, and should adjust the forms to show only the fields needed for the selected reason(s).	X				
JD4	The system should allow hold reason records to have files such as documents or scanned documents attached to them as part of the booking process.	X				

Release

ID	Requirement	Yes	Future	Modify	No	Comments
JE1	The system should display upcoming user releases on the user's dashboard.	X				
JE2	The system should provide a guided step-by-step process (aka "wizard") for releasing an inmate to ensure that all necessary steps are completed.	X				
JE3	The system should allow authorized users to configure the release wizard to conform to the agency's needs.	X				
JE4	The system should allow users to enter multiple release reasons per inmate, and should adjust the forms to show only the fields needed for the selected reason(s).	X				
JE5	The system should capture the following as part of the release wizard, at minimum: - Record of time served - Release and custody form - Bond form - Release posted bond form	X				
JE6	The system should allow release reasons to be recorded for each of an inmate’s hold reasons. Individual hold reasons should be resolved prior to overall inmate release.	X				
JE7	The system should alert users when an inmate to be released has additional holds in the system.	X				
JE8	The system should release remaining inmate funds as part of the release process.	X				

JE9	The system should be able to release inmate funds to the inmate or another person, or hold the funds until a later date for pickup by a specified person.	X				
JE10	The system should be able to generate a check for the release of inmate funds.	X				
JE11	The system should include release of inmate property in the inmate release process.	X				
JE12	The system should be able to release inmate property to the inmate or to another person, or hold it until a later date for pickup by a specified person.	X				
JE13	The system should generate inmate fund and inmate property release forms that can be signed (manually or electronically) to verify receipt of funds and property.	X				
JE14	The system should clearly display a "Released" status on an inmate's record once that inmate has been released.	X				
JE15	The system should be able to print a release summary.	X				
JE16	The system should allow authorized users to maintain a list of release reasons, including which fields are displayed for each release reason. Release reasons should include bonded out, furlough, judge ordered, sentence served, transferred, and unlimited agency-defined reasons.	X				
JE17	The system should allow authorized users to undo a release that was performed in error.	X				

Housing

ID	Requirement	Yes	Future	Modify	No	Comments
JF1	The system should track an inmate's original cell assignment and all subsequent cell transfers.	X				
JF2	The system should be able to generate a report of current cell assignments ordered by cell block.	X				

JF3	The system should be able to generate a report of inmates housed in a selected cell or cell block during a specified time period.	X				

Activities

ID	Requirement	Yes	Future	Modify	No	Comments
JG1	The system should allow authorized users to maintain a list of common activity types, locations, and default locations for each activity type.	X				
JG2	The system should allow authorized users to configure common activity types to track times including "in and out" and "log in and log out" times.	X				
JG3	The system should track inmate activities such as cell checks, meals, recreation, group meetings, medical appointments, trustee work and work releases.	X				
JG4	The system should allow activities to be recorded as they occur or scheduled in advance.	X				
JG5	The system should provide reminders for scheduled inmate activities.	X				
JG6	The system should provide a warning to prevent inmates from logging into activities at the same time and location as another person for whom they have a "no contact" order.	X				
JG7	The system should be able to capture an inmate's acceptance or refusal of an activity.	X				
JG8	The system should include a comment field for each activity record.	X				
JG9	The system should allow users to add inmate activities in bulk.	X				
JG10	The system should provide log of inmate activities, both for all inmates and for an individual inmate.	X				
JG11	The system should flag when a user tries to schedule conflicting activities.	X				
JG12	The system should track work hours for trustee inmates.	X				

JG13	The system should configure the rate at which trustee inmates earn time off.	X				

Visitors/Contacts

ID	Requirement	Yes	Future	Modify	No	Comments
JH1	The system should allow authorized users to maintain a list of visitation notification attempt types including phone, in person, mail, and email.	X				
JH2	The system should allow users to capture inmate contacts, including person contacted, contact type (phone, visit, etc.), and relationship.	X				
JH3	The system should allow visitors to be defined as approved or unapproved.	X				
JH4	The system should show if a visitor is an approved or unapproved visitor for another inmate.	X				
JH5	The system should be able to bring approved and unapproved visitors forward from previous bookings.	X				
JH6	The system should automatically check all visitors for alerts such as warrants, safety threats, etc.	X				
JH7	The system should allow users to perform state/NCIC checks on visitors.	X				
JH8	The system should alert users to an inmate's upcoming visits.	X				
JH9	The system should allow users to log incoming mail and packages, including the sender’s name.	X				
JH10	The system should log visit notification attempts with the date and time.	X				
JH11	The system should allow the logging of multiple visitors at once.	X				

Work Release

ID	Requirement	Yes	Future	Modify	No	Comments
JI1	The system should track work release hours, include check-in and check-out times, employers, and PBT and search results upon check-in.	X				
JI2	The system should flag inmates who are eligible for work release.	X				

JI3	The system should provide a list of inmates who are out on work release.	X				

Event/Shift Logs

ID	Requirement	Yes	Future	Modify	No	Comments
JJ1	The system should allow authorized users to maintain a list of common shift event types such as staff movement and meal passes.	X				
JJ2	The system should provide an event or shift log to record shift activity.	X				
JJ3	The system should support setting up a separate event or shift log for each cell block, or all cell blocks together.	X				
JJ4	The system should capture shift start and end times and correctional staff on duty for each shift.	X				
JJ5	The system should allow authorized users to log in or log out the entire shift roster of correctional staff at one time.	X				
JJ6	The system should allow an unlimited narrative within an event record.	X				
JJ7	The system should include a date, time, and username on every event record.	X				
JJ8	The system should make a shift summary available to the next shift.	X				

Medical

ID	Requirement	Yes	Future	Modify	No	Comments
JK1	The system should be able to track medical appointments.	X				
JK2	The system should allow the medical/mental health screening questionnaire to be updated at any time during an inmate's stay.	X				
JK3	The system should alert users to any key data from the medical/mental health screening questionnaire.	X				
JK4	The system should allow users to update an inmate’s prescription and non-prescription medication data at any time during an inmate's stay.	X				

JK5	The system should provide a list of medications to be dispensed at each medication pass to an individual inmate and to all inmates.	X				
JK6	The system should allow users to dispense medications with a bulk action (without having to go into each inmate's record individually).	X				
JK7	The system should be able to capture an inmate's acceptance or refusal of medication, along with comments.	X				
JK8	The system should provide a log of all medication dispensed to an inmate.	X				
JK9	The system should allow users to capture an inmate's prescription and non-prescription medications, including administration times, amounts, and instructions during the booking process.	X				
JK10	The system should allow authorized users to access medical and mental data for inmates.	X				
JK11	The system should visibly flag key medical information and special dietary needs.	X				

Inmate Funds

ID	Requirement	Yes	Future	Modify	No	Comments
JL1	The system should intake any cash or other funds an inmate has on her/her person during the booking process and establish an inmate account with those funds.	X				
JL2	The system should generate a form that a user can sign (manually or electronically) to acknowledge receipt of cash or other funds.	X				
JL3	The system should include transactions in an inmate's account such as deposits, withdrawals, release of funds, and audits.	X				
JL4	The system should be able to generate a receipt for each transaction that users, inmates and receiving persons can sign (manually or electronically) to acknowledge the transaction.	X				
JL5	The system should automatically update inmate account balances to reflect transactions.	X				

JL6	The system should allow an account summary to be printed at any time during an inmate stay.	X				
JL7	The system should allow additional funds received from visitors or by mail to be credited to an inmate's account.	X				
JL8	The system should allow inmate funds to be released as part of the inmate release process.	X				

Inmate Property

ID	Requirement	Yes	Future	Modify	No	Comments
JM1	The system should be able to intake individual pieces of property.	X				
JM2	The system should include a comment field for each piece of property.	X				
JM3	The system should provide a means of duplicating a property item when most of the data remains the same from one item to the next.	X				
JM4	The system should generate a form that can be signed (manually or electronically) to verify inmate property intake.	X				
JM5	The system should allow authorized users to maintain a list of property locations.	X				
JM6	The system should capture the location of a piece of property, whether it is in a locker assigned to that inmate or in a shared/general-purpose location. The system should track the transferal of the property from one location to another.	X				
JM7	The system should allow additional property to be taken in at any time during an inmate stay, including property received in packages or from visitors.	X				
JM8	The system should be able to release individual pieces of inmate property at any time during an inmate stay. Date, time, and recipient information should be tracked for each property release.	X				

JM9	The system should be able to generate an inmate property intake receipt or release form that users, inmates and receiving persons can sign (manually or electronically) to acknowledge the receipt or release of property.	X				
JM10	The system should be able to print an inmate property summary or inventory at any time during an inmate's stay.	X				

Issued Property

ID	Requirement	Yes	Future	Modify	No	Comments
JN1	The system should be able to track agency property such as linens and clothing which are issued to inmates.	X				
JN2	The system should capture when property is returned or when additional items are issued.	X				
JN3	The system should track any items which are banned from use by an inmate and provide the user a warning message during the issuance process.	X				
JN4	The system should allow users to configure sets of commonly issued items and create a preset to issue or return them in bulk.	X				
JN5	The system should allow users to assign and print barcodes for issued property.	X				
JN6	The system should be able to display a real-time running total of available individual pieces of agency property.	X				

Jail Reporting

ID	Requirement	Yes	Future	Modify	No	Comments
JO1	The system should provide a report generator for building custom statistical and analytical reports from jail data. The report generator should be provided by the same vendor and should not be a third-party application.	X				
JO2	The system should restrict access to the report generator and individual report templates by user or user group.	X				

JO3	The system should not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator.	X				
JO4	The system should allow the creator of the report template to build reports for any data entered into the jail product.	X				
JO5	The report generator should allow the creator of the report template to control layout and formatting options for each jail report template. This includes such options as field arrangements, column widths, label text, font sizes, and line spacing.	X				
JO6	The report generator should allow the creator of each jail report template to choose which users can access and/or run the report and/or modify the report template.	X				
JO7	The report generator should support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum.	X				
JO8	The report generator should allow data to be grouped or sorted by any data element.	X				
JO9	The report generator should allow multiple data filters to be applied using "and/or" logic.	X				
JO10	The report generator should allow jail reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report.	X				
JO11	The report generator should allow jail report templates to be saved and modified at a later time.	X				
JO12	The report generator should support adding the jail reports to user's dashboards.	X				
JO13	The report generator should allow recurring jail reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users or user groups on certain days and times.	X				
JO14	The report generator should support ad-hoc queries.	X				

JO15	The report generator should support creation of jail reports such as the following: - Inmate summary forms with agency-defined fields - Current inmates by held for agency, cell block, etc. - Inmates currently in or out of the facility - Occupied cells or available cells - Recent bookings to provide to media outlets - Arrest reports for a specified time period - Inmates held year-to-date compared to previous years - Annual report of inmates held for outside agencies - Inmate days based on holding status, age, gender, etc.	X				

Jail Web Portal

ID	Requirement	Yes	Future	Modify	No	Comments
JP1	The system should include a secure, web-based portal.	X				
JP2	The system should allow juvenile inmates' data to not be published to the portal.	X				
JP3	The system should ensure that the web-based portal displays inmates and may be searched for specific inmates.	X				
JP4	The system should allow users to manually remove any inmate from being displayed on the portal.	X				

Inmate Phone Interface

ID	Requirement	Yes	Future	Modify	No	Comments
	The system should include an interface to the Pay-Tel inmate phone system.	X				CentralSquare has developed a one-way interface from CentralSquare Jail Pro to export inmate demographic data in XML, CSV, or JSON format. CentralSquare will deploy a RESTful web service containing the inmate demographic data for Inmate Phone Vendor to access and consume. CentralSquare will also provide Inmate Phone Vendor with credentials to access the RESTful web service. Data exposed in the RESTful web service will be set up by CentralSquare.
	The interface will allow demographic data from records to be submitted to the inmate phone system upon booking.	X				

Video Visitation Interface

ID	Requirement	Yes	Future	Modify	No	Comments
	The system should include an interface to the video visitation system.	X				CentralSquare has developed a one-way interface from CentralSquare Jail Pro to export inmate demographic data in XML, CSV, or JSON format. CentralSquare will deploy a RESTful web service containing the inmate demographic data for Video Visitation Vendor to access and consume. CentralSquare will also provide Video Visitation Vendor with credentials to access the RESTful web service. Data exposed in the RESTful web service will be set up by CentralSquare.
	The interface will allow demographic data from records to be submitted to the video visitation system upon booking.	X				

Mapping

General

ID	Requirement	Yes	Future	Modify	No	Comments
MA1	The system should use mapping functionality which is based on ESRI-compatible mapping components.	X				
MA2	The system should allow for unlimited map layers, including ESNs, counties, roads, railroads, postal zones, and aerial imagery.	X				
MA3	The system should allow users to click on any point on the map to view information such as an ESN, county boundaries, postal zones, address, coordinates, and nearest intersection.	X				
MA4	The system should include map panning and zooming functions.	X				
MA5	The system should allow the user to re-center the map on a CFS, unit, or default location.	X				
MA6	The system should allow users to calculate the distance between two points on the map.	X				
MA7	The system should allow users to toggle aerial imagery for the map.	X				
MA8	The system should allow authorized users to maintain a list of map marker types and assign corresponding map icons.	X				
MA9	The system should ignore city, state and zip code data when searching for addresses if there are no matches.	X				
MA10	The system should allow authorized users to configure any of the standard map actions as system hot keys.	X				
MA11	The system should allow for geo-verification of addresses within CAD, RMS and JMS when the client map application is not open.	X				
MA12	The system should allow agency GIS personnel to maintain map data.	X				

CAD

ID	Requirement	Yes	Future	Modify	No	Comments
MB1	The system should integrate the mapping product with the CAD product and make the map accessible with a single click or keystroke from the CAD product.	X				
MB2	The system should allow all dispatch functions to be available from the map.				X	Not all dispatch functions can be executed directly from the map, however, CFS can be launched from the map via righ click menu.
MB3	The system should include map functions, such as zooming and plotting, on other dispatch windows.	X				
MB4	The system should allow users to issue CAD commands directly from the map.	X				Some CAD commands are executed with right click directly from the map. CFS can also be launched via menu.
MB5	The system should automatically plot active and waiting calls for service on the map as they are entered, and automatically remove them from the map as they are cleared.	X				
MB6	The system should display key CFS data on the map, including address, coordinates, nearest intersection, cross streets, incident code, priority level, and assigned units.	X				
MB7	The system allows the map to filter units so that only certain units are displayed on the map.	X				
MB8	The system should display dispatch alerts (if a CFS has been waiting past an agency-defined time to be dispatched) on the map.	X				

Markers

ID	Requirement	Yes	Future	Modify	No	Comments
MC1	The system should allow the user to filter the units which are viewable on the map, such as on-duty units and/or off-duty units, or by unit type (law enforcement, fire, and EMS).	X				

MC2	The system should display key unit data on the map, such as call sign unit type, and status.	X				
MC3	The system should display unit alerts for officer safety checks (based on agency-defined times) on the map.	X				
MC4	The system should allow map markers to expire and should allow those expired markers to either be removed from the map or grayed out upon expiration.	X				
MC5	The system should roll-up multiple markers for units so that they take up less space, if those units are all at the exact same location.	X				
MC6	The system should allow users to place agency-customizable map markers, without creating a CFS, for items such as controlled burns and road construction.	X				
MC7	The system should allow users to search on customized map markers.	X				
MC8	The system should plot the ESN on the map for Phase II calls.	X				
MC9	The system should display a shaded area which represents the uncertainty distance around the origination points for Phase I and Phase II calls.				X	

Routing

ID	Requirement	Yes	Future	Modify	No	Comments
MD1	The system should include a routing function on the map which allows routes to be drawn between any combination of unit locations, CFS addresses, and other addresses, including intersections, mile markers, and latitude/longitude coordinates.	X				
MD2	The system should be able to mark road segments as closed for routing purposes. Barriers or closed segments should be displayed on the map.	X				

MD3	The system should allow users to create bookmarks which capture both the location on the map as well as the zoom level and any currently enabled map layers.	X				
MD4	The system should allow users to create a print preview of mapping routes.	X				
MD5	The system should allow users to create a PDF of mapping routes and send them in an email.	X				

Search

ID	Requirement	Yes	Future	Modify	No	Comments
ME1	The system should include geospatial search which supports the following: - Searching and pinning specific addresses including intersections, mile markers, and latitude/longitude coordinates - Searching for addresses within a radius - Searching for addresses within an area (polygon) drawn by the user - Searching and pinning addresses by person or business name	X				
ME2	The system should allow all of the search results to be exported to a CSV file.	X				

AVL

ID	Requirement	Yes	Future	Modify	No	Comments
MF1	The system should allow the map to show unit locations using AVL (if so equipped).	X				
MF2	The system should auto-populate the CFS with the units AVL location for self-initiated calls (such as traffic stops).	X				
MF3	The system should update the unit location with the nearest address.	X				
MF4	The system should display the map coordinates for any unit having AVL.	X				
MF5	The system should display units that do not have AVL on the map at their user-specified locations.	X				

MF6	The system should allow units that do not have AVL to be assigned default locations by unit status.	X				

AVL Playback

ID	Requirement	Yes	Future	Modify	No	Comments
MG1	The system should record AVL data to permit playback of data at a later time.	X				
MG2	The AVL playback data should be exportable from the system using XML.	X				
MG3	The system should allow authorized users to restrict those who are able to view historical AVL data.	X				

GIS Services

Data Migration and Scrubbing

ID	Requirement	Yes	Future	Modify	No	Comments
GA1	The vendor should provide GIS data migration and scrubbing services as part of the implementation.	X				
GA2	The vendor should test the GIS data to ensure proper functioning.	X				
GA3	The vendor should set up the data with the needed configuration and load it into the ArcGIS format.	X				
GA4	The vendor should create address locator and network dataset files to support geocoding and map routing functionality.	X				
GA5	The vendor should be capable of providing additional GIS services without involving a third party.	X				

Mobile

General

ID	Requirement	Yes	Future	Modify	No	Comments
OA1	The system should allow mobile users to manage their own passwords.	X				
OA2	The system should allow authorized users to maintain a list of mobile user locations so that mobile users do not have to manually type commonly used locations.	X				
OA3	The system should allow authorized users to maintain a list of mobile user details such as "on foot", or "has passenger", so that mobile users do not have to enter commonly used details.	X				
OA4	The system should allow authorized users to configure default intervals for check-in reminders.	X				
OA5	The system should include options for visible and audible alerts, as well as allowing the window showing the alert to come to the front of other programs which may be running.	X				
OA6	The system should allow an authorized user to identify which mobile users are logged in.	X				
OA7	The mobile system should be completely integrated with the non-mobile administration product.	X				
OA8	The mobile system should be completely integrated with the non-mobile CAD product.	X				
OA9	The mobile system should be completely integrated with the non-mobile mapping product.	X				
OA10	The mobile system should be completely integrated with the non-mobile RMS product.	X				
OA11	The mobile system should include a UI which was specifically designed for entering data and navigating within a mobile environment. For example, users should be able to perform basic functions via the touch-screen or mouse, with minimal typing.	X				

OA12	The mobile system should allow the user to adjust the font size for the display to ensure mobile readability.	X				
OA13	The mobile system should include large buttons to support touch-screen access.	X				
OA14	The system should use highly visible color-coding for UI elements such as windows and buttons.	X				
OA15	The system should be easily switched between day and night mode display configurations.	X				
OA16	The system should provide a mobile user-customizable dashboard that displays summary information from any modules which the user has permission to access.	X				
OA17	The system should display a mobile user's assigned tasks and overdue tasks on the user's dashboard.	X				

Network

ID	Requirement	Yes	Future	Modify	No	Comments
OB1	The system should synchronize data between mobile workstations and system servers so that CAD, RMS, or civil process data entered on mobile units is immediately available on desktop workstations at the agency and vice versa, as long as the connection is maintained.	X				
OB2	The system should use TCP/IP over HTTP with web service type calls for communication between the mobile workstation and the server.	X				
OB3	The system should be compliant with FIPS-140 for all network communication, wireless and wired.	X				

OB4	The system should support dual-factor authentication with a username and password and a USB dongle that meet FBI Security Addendum Requirements.	X				CentralSquare provides a wide set of authentication methods that are compliant with policies such as CJIS. It can optionally integrate with an agency's active directory server and utilize dual-factor/advanced authentication. CentralSquare Pro Suite doesn't have MFA, but when integrated with the agency AD, it's then considered MFA.

OB5	The system should support the mobile application on any modern mobile data terminal with the following specifications: - Modern Intel processor or equivalent - 512 MB RAM - 4 GB storage - 1024x768 touch-screen - Windows 7 or 8.x (32-bit or 64-bit) - Air card connection				X	CentralSquare Pro Suite meets this requirement. Please reference workstation specifications running Microsoft Windows version 8.1 or greater: **Note: Windows 8.1 Extended Support ends on Jan 10, 2023.** **Minimum Client Hardware Specifications** **CAD Client Workstation** (Intel Core Duo or equivalent) 2 GB RAM 1 GB 2 monitors @ 1024x768
OB6	The system should provide core mobile functionality on slower connections.	X				Mobile Pro can work on slower speeds, but it's recommended to use the "ideal" specifications found in IMAGE001 in Section 4 of the Narrative Response.
OB7	The system should manage data transfers based on network speed to optimize performance.	X				

OB8	The system should allow authorized users to set upload and download limits and configure what types of data can be uploaded and/or downloaded based on connection speed.	X				
OB9	The system should rely on intelligent connection handling, including reusing connections and retrying failed connections.	X				
OB10	The system should require that the mobile application automatically check for software updates from the server when a user logs onto that mobile workstation.	X				
OB11	The system should ensure that the server automatically pushes new updates to mobile workstations.	X				

CAD

ID	Requirement	Yes	Future	Modify	No	Comments
OC1	The system should provide silent dispatch for mobile users.	X				
OC2	The system should allow the mobile user to configure the mobile CAD screen to display the data most useful or relevant at any given time.	X				
OC3	The system should allow screen layouts to be defined at the agency or user level.	X				
OC4	The system should support fine-grained control of UI elements, which would allow common layouts of one area, but individual control of other areas.	X				
OC5	The system should support individual user control of assignment responses.	X				
OC6	The system should display data on the mobile CAD screen about on-duty units such as call sign, status, location, and key details (for example, has a ride-along). Information to be shown should be configurable per user or per agency.	X				

OC7	The system should display data on the mobile CAD screen about active calls for service such as CFS number, priority, nature of call, address, and assigned units. Information to be shown should be configurable per user or per agency.	X				
OC8	The system should allow mobile users to sort the units display to show only a subset of units, such as units in a specified beat, available units or assigned units.	X				
OC9	The system should allow mobile users to see which units are using mobile CAD and are therefore available to receive communications through the mobile CAD system.	X				
OC10	The system should allow mobile users to choose to see all active calls for service or only their assigned calls for service.	X				
OC11	The system should allow multiple call-takers, dispatchers and/or mobile users to enter data on the same CFS simultaneously.	X				
OC12	The system should allow mobile users to view all incident information available to call-takers and dispatchers. This includes: - Incident location - Nature of call - Priority - Beat - Complainant/reporter data and contact information - Narrative details - Any duplicate or linked incidents - Attached state/NCIC queries and returns	X				

OC13	The system should allow mobile users to update data about their assigned CFS which was originally entered by call-takers or dispatchers. For example, they can update the street address if it was entered incorrectly or change the nature of the CFS after arriving on scene. All changes should be immediately viewable to call-takers, dispatchers and other mobile users.	X				
OC14	The system should allow mobile users to add unlimited narrative details to an assigned CFS. These details should be viewable by call-takers, dispatchers and other mobile users.	X				
OC15	The system should allow mobile users to create officer-initiated calls for service. This should automatically assign the initiating officer to that CFS.	X				
OC16	The system should ensure that all information entered into an officer-initiated CFS is immediately viewable by call-takers, dispatchers and other mobile users.	X				
OC17	The system should allow a mobile user to add a use caution flag on any CFS. This flag should be visible to all users viewing that CFS.	X				
OC18	The system should allow mobile users to create officer-initiated traffic stop calls for service. This should be done with a single press, click, or keystroke and should automatically assign the initiating officer to that CFS.	X				
OC19	The system should allow mobile users to assign themselves to calls for service with a single press, click, or keystroke.	X				
OC20	The system should allow mobile users to self-status, that is to change the status on their own unit as though they were a call-taker or dispatcher. Self-statusing should be done with a single press, click, or keystroke. Status updates should be immediately visible to call-takers, dispatchers and other mobile users.	X				

OC21	The system should include the self-statusing actions such as the following for mobile users: - Mark self as on duty and available for dispatch - Assign self to an incident - Mark self as enroute or on scene at an incident - Mark self as leaving scene or completing incident - Mark self as busy/unavailable for dispatch - Mark self as off-duty or on-call	X				
OC22	The system should allow mobile users to update their own locations. Common locations (for example, North Station, South Station, Jail, and Hospital) should be accessible with a press or click. Location updates should be immediately visible to call-takers, dispatchers and other mobile users.	X				
OC23	The system should allow mobile users to update their own key details. Common key details (for example, Has Ride-along, Has Prisoner, and On Foot) should be accessible with a button or click. Detail updates should be immediately visible to call-takers, dispatchers, and other mobile users.	X				
OC24	The system should allow call-takers and dispatchers to continue to update statuses, locations, details, etc. for mobile users should an officer lose connection, step out of his/her vehicle, etc.	X				
OC25	The system should ensure that mobile users are visibly alerted when the agency-defined check-in time for officer safety has passed. The mobile user should be able to check in with a single press, click, or keystroke.	X				
OC26	The system should ensure that mobile users are visibly alerted when a call for service's agency-defined dispatch timer (based on nature of incident and priority) has passed without any units having been assigned.	X				

OC27	The system should allow a mobile user assigned to a call to stack himself/herself on a second call, providing a visible indication to call-takers, dispatchers and other mobile users that he/she will respond to the stacked call after handling the current call.	X				
OC28	The system should allow a mobile user assigned to a call to reassign himself/herself to a higher priority call and stack himself/herself to the initial call.	X				
OC29	The system should make all name, address and vehicle alerts highly visible to mobile users. Alert types may include outstanding warrants, officer safety threats, medical alerts, hazardous materials alerts, protection system or water supply information, and other agency-defined alert types.	X				
OC30	The system should allow authorized mobile users to access all previous data for persons, businesses, addresses, and vehicles, such as prior calls for service, traffic stops, case relationships, tickets, jail stays, warrants, parking tickets, etc.	X				
OC31	The system should allow mobile users to access common state/NCIC queries with a single press, click, or keystroke.	X				
OC32	The system should automatically display the returns for state/NCIC queries to the initiating mobile user.	X				
OC33	The system should allow instant messages to be sent to multiple recipients from the mobile CAD screen, such as via a public message room accessible by all on-duty call-takers, dispatchers and officers.	X				
OC34	The system should allow mobile users to send and receive private instant messages.	X				
OC35	The system should allow mobile users to send and receive private email-style messages.	X				

OC36	The system should ensure that mobile users receive bulletins issued by call-takers and/or dispatchers such as BOLOS and special instructions (for example, an extra patrol at a specified address).	X				
OC37	The system should allow authorized users to configure alerts for mobile users for events such as new CFS assignments for themselves and/or other responders, new state/NCIC query returns, new instant messages, new e-mail style messages, and new bulletins. Options include visible and audible alerts as well as forcing the mobile CAD display to the front of all other open windows.	X				

Administration

ID	Requirement	Yes	Future	Modify	No	Comments
OD1	The system should allow mobile users to use the fleet management functionality as though they were not remote.	X				
OD2	The system should allow mobile users to use the citizen feedback functionality as though they were not remote.	X				
OD3	The system should allow mobile users to use the policy manual as though they were not remote.	X				
OD4	The system should allow mobile users to use the canine management functionality as though they were not remote.	X				

Mapping

ID	Requirement	Yes	Future	Modify	No	Comments
OE1	The system should allow mobile users to interact with and perform all functions which are accessible from the desktop mapping product.	X				
OE2	The system should allow the map to automatically zoom to a call or a location based on the mobile unit's status.	X				

OE3	The system should allow the mobile user to launch the map as an embedded window.	X				

Records

ID	Requirement	Yes	Future	Modify	No	Comments
OF1	The system should allow mobile users to interact with and perform all functions which are accessible from the desktop RMS product.	X				
OF2	The system should allow multiple users access for entering supplemental narratives at the same time.	X				

Mobility Client

Application Deployment

ID	Requirement	Yes	Future	Modify	No	Comments
MCA1	The application should be compatible with current Android and iOS platforms.	X				
MCA2	The system should be available on both smartphones and tablets.	X				
MCA3	The application should be available for download in public app stores.	X				
MCA4	The administrative portion of the application should be web-based and accessible from any web-capable device.	X				

Application Security

ID	Requirement	Yes	Future	Modify	No	Comments
MCB1	The application should allow administrators to approve or revoke usage for specific devices, compliant with CJIS Policy Manual section 5.5.2.4.	X				
MCB2	The application should allow administrators to approve or revoke usage for specific users, compliant with CJIS Policy Manual section 5.5.2.4.	X				
MCB3	The application should use the same login credentials as the CAD and/or RMS system.	X				
MCB4	The application should be deployed in such away that multiple users can utilize the same device, if needed.	X				
MCB5	The web-based administration portion of the application should require secure web login.	X				
MCB6	The application should have the option of MFA at login via SMS message, compliant with CJIS Policy Manual section 5.6.2.2.	X				
MCB7	The application should present a system use notification at login, compliant with CJIS Policy Manual section 5.5.4.	X				

MCB8	The application should offer the abiility to lock a user out after 30 minutes of inactivity, compliant with CJIS Policy Manual section 5.5.5.	X				
MCB9	The application should grant the ability to unlock a phone after a session lock using a PIN, compliant with CJIS Policy Manual section 5.6.2.1.2.	X				
MCB10	The application should offer users the option to unlock a phone via biometric authentication (e.g., fingerprint or face (iOS)) instead of a PIN code.	X				
MCB11	The application should allow for the user to reset their PIN within the app.	X				
MCB12	The application should establish a secure connection with the CAD/RMS server without usage of a VPN.	X				
MCB13	The application should transmit encrypted data that is FIPS 140-2 compliant.	X				

CAD Functionality

ID	Requirement	Yes	Future	Modify	No	Comments
MCC1	Access to the CAD portion of the application should be restricted based on user permissions defined within the CAD system.	X				
MCC2	The application should update CAD data in near real-time, and the user should be able to receive updates without manually refreshing the screen.	X				
MCC3	The application should grant the ability to view active, pending, and stacked CFS records.	X				
MCC4	The application should grant the ability to filter CFS on multiple criteria, including (but not limited to): - Responding Agencies - CFS Status - Priority - Jurisdiction (such as beat or zone)	X				

MCC5	The application should grant the ability to view CFS details, including: - Incident Type - Priority - Call Taker - Location - CFS Jurisdiction - Common Address (i.e. business name) - CFS Creation Time - Cross Streets - Associated Alerts - Name Alerts - Vehicle Alerts - Address Alerts - Comments entered into the CFS by any users - Assigned Units, including Status and Agency - Ability to open each unit to see further details - Names and Vehicles associated with the CFS - Case Reports associated with the CFS	X				
MCC6	The application should notify the user of a newly-assigned CFS via push notification, even when the application is not open on the device.	X				
MCC7	The application should allow for quick searches of the CFS list.	X				
MCC8	The application should show a list of CAD Units.	X				
MCC9	The application should grant the ability to filter Units based on multiple criteria, including (but not limited to): - Responder Agency - Unit Status - Unit Jurisdiction - Unit Type	X				

MCC10	The application should show unit details, including (but not limited to): - Personnel associated with the unit - Unit Agency - Unit Type - Unit Location - Unit Status - Assigned CFS - Other Details	X				
MCC11	The application should feature an interfactive map that includes: - Plotted CFS from the list of current CFS - Plotted units, including those with AVL - Ability to click a call or unit to see its details - Ability to quickly launch a native routing application for a plotted CFS - Ability to see the user's current location	X				
MCC12	The application should allow for quick searches of the Unit list.	X				
MCC13	The application should use the device's GPS technology to report the device's position back to CAD.	X				
MCC14	The application should include settings that control the frequency of device location transmission to extend battery life.	X				
MCC15	The application should allow users to log in as CAD units or non-CAD units with limited CFS editing abilities.	X				
MCC16	The application should allow units that log in as a CAD unit to change their Unit Status.	X				
MCC17	The application should allow users to add comments to the CFS.	X				
MCC18	The application should allow users to assign themselves to a CFS.	X				

RMS Functionality

ID	Requirement	Yes	Future	Modify	No	Comments
MCD1	Access to the RMS portion of the application should be restricted based on user permissions defined within the RMS.	X				
MCD2	The application should allow users to capture media for upload to a case report file, including: - Photos - Audio - Notes	X				
MCD3	The application should allow users to natively take photographs within the app.	X				
MCD4	Photos captured within the application should not be accessible to other applications or galleries on the device.	X				
MCD5	The application should allow users to import photos from other photo galleries on the device.	X				
MCD6	The application should grant the ability to update photos with a description and comments before uploading.	X				
MCD7	The application should grant the ability to update audio with a description and comments before uploading.	X				
MCD8	The application should allow the user to upload multiple pieces of media simultaneously.	X				
MCD9	The application should allow users to select the case report to receive uploaded media via the following methods: - A link to a case report found on a currently assigned CFS - A list of case reports that the user recently uploaded media to - Searching for older cases that the user has permission to access	X				
MCD10	When uploads are complete, the media should require no further validation or importing in the RMS, and should be immediately accessible in the RMS.	X				

Offline Capabilities

ID	Requirement	Yes	Future	Modify	No	Comments
MCE1	The application should function when a data connection is not available.				X	
MCE2	An application user should be visually notified in the event of a loss of data connection.	X				
MCE3	The application should make last-known CAD data available when a data connection is not present.				X	
MCE4	The interactive map should continue to function when a data connection is not present by using the last-available map data.				X	
MCE5	Users should have the ability to collect media when a data connection is not present.				X	
MCE6	Application data should automatically update once a data connection is available.				X	

State/NCIC Functionality

ID	Requirement	Yes	Future	Modify	No	Comments
MCF1	The application should allow users to run common State/NCIC queries from the mobile device or	X				
MCF2	The application should display any pictures that are returned from a query.	X				
MCF3	The application should allow an agency administrator to configure which queries are available in the app.	X				
MCF4	The application should allow scanning of driver's license barcodes to prefill parameters necessary to execute people- and driver-related queries.	X				
MCF5	The application should allow scanning of VIN barcodes to prefill parameters necessary to execute vehicle-related queries.	X				Pro Suite has the ability to scan 1D VIN into the citation module provided you have the supported hardware to complete the scan. CentralSquare will review details with the EPD during contract negotiations to ensure a mutual understanding of the scope and pricing.

MCF6	The application should automatically remove State/NCIC query return results from the device within a few hours of running the query.	X				CentralSquare Pro Suite follows CJIS requirements for passwords, auditing, and access to CJIS and PII information. CentralSquare Pro Suite will continue to be updated as needed to comply with CJIS requirements.
MCF7	The application should allow users to manually remove/clear a return from the device.	X				CentralSquare Pro Suite follows CJIS requirements for passwords, auditing, and access to CJIS and PII information. CentralSquare Pro Suite will continue to be updated as needed to comply with CJIS requirements.
MCF8	The ability to run State/NCIC queries in the app should be based on user permissions within the CAD/RMS.	X				
MCF9	The application should respect permissions in the app that indicate which queries a user has permission to run.	X				

Personnel

Personnel

ID	Requirement	Yes	Future	Modify	No	Comments
PA1	The system should allow authorized users to create and manage employee records.	X				
PA2	The system should provide a guided step-by-step process (wizard) for entering a new person/user into the system to ensure that all steps are completed.	X				
PA3	The system should allow unlimited photos to be attached to each employee record.	X				
PA4	The system should allow bulk updating of employee records.	X				
PA5	The system should retain records indefinitely for employees who are no longer with the agency and track the date(s) employees were in and out of service.	X				
PA6	The system should allow authorized users to set up detailed permissions for each employee, both individually and within groups.	X				
PA7	The system should allow authorized users to generate a permissions audit report for an employee which shows all areas of the system to which that person has access, what type of access it is, and how it is granted.	X				
PA8	The system should allow authorized users to maintain lists of personnel job titles, personnel addressed as, personnel specialties, personnel groups, divisions, termination reasons and service types.	X				
PA9	The system should allow authorized users to view and print a log of the changes to an employee's personnel records.	X				

PA10	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual personnel records.	X				
PA11	The system should allow users with access to personnel records to use the custom forms to enter and maintain the associated data.	X				
PA12	Agency-defined custom fields should be available in Personnel.	X				

Employee Promotions

ID	Requirement	Yes	Future	Modify	No	Comments
PB1	The system should allow authorized users to create and maintain employee promotion records.	X				
PB2	The system should allow employee promotion records to have files attached to them via upload or scanner.	X				
PB3	Agency-defined custom fields should be available in Employee Promotions.	X				

Employee Commendations

ID	Requirement	Yes	Future	Modify	No	Comments
PC1	The system should allow authorized users to create and maintain employee commendation records.	X				
PC2	The system should allow authorized users to maintain a list of commendation types.	X				
PC3	The system should allow employee commendation records to have files attached to them via upload or scanner.	X				
PC4	Agency-defined custom fields should be available in Employee Commendations.	X				

Employee Disciplinary Actions

ID	Requirement	Yes	Future	Modify	No	Comments
PD1	The system should allow authorized users to create and maintain employee disciplinary action records.	X				

PD2	The system should allow authorized users to maintain lists of offense types and disciplinary action types.	X				
PD3	The system should allow employee disciplinary action records to have files attached to them via upload or scanner.	X				
PD4	Agency-defined custom fields should be available in Employee Disciplinary Actions.	X				

Employee Training

ID	Requirement	Yes	Future	Modify	No	Comments
PE1	The system should allow authorized users to create and maintain training records for employees.	X				
PE2	The system should allow authorized users to manage lists of training locations, training certificates, and training categories.	X				
PE3	The system should allow users to view a list of courses which will soon expire.	X				
PE4	The system should allow training courses to be entered for an individual employee or entered in bulk with a single action for multiple employees (for example, all officers or dispatchers).	X				
PE5	The system should be able to calculate the total training hours completed by each employee.	X				
PE6	The system should allow users to view the number of training hours completed by an employee within a specified time frame (for example, annual training hours completed).	X				
PE7	The system should display upcoming training/certification expirations in a highly visible manner.	X				
PE8	The system should be able to list courses that were offered by the agency but declined by an employee.	X				
PE9	The system should be able to store default course data for common training courses.	X				

PE10	The system should allow training records to have files attached to them via upload or scanner.	X				
PE11	The system should allow authorized users to create unlimited custom form templates to associate agency-specified data with individual training records.	X				
PE12	The system should allow users with access to training records to use the custom forms to enter and maintain the associated data.	X				
PE13	Agency-defined custom fields should be available in Employee Training.	X				

Citizen Feedback

ID	Requirement	Yes	Future	Modify	No	Comments
PF1	The system should provide a means for tracking citizen feedback.	X				
PF2	The system should allow authorized users to maintain lists for feedback types, feedback actions, and feedback dispositions.	X				
PF3	The system should allow a CFS or case report to be associated with the citizen feedback record.	X				
PF4	The system should allow one or more officers or other users to be associated with the citizen feedback record.	X				
PF5	The system should automatically check the reporting citizen's name against the master name index.	X				
PF6	The system should allow citizen feedback records to have files attached to them via upload or scanner.	X				
PF7	Agency-defined custom fields should be available in Citizen Feedback.	X				

Records Management System (RMS)

Case Reports

ID	Requirement	Yes	Future	Modify	No	Comments
RA1	The system should allow authorized users to maintain a list of case report types (for example, patrol, investigations, narcotics, and juvenile).	X				
RA2	The system should allow authorized users to build unlimited case report output templates (such as an internal report, a media report, and a state's attorney report) and to specify which data is printed for each.	X				
RA3	The system should allow authorized users to set up case report approval workflows which notify users to perform such tasks as completing cases, reviewing and approving cases, and kicking back cases for changes.	X				
RA4	The system should support setting permissions for each case report type by user and/or user group.	X				
RA5	The system should include the following default involvement types for case reports: offender, suspect, victim, and witness.	X				
RA6	The system should allow authorized users to extend the list of case report involvement types to include such types as arrestee, cited, reporter, driver of vehicle, and passenger.	X				
RA7	The system should support agency or user-defined notifications for case aging (for example, 30-days since creation), case referrals, and follow-ups.	X				
RA8	The system should auto-populate case reports generated from calls for service data such as address, nature of the incident, complainant/reporter data, beat/zone, and NCIC queries and results.	X				

RA9	The system should make incident data such as responding units and unit response times readily available to assist in completing the case report when case reports are generated from calls for service. This incident data should be viewable alongside of the case report information.	X				
RA10	The system should allow case reports to be generated without a corresponding call for service.	X				
RA11	The system should allow call-takers and dispatchers to perform an automatic transfer of CFS data from CAD to the RMS when needed. This transfer should not be a one-time transfer but should be kept up to date as the CFS progresses.	X				
RA12	The system should allow authorized users to maintain a list of case dispositions, including whether a disposition closes a case.	X				
RA13	The system should allow a case report's disposition (status) to be updated at any time.	X				
RA14	The system should allow dispositions to be agency-defined, and should allow the case list to be queried by disposition to show a list of cases under investigation, cases sent to the state's attorney, etc.	X				
RA15	The system should allow multiple supplemental case narratives to be added by the primary officer or by other users.	X				
RA16	The system should support multiple users adding multiple narratives to a case at the same time.	X				
RA17	The system should allow the case narratives to include unlimited text.	X				
RA18	The system should allow authorized users to create custom case narrative templates with section headings (for example, Synopsis, Details, and Actions Taken).	X				
RA19	The system should allow a case report to specify assisting officers.	X				

RA20	The system should allow a case report to specify multiple offenses.	X				
RA21	The system should allow a case report to specify multiple counts of a charge.	X				
RA22	The system should allow an unlimited number of involvement types to be set up for and used on case reports.	X				
RA23	The system should automatically generate required case report forms to gather additional necessary information (for example, arrest forms and citations) based on the selected involvement type(s).	X				
RA24	The system should display the state, federal or local statute or offense descriptions for each offense within the case report screen.	X				
RA25	The system should allow case reports to include multiple modi operandi for a single case report.	X				
RA26	The system should allow case reports to record unlimited vehicles, such as vehicles involved in traffic stops or traffic accidents, towed vehicles, abandoned vehicles, and unlimited agency-defined vehicle relationship types.	X				
RA27	The system should allow users to record vehicle information on citations, warnings, arrest forms, and field identification forms without having to manually re-enter data in each place.	X				
RA28	The system should automatically transfer all vehicle information to a case report from an associated CFS.	X				
RA29	The system should allow case reports to include unlimited case notes which are stamped with the date, time and name of the user who created them.	X				
RA30	The system should allow for expunging individual names from case reports. Expunging the name involvement will automatically expunge the name from system forms such as the arrest and victim form.	X				

RA31	The system should allow authorized users to expunge individual offenses from a specified name on a case report.	X				
RA32	The system should allow authorized users to view the original non-expunged case report.	X				
RA33	The system should have an option to allow expunged records to be reverted back to include the original names and offenses.	X				
RA34	They system should have an option to allow expunged records to be completely removed from the database so report writing tools can not be used to identify the original name or offense.	X				
RA35	The system should allow historical reporting to continue to include the expunged records so the number of offenses does not change when items are expunged. The expunged names will not display within these reports.	X				
RA36	The system should allow workflow activities to be created around Sealing and Expungement actions to help with verification processes.	X				
RA37	The system should provide an agency and user-customizable dashboard that displays summary information from any modules which the user has permission to access (for example, that user's open case reports, reports needing approval, or a list of recently added warrants).	X				
RA38	Dashboards can be utilized with workflow options to display a list of all cases and tasks which require the users attention.	X				
RA39	The system allows for automatic workflow routing based on the offense or state reporting code.	X				
RA40	The system should allow access to sealed cases to be granted to users or user groups per case.	X				
RA41	The system should allow authorized users to maintain the list of reasons for sealing cases.	X				
RA42	The system should allow authorized users to update and correct previously entered data on a case report.	X				

RA43	The system should be able to support multiple case reports for the same event, with access to the reports restricted by user permissions. For example, a patrol report and an investigative report may be created about a single event and linked to each other.	X				
RA44	The system should group case reports based on agency-defined criteria (for example, a string of car break-ins). Links should be provided between grouped case reports.	X				
RA45	The system should create a full audit trail showing all activity related to the case report such as case report creation, adding and removing data, and approval history. Each audit entry should include the date, time, and user.	X				
RA46	The system should support intelligent full-text searching of case report narrative fields.	X				
RA47	The system should allow case reports to have files attached to them via upload or scanner.	X				
RA48	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual case reports.	X				
RA49	The system should allow users with access to case reports to use the custom forms to enter and maintain the associated data.	X				
RA50	The system should include a configurable process (workflow) for reviewing and approving case reports.	X				
RA51	The system should provide a means for users to indicate that a case report is ready for review and awaiting approval.	X				
RA52	The system should restrict case report approvals to authorized users.	X				
RA53	The system should include configurable case routing for review and approval (for example, to a person's supervisor, to any on-duty supervisor, or according to routing criteria completed by the user).	X				

RA54	The system should allow case reports to be routed to multiple people for approval.	X				
RA55	The system should alert users when a case report (or a component of a case report) has been completed and sent to them for approval.	X				
RA56	The system should allow case report approvers to approve an entire case report or an individual component (for example, a primary narrative but not an attached citation).	X				
RA57	The system should allow case report approvers to "kick back" an entire case report or a case report component.	X				
RA58	The system should include a field for "kicked back" case reports and components which allows the case report approver to request needed changes.	X				
RA59	The system should display a case report's current approval status and should allow the case report list to be filtered by approval status.	X				
RA60	The system should be able to lock approved case reports against future editing.	X				
RA61	The system should allow authorized users to reactivate locked case reports.	X				
RA62	The system should create a case report management audit trail that includes the date and time when the record was created, edited, saved, completed, forwarded for approval, closed, etc.	X				
RA63	The system should allow authorized users to configure the case management tasks to match the case review and approval system the agency has in place.	X				
RA64	The system should automatically generate tasks for the users who need to complete case reports, approve case reports, perform investigative reviews, etc.	X				
RA65	The system should allow users to manually create tasks for case reports.	X				

RA66	The system should include as a dashboard part a list of the user's outstanding tasks or case reports which require action.	X				
RA67	The system should support adding case referral forms to case reports and should also generate notification and follow up tasks for predetermined users or groups based on user input and scoring thresholds.	X				
RA68	The system should include case report scoring functionality for investigators, with configurable scoring requirements.	X				
RA69	The system should send case report scoring notifications via internal system messaging, e-mail, paging and/or SMS.	X				
RA70	The system should notify specified users, including primary officers and their supervisors, when case reports have aged beyond an agency-specified time threshold.	X				
RA71	The system should allow e-mail-style messages sent between users to contain links to case reports.	X				
RA72	The system should notify users or user groups via internal system messaging, e-mail, paging and/or SMS when a case report has been assigned to them for completion and/or approval.	X				
RA73	The system should allow for notifying individuals or groups when something new has been added to a case report.	X				
RA74	The system should allow for notifying individuals or groups when an item has been approved on a Case Report.	X				
RA75	The system should include a list of calls for service which require case reports that have not yet been written.	X				
RA76	The system should allow users to sort and filter case reports within the list-view screen.	X				

RA77	The system should allow users to save, print or email a case report (including all associated records and attachments) directly from the record window.	X				
RA78	The system should allow users to save, print or email a summary list of the case reports directly from the list-view window.	X				

Case Leads

ID	Requirement	Yes	Future	Modify	No	Comments
RB1	The system should have a feature within case reports which allows for tracking all tips, leads, and tasks associated with the case.	X				
RB2	The system will allow a user to assign leads to other users who are helping to gather information on the case.	X				
RB3	The system allows for assigning a lead to an individual who doesn't have access to the full case report. The assignor can determine how much information about the case and lead should be granted to the assignee. The assignee will be allowed to add information to the leads assigned to them.	X				
RB4	The system allows users to create new leads for a specific case even if they don't have access to the case.	X				
RB5	The system shall allow the primary investigator to filter a list of all leads where the assignments have been completed and are ready for review.	X				
RB6	The system should allow leads to be organized by agency-configurable values such as Interview a witness or Canvas the neighborhood.	X				
RB7	The system should allow the priority or urgency of each lead to be assigned.	X				
RB8	The system should include names added to a lead to the system's Master Name record and allow it to be linked back to the lead.	X				

RB9	The system should include Vehicles added to a lead to the system's Master Vehicle record and allow it to be linked back to the lead.	X				
RB10	The system should allow Narratives to be added specific to each lead. The primary investigator can review the narrative and import the narrative into the case report if they determine the information should be included within the case report.	X				
RB11	The system will allow for importing names, vehicles, and supplemental narratives from completed tasks into the Case Report. Information that is deemed unnecessary does not need to be imported into the case report.	X				
RB12	The system should allow workflow to be automated to create tasks or notifications when a new lead is entered.	X				
RB13	The system should allow workflow to be automated to create tasks or notifications when a new lead is assigned.	X				
RB14	The system should allow workflow to be automated to create tasks or notifications when a new lead is completed.	X				
RB15	The system should allow leads assigned to individuals to be displayed on their dashboards.	X				
RB16	The system should allow Property and Evidence to be added to each lead.	X				
RB17	The system should allow attachments to be added to each lead.	X				
RB18	The system should allow for tracking tips and leads that are not associated with a specific case report.	X				
RB19	The system should include a report generator that allows user-defined reports to be created with the information collected within each of the leads.	X				

Intelligence Case Reports

ID	Requirement	Yes	Future	Modify	No	Comments
RC1	The system should allow the system to track intelligence reports.	X				
RC2	The system should ensure that intelligence case reports include all of the standard functionality and workflow as regular case reports.	X				
RC3	The system should lock down the intelligence case reports so that only specified users have access to any of the data stored in those case reports.	X				
RC4	The system should ensure that the intelligence case reports include links to warrants, protection orders, field identifications, other intelligence case reports and standard case reports.	X				
RC5	The system should ensure that master name records which are associated with an intelligence report have an additional section of information which records information such as informant ID and the MO.	X				
RC6	The system will allow authorized personnel to add and track notes on Informants to document all contacts with the individual.	X				
RC7	The system should ensure that authorized users may choose to not submit intelligence cases to state reporting (IBR/UCR).	X				
RC8	The system should allow Names, Offenses and Vehicles to be copied from an Intelligence Case into a normal case without the need to re-enter the information.	X				

IBR Preparation

ID	Requirement	Yes	Future	Modify	No	Comments
RD1	The system should perform IBR error checking and validation on the case report, including detailed error messages.	X				
RD2	The system will provide a link to specific fields that need to be corrected for IBR validations.	X				
RD3	The system should package the case reports in suitable format for IBR submittal.	X				

Property/Evidence Management

ID	Requirement	Yes	Future	Modify	No	Comments
RE1	The system should allow users to create and maintain property/evidence records for case reports.	X				
RE2	The system should allow users to manually assign a number to property/evidence items for purposes of displaying those items before the court.	X				
RE3	The system should allow authorized users to maintain a list of property/evidence shelves, lockers, bins, and other locations.	X				
RE4	The system should allow access tags to be defined for property/evidence items which would restrict access to certain users or user groups.	X				
RE5	The system should eliminate the need to duplicate any property/evidence information after it has been entered into the system.	X				
RE6	The system should support stolen property reports.	X				
RE7	The system should support lost property reports.	X				
RE8	The system should support found or recovered property reports.	X				
RE9	The system should support contraband or seized property items property reports.	X				
RE10	The system should support evidence items reports.	X				
RE11	The system should include business logic that allows the property/evidence forms to automatically adjust to the type of property selected and to display only the necessary fields for input of that type of property.	X				
RE12	The system should include the appropriate data elements for each property and evidence type.	X				
RE13	The system should allow users to set a target disposal date for each property/evidence item.	X				
RE14	The system should allow a user to access the associated case report by a single click or keystroke from the property/evidence record.	X				

RE15	The system should allow digital photos of each piece of property/evidence to be attached to the property/evidence record.	X				
RE16	The system should be able to print barcodes for property/evidence items.	X				
RE17	The system should be able to open a property/evidence record by scanning the item's barcode.	X				
RE18	The system should allow users to capture information regarding the intake, movement, release, and disposal of property and evidence and should produce appropriate chain-of-custody reporting.	X				
RE19	The system should include a full audit trail for the chain of custody, including the date, time, start and end location, and personnel involved in each transaction.	X				
RE20	The system tracking should include transferring property internally, transferring to/receiving from personnel, and transferring to/receiving from external entities (crime labs, etc.).	X				
RE21	The system should allow only valid property movement based on an item's current status, to enforce a valid chain of custody.	X				
RE22	The system should generate receipt forms for documenting movement of property and evidence.	X				
RE23	The system should support electronic capture of signatures for the receipt forms.	X				
RE24	The system should allow users to move and manage property/evidence in bulk.	X				
RE25	The system should store and manage digital evidence such as audio, photos, documents, and video links.	X				
RE26	The system should store a read-only checksum for digital files and provide a means of determining if anyone has tampered with the file.	X				
RE27	The system should allow users to export digital evidence in bulk.	X				

RE28	The system should allow tagging specific points on the timeline within audio files to provide a means for jumping directly to those points.	X				
RE29	The system should display tagged time references in a chronological list to allow users to jump to the relevant information (for example, a confession) by selecting the tag.	X				
RE30	The system should allow users to sort and filter property/evidence records within the list-view screen.	X				
RE31	The system should allow users to save, print or email a summary list of the property/evidence records directly from the list-view window.	X				
RE32	The system should allow users to save, print or email a property/evidence record directly from the record window.	X				
RE33	The system should support intelligent full-text searching of property/evidence narrative fields.	X				
RE34	The system should be able to generate and print reports based on the property/evidence list such as: - Property nearing target disposal date - Property in temporary locations - Property out of agency custody	X				
RE35	The system should offer the ability to audit a property location to determine if all expected physical items are within the specified location. Missing and extra items will be identified for the auditor.	X				
RE36	The system should allow for creating custom forms for Property and Evidence.	X				
RE37	The system should allow barcode labels to be configured to display any of the information available on the Property and Evidence screen.	X				
RE38	The system should display thumbnail size pictures on the screen to help navigate to the photos of interest.	X				

RE39	The system should allow multiple evidence photos to be printed on a single page using thumbnail-sized pictures.	X				
RE40	Agency-defined custom fields should be available in Property and Evidence.	X				

Arrests

ID	Requirement	Yes	Future	Modify	No	Comments
RF1	The system should allow users to create and maintain arrest forms.	X				
RF2	The system should support multiple charges for a given person on a single arrest form.	X				
RF3	The system should allow users to add an arrest form to a case report at the time of the original incident or any time after that.	X				
RF4	The system should allow users to add supplemental arrest narratives to the original case report in the event of an arrest at a later date.	X				
RF5	The system should make the arrest information from the RMS available to the JMS for auto-populating the booking record.	X				

Citations

ID	Requirement	Yes	Future	Modify	No	Comments
RG1	The system should allow users to create and maintain citation records.	X				
RG2	The system should allow the citation number to be free-form text rather than a predefined number sequence.	X				
RG3	The system should support use of different types of citations, including traffic citations and non-traffic citations.	X				
RG4	The system should ensure that citations use the state-defined charges/offenses.	X				
RG5	The citation should display on the master name record and/or vehicle name record.	X				
RG6	The system should allow citations to be associated with case reports or created without a case report.	X				

RG7	The system should allow users to save, print or email a summary list of the citation records directly from the list-view window.	X				
RG8	The system should allow users to save, print or email a citation record directly from the record window.	X				
RG9	The system should support intelligent full-text searching of citation narrative fields.	X				
RG10	The system should allow citations to be manually linked to existing case reports.	X				
RG11	Agency-defined custom fields should be available in Field Identifications.	X				

Field Identifications

ID	Requirement	Yes	Future	Modify	No	Comments
RH1	The system should allow users to create and maintain field identification records.	X				
RH2	The system should allow users to create gang affiliations as part of the field identification process.	X				
RH3	The system should allow users to save, print or email a summary list of the field identification records directly from the list-view window.	X				
RH4	The system should allow users to save, print or email a field identification record directly from the record window.	X				
RH5	The system should support full-text searching of field identification narrative fields.	X				
RH6	The system should allow field identification records to be associated with case reports or created without a case report.	X				

Warrants

ID	Requirement	Yes	Future	Modify	No	Comments
RI1	The system should allow users to create and maintain warrant records.	X				
RI2	The system should allow authorized users to update the warrant status at any time.	X				

RI3	The system should allow for addition of standard fees upon creation of the warrant.	X				
RI4	The system should allow warrants to be organized by agency-configurable values.	X				
RI5	The system should allow separate numbers, such as NCIC, docket, state case, or OCA to be included in the warrant record.	X				
RI6	The system should allow data for the appropriate prosecutor to be included with each warrant.	X				
RI7	The system should allow authorized users to change the status of a warrant for the following reasons: served on the person, recalled by the court, person booked on warrant charge, and other reasons defined by the agency.	X				
RI8	The system should allow warrants to be sealed.	X				
RI9	The system should be able to generate a standard felony warrant letter from the warrant.	X				
RI10	The system should restrict access to sealed warrants to specified users or user groups.	X				
RI11	The system should keep track of cancelled warrants.	X				
RI12	The system should automatically alert call-takers, dispatchers and/or officers when names with active warrants are involved in a CFS.	X				
RI13	The system should flag any names from the master name index which have active warrants.	X				
RI14	The system should track service attempts for warrants.	X				
RI15	The system should allow authorized users to specify whether to charge for mileage on each warrant service attempt trip.	X				
RI16	The system should allow users to make notes on warrants to record any data learned during service attempts that may aid in successful service. Each note should include the date, time, and username.	X				
RI17	The system should allow warrants to have files attached to them via upload or scanner.	X				

RI18	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual warrants.	X				
RI19	The system should allow users with access to warrants to use the custom forms to enter and maintain the associated data.	X				
RI20	The system should allow for creating workflow tasks for events such as adding a new warrant or clearing an existing warrant.	X				
RI21	Agency-defined custom fields should be available in Warrants.	X				

Protection Orders

ID	Requirement	Yes	Future	Modify	No	Comments
RJ1	The system should allow for tracking protection orders.	X				
RJ2	The system should ensure that the master name records for both the defendant and the complainant show a link for the protection order.	X				
RJ3	The system should flag any names from the master name index which have active protection orders.	X				
RJ4	The system should track service attempts for protection orders.	X				
RJ5	The system should allow users to make notes on protection orders to record any data learned during service attempts that may aid in successful service. Each note should include the date, time, and username.	X				
RJ6	The system should create a Sheriff's Return for successful service attempts.	X				
RJ7	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual protection orders.	X				
RJ8	The system should allow users with access to protection orders to use the custom forms to enter and maintain the associated data.	X				

RJ9	The system should allow for creating Protection Order workflow tasks .	X				
RJ10	Agency-defined custom fields should be available in Protection Orders.	X				

Pawn Property

ID	Requirement	Yes	Future	Modify	No	Comments
RK1	The system should allow users to create and maintain pawn property records.	X				
RK2	The system should allow users to attach digital photos to a pawn property record, either via an upload or directly from a camera.	X				
RK3	The system should allow pawn property records to have files attached to them via upload or scanner.	X				
RK4	The system should allow users to save, print or email a summary list of the pawn property records directly from the list-view window.	X				
RK5	The system should allow users to save, print or email a pawn property record directly from the record window.	X				
RK6	The system should support intelligent full-text searching of pawn property narrative fields.	X				
RK7	Agency-defined custom fields should be available in Pawn Property.	X				

Sex Offenders

ID	Requirement	Yes	Future	Modify	No	Comments
RL1	The system should allow for tracking sex offenders.	X				
RL2	The system should ensure that names and addresses entered into sex offender records are checked against the master indices and then added to those indices if they do not already exist.	X				
RL3	The system should provide a list of registered sex offenders that is accessible by authorized users from any product.	X				

RL4	The system should alert users to sex offender status whenever a sex offender's name appears anywhere in the system.	X				
RL5	The system should track sex offender check-in dates and alert users to an offender's next required check-in date.	X				
RL6	The system should be able to generate a printable list of sex offenders who are soon due to check in or who are overdue.	X				
RL7	Agency-defined custom fields should be available in Sex Offenders.	X				

Bicycle Registrations

ID	Requirement	Yes	Future	Modify	No	Comments
RM1	The system should allow bicycle registrations to be tracked.	X				
RM2	The system should ensure that names and addresses entered into bicycle registration records are checked against the master indices and then added to those indices if they do not already exist.	X				
RM3	The system should track invoices, fees, and receipts associated with bicycle registrations.	X				
RM4	The system should allow photographs to be attached to a bicycle registration record.	X				
RM5	The system should provide a list of bicycle registrations that can be searched by any data element including serial number.	X				
RM6	Agency-defined custom fields should be available in Bicycle Registrations.	X				

Parking Tickets

ID	Requirement	Yes	Future	Modify	No	Comments
RN1	The system should allow parking tickets to be tracked.	X				
RN2	The system should allow authorized users to change the status of a parking ticket for any number of reasons defined by the agency.	X				

RN3	The system should ensure that the name, vehicle and/or address entered into parking ticket records use the master records. Parking ticket records should also use the name and address validation provided with the master name and master address records.	X				
RN4	The system should allow parking ticket statuses to be changed in bulk.	X				
RN5	The system should allow users to attach documents to parking ticket records.	X				
RN6	The system should track invoices, fees, and receipts associated with parking tickets.	X				
RN7	The system should allow for an agency-defined sliding fee scale based on parking ticket age.	X				
RN8	The system should provide a list of parking tickets that can be searched.	X				
RN9	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual parking tickets.	X				
RN10	The system should allow users with access to parking tickets to use the custom forms to enter and maintain the associated data.	X				
RN11	Agency-defined custom fields should be available in Parking Tickets.	X				

Pistol Permits

ID	Requirement	Yes	Future	Modify	No	Comments
RO1	The system should allow pistol permits to be tracked.	X				
RO2	The system should ensure that names and addresses entered into pistol permit records are checked against the master indices and then added to those indices if they do not already exist.	X				
RO3	The system should allow invoices associated with pistol permits to be printed or emailed directly from the pistol permit.	X				

RO4	The system should allow authorized users to manage the fees which are charged for pistol permits.	X				
RO5	The system should allow authorized users to manage permit subtypes.	X				
RO6	The system should track fees associated with pistol permits.	X				
RO7	The system should allow receipts to be printed or emailed for paid invoiced directly from the pistol permit.	X				
RO8	The system should maintain an outstanding balance when pistol permit fees are not paid in full.	X				
RO9	The system should allow photographs or documents to be attached to a pistol permit record.	X				
RO10	The system should provide a list of pistol permits that can be searched by any data element.	X				
RO11	The system should allow authorized users to create unlimited custom form templates which are used to associate agency-specified data with individual pistol permits.	X				
RO12	The system should allow users with access to pistol permits to use the custom forms to enter and maintain the associated data.	X				
RO13	Agency-defined custom fields should be available in Pistol Permits.	X				
RO14	The system should automatically change the status of a pistol permit once it expires.	X				

Digital Lineups

ID	Requirement	Yes	Future	Modify	No	Comments
RP1	The system should allow authorized users to create digital lineups using mugshots stored in the system.	X				

RP2	The system should allow users to choose demographic criteria to select mug shots for inclusion in digital lineups, including eye color, hair color, height, and weight.	X				
RP3	The system should support exporting digital lineups to a ZIP file.	X				
RP4	The system should allow users to randomly select photos for a digital lineup.	X				

Accident Reports

ID	Requirement	Yes	Future	Modify	No	Comments
RQ1	The system should track accident reports, including attached accident diagrams.	X				
RQ2	The system should allow files to be attached to accident reports via upload or scanner.	X				
RQ3	The system should allow accident reports to be related to case reports.	X				
RQ4	Agency-defined custom fields should be available in Accident Reports.	X				

Records Reporting

ID	Requirement	Yes	Future	Modify	No	Comments
RR1	The system should provide a report generator for building custom statistical and analytical reports from RMS data. The report generator should be provided by the same vendor and not be a third-party application.	X				
RR2	The system should restrict access to the report generator and individual report templates by user or user group.	X				
RR3	The system should not allow a user who does not have access to particular data via the application user interface to gain access to that data via the report generator.	X				
RR4	The system should allow the creator of the report template to build reports for any data entered into the RMS product.	X				

RR5	The report generator should allow the creator of the report template to control layout and formatting options for each administration report template. This includes such options as field arrangements, column widths, label text, font sizes, and line spacing.	X				
RR6	The report generator should allow the creator of each RMS report template to choose which users can access and/or run the report and/or modify the report template.	X				
RR7	The report generator should support the use of aggregate (math) functions including Sum, Average, Count, Count Blank, Minimum, and Maximum.	X				
RR8	The report generator should allow data to be grouped or sorted by any data element.	X				
RR9	The report generator should allow multiple data filters to be applied using "and/or" logic.	X				
RR10	The report generator should allow RMS reports to be saved (as PDF, .XLS, or .CSV), printed, or emailed directly from the report.	X				
RR11	The report generator should allow administration report templates to be saved and modified at a later time.	X				
RR12	The report generator should support adding the RMS reports to user's dashboards.	X				
RR13	The report generator should allow recurring RMS reports to be scheduled and automatically uploaded to a file-system or e-mailed to specified users on certain days and times.	X				
RR14	The report generator should support ad-hoc queries.	X				
RR15	The system should include performance reports based on all information (date, time, etc.) captured in the case management system. These reports should show how long cases have been open, how long they took to close, what the officer workload is, and whether agency protocol was followed.	X				

RR16	The report generator should support creation of RMS reports such as the following: - Daily or shift-based summary of case reports - Summary of case reports for a specified time range - Summary of case reports by approval status or by disposition - Summary of case reports by offense or by nature of incident - Summary of case reports by geographical area - Summary of juvenile cases - Summary of arrests by officer - Summary of citations by officer - Officer case load report - Crimes within an area - Year-to-date crime totals - Comparison of crime statistics year over year - Outstanding warrants summary - Warrants served by serving officer - Unpaid parking ticket summary - Parking tickets issued broken down by officer	X				

Records Web Portal

ID	Requirement	Yes	Future	Modify	No	Comments
RS1	The system should include a secure, web-based portal.	X				
RS2	The system should ensure that the web-based portal displays a list of cases, including date, case number, primary officer and status.	X				
RS3	The system should ensure that the web-based portal displays active warrants and may be searched for specific warrants.	X				
RS4	The system should ensure that the web-based portal displays sex offender records from the RMS, including photos. These records must also be searchable.	X				

Attorney Case View

ID	Requirement	Yes	Future	Modify	No	Comments
RT1	Case reports can be shared with prosecution attorneys through a website.	X				
RT2	The system allows for the law enforcement agency to determine which cases are available for prosecution to view on the website.	X				
RT3	Email can be sent to the prosecution attorneys to notify them of additional cases that are ready for prosecution review. The email can be scheduled to be sent as often as desired and the email will include all new cases since the previous email.	X				
RT4	A scheduled recurring email can be sent to prosecution attorneys to notify them of cases previously sent to them which have received newly approved narratives.	X				
RT5	A system generated, on demand email can be sent to the prosecuting attorney when notification is needed prior to the scheduled email.	X				
RT6	The website will require individual sign in and password requirements. These requirements will meet the same CJIS requirements as the law enforcement agencies system.	X				
RT7	The system should allow users to see a listing of all cases that have been assigned to them as when they sign in.	X				
RT8	The prosecutor will be able to download the case printout from the portal page. The law enforcement agency is able to configure which items should be included within the case printout.	X				
RT9	The prosecutor will be able to view digital photos from the website.	X				
RT10	Prosecutors will be able to request physical evidence to be mailed to them from within the website.	X				
RT11	Actions performed within the website will be documented within the audit trail.	X				

NIBRS Interface

ID	Requirement	Yes	Future	Modify	No	Comments
	The system should include an interface to the state's NIBRS repository.	X				
	The system should allow users to export cases as text files via this interface.	X				

Interface A

ID	Requirement	Yes	Future	Modify	No	Comments
RU1	Tyler Incode Warrants, This is a one-way interface from Tyler Technologies' Incode system to Records. Every 15 minutes, the Incode Court system will send new warrants and warrant status updates to a network share. Desired interface will process the files from this share and place them into Records. Master name records with an exact match on first name, last name and date of birth will be selected for new warrants. If an exact match is not found, a new master name record will be created. The court's network share is maintained by the Court IT administrator. This interface is dependent on Tyler Technologies' ability to provide the specified functionality.	X				

Interface B

ID	Requirement	Yes	Future	Modify	No	Comments
RU2	Digiticket Import, One way interface from Digiticket to import E-Citations into Records.				X	Pro Suite has its own built-in proprietary e-Citations interface for the State of Oklahoma. CentralSquare has a RESTful API framework planned to facilitate these types of interfaces going forward. This framework would support the ability to insert, modify, get, and query (specific CentralSquare Technologies created operations): CFS, Case, Civil, Evidence, Jail. CentralSquare will review details with the EPD during contract negotiations to ensure a mutual understanding of the scope and pricing.

Interface C

ID	Requirement	Yes	Future	Modify	No	Comments
RU3	Emergency Reporting Export. This is a one way export for CAD Fire Department calls. The Interface must send a fixed position text file containing Call For Service data from CAD to a folder to be handled by Emergency Reporting's FTP utility. A Sample file can be provided upon request.	X				This is a one-way interface from CentralSquare CAD Pro to Emergency Reporting. Upon completion of a Call for Service (CFS) in CAD, an XML file containing CFS details, including applicable unit times, is sent from CAD to a SOAP-based web service managed by Emergency Reporting. Emergency Reporting is responsible for providing the credentials to CentralSquare which are necessary to access and submit files to the web service.

Interface D

	Requirement	Yes	Future	Modify	No	Comments
RU4	Zetron M-26 Fire Station Alerting system Interface. This is a Serial interface that sends Fire Station call data by serial connection to the Zetron M-26 console for notifying the correct Fire Stations for a given Call For Service. Interface specifications can be provided upon request.	X				CentralSquare will review details with the EPD during contract negotiations to ensure a mutual understanding of the scope and pricing.

System (Global)

General

ID	Requirement	Yes	Future	Modify	No	Comments
SA1	The system should allow all software products (CAD, RMS, JMS, etc.) to be configured and managed from one system window.	X				
SA2	The system should allow authorized users to change commonly altered variables without intervention from the vendor or IT.	X				
SA3	The system should allow multiple (unlimited) users to be logged into the system and using the same applications simultaneously.				X	Pro Suite servers are scoped based upon the EPD's concurrent user count, which is determined and defined during the contract negotiations.
SA4	The system should allow multiple (unlimited) users to view, add, and edit information in the same records simultaneously.				X	Pro Suite servers are scoped based upon the EPD's concurrent user count, which is determined and defined during the contract negotiations. All users, once the number of users is determined during the contract negations, end-users can view, add, edit information in the same record simultaneously if the EPD has allowed proper permissions.
SA5	The system should provide global search functions for names, addresses, phone numbers, and vehicles.	X				
SA6	The system should ensure that these search functions include SOUNDEX, partial, and wild-card searches.	X				
SA7	The system should be able to generate a summary of each record displayed within these search results, including digital images.	X				
SA8	The system should be able to print, save or email the search summary directly from the summary window.	X				

SA9	The system should be able to print, save or email a list directly from the list view window.	X				
SA10	The system should be able to print, save or email a record directly from the record detail window.	X				
SA11	The system should allow the creation of an agency-specified header for use within printouts from the system. This header should include both an image and text.	X				
SA12	The system should allow authorized users to maintain a list of phone number types.	X				
SA13	The system should allow authorized users to maintain a list of relationships (for example, spouse, neighbor, stranger, etc.)	X				
SA14	The system should allow authorized users to maintain a list of agencies.	X				
SA15	The system should allow authorized users to electronically redact reports from within the built in print preview option.	X				
SA16	The system should allow authorized users to identify text or images within the report by drawing a box overtop of the item, and then the system should replace the underlying item with the box.				X	Pro Suite has a very robust redaction tool built into the application where redaction can be completed by authorized users.
SA17	The system should convert redacted text to an image so that the text itself is no longer searchable or retrievable in any other fashion.				X	Pro Suite has a very robust redaction tool built into the application where redaction can be completed by authorized users. End users who have permissions can also mark records as confidential so that only users with confidential permissions have access.

Security

ID	Requirement	Yes	Future	Modify	No	Comments
SB1	The system should provide multiple levels of data security control, including access by user and user group.	X				

SB2	The system should be FIPS 140 compliant for all network communication, including wired and wireless communication.	X				
SB3	The system should verify access by a username and its corresponding password.	X				
SB4	The system should support integration with Active Directory.	X				
SB5	The system should support integration with multiple Active Directory servers.	X				
SB6	The system should support dual-factor authentication with a username and password and a USB dongle that meets FBI Security Addendum Requirements.	X				
SB7	The system should never display passwords and should store passwords as hashed values in the database.	X				
SB8	The system should provide each user with a single username and password for the entire system.	X				
SB9	The system should include the following agency-configurable password parameters: - Minimum length - Case sensitive - Required to use uppercase and lowercase - Required to include a numeral - Frequency of password changes - Number of previous passwords which cannot be reused	X				
SB10	The system should be able to display agency-defined password parameters when users create or change a password.	X				
SB11	The system should allow authorized users to determine when any user's password was last changed and to change any user's password.	X				
SB12	The system should provide access levels, including view, edit, delete, and admin for each component of the system for users and user groups.	X				

SB13	The system should track the user who last entered or updated any record as well as the date and time of the modification.	X				
SB14	The system should store a read-only checksum for digital files and provide a means of determining if anyone has tampered with the file.	X				
SB15	The system should be able to create an audit record each time a record is created, edited, or viewed.	X				
SB16	The system should create an audit record each time an audio or video attached to a case report is exported from the system.	X				
SB17	The system should include a screen that displays users who are currently logged in.	X				
SB18	The system should include a screen that displays successful and unsuccessful log-ins and password changes.	X				

Architecture

ID	Requirement	Yes	Future	Modify	No	Comments
SC1	The system should use an n-tier architecture.	X				
SC2	The system should use an SQL database.	X				
SC4	The system should include all server hardware. Network equipment and workstations will be furnished by the agency.	X				
SC5	The system should include 30-minute rolling backups of all data to an offsite location (not within the city or county) during which the system performance cannot be degraded.	X				
SC6	The system should include a warm standby server in the event that the primary server becomes unavailable.	X				
SC7	The system should ensure that the warm standby server includes the physical servers, server operating system software, server application and database software, installation, testing and configuration.	X				
SC8	The system should replicate the production server data to the warm standby server in near real time.	X				

SC9	The system should be configured to allow workstations to connect to the warm standby server in the event the primary server is unavailable.	X				
SC10	The system should include a testing/training server.	X				
SC11	The system should ensure that the testing/training server includes the physical servers, server operating system software, server application and database software, installation, testing and configuration.	X				
SC12	The system should ensure that the testing/training server allows the users to work with a copy of the production data without influencing the production environment.	X				

User Interface

ID	Requirement	Yes	Future	Modify	No	Comments
SD1	The system should be able to perform data validation/error checking for fields in the system.	X				
SD2	The system should allow specific fields to be designated as required to force users to enter essential information before saving a record.	X				
SD3	The system should visibly identify required fields (for example, by color-coding them). If a user attempts to save a record without completing all required fields, The system should visibly notify the user of the remaining required fields (for example, by causing the required fields to flash).	X				
SD4	The system should provide auto-completion for frequently entered information. Once the user begins typing, the appropriate data should automatically populate into the record.	X				
SD5	The system should use the tab key to move between fields.	X				
SD6	The system should include a spellchecker for narrative fields throughout the system. Users should be able to add words such as local place names to the spellchecker's dictionary.	X				

SD7	The system should allow users to use a shortcut key to jump to any menu or submenu link on an open screen, even if that screen is not currently in focus.	X				

Integration

ID	Requirement	Yes	Future	Modify	No	Comments
SE1	The system should ensure that all of its modules integrate with other modules (CAD, RMS, JMS, etc.), are provided by the same vendor, and are not third-party applications.	X				
SE2	The system should use a single database, capable of being hosted on a single server, for all modules.	X				
SE3	The system should allow all modules (CAD, RMS, JMS, etc.) to be accessible to authorized users from the same application window.	X				
SE4	The system should allow all modules (CAD, RMS, JMS, etc.) to be accessible based on assigned permissions. All modules should be accessible with a single click or keystroke, without launching a separate program or application.	X				
SE5	The system should provide a one-time, single point of data entry to allow information to be accessible from other modules in the system once it has been entered.	X				
SE6	The system should have consistent user interface design throughout.	X				
SE7	The system should be integrated to provide automatic transfer of critical information between software modules, including: - CFS data from CAD transfers to the case reports in RMS - Arrest or warrant data in RMS transfers to booking in JMS	X				
SE8	The system should ensure that all modules share the same master records for names, addresses, property and vehicles and that these master indices are located within a single database.	X				

SE9	The system should integrate alerts between all modules so that alerts entered in one area are available in all others (for example, a dispatcher is alerted in CAD when a complainant has an outstanding warrant in RMS).	X				
SE10	The system should provide an agency and user-customizable dashboard that displays summary information from any modules which the user has permission to access (for example, that user's open case reports, the current jail roster, or a list of recently added warrants).	X				
SE11	The system should be able to display dashboard reminders of overdue and soon-to-be-due tasks for users or user groups.	X				
SE12	The system should be able to display web links on the dashboard to provide direct links to third-party websites via the default browser.	X				

Master Name Index

ID	Requirement	Yes	Future	Modify	No	Comments
SF1	The system should use a single database, accessed from all modules, for storing the master name records. The system should link all activity of a person (or business) to a single master name record. If the system does not do the above, please explain the master name index architecture and functionality.	X				
SF2	The system should link the master name record to and provide a list of all activity with which the person was involved, including calls for service, case reports, jail bookings, citations, parking tickets, warrants, registered vehicles, and anything built with custom modules.	X				
SF3	The system should include links from the activity list on the master name record to any other record in which the person was involved, in the module the activity originated. Access to these records should be controlled by user permissions.	X				

SF4	The system should include links to the master name index from name fields found throughout the system.	X				
SF5	The system should support advanced name searching based on any combination data elements in a master name record.	X				
SF6	The system should allow first, middle and last names to be entered in any order in name fields.	X				
SF7	The system should not require separate search fields for first, middle, and last names.	X				
SF8	The system should allow searching for persons and businesses by full or partial names.	X				
SF9	The system should connect the alias and the master name record so that searching for an alias finds that master record.	X				
SF10	The system should include the option of using SOUNDEX when searching for names.	X				
SF11	The system should permit the use of age ranges, as well as specified ages on master name records.	X				
SF12	The system should eliminate the need to duplicate any name information after it has been entered into the system.	X				
SF13	The system should allow users to update any basic data fields and add or modify other information on the master name record once it has been created.	X				
SF14	The system should display the last modified date on each master name record.	X				
SF15	The system should cross-reference each master name record to all other records associated with a person or business.	X				
SF16	The system should automatically add names to the master name index when entered elsewhere in the system.	X				
SF17	The system should allow users to manually enter names directly into the master name index.	X				

SF18	The system should have built-in checking to reduce the possibility of creating duplicate master name records for the same person or business.	X				
SF19	The system should have the ability to merge duplicate name entries, giving the user the choice of which name data elements to keep for the merged record.	X				
SF20	The system should allow users to select, view and merge multiple names at once to a single master name record rather than having to merge them one name at a time.	X				
SF21	The system should store narrative comments linked to a name and display it upon inquiry for its master name record.	X				
SF22	The system should display an address history for persons including dates of address changes.	X				
SF23	The system should check all coded entries in the master name index for validity at the time of data entry.	X				
SF24	The system should automatically check a name against outstanding warrants, known sex offenders and current jail inmates and notify or alert users accordingly.	X				
SF25	The system should automatically display any user-entered name alerts (medical alerts, gang alerts, officer safety threats, and other agency-defined alert types).	X				
SF26	The system should allow users to create new name alerts from or for a master name record.	X				
SF27	The system should allow users to specify expiration dates on name alerts. Expired name alerts should remain attached to master name records for historical purposes.	X				

Master Address Index

ID	Requirement	Yes	Future	Modify	No	Comments
SG1	The system should link all activity occurring at an address to a single master address record.	X				

SG2	The system should eliminate the need to duplicate any address information after it has been entered into the system.	X				
SG3	The system should allow users to update any basic data fields and add or modify other information on the master address record once it has been created.	X				
SG4	The system should use a single database, accessed from all software modules, for storing the master address index so that information entered about an address in JMS, for example, is available in RMS. If the system does not do the above, please explain the master address index architecture and functionality.	X				
SG5	The system should ensure that the each master address record includes a listing of all persons and businesses known to reside at the address, which are included in the master name index.	X				
SG6	The system should display the following related activities with master address records: calls for service, case reports, and civil process service. Activities should be listed in reverse chronological order for each master address record.	X				
SG7	The system should include links from the activity list to any record in which the address was involved, in the module where the activity originated. Access to these records should be controlled by user permissions.	X				
SG8	The system should provide a notification to the user that an address is either valid or invalid. For invalid addresses, the system should display a list of potential valid addresses.	X				
SG9	The system should link to the master address index from address fields anywhere in the system.	X				
SG10	The system should cross-reference each master address record to all other records associated with that address.	X				

SG11	The system should allow users to manually enter addresses directly into the master address index.	X				
SG12	The system should provide a report that shows manually added addresses.	X				
SG13	The system should have built-in checking to automatically merge differently-typed addresses that correspond to the same location (for example, "1600 East Chestnut Avenue" and "1600 e chestnut avenue" should not create duplicate address records).	X				
SG14	The system should be able to merge address records (for example, "Coolidge Elementary School" and "1515 East Ash Avenue" are the same address and should be treated as such).	X				
SG15	The system should automatically display any user-entered address alerts (hazardous materials, alarm system, water supply information, officer safety threats, and other agency-defined alert types).	X				
SG16	The system should allow users to create new address alerts from a master address record.	X				
SG17	The system should allow users to specify expiration dates on address alerts. Expired address alerts should remain attached to the master address record for historical purposes.	X				
SG18	The system should allow searching for address by house number, full or partial street name, state, or zip code.	X				
SG19	The system should ensure that searching for a merged address record finds the appropriate master address record (for example, searching on "Coolidge Elementary School" finds "1515 East Ash Avenue").	X				

Master Vehicle Index

ID	Requirement	Yes	Future	Modify	No	Comments
SH1	The system should link all activity for a vehicle to a single master vehicle record.	X				

SH2	The system should eliminate the need to duplicate any vehicle information after it has been entered into the system.	X				
SH3	The system should allow users to update any basic data fields and add or modify other information on the master vehicle record once the master vehicle record has been created.	X				
SH4	The system should use a single database, accessed from all software modules, for storing the master vehicle index so that information entered about a vehicle in CAD, for example, is available in RMS. If the system does not do the above, please explain the master vehicle index architecture and functionality.	X				
SH5	The system should include a listing in the master vehicle record, with history, of the vehicle's registered owners.	X				
SH6	The system should display the following related activities with the master address index: calls for service, traffic stops, tow calls, case reports, citations, field identifications, and parking tickets. Activities should be listed in reverse chronological order for each master vehicle record.	X				
SH7	The system should include links from the activity list to any record in which the vehicle was involved, in the module where the activity originated. Access to these records should be controlled by user permissions.	X				
SH8	The system should link to the master vehicle record from vehicle fields anywhere in the system.	X				
SH9	The system should cross-reference the master vehicle record to all other records associated with the vehicle.	X				
SH10	The system should allow users to manually enter vehicles directly into the master vehicle index.	X				
SH11	The system should have built-in checking to reduce the possibility of creating duplicate master vehicle records for the same vehicle.	X				

SH12	The system should check all coded entries in the master vehicle record for validity at the time of data entry.	X				
SH13	The system should automatically display any user-entered vehicle alerts (including agency-defined alert types).	X				
SH14	The system should allow users to create new vehicle alerts from a master vehicle record.	X				
SH15	The system should allow users to specify expiration dates on vehicle alerts. Expired vehicle alerts should remain attached to the master vehicle record for historical purposes.	X				
SH16	The system should support searching for vehicles by full or partial plate numbers.	X				
SH17	The system should allow vehicles to be searched by any data element or combination of data elements (for example, vehicles registered to the name "Smith" and/or red pickup trucks).	X				

Notifications/Messages

ID	Requirement	Yes	Future	Modify	No	Comments
SI1	The system should support "if", "then" and "when" business rules for notifications throughout the system.	X				
SI2	The system should include system-wide business rules that allow authorized users to configure unlimited notification scenarios for users and workgroups.	X				
SI3	The system should provide business logic which, from information entered into certain required fields, will automatically display other required and/or corresponding fields which pertain to the data already entered.	X				
SI4	The system should include business rules that notify users and/or open up the next sequential required field(s) and/or window(s) based on the information added to the record.	X				

SI5	The system should include system-wide business rules that allow users and user groups to be notified via multiple communication channels including internal system messaging, e-mail, paging, and/or SMS.	X				
SI6	The system should include an internal e-mail-style messaging system that supports the secure transmission of messages with attachments within the agency's network.	X				
SI7	The system should warn users that they have unfinished tasks when they attempt to log out.	X				

Statutes

ID	Requirement	Yes	Future	Modify	No	Comments
SJ1	The system should include federal, state, and local statutes.	X				During the implementation process, the EPD can set up federal, state, and local statutes in Pro Suite.
SJ2	The system should allow authorized users to create and update local statutes and/or ordinances in the system.	X				
SJ3	The system should provide a hotkey that can be used from anywhere in the system to search statutes by statute numbers, title, and/or text within a statute description.	X				

Attachments

ID	Requirement	Yes	Future	Modify	No	Comments
SK1	The system should allow the attachment of files (for example, .DOC , .XLS, .JPG, .WAV) to specified record types. Attached files should be able to be opened or viewed on any workstation by authorized users who have the necessary third-party applications (such as MS Word or MS Excel).	X				
SK2	The system should support scanning and attaching documents directly to records in the system without the need to first save them elsewhere.	X				

SK3	The system should store attached files on the vendor's server within the vendor's software (not on an open network folder) for security and ease of access.	X				

Custom Forms

ID	Requirement	Yes	Future	Modify	No	Comments
SL1	The system should allow authorized users to create custom data collection forms to support agency-specified functionality, without any intervention from the vendor or IT.	X				
SL2	The system should ensure that each custom form is associated with, and subordinate to, a non-custom form (the parent form).	X				
SL3	The system should allow authorized users to create an unlimited number of custom forms.	X				
SL4	The system should ensure that the custom forms are integral with the rest of the system and not provided via a third-party application.	X				
SL5	The system should support printing the data from custom forms via an agency-defined output template and process similar to a mail merge.	X				
SL6	The system should allow authorized users to add unlimited data items from the parent form when creating a custom form.	X				
SL7	The system should allow authorized users to include as many fields for data collection as are necessary on custom forms, including entirely new fields (not previously stored in the database) as well as the following: - Names from the Master Name Index - Vehicles from the Master Vehicle Index - Addresses from the Master Address Index - Personnel, units, and other agency-defined lists	X				

SL8	The system should support the following types of agency-defined fields for custom forms: - Address - Automatic record sequence numbers - Multiple item select boxes - Vehicles/Dates/Times - Dollar value - Free form text - Names - Numbers - Signatures (for electronic signatures) - Checkboxes - X/No drop-downs - Drop-downs from agency-defined lists	X				
SL9	The system should allow a custom form to create a relationship on master name or master address records when those fields are specified within the custom form.	X				
SL10	The system should allow authorized users to specify the label for each field and data item on a custom form.	X				
SL11	The system should allow authorized users to specify if each field on a custom form is required or not required.	X				
SL12	The system should allow for setting the default value for each field.	X				
SL13	The system should allow the authorized users to arrange the data items and fields in any order on the form.	X				
SL14	The system should make the data items and fields on custom forms available to the built-in report generator.	X				
SL15	The system should allow records captured via custom forms to be saved to an external file, emailed and/or printed.	X				

Custom Modules

ID	Requirement	Yes	Future	Modify	No	Comments
SM1	The system should permit authorized users to create custom modules designed to meet specific data collection, management, reporting, and output needs without intervention from the vendor or any additional costs.	X				
SM2	The system should ensure that custom modules are part of the main software solution and not a third-party application.	X				
SM3	The system should allow authorized users to create as many custom modules as desired.	X				
SM4	The system should allow information captured in custom modules to be output from the system in accordance with agency-defined output templates.	X				
SM5	The system should allow authorized users to include as many fields for data collection as are necessary within custom modules, including entirely new fields (not previously stored in the database) as well as the following: - Names from the Master Name Index - Vehicles from the Master Vehicle Index - Addresses from the Master Address Index - Personnel, units, and other agency-defined lists	X				
SM6	The system should support the following types of agency-defined fields for custom modules: - Dates/times - Dollar value - Free form text - Names - Numbers - Signatures (for electronic signatures) - Checkboxes - X/No drop-downs - Drop-downs from agency-defined lists	X				
SM7	The system should allow authorized users to specify all of the field labels for a custom module.	X				

SM8	The system should allow authorized users to arrange and display custom module fields in any order.	X				
SM9	The system should allow all data included in a custom module to be searched and included in statistical reports.	X				
SM10	The system should allow a custom module to create an relationship on master name or master address records when those fields are specified within the custom module.	X				
SM11	The system should allow authorized users to define and filter the list view of the data included within the custom module.	X				
SM12	The system should allow records from custom modules to be directly converted to PDF files within the system.	X				
SM13	The system should allow records from custom modules to be attached to emails.	X				

Support and Maintenance

ID	Requirement	Yes	Future	Modify	No	Comments
SN1	The vendor should provide a minimum of 3-4 major software updates (not bug fixes) per year as part of the vendor's software maintenance agreement. Please include contact information for 5 existing customers who can verify this.	X				
SN2	The vendor should schedule and perform software updates at no additional cost to the agency as part of the standard maintenance agreement.	X				
SN3	The vendor should load all software updates on the vendor-provided testing/training server(s) before loading them on vendor-provided production servers.	X				
SN4	The vendor should provide server operating system software and database software as part of the complete system.	X				

SN5	The vendor should include all updates, enhancements, new versions, and upgrades of the server operating system software and database software as part of its standard software maintenance agreement.	X				
SN6	The vendor should ensure that the agency will not have to purchase any third-party server operating system software updates and/or newer versions as long as its software maintenance agreement is maintained.	X				
SN7	The vendor should be responsible for the vendor-provided physical server(s). As necessary to support proper system functions, the vendor should either replace components and/or the entire server(s) as part of the standard maintenance agreement. This includes ensuring that system performance criteria are met and that the server(s) continue to meet the server operating system and database software requirements.	X				
SN8	The vendor should provide, as part of the standard maintenance agreement, real-time 24x7x365 monitoring of the vendor-provided physical server(s) and operating system software to detect and manage any potential issues with the system.	X				
SN9	The vendor should load all system software updates to the server and then automatically load updates to each client machine at next startup without any intervention from the vendor or IT.	X				

Data Conversion

ID	Requirement	Yes	Future	Modify	No	Comments
SO1	The vendor should perform data conversion as part of the project.	X				
SO2	The vendor should ideally complete all data conversion before the go live date for the new system.	X				

State/NCIC Queries

ID	Requirement	Yes	Future	Modify	No	Comments
SP1	The system should include an interface to the state/NCIC system.	X				
SP2	The system should allow authorized users to run state/NCIC queries directly from within the system.	X				
SP3	The system should restrict access to run state/NCIC queries to authorized users or user groups.	X				
SP4	The system should allow NCIC query returns to populate Master Name and Master Vehicle records.	X				
SP5	The system should provide a list of all state/NCIC queries which have been run and the associated returns. This list should be filterable by date, query type, user, and/or workstation.	X				

Network Latency and Bandwidth Specifications

Type	Minimum Supported	Ideal Operation
Desktop Latency	< 30ms	Local Area Network
Desktop Bandwidth	> 25KBps per client	Gigabit Ethernet or above
Mobile Latency	< 300ms	< 180ms
Mobile Bandwidth	> 8KBps	Consistent 3G or 4G Service
WAN Upload Bandwidth	5 Mbps + 1kBps per active client	10Mbps + 2kBps per active client
WAN Download Bandwidth	5Mbps + 100kBps per active client	10Mbps + 250kBps
Production <-> Standby	5kBps per active client	10kBps per active client

Image 001 Referenced in the Technical Specifications.

Section 5. Network and Client Hardware Specifications

The Pro Suite software being provided as part of this response runs as a client application on Windows 8.x and Windows 10 over a Windows-based LAN/WAN. The following tables show the minimum and recommended specifications for that hardware, as well as the network latency and bandwidth needs.

Network Latency and Bandwidth Specifications

Type	Minimum Supported	Ideal Operation
Desktop Latency	< 30ms	Local Area Network
Desktop Bandwidth	> 25KBps per client	Gigabit Ethernet or above
Mobile Latency	< 300ms	< 180ms
Mobile Bandwidth	> 8KBps	Consistent 3G or 4G Service
WAN Upload Bandwidth	5 Mbps + 1kBps per active client	10Mbps + 2kBps per active client
WAN Download Bandwidth	5Mbps + 100kBps per active client	10Mbps + 250kBps
Production <-> Standby	5kBps per active client	10kBps per active client

Minimum Client Hardware Specifications

Type	Processor	Memory	Disk Space	Display	Operating System	Network
CAD Client Workstation	(Intel Core Duo or equivalent)	2 GB RAM	1 GB	2 monitors @ 1024x768	Windows 8 or higher	200 KBps LAN
CAD + Mapping Workstation	(Intel Core Duo or equivalent)	4 GB RAM	1 GB	3 monitors @ 1024x768	Windows 8 or higher	200 KBps LAN
Desktop Workstation	Modern Intel or equivalent	2 GB RAM	1.5 GB	1024x768	Windows 8 or higher	200 KBps LAN
Mobile Computers	Modern Intel or equivalent	4 GB RAM	1.5 GB	1024x768 touch screen	Windows 8 or higher	Aircard or similar

Recommended Client Hardware Specifications

Type	Processor	Memory	Disk Space	Display	Operating System	Network
CAD Workstation	Dual core (Intel i3 or equivalent)	8 GB RAM	10 GB	3 Monitors @ 1080p	Windows 8 or higher	Gigabit LAN
CAD + Mapping Workstation	Dual core (Intel i3 or equivalent)	8 GB RAM	10 GB	3 Monitors @ 1080p	Windows 8 or higher	Gigabit LAN
Desktop Workstation	Dual core (Intel i3 or equivalent)	4 GB RAM	10 GB	1-2 Monitors @ 1080p	Windows 8 or higher	Gigabit LAN
Mobile Computers	Dual core (Intel i3 or equivalent)	4 GB RAM	10 GB	1366x768+ touch screen	Windows 8 or higher	4G Aircard

Field Ops Hardware Requirements

OS	Minimum Required	Recommended
iOS	iOS 10	The most recent version that is available.
Android	Android 5.1 (Lollipop)	The most recent version that is available.

Section 6. Pricing

CentralSquare Pro Suite Standard Pricing

CentralSquare's agencies enjoy the benefit of a continuous upgrade plan that allows those on current annual support agreements to receive service pack updates, version upgrades, and patches. Major updates are released quarterly, and patches are provided as needed.

CentralSquare recommends that clients implement the most current production version with 12 months of the version being made available. Releases are named for the year and quarter that they are released.

Quote prepared on:
October 13, 2022
Quote prepared by:
Rich Smith
richard.smith@centralsquare.com

Quote #: Q-85418
Primary Quoted Solution: PSJ Pro
Quote expires on: April 21, 2023

Quote prepared for:
Scott Miller
Enid Police Department
301 W Garriott RD
Enid, OK 73701

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

ADMIN

	PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
1.	Administration PS Pro Core (Agency Site License) License Fee	1	3,990.10	- 847.87	3,142.23
2.	Administration PS Pro Core License Fee	1	4,000.10	- 850.00	3,150.10

Admin Software Subtotal	7,990.20 USD
Admin Software Discount	- 1,697.87 USD
Admin Software Total	6,292.33 USD

CAD

	PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
3.	CAD CLQ Location & Image Retrieval Sub Core (Agency Site License) Annual Subscription Fee	1	3,000.00		3,000.00
4.	CAD CLQ Location and Image Retrieval Subscription Core Annual Subscription Fee	1	3,000.00		3,000.00
5.	CAD PS Pro Advanced (Agency Site License) License Fee	1	11,250.28	- 2,390.62	8,859.66
6.	CAD PS Pro Advanced (Backup Seat License) License Fee	1	0.00		0.00
7.	CAD PS Pro Basic Paging (SMTP/Email) Interface License Fee	1	0.00		0.00
8.	CAD PS Pro Core (Agency Site License) License Fee	1	33,750.84	- 7,171.87	26,578.97
9.	CAD PS Pro Core (Backup Seat License) License Fee	1	0.00		0.00
10.	CAD PS Pro Core License Fee	1	15,000.38	- 3,187.50	11,812.88

11.	CAD PS Pro E911 (ANI/ALI) Interface License Fee	1	0.00		0.00
12.	CAD PS Pro Rip and Run (Fax/Email) Interface License Fee	1	0.00		0.00
13.	CAD PS Pro Zetron Tone Paging Interface (Export) License Fee	1	10,000.25	- 2,125.00	7,875.25

CAD Software Subtotal	76,001.75 USD
CAD Software Discount	- 14,874.99 USD
CAD Software Total	61,126.76 USD

JAIL

	PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
14.	Jail PS Pro Short Term Holding Only (Agency Site License) License Fee	1	144.38		144.38
15.	Jail PS Pro Short Term Holding Only License Fee	1	11,000.28	- 2,337.50	8,662.78

JAIL Software Subtotal	11,144.66 USD
JAIL Software Discount	- 2,337.50 USD
JAIL Software Total	8,807.16 USD

MAPPING

	PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
16.	Mapping PS Pro AVL (Agency Site License) for FullTime CAD Workstations License Fee	1	12,000.30	- 2,550.00	9,450.30
17.	Mapping PS Pro AVL (Seat License) for Backup/Supervisor/PartTime Workstations License Fee	1	350.01	- 74.37	275.64
18.	Mapping PS Pro AVL Playback (Agency Site License) for FullTime CAD Workstations License Fee	1	6,000.15	- 1,275.00	4,725.15
19.	Mapping PS Pro Core (Agency Site License) for FullTime CAD Workstations License Fee	1	14,999.85	- 3,075.00	11,924.85
20.	Mapping PS Pro Core (Seat License) for Backup/Supervisor/PartTime Workstations License Fee	1	750.30		750.30
21.	Mapping PS Pro Core License Fee	1	9,999.90	- 2,050.00	7,949.90
22.	Mapping PS Pro TAIP AVL Interface (Import) License Fee	1	12,500.31	- 2,656.25	9,844.06

Mapping Software Subtotal	58,801.44 USD
Mapping Software Discount	- 11,829.36 USD
Mapping Software Total	46,972.08 USD

MOBILE

	PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
23.	Mobile PS Pro AVL License Fee	78	200.01		15,600.39
24.	Mobile PS Pro CAD License Fee	78	450.01	- 7,458.36	27,642.52
25.	Mobile PS Pro Core License Fee	1	5,000.13	- 1,062.50	3,937.63
26.	Mobile PS Pro Mapping License Fee	78	550.01		42,900.86
27.	Mobile PS Pro NCIC License Fee	78	0.00		0.00
28.	Mobile PS Pro Records License Fee	78	950.02	- 15,745.86	58,355.99

Mobile Software Subtotal	151,203.61 USD
Mobile Software Discount	- 21,291.82 USD
Mobile Software Total	129,911.79 USD

RMS

	PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
29.	Records PS Pro Advanced (Agency Site License) License Fee	1	10,900.27	- 2,316.25	8,584.02
30.	Records PS Pro Core (Agency Site License) License Fee	1	32,700.82	- 6,948.75	25,752.07
31.	Records PS Pro Core License Fee	1	7,500.19	- 1,593.75	5,906.44
32.	Records PS Pro digiTICKET Interface (Import) License Fee	1	15,000.38	- 3,187.50	11,812.88
33.	Records PS Pro NDEx Adapter (IA IEPD) License Fee	1	0.00		0.00
34.	Records PS Pro OK Crime Reporting (SIBRS) Interface License Fee	1	0.00		0.00
35.	Records PS Pro Tyler Incode Warrants Interface (Import) License Fee	1	12,000.30	- 2,550.00	9,450.30
36.	Records PS Pro WatchGuard Integration Subscription Annual Subscription Fee	1	3,000.00		3,000.00

RMS Software Subtotal	81,101.96 USD
RMS Software Discount	- 16,596.25 USD
RMS Software Total	64,505.71 USD

SERVERS

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL

37.	PS Pro Esri Analyst License Fee	1	4,999.88		4,999.88
38.	PS Pro Esri Server License Fee	1	4,999.88		4,999.88
39.	PS Pro Production GIS Virtual Server License Fee	1	0.00		0.00
40.	PS Pro Production NCIC Virtual Server License Fee	1	0.00		0.00
41.	PS Pro Warm Standby GIS Virtual Server License Fee	1	0.00		0.00
42.	PS Pro Warm Standby NCIC Virtual Server License Fee	1	0.00		0.00

Servers Software Total 9,999.76 USD

SUITE

	PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
43.	Community Data Platform Annual Subscription Fee	1	0.00		0.00
44.	Field Ops Subscription (for Pro Mobile users) Annual Subscription Fee	15	120.00		1,800.00
45.	Field Training Online (Stand-Alone)– Annual Subscription Fee	1	5,000.00		5,000.00
46.	Personnel PS Pro Advanced (Agency Site License) License Fee	1	2,442.06	- 518.92	1,923.14
47.	Personnel PS Pro Core (Agency Site License) License Fee	1	0.00		0.00
48.	Personnel PS Pro Core License Fee	1	0.00		0.00
49.	Portal PS Pro Attorney Case View License Fee	1	4,855.12	- 1,031.69	3,823.43
50.	PS Pro OLETS/NCIC Interface (Basic Queries) License Fee	1	16,666.38		16,666.38
51.	PS Pro OLETS/NCIC Interface (Criminal History) License Fee	1	1,249.98		1,249.98
52.	PS Pro OLETS/NCIC Interface (Warrants) License Fee	1	9,999.83		9,999.83
53.	PS Pro Time Synchronization Interface License Fee	1	0.00		0.00

Suite Software Subtotal 42,013.37 USD
Suite Software Discount - 1,550.61 USD
Suite Software Total 40,462.76 USD

SOFTWARE SUMMARY

Software Subtotal	457,556.63 USD
Software Discount	- 73,004.56 USD
Software Total	**384,552.07 USD**

WHAT SERVICES ARE INCLUDED?

SERVICES

	DESCRIPTION	TOTAL
1.	Public Safety Consulting Services - Fixed Fee	35,685.00
2.	Omnigo CAD/RMS	29,250.00
3.	Paradox P&E	21,450.00
4.	Public Safety GIS/Analytics Services - Fixed Fee	7,800.00
5.	Public Safety Project Management Services - Fixed Fee	60,645.00
6.	Public Safety Technical Services - Fixed Fee	18,720.00
7.	Public Safety Training Services - Fixed Fee	21,255.00
8.	Public Safety Travel & Living Expenses Estimate	4,000.00

Services Services Total 198,805.00 USD

SERVICES SUMMARY

Services Total	**198,805.00 USD**

WHAT HARDWARE IS INCLUDED?

SERVERS

	PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
1.	PS Pro Production Server Hardware	1	21,729.76	21,729.76
2.	PS Pro Training/Testing Server Hardware	1	15,817.14	15,817.14
3.	PS Pro Warm Standby Server Hardware	1	19,557.39	19,557.39

Servers Hardware Total 57,104.29 USD

HARDWARE SUMMARY

Hardware Total	**57,104.29 USD**

QUOTE SUMMARY

Software Subtotal	457,556.63 USD
Services Subtotal	198,805.00 USD
Hardware Subtotal	57,104.29 USD
Quote Subtotal	713,465.92 USD
Discount	- 73,004.56 USD

Quote prepared on:
October 13, 2022
Quote prepared by:
Rich Smith
richard.smith@centralsquare.com

Quote Total **640,461.36 USD**

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	86,597.07
FIRST YEAR SUBSCRIPTION TOTAL	15,800.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance. Renewal invoices will include this total plus any applicable uplift amount as outlined in the relevant purchase agreement.

This Quote is not intended to constitute a binding agreement. The terms herein shall only be effective once incorporated into a definitive written agreement with CentralSquare Technologies (including its subsidiaries) containing other customary commercial terms and signed by authorized representatives of both parties.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of $21.37656 will be shown as a Unit Price of $21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [ ] No [ ]

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

Terms, Conditions, and Financing

TERMS AND CONDITIONS

Insight mapping software for CAD and Mobile is licensed per client and includes the required Esri software licenses.

CLQ message delivery times may vary based on carrier and device emergency mode data restrictions.

This proposal is valid for six months from the due date.

This confidential document has been prepared by the sales division of CentralSquare Technologies and contains ideas, concepts, methods, and other proprietary information. Readers are to treat the information contained herein as confidential and may not copy or reproduce any of these materials for distribution outside of their organization without the written permission of CentralSquare Technologies.

FINANCING

CentralSquare Technologies has partnered with Government Capital Corporation to provide financing options for the EPD. All financing options will be administered by Government Capital Corporation. Additional information with regard to these financing options may be provided by contacting Government Capital Corporation as follows:

GOVERNMENT CAPITAL CORPORATION

D.C. Greer
Vice President
Government Capital Corporation
90 Sandalwood Trail
Brookhaven, MS 39601

Phone: 800-561-0461
Mobile: 601-754-5951
Email: dc.greer@govcap.com
Site: www.govcap.com

COOPERATIVE PURCHASING

The Parties agree that other public entities within the EPD's home state may use this agreement, subject to CentralSquare approval, as a purchasing vehicle for CentralSquare's software and services. Certain terms and conditions specific to this agreement shall be negotiated separately with such agencies, including: pricing, payment terms, and system acceptance. Each such agreement shall be fully independent of the other and this agreement and the EPD shall not be a party to any such other agreements. A separate Statement of Work and Project Schedule will be developed for the applicable project, and a separate Software Support Agreement, or other ancillary agreements as required for the respective agency's project scope will be entered into with the respective agency.

Non-Disclosure Statement

The terms and conditions contained in this proposal will automatically expire 180 days from the date of the proposal, unless renewed, extended, or terminated earlier by written notice from CentralSquare Technologies, LLC. Unless otherwise stated, taxes that may be applicable are not reflected and will need to be paid by the client.

Any modification pricing provided in this proposal is an estimate only. Detailed analysis of your specific requirements is needed prior to providing exact pricing.

If applicable, the prices for hardware and system software products and services are subject to change and are submitted for your information only. The terms and policies of the hardware vendor govern any portion of this proposal related to hardware and system software products and services.

If applicable, the prices and information on any third-party products and services are subject to change and are submitted for your information only. The terms and policies of any third-party vendor govern all portions of this proposal related to those products and services.

This proposal is protected by copyright law and contains proprietary information and confidential trade secrets belonging to CentralSquare. This proposal is furnished and accepted on the express condition that portions of it shall not be duplicated or disclosed, in whole or in part, except to your staff and agents when necessary for evaluation purposes, without prior written consent of CentralSquare. Those confidential portions include, but are not limited to, pricing and client lists. All such proprietary information is clearly marked for your convenience. Any portions of this proposal that are not marked proprietary or confidential shall be available for public disclosure.

CONFIDENTIAL AND PROPRIETARY

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Section 7. Miscellaneous Information and Attachments

Company Financials

CentralSquare is a large company with significant scale and a strong financial position. The company has strong cash flows, expanding EBITDA margins, and increasing organic revenue growth. CentralSquare also continues to invest for additional growth. Finally, CentralSquare's cash balance and overall financial condition remains robust. As a privately held portfolio company of two of the largest and most successful private equity firms in the world—Vista Equity Partners ("Vista") and Bain Capital Private Equity, LP ("Bain")—CentralSquare does not disclose financial statements.

Vista (www.vistaequitypartners.com) and Bain Capital (www.baincapitalprivateequity.com) are U.S.-based private equity firms that focus on investing in software, data, and technology-based organizations. Vista's investment model is to seek quality organizations and partner with existing management to pursue operational excellence, while fostering and funding innovation and growth. Vista has successfully invested in many other software companies, including those serving the public sector. Bain Capital has partnered closely with management teams to provide the strategic resources that build great companies and help them thrive since its founding in 1984.

Number 1

Public Safety Provider

More than 8,000

Agencies Customers

1,300 +

Employees Focused on serving the Public Sector

3 in 4

Citizens served across North America

Issues and Assumptions

CentralSquare does not have any legal issues or assumptions for this EPD opportunity.

Appendix A: Business Relationship and Non-Collusion Affidavit

BUSINESS RELATIONSHIP AFFIDAVIT
To Accompany Contractor's Bid

STATE OF Florida)
) ss:
COUNTY OF Seminole)

Billie Jo Belcher (Contractor's Authorized Agent), of lawful age, being first duly sworn upon his/her oath, states:

1. I am the duly authorized agent of CentralSquare Technologies, LLC (Bidder's Company Name), the bidder submitting the attached competitive bid (the "bid").

2. My position in the above named company is Assistant General Counsel.

3. Affiant further states the nature of any partnership, joint venture, or other business relationship presently in effect, or which existed within one (1) year prior to the date of this Affidavit, with the architect, engineer, or other party to the project is as follows:
None exists.

(if none, so state)

4. Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this Affidavit between any official or director of the architectural or engineering firm or any other party to the project is as follows:

None present.

(if none, so state)

5. Affiant further states that the names of all persons who have any such business relationship and the positions they hold with their respective companies or firms are as follows:

Not applicable.

(if none, so state)

Further, Affiant saith not.

Bill Rodgers

Signature of Authorized Agent

Assistant General Counsel

Title (printed)

Subscribed and sworn to before me this 12 day of October, 2022.

(SEAL)

My commission expires:

April 10, 2023

Patricia C. Montville

Notary Public

PATRICIA C. MONTVILLE
Notary Public State of Florida
Commission # GG 315490
My Comm. Expires Apr 10, 2023
Bonded through National Notary Assn.

NON-COLLUSION AFFIDAVIT

To Accompany Contractor's Bid

STATE OF Floride)
) ss:
COUNTY OF Seminole)

Billie Jo Belcher (Contractor's Authorized Agent), of lawful age, being first duly sworn upon his/her oath, states:

1. I am the duly authorized agent of CentralSquare Technologies, LLC (Bidder's Company Name), the bidder submitting the attached competitive bid (the "bid"), for the purpose of certifying the facts pertaining to the existence or nonexistence of collusion among bidders or between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the award of any contract associated with the bid attached to this document;

2. I am fully aware of the facts and circumstances surrounding the making of the bid and have been personally and directly involved in the proceedings leading to the submission of such bid;

3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party to: Any collusion among bidders to restrain the freedom of competition by agreement to bid at a fixed price or to refrain from bidding; Any collusion with any municipal official or employee as to quantity, quality, or price in the bid or contemplated contract, or as to any other terms of such bid or contemplated contract; nor any discussions between bidders and nay municipal official or employee concerning the exchange of money or other thing of value for special consideration in the award of the contemplated contract.

Further, Affiant saith not.

Billie Jo Belcher
Signature of Authorized Agent

Assistant General Counsel
Title (printed)

Subscribed and sworn to before me this 12 day of October, 2022.

(SEAL)

My commission expires:
April 10, 2023

Patricia C. Montville
Notary Public

PATRICIA C. MONTVILLE
Notary Public - State of Florida
Commission # GG 315490
My Comm. Expires Apr 10, 2023
Bonded through National Notary Assn.

AGENDA ITEM REPORT

Meeting Date: December 06, 2022

Staff Contact: Erin Crawford, Chief Financial Officer

Department: Accounting

Subject: **Approve a resolution replacing the City of Enid's September 18, 2007 Finance Procedures Manual with the City of Enid's December 6, 2022 Finance Procedures Manual.**

Background:

This resolution proposes revisions to the City's 2007 Finance Procedures Manual, which were reviewed at the November 15, 2022 Study Session. The changes are consistent with Ordinance No. 2022-23, which was adopted on October 4, 2022. The primary updates to the manual are:

- Bringing the manual into compliance with Oklahoma State Statutes
- Addressing electronic signatures & removing outdated forms
- Providing for compliance with the Generally Accepted Accounting Principles, and the pronouncements of the Governmental Accounting Standards Board

Attachments:

2022-12-06 Finance Procedures Manual Adoption Resolution
Ordinance 2022-23 Amending the Purchasing Section of the City Code
2022 Finance Procedure Manual

RESOLUTION

A RESOLUTION REPLACING THE CITY OF ENID'S SEPTEMBER 18, 2007 FINANCE PROCEDURES MANUAL WITH THE DECEMBER 6, 2022 FINANCE PROCEDURES MANUAL.

WHEREAS, multiple Oklahoma State Statutes have been amended since September 18, 2007 and revisions are necessary to update compliance; and

WHEREAS, electronic signatures and forms are now approved as official documents; and

WHEREAS, additional requirements are necessary for compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements;

AND NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF ENID, OKLAHOMA, THAT THE CITY OF ENID'S SEPTEMBER 18, 2007 FINANCE PROCEDURES MANUAL BE REPLACED BY THE DECEMBER 6, 2022 FINANCE PROCEDURES MANUAL.

Adopted this 6th day of December 2022.

_____
Mayor

(Seal)

ATTEST:

_____
City Clerk

EMERGENCY ORDINANCE NO. 2022-23

AN ORDINANCE AMENDING THE ENID MUNICIPAL CODE, 2014, TITLE 2, "FINANCE AND TAXATION" CHAPTER 2, "PURCHASING", SECTION 2-2-1 "DEFINITIONS" TO ADD AND AMEND DEFINITIONS; SECTION 2-2-5 "FORMAL CONTRACT AND OPEN MARKET PURCHASE" TO INCREASE THE THRESHOLD AMOUNT OF FOR COMPETITIVELY BID PUBLIC CONSTRUCTION CONTRACTS; AND REQUIRE PERFORMANCE BONDS; SECTION 2-2-7 "EMERGENCY PURCHASES" TO INCREASE THE AMOUNT FOR EMERGENCY CONTRACTS; REPEALER, SAVINGS CLAUSE, SEVERABILITY; CODIFICATION; AND DECLARING AN EMERGENCY.

EMERGENCY ORDINANCE

BE IT ORDAINED BY THE MAYOR AND BOARD OF COMMISSIONERS OF THE CITY OF ENID, OKLAHOMA:

Section I: That §2-2-1 of Title 2, Chapter 2, of the Enid Municipal Code, 2014, is hereby amended to read as follows:

2-2-1: DEFINITIONS:

For the purposes of this chapter, the following terms, phrases, words and their derivations shall have the meanings given in this section. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

CHIEF ADMINISTRATIVE OFFICER: The City Manager.

CITY: Refers to the City of Enid, Oklahoma, and means the City government in all its forms, including not only all City departments, but also any public trust with the city as a beneficiary, any agency, commission, board or other person or entity acting for or on behalf of the City, but shall not include ~~Enid Municipal authority, the Enid economic development authority, the Enid public higher education trust authority or~~ any independent contractor.

CITY PURCHASING AGENT OR AGENT: The City Manager. ~~purchasing agent for the City of Enid, Oklahoma.~~

COMMISSION: The Mayor and Board of Commissioners of the City of Enid, Oklahoma.

CONSTRUCTION MANAGEMENT TRADE CONTRACT OR SUBCONTRACT: any public construction contract exceeding Fifty Thousand Dollars ($50,000.00) in amount that is awarded as a trade contract in an agency construction management contract or awarded as a subcontract in an at-risk construction management contract.

CONTRACTUAL SERVICES: Shall not include professional services, contractual services that are in their nature unique and not subject to competition, contractual services that can only be procured from sole source vendors, public construction contracts or maintenance of public property contracts.

EMERGENCY: Limited to conditions resulting from a sudden unexpected happening or unforeseen occurrence or condition whereby the public health or safety is endangered.

MAINTENANCE OF PUBLIC PROPERTY CONTRACT: Any contract, exceeding One Hundred ~~fifty~~ Thousand Dollars ($100,000.00) in amount, or any construction management trade contracts or subcontracts exceeding Fifty Thousand Dollars ($50,000.00) awarded by the City for the purpose of maintaining or repairing any public improvement, but shall not include any maintenance or repair to any equipment, supplies or materials.

PUBLIC CONSTRUCTION CONTRACT: Any contract, exceeding ~~fifty~~ One Hundred ~~fifty~~ Thousand Dollars ($100,000.00) in amount, or any construction management trade contracts or subcontracts exceeding Fifty Thousand Dollars ($50,000.00) in amount, awarded by the City for the purpose of making any public improvements or constructing any public building or making repairs to the same, except where the improvements, construction of any buildings or repairs to the same are improvements of buildings leased to a person or other legal entity for private and not public use and no public tax revenue shall be expended on or for said public construction contract unless the public tax revenues used for the project and authorized by a majority of the voters voting at an election held for that purpose and the public tax revenues do not exceed twenty five percent (25%) of the total project cost. The amount of public tax dollars committed to the project will not exceed a fixed amount established by resolution prior to or concurrent with approval of the project.

PUBLIC IMPROVEMENT: Any beneficial or valuable change or addition, betterment, enhancement or amelioration of or upon any real property, or interest therein, belonging to a public agency, intended to enhance its value, beauty or utility, or to adapt it to new or further purposes. The term does not include direct purchase of equipment, supplies or materials, provided that the materials are not purchased in increments for an amount of less than ~~fifty~~ One Hundred Thousand Dollars ($100,000.00) and used for the purposes of completing a single project, or any personal property as defined in 62 Oklahoma Statutes section 430.1B (1 and 4).

PURCHASING COOPERATIVE: An association of public entities working together to provide leverage in achieving best value and/or the best terms in contracts awarded through a competitive bidding process.

RETAINAGE: The difference between the amount earned by the contractor on a public construction contract, with the work being accepted by the public agency, and the amount paid on said contract by the public agency.

SUPPLIES: All supplies, materials and equipment, except those that can only be procured from sole source vendors or are in their nature unique and not subject to competition.

USING AGENCY: Any department, board, commission, agency, division, section, bureau or other unit in City government using supplies or procuring contractual services as provided for herein.

Section II: That §2-2-5 of Title 2, Chapter 2, of the Enid Municipal Code, 2014, is hereby amended to read as follows:

2-2-5: FORMAL CONTRACT AND OPEN MARKET PROCEDURE:

All expenditures for supplies, materials, equipment, or contractual services, when the estimated cost thereof shall exceed ~~fifty~~ one hundred thousand dollars ($100,000.00), shall be purchased by formal written contract or purchase order from the lowest responsible bidder after due notice inviting proposals, except that in cases where the prices bid are higher than prices available under contracts let by the State of Oklahoma, the City shall exercise the option of awarding its own contract or of buying under terms of the State contract.

A. Notice Inviting Bids:

1. Newspaper: The agent shall cause to be published notice inviting bids in at least one daily newspaper in the City at least once, three (3) days preceding the last day set for the receipt of proposals. The newspaper notice required herein shall include a general description of the services required or the articles to be purchased, shall state where bid blanks and specifications may be secured, and the time and place for opening bids.

2. Bidders List: The agent shall also solicit sealed bids from all responsible suppliers who have requested their names be added to a "bidders list", which the agent shall maintain, by sending a copy of such newspaper notice or such other notice as will acquaint them with the proposed purchase or sale. In any case, invitations sent to the vendors or the bidders list shall be limited to commodities that are similar in character and ordinarily handled by the trade group in which the invitations are sent.

B. Bid Deposits: When deemed necessary by the agent, bid deposits shall be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to the return of surety where it has been required. A successful bidder shall forfeit any surety required upon failure on his part to enter a contract within twenty (20) days after the award.

C. Bid Opening Procedures:

1. Sealed: Bids shall be submitted sealed to the Office of the City Clerk and shall be identified as bids on the envelope.

2. Opening: Bids for supplies, material, equipment, or contractual services shall be opened by the City Clerk at the time and place stated in the public notices. Such bid openings shall be open to the public and to all bidders.

3. Tabulation: A tabulation of all bids received shall be made by the City Clerk and said tabulation shall be available for public inspection in the Office of the City Clerk.

D. Rejection Of Bids: The Mayor and Board of Commissioners shall have the authority to reject all bids, parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby. The City shall not accept the bids of a contractor who is in default on the payment of taxes, licenses, or other monies due the City.

E. Award Of Contract:

1. Authority: The Mayor and Board of Commissioners shall have the authority to award contracts within the purview of this chapter.

2. Lowest Responsible Bidder: Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to price, the following factors shall be considered:

a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;

b. Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;

c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;

d. The quality of performance of previous contracts or services;

e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;

g. The quality, availability and adaptability of the supplies or contractual services to the particular use required;

h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and

i. The number and scope of conditions attached to the bid.

3. Award To Other Than Low Bidder: When the award is not given to the lowest bidder, a full and complete statement of reasons for placing the order elsewhere shall be prepared by the purchasing agent and shall be a public record.

4. Tie Bids; Local Vendors: If two (2) or more bids received are for the same total amount of unit price, quality and service being equal, the contract shall be awarded to the local bidder.

5. Performance Bonds: ~~The agent shall have the authority to require a performance bond, before entering a contract, in such amount as the agent shall find reasonably necessary to protect the best interest of the City~~. Prior to an award of a public construction contract, the person that receives the award shall furnish a bond with good and sufficient sureties payable to the City in a sum not less than the total sum of the contract.

6. Prohibition Against Subdivision: No contract or purchase shall be subdivided to avoid the requirements of this chapter.

7. No Timely Bid Received: If no timely bid is received after bid notices have been published on any supplies, materials, equipment, or contractual services whose estimated cost exceeds ~~fifty~~-one hundred thousand dollars ($100,000.00), the Mayor and Board of Commissioners may direct the City Manager to negotiate the contract with a prospective supplier or contractor.

F. Open Market Procedure: All purchases of supplies, materials, equipment, or contractual services of less than the estimated cost of one hundred ~~fifty~~ thousand dollars ($100,000.00) may be made in the open market without newspaper advertisement, without observing the procedure prescribed by this section for the award of formal contracts and without prior consent by the Mayor and Board of Commissioners.

1. Minimum Number Of Bids: All open market purchases shall, wherever possible, be based on at least three (3) quotations from suppliers or contractors and shall be awarded to the lowest secure supplier or contractor in accordance with the standards set forth in subsection E2 of this section.

2. Recording: The agent shall keep a record of all open market orders and the bids submitted in competition thereon, and such records shall also be open to public inspection at all reasonable times.

G. Waiver Of Competitive Bidding: The Mayor and Board of Commissioners may waive the requirement for competitive contractual bidding for the purchase of supplies, materials, equipment or contractual services when some material feature or characteristic of the item or service sought to be purchased is unique and the purchasing agent has certified that said item or service sought to be purchased is unique and the purchasing agent has certified that said item or service is available from only one source. A full and complete statement of the reasons for approving each waiver of competitive bidding shall be entered in the minutes of the Board of Commissioners. Nothing in this subsection shall be to prohibit emergency purchases made in accordance with section 2-2-7 of this chapter.

Section III: That §2-2-7 of Title 2, Chapter 2, of the Enid Municipal Code, 2014, is hereby amended to read as follows:

2-2-7: EMERGENCY PURCHASES:

A. By Commission: The provisions of this chapter with reference to notice and bids shall not apply whenever the Mayor and Board of Commissioners declares by a two-thirds vote of all the members of the Board of Commissioners that an emergency exists. The reasons for declaring an emergency and not complying with the provisions of this chapter shall be entered into the official minutes of the Board of Commissioners.

B. By City Manager: The City Manager is hereby delegated the authority to declare an emergency situation, in which event the provisions of this chapter with reference to notice and bids shall not apply, but such authority shall not extend to any contract exceeding ~~thirty-five~~

One Hundred Fifty Thousand Dollars ($150,000.00) in amount. Whenever the City Manager shall declare such emergency, he shall notify the Mayor and Board of Commissioners of such action within ten days. Such notification shall contain a statement of the reasons for the action, and shall be recorded in the official minutes of the Board of Commissioners.

Section IV. Repealer. All ordinances or parts thereof, which are inconsistent with this ordinance, are hereby repealed.

Section V: Savings Clause. Nothing in this ordinance hereby adopted shall be construed to affect any suit or proceedings now pending in any court, or any rights acquired or liability incurred, nor any cause or causes of action accrued or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired or affected by this ordinance.

Section VI: Severability. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter or section shall, for any reason, be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this ordinance. It is hereby declared to be the intention of the City Commission of the City of Enid that this section of the Enid Municipal Code would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part not been included.

Section VII: Codification. This ordinance shall be codified as Title 2, Chapter 2, Sections 2-2-1, 2-2-5, and 2-2-7 of the Enid Municipal Code, 2014.

Section VIII: EMERGENCY. Whereas, it is necessary to give immediate effect to this ordinance to have changes to the City's purchasing regulations in particular to remove the use by contractors of letters of credit for public construction contracts due to 61 O.S. §1 going into effect on November 1, 2022, which is a measure that will better protect the health, safety and welfare of the residents of Enid, an emergency is hereby declared to exist. By reason whereof, this Ordinance shall take effect and be in full force and effect after its passage, as provided by law.

PASSED AND APPROVED by the Mayor and Board of Commissioners of the City of Enid, Oklahoma, on October 4, 2022.

CITY OF ENID, OKLAHOMA

George C. Pankonin, Mayor

(SEAL) THE CITY OF ENID OFFICIAL SEAL STATE OF OKLAHOMA

ATTEST:

Summer Anderson, City Clerk

Approved as to Form and Legality:

Carol Lahman, City Attorney



Finance Procedures Manual

December 6, 2022

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CITY OF ENID

FINANCE PROCEDURES MANUAL

SECTION 1: GENERAL PROVISIONS

1.1. Introduction

There is hereby adopted by the City for the purpose of regulating purchases for the City a certain manual known as the "City of Enid Finance Procedures Manual", save and except such portions which may be hereinafter deleted, modified or amended. Any future amendments, modifications or deletions to such manual shall be subject to approval by resolution of the Commission. Further, all employees of the City of Enid shall be required to familiarize themselves with the requirements set forth and shall adhere to its rules, regulations and procedures.

1.2. Purpose

The primary purpose of purchasing is to provide a means to maximize the use of financial resources with sound procurement practices. The City of Enid's purchasing shall embody the following principles:

A. Centralized authority over purchases.

B. Employment of competent personnel in all aspects of purchasing.

C. Purchase of materials, supplies, contractual services, and equipment to maximize to the fullest extent the purchasing value of public funds.

D. Standardization of procedures and specifications.

E. Consolidation of requirements into bulk purchase.

F. Promotion of competitive bidding.

G. Inspection of goods delivered in order to enforce contractual and specification compliance.

H. Centralized control over supplies in storerooms.

I. Centralized control over transfer and disposal of surplus, obsolete, and salvage goods.

J. Providing that purchases are made when market conditions are favorable.

K. Prompt payment of all bills in accordance with legal payment procedures as set out in applicable State of Oklahoma laws and the City of Enid Charter in order to earn maximum cash discounts and maintain good vendor relations.

L. Establishment and maintenance of cordial relationships with vendors.

1.3. Definitions

For the purpose of the Procedures manual, the following terms, phrases, words and their derivatives shall have meaning given herein:

A. Bid - an offer, as a price, whether for payment or acceptance, used as either an offer by a vendor to the City or an offer by a buyer to the City.

B. City - refers to the City of Enid, Oklahoma and means the City government in all its forms, including not only all City departments, but also any public trust with the city as a beneficiary, any agency, commission, board or other person or entity acting for or on behalf of the city, but shall not include any independent contractor.

C. City Manager - means the chief administrative officer of the City or his temporary designee.

D. Claims List – Bi-monthly listing of all vendor claims set to be paid upon approval of the Commission.

E. Clerk - means the City Clerk.

F. Commission - means the Mayor and Board of Commissioners of the City of Enid, Oklahoma.

G. Contract Modification - means any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity or other contract provisions of any contract, whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes bilateral actions, such as supplemental agreements and unilateral actions, such as change notices, administrative changes, notices of termination, and notices of the exercise of a contract option.

H. Contractor - means the contracting party for providing services, materials, and/or equipment.

I. Contractual Services - shall not include professional services, contractual services that are in their nature unique and not subject to competition, contractual services that can only be procured from sole source vendors, public construction contracts or maintenance of public property contracts.

J. Director of Purchasing - means the City Manager.

K. Enterprise Funds - funds which recover all or a part of the cost of providing the service through user charges.

L. Includes - means inclusive but not limited to.

M. Invitation for Bids - bids submitted in sealed envelopes to the City Clerk or other designated official to be opened at the designated time and place.

N. Items - means any commodity, materials, supplies, or equipment.

O. Maintenance of Public Property Contract - means any contract, exceeding $100,000 in amount, or any construction management trade contracts or subcontracts exceeding $50,000 awarded by the City for the purpose of maintaining or repairing any public improvement, but shall not include any maintenance or repair to any equipment, supplies or materials.

P. Manual - Finance Procedures Manual.

Q. May - means permissive.

R. Online Auctions - means an auction conducted entirely on the internet.

S. Procedures Manual – City of Enid Finance Procedures Manual.

T. Procurement - means the process of obtaining goods or services, including all activities from preparation and processing of a requisition, including inventories management, through receipt and approval of the final invoice for payment.

U. Professional Services - means any specialized service, help, use, or benefit provided to the City by a person, persons or group for a specific situation as defined under Section 8.x of this manual.

V. Proposal - means a formal written offer or bid containing prices and other terms made by a vendor.

W. Public Construction Contract - shall mean any contract, exceeding $100,000 in amount, or any construction management trade contracts or subcontracts exceeding $50,000 in amount, awarded by the City for the purpose of making any public improvements or constructing any public building or making repairs to the same, except where the improvements, construction of any buildings or repairs to the same are improvements of buildings leased to a person or other legal entity for private and not public use and no public tax revenue shall be expended on or for said public construction contract unless the public tax revenues used for the project and authorized by a majority of the voters voting at an election held for that purpose and the public tax revenues do not exceed 25% of the total project cost. The amount of public tax dollars committed to the project will not exceed a fixed amount established by resolution prior to or concurrent with approval of the project.

X. Public Improvement - means any beneficial or valuable change or addition, betterment, enhancement or amelioration of or upon any real property, or interest therein, belonging to a public agency, intended to enhance its value, beauty or utility, or to adapt it to new or further purpose. The term does not include direct purchase of materials, equipment or supplies, provided that the materials are not purchased in increments for an amount of less than $100,000 and used for the purpose of completing a single project, or any personal property as defined in 62 Okla. Stat. § 430.1B (1 and 4).

Y. Public Notice - means the placement of the required notice in a local newspaper of general circulation within the city and other publications as desired in order to notify the public that the City is requesting bids on specific purchases or items to sell.

Z. Request for Proposal (RFP) - proposals submitted for professional services, or other contractual services.

AA. Reverse Auction - a real-time bidding process taking place at a previously scheduled time and Internet location and for a previously established duration, in which multiple suppliers, anonymous to each other submit bids to provide goods and services.

BB. Shall - means imperative.

CC. Solicitation For Bid - means a formal request for a written bid.

DD. Supplies - all supplies, materials and equipment, except those that can only be procured from sole source vendors or are in their nature unique and not subject to competition.

EE. Using Agency - means any department, board, commission, agency, division, section, bureau or other entity in the City government using supplies or procuring contractual services as provided herein.

FF. Vendor - means a supplier of commodities, services including professional services, and/or equipment.

GG. Vendor List – List of possible vendors used to solicit bids.

HH. Written Price Quotation - means a written response from a vendor to a request for a price bid or quotation for a supply or contractual service in an amount equal to and greater than $5,000 but less than $100,000.

1.4 Authority and Responsibilities

A. City Manager - The City Manager shall establish the rules and regulations for the purchase and procurement of all materials, supplies, equipment and contractual or professional services in accordance with applicable state laws, city charter provisions and ordinances and this manual.

B. Director of Finance – The City Manager designates the Director of Finance shall be the Director of Purchasing and shall have charge of directing, implementing, and maintaining the purchasing policies as set by the Board of Commissioners and City Manager. The Director shall:

1. Coordinate all competitive bidding requirements encompassed by the City's procedures manual; and

2. Delegate purchasing authority to departments in accordance with applicable rules and regulations as set out in the procedures manual; and

3. Approve or reject purchases made by various departments consistent with procedures manual rules and regulations; and

4. Coordinate and supervise storerooms, warehouses and inventories of supplies, materials and parts belonging to the city; and

5. Develop annual bid list of capital equipment and supplies; and

6. Designate which items will be procured through the Warehouse/Finance; and

7. Do all other things as directed by the City Manager or his designee.

C. Finance/Warehouse - They shall work under the direction of the Director of Finance and shall be responsible for the daily operations of purchasing and budgeting. The Finance Division shall be responsible for:

1. Representing the City as the central contact with vendors and supply sources except for contracts for public improvements or the maintenance of public property which shall be administered by the Director of Public Works, Director of Public Utilities or Director of Engineering as applicable; and

2. Checking requests for purchases for reasonableness, and budget authority; and

3. Confirming whether there exists an unencumbered balance of budgeted funds and available cash and to encumber funds for payment of purchases; and

4. Representing the city on disputed bills, terms and other related matters except for contracts for public improvements or the maintenance of public property; and

5. Delegating purchasing duties as necessary to the operating divisions.

The Warehouse shall purchase supplies, materials and parts used by the departments in their general operations and such purchases shall be made in accordance with the provisions of the procedures manual. The Warehouse shall maintain a computerized current inventory of all parts, supplies and materials listing usage histories, current number on hand, cost, date and quantity of purchases. Such inventory shall be updated daily and readily available for review. Purchases are to be made taking into consideration need, historical usage, product quality, product availability, price and applicable purchasing procedures.

Finance\Warehouse and designated various departments shall be responsible for purchasing and stocking paper forms, such as purchase orders, utility bills, envelopes, photocopying paper, computer paper, various customer notices, writing instruments and notebook pads. A computerized inventory shall be maintained listing usage histories, quantity on hand, purchase dates, purchase quantities and cost. Purchases shall be made

taking into consideration historical usage, need, product quality, product availability, price and applicable purchasing procedures.

D. Department Heads - The department head shall:

1. Inform and train departmental personnel on the requirements of this manual and ensure adherence;

2. Communicate needs for rolling stock and facility maintenance supplies, equipment and materials to the Warehouse;

3. Communicate needs for office supplies, equipment and materials to Finance or designated departments;

4. Needs for departments shall be communicated with enough lead time to the Warehouse, Finance or designated departments so that procurements can be made using applicable procedures manual procedures;

5. Utilize effective material requirements planning to maximize efficiency in the City's procurement schedule;

6. Provide accurate and complete information on items requested and timely preparation of requisitions;

7. Prepare item descriptions and assist the Warehouse, Finance or designated departments in negotiation for supplies or contractual services of a technical or unusual nature when requested, and suggest possible sources of supply;

8. Designate certain employees with authority to prepare requisitions and make requests for purchase of certain items;

9. Inspect or supervise the inspection of supplies, services and equipment delivered, and determine acceptability of their quality, quantity, and conformance with specifications as requested by the Warehouse, Finance or designated departments; and

10. Prepare vendor lists for bidding proposals.

1.5 Conflict of Interest, Generally

No municipal officer or employee, or any business in which said officer, employee, or spouse of the officer or employee has a proprietary interest, shall engage in:

A. Selling, buying, or leasing property, real or personal, to or from the municipality; or

B. Contracting with the municipality; or

C. Buying or bartering for or otherwise engaging in any manner in the acquisition of any bond, warrants, or other indebtedness of the municipality.

Proprietary interest is defined as ownership of more than 25% of the business or other stock therein or any percentage, which constitutes a controlling interest but shall not include any such interest held by a blind trust.

For purposes of this conflict of interest provision, contracting does not include utilizing library cards, accessing city services such as water, trash, renting a room at the Event Center or playing golf at Meadowlake Park.

This conflict of interest provision is based upon 11 Okla. Stat. §8-113.1. These conflicts of interest constitute a misdemeanor under Oklahoma law. Any transaction that violates Section 8-113 is rendered void and any member of the governing body who approves any such transaction shall be personally liable for the amount of the transaction.

The Oklahoma Constitution also has a conflict of interest provision. Article 10, §11 reads:

> The receiving, directly or indirectly, by any officer of the State, or of any county, city or town, or member or officer of the Legislature, of any interest, profit, or perquisites, arising from the use or loan of public funds in his hands, or moneys to be raised through his agency for State, city, town, district, or county purposes shall be deemed a felony. Said offense shall be punished as may be prescribed by law, a part of which punishment shall be disqualification to hold office.

The City Charter also includes conflict of interest provisions. Part A, Article VII, Section 11 of the Charter reads:

Any officer of said City who shall, while in office, accept any donation or gratuity in money or other valuable thing, either directly or indirectly from any person or corporation dealing with the City or any subordinate or employee, or from any candidate or applicant for any position as employee or subordinate under him, shall forfeit his office and be forever debarred and disqualified from holding any position in the service of the City.

Neither Mayor nor any member of the Board of Commissioners, nor any elective or appointive employee of the City, shall be directly or indirectly in the employ of any person, company, or corporation holding or seeking to hold any franchise of the City of Enid, or shall receive directly or indirectly, any wages, commission, gift or favor, or payment from any such franchise holder; and a violation of this section shall ipsofacto render vacant the position held by the person so violating it, and shall be punished as bribery.

No member of the Board of Commissioners or any other officer of said City shall be directly or indirectly financially interested in any work, business or contract, the expenses, price or consideration of which is paid from the City Treasury, or by any assessment levied by ordinance or resolution of the Board, or Commissioners; nor be surety of any person having any contract work or business with the City for the performance of which security may be required, nor be the surety on the official bond of any officer of the City. Contracts in violation of said provision shall be void.

The term "directly or indirectly financially interested in any work, business or contract" found in Section 11 of the Charter has been defined in the Enid Municipal Code as "only that interest which would be prohibited by 11 Okla. Stat. §8-113". See, Enid Municipal Code Sec. 1-5.

The Public Competitive Bidding Act of 1974 has a separate conflict of interest provision. See, 61 Okla. Stat. §114. It provides that the City Manager, the Mayor, and the City Commissioners and their relatives with the third degree of consanguinity or affinity, are forbidden to be interested directly or indirectly through stock ownership, partnership interest or otherwise in any contract covered by the Public Competitive Bidding Act. Contracts entered into that violate this standard are void. Persons willfully violating this section shall be guilty of a felony and shall be subject to removal from office.

In addition to these provisions, care must be taken to review any particular ethical provisions that apply to particular employees or officers of the City of Enid that bind that office or employee because of a status other than their status as a public servant. (For example, those employees who have professional licenses such as attorneys or certified public accountants).

1.6 Discretionary Conflicts of Interest

Officers and employees of the City of Enid may have an interest in a matter involving the City that does not arise to the level of a conflict of interest under Section 1.5, but, involvement with the matter may have an appearance of impropriety or make the individual uncomfortable. The individual in these circumstances may choose a variety of options:

A. Disclosure of the discretionary conflict of interest to the appropriate body within the city. (For employees, disclosure to your immediate supervisor or the City Manager would be appropriate. For an elected official, disclosure to the Mayor and Board of Commissioners as a whole is appropriate).

B. Disclosure to the appropriate body and withdraw from any involvement in the matter where feasible.

C. Divesture of the conflict of interest.

SECTION 2: SUPPLIES AND CONTRACTUAL SERVICES OTHER THAN PUBLIC CONSTRUCTION AND MAINTENANCE OF PUBLIC PROPERTY CONTRACTS

2.1 Competitive Sealed Bidding (Formal Bid Award) - over $100,000

All expenditures for supplies or contractual services in excess of the estimated cost of $100,000 will be purchased by formal written contract (purchase order from the lowest responsible bidder), after due notice inviting proposals. In cases where contracts exist with the State of Oklahoma or any political sub-division thereof, United States government or any agency thereof, or other purchasing consortium, the City may exercise the option of awarding its own contract or of buying under the terms of such existing contracts.

2.2 Competitive Sealed Bidding Procedures - over $100,000

A. Specification Responsibility

Department heads will prepare bid specifications along with a list of potential bidders and submit to the City Clerk for bid solicitation. Exception: All rolling stock specifications (autos, trucks, dozers, graders, mowers, etc.) will be prepared by the Fleet Management Supervisor and approved by the Director of Public Works, Director of Finance, and the City Manager.

B. Evaluation Factors

Proposal evaluation factors should be standards, which measure how well the product, or service meets desired needs and permits an evaluation between what is needed and what is proposed.

C. Bid Solicitation

The Department Head and Fleet Management Supervisor, if applicable, will develop a vendor list and convey the same to the City Clerk. Solicitations will then be mailed to prospective bidders by the City Clerk. Additionally, the Clerk will publish one notice in a daily newspaper three days before the last day set for receipt of proposals. Such notice will include a general description of the services required or the articles to be purchased shall state where bid forms and specifications may be secured, and the time and place for bid opening.

D. Bid Opening and Tabulation

Sealed bids shall be received by the City Clerk and shall be identified as bids on the envelope. Such bids shall be opened and read aloud by the City

Clerk at the time and place specified in the bid documents. A bid tabulation or canvass of bids will be prepared by the responsible department head with one copy given to the City Clerk for review by the applicable administrative head, Director of Finance and City Manager. The applicable administrative head will then write an agenda item and forward to the City Manager's executive assistant along with the canvass of bids and a vendor list for inclusion on the next commission meeting agenda. The recommendation to the commission shall be the lowest responsible bid.

E. Bid Rejection

The Board of Commissioners may reject any or all bids or parts of bids when the public interest would be best served and may request a rebidding.

F. Bid Award

The Board of Commissioners shall award bids under the competitive sealed bidding procedures. Bids will be awarded on the basis of the lowest responsible bidder. Factors to be used in bid award include, but are not limited to:

1. The ability, capacity and skill of the bidder to perform the contract or provide the service as per specifications;

2. Whether the bidder can perform the contract or service promptly or within the time specified;

3. Character, integrity, reputation, judgment, experience and efficiency of bidder;

4. Quality of performance of previous contracts or services;

5. Previous and existing compliance by the bidder with laws and ordinances relating to contracts and services;

6. Sufficiency of the bidder's financial resources and ability to perform the contract or service;

7. Quality, availability, and adaptability of the supplies or contractual services to the use required;

8. Ability of the bidder to provide future maintenance and service for the use of the subject of the contract;

9. Number and scope of conditions attached to the bid; and

10. Price.

Prior to an award of a public construction contract, the person that received the award shall furnish a bond with good and sufficient sureties payable to the City in a sum not less than the total sum of the contract.

G. Award to Other Than Lowest Responsible Bidder

The user department shall always recommend the person or vendor who represents in their judgment the lowest responsible bidder to the Commission. However, it is recognized that the judgment of the Commission with regard to who should be awarded the contract should prevail. When the bid award is not given to the lowest responsible bidder, a full and complete statement of the reasons for selecting the successful bidder shall be entered into the official minutes of the commission by motion.

H. Tie Bids - Local Vendors

If two or more bids received are for the same unit price, quality and service being equal, the contract shall be awarded to the local vendor.

I. Non-Local Bidders

If two or more bids received are for the same unit price, quality and service being equal, the contract will be awarded to the vendor whose bid is deemed most advantageous to the City.

J. No Timely Bid Received

If no timely bid is received after bid notices have been published on any supplies or contractual services whose estimated cost exceeds $100,000, the Board of Commissioners may direct the City Manager to negotiate a contract with a prospective supplier or contractor.

K. Prohibition Against Subdivision

No contract or purchase shall be subdivided to avoid the provisions of the Purchasing Ordinance, Finance Procedures Manual, or State Law.

L. Contract Coordination

Upon contract award, the user department will coordinate contract negotiations between the successful bidder and the City. The user department will insure that all contract documents are completed with one complete set of original documents being delivered to the City Clerk.

M. Requisition

The City Clerk will prepare and submit a requisition at the time of the contract award for approval. The Finance Division will issue a purchase order and encumber the funds. The purchase order will be signed by the Director of Finance and City Clerk.

N. Payment

Following receipt of the goods or services and the invoice, accounts payable will be notified to make payment. Notice to accounts payable will consist of the receipt of copies of the purchase order, approved invoice, and applicable affidavits. The department head must sign or initial the invoice to indicate that it is ready to be paid and we received all goods and services listed. The department head shall include a valid account, if known.

SOLICITATION FOR BIDS
(BID NOTICE)

Sealed bids will be received by the City of Enid, Oklahoma, a Municipal Corporation, in the Office of the City Clerk, located in the City Administration Building, 401 West Owen K. Garriott Road, Enid, Oklahoma, 73701, until 4:00 P.M. local time on the _____ day of _____ 20 _____, for:

NAME OF PROJECT

Said bids will be publicly opened and read aloud at 4:10 P.M. local time on the _____ day of _____ _____ 20____, in the Council Chambers located on the first floor of the City Administration Building. All bids will remain on file in the office of the City Clerk.

Bids received after the final time set for receipt of proposals will not be considered and will be returned unopened.

No bid may be withdrawn after the scheduled time for receipt of bid for at least 60 days.

Complete sets of the general conditions, specifications and other bidding documents are on file in the Office of the City Clerk, and open for public inspection. Copies may be obtained at said office, or at www.enid.org.

Each bidder shall submit a bid on the enclosed form, and attach a complete description with the bid. Bid price shall be F.O.B. Enid, Oklahoma with Federal, State, and local tax excluded.

The successful contractor may be required to furnish Statutory, Performance, and Maintenance Bonds, as well as General Liability or OCP Insurance, as specified in the general conditions of the bid documents.

An executed Business Relationships Affidavit and Non-Collusion Affidavit shall accompany the sealed bid of each vendor, or the bid may be rejected.

Should more than one proposal be submitted for the same receipt date, whether on the same item or different items, each proposal shall be enclosed in a separate envelope with proposal or bid sheet on top.

The City of Enid reserves the right to reject any and all bids and to waive informalities. Should the bidder be unable to meet or exceed the stated specifications, they may submit a bid which best meets the City's specifications. Should the City fail to receive a bid which meets or exceeds the specifications, it may, at its option, award a contract to the bidder whose bid best satisfies the requirements contained within the specifications as determined by the Mayor and Board of Commissioners.

Dated this ____day of _____, 20___.

CITY OF ENID, OKLAHOMA

(SEAL)
By: _____
City Clerk

2.4 Open Market Purchases - $100,000 or less.

A. Open Market Purchases

All purchases of supplies or contractual services of $100,000 or less may be made in the open market without newspaper advertisement and without observing the procedure for formal bid award, except as otherwise provided herein. Under normal circumstances, the Department Head or designee will notify the Warehouse, Finance or designated departments, respectively, of the Department's needs. The Warehouse, Finance or designated departments will prepare the applicable requisition and forward same to the Finance Division for entry into the accounting records. Finance will encumber the funds and issue a purchase order. No order shall be issued to the user department until the City Clerk certifies that there are unencumbered funds to the credit of the using department sufficient to fund the purchase order. The purchase order requires the signature of the Director of Finance and the City Clerk. No purchases will be made unless a valid purchase order is issued in advance, unless the purchase is for less than $5,000. Bid award will be to the lowest responsible bidder. Bid prices may be honored for 90 days from bid solicitation for additional identical items. Written quotations shall be documented on the quotation summary sheet.

B. Open-Market Purchases

1. Open market purchases equal to or greater than $5,000 but $100,000 or less shall be based upon three written quotations which will be valid for not more than 90 days.

2. Open market purchases less than $5,000 shall be based upon open market direct solicitation. It is not necessary to get a purchase order in advance of the purchase for this level of purchase.

C. Award

Awards in the above instances shall be to the lowest responsible bidder. Finance will maintain a written record of all open market bids and such records will be open to the public.

D. Payment

Upon receipt of the invoice, accounts payable will be notified to process payment to the vendor. Such notice will consist of receipt of copies of the requisition, purchase order, and invoice. Such officer shall ensure that the

invoice is signed and dated by the department head or designee to verify the receipt of the goods and or services. A claims list of current invoices submitted to the city for payment shall be included in the agenda packets of the Commission meeting. Vendor payment may be made by warrant, check or wire transfer and shall be signed by the Director of Finance.

2.5 Unique Purchases

It is recognized that certain supplies or contractual services are unique in nature due to a material feature or characteristic. Such supplies or services need not be competitively bid. Accordingly, the department head shall verify in writing that the item or service is unique.

2.6 Sole Source Purchasing

It is recognized that certain supplies and contractual services may only be procured from sole source vendors. (i.e., maintenance provided on the City's computer or photo copying equipment parts). Therefore, when it can be documented in writing by the department head that the supply or contractual service cannot be competitively bid due to sole source availability, the supply or contractual service may be procured without following the normal bidding procedures. Such documentation shall be forwarded with a requisition to the Director of Finance and shall be attached to the purchase order. Sole source acquisitions above $100,000, will appear as independent items on the Commission's agenda.

2.7 Reverse Auction Bidding

A. The following procedure may be used as an alternative to the procedures for open market purchasing of supplies and contractual services in Section 2 of this manual:

1. A bid opening and bid closure. At the opening date and time, the City shall begin accepting reverse auction electronic bids. Reverse auction bids shall be accepted until the bid closure, except as provided by paragraph 6 of this subsection, unless the City determines it is in its best interest to extend the closing time and notifies the reverse auction bidders of the extended closing time by public announcement at the internet location at least 15 minutes prior to the original closing time.

2. The City will post all reverse auction bids electronically and update bids on a real-time basis.

3. The City will require bidders to register before the opening date and time and as part of that registration will require bidders to agree to any terms, conditions or other requirements of the solicitation.

4. The City may require potential bidders to pre-qualify as bidders and restrict solicitations to pre-qualified online and reverse auction bidders.

5. The City reserves the right to determine the criteria that will be used as the basis for making awards; and

6. The City reserves the right to determine that it is in its best interest to allow the acceptance of an electronic bid after the specified official closing date and time, if it determines that a significant error or event occurred that affected the electronic receipt of any reverse auction bid.

2.8 Emergency Purchases (not under the Public Competitive Bid Act)

A. The provisions as to notice and bids shall not apply whenever the Commission declares by a (2/3) vote that an emergency exists. The reasons for declaring an emergency and not complying with the provisions of this section shall be entered into the official minutes of the Commission.

B. The City Manager may declare an emergency in which requirements for notice and bids shall not apply. Such authority shall not exceed any contract for supplies or contractual services for equal to or greater than $150,000. The Manager shall notify the Commission of such action within ten days giving a full written statement of the reasons for such action. Such statement shall be recorded in the official minutes of the Commission.

SECTION 3: PUBLIC COMPETITIVE BIDDING ACT - PUBLIC CONSTRUCTION CONTRACTS AND ALL MAINTENANCE OF PUBLIC PROPERTY CONTRACTS

3.1 Competitive Bids

All public construction and maintenance of public property contracts shall be bid and awarded to the lowest responsible bidder, by free and open competitive bidding after solicitation for sealed bids in accordance with these provisions and the Public Competitive Bidding Act of 1974, 61 Okla. Stat. 101, et seq. or as hereafter amended by the State Legislature. No work shall be commenced until a written contract is executed, all required bonds and insurance have been provided by the contractor to the City of Enid, and a purchase order has been issued.

3.2 Definitions

A. "Bidding documents" mean the bid, notice, plans, and specifications, bidding form, bidding instructions, special provisions and all other written instruments prepared by or on behalf of the City of Enid for use by prospective bidders on public construction contracts or maintenance of public property contracts.

B. "Retainage" means the difference between the amounts earned by the contractor on a public construction contract or maintenance of public property contract with the work being accepted by the City of Enid and the amount paid on said contract by the City of Enid.

3.3 City May Appoint Purchasing Agent

The City may duly appoint as its agent any individual or representative with whom the City has duly entered into a public contract pursuant to law, to make purchases necessary for carrying out a public contract.

3.4 Bid Notice

All proposals to award public construction or maintenance of public property contracts shall be made equally and uniformly known by the City of Enid to all prospective bidders in the public in the following manner:

A. Notice thereof shall be given by publication in a newspaper of general circulation where the work, or the major part of the work is to be done. Such notice by publication shall be published in two consecutive weekly issues of said newspaper with the first publication thereof to be at least 21 days prior to the date set for opening bids; and

B. Notice thereof shall be sent to trade or construction publications, such as the Southwest Construction News, for their use and information whenever the estimated cost exceeds $100,000 or the cost of the construction management trade contract or subcontract exceeds $50,000; provided however, that this section shall not be construed to require the publication of the notice in such trade or construction publications or the requirement to provide the notice to more than one in-state trade or construction publication or to any out-of-state trade or construction publications.

3.5 Contents of Bid Notices

All bid notices shall set forth the following information:

A. The character of the proposed public construction or maintenance of public property contract in sufficient detail that all bidders shall know exactly what their obligation will be either in the bid itself or by reference to bidding documents on file in the City Clerk's office of the City of Enid;

B. The City Clerk's name and address from whom a complete set of bidding documents regarding such proposed contracts may be obtained together with the cost required therefore, if any;

C. The date, time and place of opening of the sealed bids;

D. The name, office location and address of the office with the City of Enid to whom the sealed bids should be submitted, if different than the City Clerk's office; and

E. Any additional information regarding such proposed contract deemed by the City of Enid to be of beneficial interest to prospective bidders or the public.

3.6 Bidding Documents to be on File

At least one complete set of bidding documents regarding a proposed public construction or maintenance of public property contract shall be on file at the City Clerk's office of the City of Enid at least 20 days prior to the date set for opening bids. The City Clerk shall have a sufficient number of complete sets of said bidding documents and shall provide a complete set of same to any prospective bidder, upon request; provided however, that the City of Enid may charge a reasonable fee for each such set, provided that such fee shall not exceed the actual cost of duplicating or printing. The City of Enid shall retain all or part of said fee.

3.7 Check or Bond to Accompany Bid

A. Each bidder on a public construction or maintenance of public property contract shall accompany his bid with:

1. A certified check, cashier's check or bid bond equal to 5% of the bid which shall be deposited with the City of Enid as a guarantee; or

B. The cost of republication of Notice to Bidders, all actual expenses incurred by reason of the bidder's default and the difference between the low bid of the defaulting bidder and the amount of the bid of the bidder to whom the contract is subsequently awarded, but not to exceed the amount of the certified check, cashier's check or bid bond, shall be forfeited to the City of Enid in the event the apparently successful bidder fails to execute the contract or fails to provide the required bonds and insurance to the City of Enid.

C. Said certified or cashier's check or bid bond shall be returned to the successful bidder on execution and delivery of the contract and required bonds and insurance. Checks of unsuccessful bidders shall be returned to them in accordance with the terms of this procedures manual.

3.8 Written Statement Under Oath to Accompany the Bid

Each bidder shall accompany his bid with a written statement, under oath, disclosing the following information:

A. The nature of any partnership, joint venture, or other business relationships then in effect or which existed within one year prior to the date of such statement with the architect, engineer or other party to the project;

B. Any such business relationship then in effect or which existed within one year prior to the date of such statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project; and

C. The names of all persons having any such business relationships and the position that they hold with their respective companies or firms. If none of the business relationships hereinabove mentioned exist, then bidders should provide a statement to that effect.

3.9 Late Bids

Any bid received by the City of Enid, or an officer and employee thereof, more than 96 hours excluding Saturdays, Sundays and holidays, before the time set for opening of the bids, or any bid so received after the time set for opening the bid, shall not be considered by the City of Enid and shall be returned unopened to the-bidder submitting the same.

3.10 Opening of Bids

All bids shall be sealed and opened only at the time and place mentioned in the bid section, and read aloud by the City Clerk. Such bid opening shall be open to the public and to all bidders.

3.11 Time for Award of Contract

The awarding of a contract to the lowest responsible bidder or bidders shall be made within thirty days after the opening of bids unless the City of Enid, by formal recorded action and for good cause shown, provides for a reasonable extension of that period, which extension in any event shall not exceed fifteen days where only state or local funds are involved or not to exceed ninety days on any award of contract for the construction of public improvements where funds are utilized that are furnished by an agency of the United States Government.

3.12 Bids, Contracts, Bonds, Open for Public Inspection

All bids, both successful and unsuccessful, and all contracts and required bonds shall be placed on file and maintained in the City Clerk's office for a period of five years from the date of opening of bids or for a period of three years from the date of completion of the contract, whichever is longer, and shall be open to public inspection and shall be a matter of public record.

3.13 Execution of Contract - Bond — Insurance — Administrative Error

A. Except as otherwise provided by law and within such period of time not to exceed sixty days, as shall be specified in the bid notice, by the City of Enid, a contract involving the terms set forth in the bidding documents shall be executed by the City of Enid and the successful bidder. No bidder shall obtain any property right in a contract award under these provisions until the contract has been fully executed by both the bidder and the City of Enid. Contracts may be executed at the time of award if it is in the best interests of the City of Enid.

B. Except as otherwise provided by law, within such period of time, bonds in compliance with Section 1 of Title 61 of the Oklahoma Statutes, as further described in the following, shall be provided by the contractor to the City before making any public improvements or constructing or repairing any public building wherein the cost exceeds $100,000:

1. A good and sufficient bond in a sum equal to the contract price with an adequate surety containing such terms as may be prescribed by the City of Enid issued by a financial institution insured by the Federal Deposit Insurance Corporation for the benefit of the City of Enid in a sum equal to the contract price to ensure the proper and prompt completion of the work in accordance with the provisions of the contract and bidding documents;

2. A good and sufficient bond in a sum equal to the contract price containing such terms as may be prescribed by the City of Enid, issued by a financial institution insured by the Federal Deposit Insurance Corporation for the benefit of the City of Enid in a sum equal to the contract price to protect the City of Enid against defective workmanship and materials for a period of one year after acceptance of the project; and

3. Public liability and workers' compensation insurance during construction in the statutory amount. The City of Enid may require the contractor to name said City of Enid and its architects and engineers as additional insureds under such public liability insurance, which requirement, if made, shall be specifically set forth in the bidding documents.

C. For any contract not exceeding $100,000 the contractor shall submit an affidavit of the payment of all indebtedness incurred by the contractor, subcontractors, and all material men for labor, materials, rental of machinery or equipment, and repair of and parts for equipment as are used or consumed in the performance of the contract.

D. Bonds, public liability and worker's compensation insurance may be required on contracts of less than $100,000 at the discretion of the City.

E. If the contractor needs additional time in which to obtain the bond required pursuant to this section, he may request same and the City of Enid may allow such contractor an additional 60 days within which to obtain said bond.

F. Subsequent to the award of a contract, but prior to its execution, the City of Enid, upon discovery of an administrative error in the award process that would void an otherwise valid award, may suspend the time of execution of the contract until the next regularly scheduled public commission meeting of the city of Enid. At the next public commission meeting, the City of Enid, upon the record, shall present to the Mayor and Board of Commissioners that such an error has been made with the award process and shall state the nature of the error. The Mayor and Board of Commissioners, upon presentation of the facts of the error, may rescind the award and re-advertise for bids, or may direct correction of the error and award the contract to the lowest responsible bidder, which ever shall be in the best interest of the City of Enid.

3.14 Partial Payment/Retainage

A public construction or maintenance of public property contract shall provide for partial payment based upon work completed. The contract shall provide that up to ten percent of all such partial payments may be withheld as retainage. At any time the contractor has completed an excess of fifty percent of the total contract amount, the retainage may be reduced to five percent of the amount earned to date if the owner or owners duly authorized representative has determined that satisfactory process has been made and upon approval by the surety.

The contractor may, from time to time, withdraw any part, or the whole, of the amount which has been retained for partial payments to the contractor pursuant to the terms of the contract upon depositing with or delivering to the City of Enid or other appropriate public official designated in the contract document:

A. United States Treasury bonds, United States Treasury notes, United States Treasury bills; or

B. General obligation bonds of the State of Oklahoma; or

C. Certificates of deposit from a state or national bank having its principal office in the State of Oklahoma. No retained amount shall be withdrawn which would represent an amount in excess of the market value of the security at the time of the deposit or of the par value of such securities, whichever is lower. At the time of deposit of any sureties the same shall be endorsed, if necessary, and shall be accompanied by a conditional assignment to the City of Enid or to the other public body designated as owner in the contract documents which will empower the City of Enid or other appropriate public official designated to have custody of same, to negotiate same, at any time to the extent necessary to cause the contract to be fulfilled. The securities which remain on deposit at the time of

completion of any contract and observance by the parties to the contract of any other statutory obligations relative thereto shall be returned to the contractor.

3.15 Interest Rate

The City of Enid shall pay to the contractor interest at the rate of 1.5% per month of the final payment due to the contractor. For lump sum contracts, the interest shall commence thirty days after the work under the contract has been completed and accepted and all required material certifications and other documentation required by the contractor have been furnished to the City of Enid by the contractor, and shall run until the date when the final payment or estimate is tendered by the contractor.

For contracts bid by unit prices, the interest shall commence sixty days after the above conditions are satisfied. When contract quantities or the final payment amount is in dispute, the interest bearing period shall be suspended until the settlement of the dispute.

3.16 Conflict of Interest

The City Manager and the Mayor and Board of Commissioners of the City of Enid, authorizing or awarding or supervising the execution of a public construction or maintenance of public property contract, and their relatives within the third degree of consanguinity or affinity, are forbidden to be interested, directly or indirectly, through stock ownership, partnership interest, or otherwise, in any such contract. Contracts entered into in violation of this provision shall be void and persons willingly violating this provision shall be guilty of a felony and shall be subject to removal from office.

3.17 Collusion Among Bidders

Any agreement or collusion among bidders or prospective bidders, in restraint of freedom of competition, by agreement to bid at a fixed price, or to refrain from bidding, or otherwise, shall render the bid of such bidders void and persons willfully violating this provision shall be guilty of a felony. Each bidder shall accompany his bid with a sworn statement that he has not been a party to any such agreement. The form of the statement shall be substantially as provided in Section 85.22 of Title 74 of the Oklahoma Statues but modified in words to refer to City of Enid.

3.18 Information Disclosure

Any disclosure by an employee of the City of Enid of the terms of a bid, submitted in response to a bid notice issued by the City of Enid, in advance of the time set

for opening of all bids so submitted, shall be unlawful. It shall also be unlawful for any person to solicit, possess or receive information, which is to be contained in a bid notice for the City of Enid for use in preparing a bid, in advance of the date on which said bid notice is to be made equally and uniformly known to all prospective bidders and the public. It shall further be unlawful for any employee of the City of Enid to withhold or impede the distribution of such information after notice of the bid has been given, unless the solicitation of the bids has been withdrawn or the particular information in question has been deleted or replaced through alteration of the bid notice, and said withdrawal or alteration has been made equally and uniformly known. The City's engineering estimate of the actual cost of the project shall remain confidential until the bids have been opened. Financial information including, but not limited to, audited financial statements required by the City, as part of pre-qualifications shall remain confidential. Violation of this section constitutes a felony and shall render the proceedings void and require solicitation and award of a new contract pursuant to Section 116 of Title 61 of the Oklahoma statutes.

3.19 Award to Other than Lowest Bidder

If an award is made to other than the lowest bidder, the City of Enid shall accompany its action with a public statement setting forth the reason for its action. Such statement shall be placed on file and open to public inspection and be a matter of public record.

3.20 Pre-qualifications of Bidders

In order to determine the responsibility of bidders, the City of Enid may require prospective bidders to pre-qualify as a responsible bidder prior to submitting bids on a public construction or maintenance of public property contract. Notice of any such prequalification requirement shall be made equally and uniformly known by the City of Enid to all prospective bidders and the public in the same manner as proposals to award public construction or maintenance of public property contracts as set forth previously.

3.21 Rejection of Bids

By majority action of the Mayor and Board of Commissioners the City of Enid shall have the right to reject any and all bidders again as herein provided if in the opinion of the Mayor and Board of Commissioners of the City of Enid the best interest of the City of Enid would be best served by doing so.

3.22 No Bids Received

If no timely bid is received after bid notices have been published on any proposed public construction or maintenance of public property contract, which does not exceed $100,000 in amount, or any construction management trade contracts or subcontracts exceeding $50,000, the Mayor and Board of Commissioners may direct its employees to negotiate the contract with the prospective contractors. The amount of a contract which may be awarded by the City of Enid pursuant to this section shall not exceed $100,000 in amount, or any construction management trade contracts or subcontracts exceeding $50,000, and the work to be performed shall be specified in the initial bidding document. The contract shall be executed within six months after the date initially set for opening of bids. The contract and contract procedure shall conform to all other applicable provisions of this section and the Public Competitive Bidding Act of 1974, 61 Okla. Stat. 101 et seq. and as hereinafter amended.

3.23 Assignment of Contract

No public construction or maintenance of public property contracts shall be assignable by the successful bidder without written consent of the City of Enid evidenced by resolution. In no event shall such a contract be assigned to a bidder who was declared by the City of Enid not to be a responsible bidder in the consideration of bids received for the particular contract.

3.24 Change Orders or Addendum

A. Change orders or addendums to public construction or maintenance of public property contracts of $1,000,000 or less shall not exceed a fifteen percent accumulative increase in the original contract amount.

B. Change orders or addendums to the public construction contracts or maintenance of public property contracts of over $1,000,000 shall not exceed the greater of $150,000 or a ten percent accumulative increase in the original contract amount. Any change orders or accumulative change orders which exceed these limits, shall require a re-advertising for bids on that part of a contract. Change orders in any amount shall be formally approved by the Mayor and Board of Commissioners and the reason therefore recorded in the permanent records. All change orders shall contain a unit price and total for each of the following items:

1. All materials with cost per item;

2. Itemization of all labor with numbers of hours per operation and cost per hour;

3. Itemization of all equipment with the type of equipment, number of each type, cost per hour for each type, number of hours of actual operation for each type;

4. Itemization of insurance costs, bond costs, social security, taxes, workers compensation, employee fringe benefits and overhead costs; and

5. Profit for the contractor.

If the construction or maintenance of public property contract contains unit pricing and the change order pertains to the unit price, such change order will not be subject to subparagraphs (a) or (b) of this section. When the unit price change does not exceed $10,000, the unit price change order computation may be based on an acceptable unit price basis in lieu of price itemization as required in the above paragraphs numbered 1, 2, 3, 4 and 5. Alternatives or add items bid with the original bid and contained in the contract as options shall not be construed as change orders under the provisions of this act.

3.25 Supervisor Certification to Accompany Invoices

All statements or invoices submitted to the City of Enid shall contain a sworn certification by the supervising architect or engineer, or other supervisory official if no supervisory architect or engineer is employed for the project, that the work for which payment is claimed has been performed, and that such work conforms to the plans and specifications for the project. No such statement or invoice shall be paid by the City of Enid without such certification. The execution of a sworn certification, as herein provided, shall not constitute defense or in any other manner, affect any cause of action which the City of Enid might otherwise have against the contractor for non- performance of a public construction or maintenance of public property contract.

3.26 Inspections

The City of Enid shall make provisions for the inspection of projects prior to acceptance by the City of Enid and shall approve requests for payment only after proper inspection has been made as provided in the plans and specifications for said project.

3.27 Accounting Procedure

The Director of Finance of the City of Enid shall prescribe the accounting procedures to be followed to pay invoices and make payments to contractors on

public construction or maintenance of public property contracts. The Director of Finance is to include any procedures necessary to provide accountability for state funds or funds furnished by an agency of the United States Government.

3.28 Construction on Force Account Basis

Nothing in these provisions shall be construed to prevent the City of Enid from doing public construction work on a force account basis.

3.29 Insurance against Fire and the Elements

The City of Enid is authorized to require the contractor to carry insurance against damage from fire and the elements during the process of construction to the extent of protecting the City of Enid's equity in said property until accepted by the City of Enid.

3.30 Emergencies

These provisions, with reference to notice and bids, shall not apply whenever the Commission declares by a 2/3 vote of all the members of the Commission that an emergency exits. The Commission authorizes the City Manager the authority to declare an emergency situation in which event these provisions with reference to notice and bid shall not apply, but such authority shall not extend to any contract exceeding $150,000 in amount. Whenever the City Manager shall declare such an emergency, he shall notify the Commission, the City Clerk, and the State Construction Administrator of the Department of Central Services of such action within ten days. Such notification shall contain a statement of the reasons for this action and shall be recorded in the official minutes of the City of Enid as a concurrence of emergency purchase. The reason for declaring an emergency and not complying with these provisions shall be entered into the official minutes of the Commission of the City of Enid. "Emergency", as used in this section, shall be limited to a condition resulting from a sudden unexpected happening or unforeseen occurrence and condition and situation wherein the public health or safety is endangered.

SECTION 4: REQUISITION

4.1 Purpose

The requisition form initiates the purchasing process. It shall be used by the department to:

A. Inform the Finance Division of anticipated expenditures; and

B. Request purchase of the items; and

C. Provide proper authorization for the requests.

A requisition shall be initiated with sufficient time to allow adequate time for review by the Finance Division. The rate of consumption of the items shall be carefully considered in determining the quantity to be requested; if the item is of a recurrent nature, it may be considered as an inventory item where it shall be inventoried and the minimum quantity will be set and maintained.

All purchases from new vendors must have a valid W9 on file with accounts payable. Department heads seeking to purchase from a new vendor are responsible for obtaining the W9. Check with accounts payable for assistance with this requirement.

4.2 Instructions for Preparing Requisitions

Blank requisitions will be obtained from the Finance Division or the Warehouse. Requisitions will be provided in multi-part forms. Each part is colored differently to assist in distribution. The white copy of the requisition is retained by the Finance Division. The yellow and pink copes of the requisition are returned to the user department. The user department will send the pink copy of the requisition with the invoice to the Finance Division to be processed for payment. The user department should retain the yellow copy of the requisition for their records. The white copy of the requisition will be the file copy for the Finance Division. The following information must appear on the requisition:

A. Date requisition is prepared.

B. Requesting department.

C. Description - identify with a complete description as to size, style, name, color, etc. in order to minimize follow up information by Finance. Avoid using a description that eliminates competitive bidding. “Equal To” may be specified in order to suggest a standard of quality.

D. Estimated or actual cost - from previous purchases.

E. Account Number - account number to be charged. Items should be charged to the appropriate account number and description, not where budget monies exist.

F. Remarks - denote purpose, project number, job order, vehicle number, etc. (i.e., windshield to be installed on vehicle number 14).

G. Department head signature or designee signature.

H. Authorization and date of approval by Board of Commissioners if required.

4.3 Finance Division - the following will be checked:

A. Purchase order number;

B. Budget verification;

C. Vendor number;

D. Valid account number;

E. Reasonableness;

F. Authority; and

G. Funds availability.

4.4 Distribution of Requisitions

A. User department completes requisition.

B. User department detaches yellow copy to retain in department for filing purposes.

C. User department forwards the white and pink copies to the Finance Division.

D. Following verification of the above information a purchase order will be issued authorizing the acquisition of the item(s) requested. For items greater than $5,000, a purchase order must be obtained in advance of ordering the goods or services. The pink copy of the purchase order

requisition shall be sent to the user department with a copy of the purchase order. The department head shall approve the invoice upon receipt of the goods and services and forward to accounts payable for payment with the approved invoice, pink copy of the requisition, and packing list or bill of lading if those documents exist.

E. The white copy of the requisition will be held by the Finance Division pending receipt of the invoice and the goods or services.

F. Concerns as to the quality of procured items or services must first be conveyed by the user department to the entity making the acquisition (Warehouse, Finance or designated department). Should the parties be unable to agree, the user department will submit a typewritten request to the Director of Finance listing the item(s) or services concerned and the reasons for the disagreement. The Director of Finance will investigate the situation, make a determination and respond to the department head.

G. Requisitions for all contracts specifically awarded by the Mayor and Board of Commissioners will be issued by the City Clerk following commission award. These requisitions will be forwarded to the Director of Finance for final review.

SECTION 5: PURCHASE ORDERS

5.1 Purpose

The executed purchase order is the City's order authorizing the vendor to deliver supplies or contractual services as specified. Upon acceptance and/or acknowledgement of the purchase order by the vendor, it constitutes a valid contract. All purchases of $5,000 or more require a purchase order before the purchase shall be made.

5.2 Instructions for Preparing Purchase Orders

Purchase orders are computer numbered. Purchase orders must be signed by the Director of Finance and certified by the City Clerk before any purchase shall be made, except purchases less than $5,000. A purchase order shall be prepared giving the following information:

A. Vendor name and address;

B. Vendor number;

C. Date;

D. Item description;

E. Quantity ordered;

F. Total cost (actual or estimated)

G. Director of Finance signature;

H. City Clerk certification of funds availability;

I. Purchase order number.

5.3 Distribution of Purchase Orders

The Finance Division approves the purchase order and forwards it to the City Clerk for certification.

A. Following receipt of the invoice by the user department, original copies of the purchase order and invoice will be sent to accounts payable for payment.

B. The Finance Division will retain a copy of the requisition and purchase order for filing purposes.

5.4 Receipt of the Invoice

A. Vendors for items ordered by the Warehouse, Finance or designated department are directed to send all invoices directly to the Warehouse, Finance or designated department, except invoices for public construction or maintenance of public property contracts which will be sent to the Director of Engineering or specialty items, which should be directed to the user department itself.

B. Invoices shall state the vendor's name and address, unit and total purchase price of each item, total price of all items purchased and date of purchase, and start and end date of work performed.

C. The Finance Division will receive the invoices from the user departments along with freight tickets, packing lists, or bills of lading.

D. Invoices will be signed and dated by the department head prior to submission to accounts payable for payment.

E. The user departments are responsible for the accuracy of the invoices. The Director of Finance or designee shall review all invoices and send to the City Clerk for certification of funds.

F. From the approved invoices a claims list shall be submitted to the Commission for their approval at the next applicable Commission meeting.

5.5 Blanket Purchase Orders

Blanket purchase orders are used for repetitive purchases of supplies and contractual services. Rather than issue a purchase order for each purchase, one purchase order is issued for a period of time for a department, depending on quantity and the time span for which the items are needed. Before making any purchases under a blanket purchase order greater than $100,000, the order shall be submitted to the Commission for approval.

A. Blanket purchase orders will be issued upon approval of a purchase requisition from a user department.

B. Blanket purchase orders shall be issued stipulating the types of item(s) covered, the time period, the department, the account number, and aggregate dollar total of all transactions. Total purchases on a single

blanket purchase order may exceed $5,000 as long as like item totals do not exceed $5,000.

C. Blanket purchase orders will be alternated among local suppliers whenever possible in order to give all competitive sources capable of furnishing desired types of items equivalent opportunities.

D. Items procured under approved blanket purchase orders may be obtained by designated personnel without consulting the Director of Finance.

E. Only authorized employees shall execute transactions on blanket purchase orders. A list of authorized employees shall be kept by the Director of Finance and maintained for monitoring user department adherence.

F. An authorized employee may call the vendor over the telephone or make pickup over the counter by signing a counter ticket, bill of lading, etc. at the time of pickup or delivery. A purchase order number must be provided upon request by the vendor.

G. The vendor will submit monthly statements itemizing all transactions supported by duplicate documents and referencing the purchase order number.

SECTION 6: CONTRACTS

6.1 Purpose

To establish the general structure and content of contracts.

6.2 Procedures

To the extent possible, all procurements of supplies and contractual services will be obtained by purchase order issued by the Finance Division. Except as provided to the contrary herein, only the Commission has the authority to enter into a contract exceeding $100,000 or more than one year in duration. Any additional terms not covered by the City's formal purchase order will be stated in a contract. All formal contracts will be approved by the City Attorney prior to the City Manager or Commission's approval. Such approval will consist of the City Attorney's signature as to form and legality.

6.3 Terms and Conditions

Generally, the following terms are necessary to all contracts:

A. Names of contracting parties;

B. Named individuals;

C. Compensation and terms of payment;

D. Responsibility of city;

E. Termination of contract;

F. Assignability;

G. Insurance;

H. Errors or deficiencies;

I. Completeness of contract;

J. Legal requirements;

K. Acceptance; and,

L. Responsibility of other party.

M. The following additional terms are often necessary to the types of products and services:

1. Construction

a. Specifications,

b. Drawings,

c. Warranty,

d. Permits,

e. Inspections,

f. Subcontractors,

g. Performance, maintenance and statutory bonds,

h. Liquidated damages,

i. Patent and copy right indemnification,

j. Engineering charges,

k. Affidavit of noncollusion,

l. Business Relationships Affidavit,

m. Control of work and materials,

n. Lien waivers, debt payment affidavits,

o. Safety responsibility to public, and

p. Proposal from bidder.

2. Lease Agreement

a. Leasee and lessor identification,

b. Property or equipment descriptions and identification,

c. Purchase or option renewal,

d. Delivery, maintenance and other special charges,

e. Relocation or modification of property and equipment,

f. Conditions or restrictions to use, and

g. Period of performance.

3. Service, Maintenance or Repairs

a. Equipment descriptions and identification,

b. Scope of work,

c. Period of performance,

d. Responsibility of supplier,

e. Notice and response to notice.

6.4 Finalization

No contract will be deemed final until signed by all participating parties. Electronic signatures shall be granted the same legal status as an original signature pursuant to Oklahoma state law, O.S. §12A-15-107. Award of a bid only constitutes a resolution that the governing body at that time desires to enter into a contract. Such award is not binding upon the City, unless a written contract is signed by all parties. Once fully executed, all contracts, regardless of dollar amount, shall be given to the City Clerk for proper certification and retention.

SECTION 7: CONTRACTING FOR PROFESSIONAL SERVICES

7.1 Purpose

These guidelines are established in order to provide assistance to City officials selecting and contracting for professional services, which are not unique in nature and should be subject to competition. Legal services are considered unique and the bidding process will not be utilized although the costs of services should be outlined in the contract. The primary purpose is to select persons who have the necessary training and experience to provide professional services. Although cost is important, professional services will not be purchased on the basis of lowest cost. All professional services where the estimated cost will exceed $100,000 shall be purchased by formal written contract from the best qualified and responsible firm after due notice inviting proposals, except those services or situations specifically exempted by the Board of Commissioners. The Board of Commissioners approve all professional service contracts greater than $100,000. Professional service contracts $100,000 or less shall require a purchase requisition with supporting documentation and may be purchased without approval of the Board of Commissioners. All purchases exceeding $5,000 or more shall have a purchase order issued before ordering the goods or services.

7.2 Professional Services

Professional services include, but are not limited to, the following disciplines:

A. Appraisal services;

B. Architectural services;

C. Consulting services;

D. Information technology consulting and programming services;

E. Engineering services;

F. Financial, accounting and auditing services;

G. Health insurance services;

H. Photographic, art or marketing services; and

I. Testing and inspection services.

7.3 Request for Proposals

The City will solicit proposals. Specifications for professional services to be procured should include:

A. Instructions to the prospective vendors specifying when, to whom, and where proposals should be sent;

B. A complete technical description of the problem or work task;

C. An objective or statement of what is expected to be accomplished;

D. Scope of work or task and the extent to which the City's staff will be available to the contractor;

E. Firm or estimated time schedule, including dates for commencement of performance, for submission of progress reports, and for completion of task;

F. Selection criteria;

G. Standard contract terms and conditions; and

H. Understanding for compensation for additional work authorized.

7.4 Selection Criteria

The following are suggested criteria to be utilized when reviewing a proposal:

A. Experience on similar projects including references of former clients, particularly municipal clients;

B. Qualifications of person(s) proposed to work on the project (require professional resumes);

C. Ability to meet work schedule;

D. Completeness of project approach;

E. Geographic location;

F. Samples of work representing product quality;

G. Additional services and skills available;

H. Work space requirements and/or City staff support; and

I. Cost.

Interviews, for the purposes of selecting consultants, may be conducted by committees composed of city staff and/or members of the Board of Commissioners.

7.5 Contract Award

Weight should be assigned to each criterion based on relative importance of the particular qualification, and may be available to the vendors at the City's discretion. After ascertaining the scope, type of work each prospective vendor proposes to provide, the City shall award the contract to the person or firm who has the lowest responsible qualified proposal. In determining which offer is the most advantageous, the City will take into account the following in order of importance:

A. The professional competence;

B. The technical merits; and

C. The cost of services.

7.6 Contract Terms and Conditions

The following general contract terms should be addressed within a professional service contract:

A. Names of contracting parties;

B. Named individuals;

C. Scope of work;

D. Work schedule;

E. Compensation and terms of payment (including compensation for additional services);

F. Responsibilities of the City;

G. Termination of contract;

H. Assignability;

I. Confidentiality;

J. Insurance; and

K. Errors or deficiencies.

7.7 Negotiation

Once professional service proposals have been received and opened by the city, the city has the right to negotiate with any and all vendors, providing amendments or additions to their proposals as may be deemed in the City's best interest.

7.8 Compliance with Oklahoma State Architectural Act

This act imposes requirements on the construction, remodeling, landscaping, interior design, or repairing of municipal buildings, with a construction value over $158,000. The State Architectural Act requires a licensed architect to engage in the planning, designing, and preparation of drawings and specifications for the alteration or construction of said buildings, unless the planned addition or alteration does not affect the primary structural, mechanical, or electrical systems, life safety systems or exit passageways. See 59 Okla. Stat. §46.21b.

SECTION 8: INTERGOVERNMENTAL PURCHASING

8.1 Purpose

The purpose of cooperative purchasing is to obtain lower prices from volume buying and to create a demand large enough to encourage the manufacture of new or modified products, commodities and equipment at the lowest available price.

8.2 Definition

Intergovernmental purchasing is an agreement under which the City, along with other governmental entities, buy under the same contract or agreement.

8.3 Procedures

A. The City may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any equipment, supplies, services, or construction with one or more governmental entities. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between local, State or Federal governments.

B. Upon awarding a contract, each governmental entity will be responsible for processing its purchase orders; receiving, inspecting, storing, and verifying invoices; and payment of its bills.

C. The department head may place on file with other governmental entities engaged in surplus property disposition a complete listing of City requested commodity and equipment needs. The intent in circulating this listing shall be to investigate all surplus property channels for potential property acquisition. Field visits, when deemed necessary, shall be made by user departments subject to the discretion and authorization of the Director of Finance.

D. See approved list of intergovernmental purchasing cooperatives on file in the office of the City Clerk.

SECTION 9: ACCOUNTS PAYABLE/CITY CLERK

9.1 Purpose

The function of Accounts Payable is to pay vendor invoices and maintain accurate financial records. This involves checking account numbers for accuracy; comparing invoices with the purchase order for correct vendor number, description and amount; checking for adequate unencumbered budgeted funds and unencumbered cash balances; and verifying that all invoices have been approved by a department head or designee indicating that the goods or services have been received and that the invoice is accurate.

9.2 Payment of Vendor Invoices

After the order or service has been completed, the invoice is signed and matched to the original requisition and purchase order. The purchase order and invoice copies are then input. Purchase orders are verified for accuracy and then input for payment processing. Accounts payable retains a copy of all documents for filing purposes. Applicable affidavits must be included. Valid W9's are required for each vendor.

9.3 City Manager or designee authorized to approve invoices

The City Manager or his designee is hereby authorized to approve payments of invoices without prior Commission approval, including but not limited to those times necessary to avoid late payment penalties, to settle property damage and personal injury or worker's compensation claims, at the request of the City Attorney's office, with a $100,000 maximum on the claims, provide for payment of C.O.D.'s, emergency purchases to take advantage of discounts, to attend and bid at private or public auctions, or pursuant to any provision in any contract which has heretofore been approved by the Commission. Except for emergency purchases no payments made pursuant to this section shall exceed the expenditure classification of the respective department as approved in the current budget. Such payments shall be placed on the next regularly scheduled Commission meeting.

9.4 Schedule of Claims

Upon establishing that all information and invoices are correct, the claims list shall be made. Upon approval of the list by the Board of Commissioners at the next regularly scheduled meeting, accounts payable will then issue payment.

9.5 Reissue of Payments

Accounts Payable is hereby authorized to issue a second or duplicate check, provided the original has been issued and subsequently lost or destroyed. No second or duplicate check shall be issued unless the Director of Finance has approved a stop-payment order or other action as required by law. Normally sixty days must elapse from the original issue date before a second or duplicate check will be approved. In the case of a check issued to a City of Enid employee, thirty days must elapse from the original issue date before a second or duplicate check will be approved.

SECTION 10: STANDARDIZATION AND SPECIFICATIONS

10.1 Purpose

It is essential that items be standardized and purchased in accordance with carefully drawn specifications.

A. Use of Standardization

Standardization takes advantage of lower prices by buying in bulk. It also lowers the administrative cost of purchasing by reducing the total number of purchases made. Standardization consists of consolidating similar requirements into a single specification whenever possible, and shall be the responsibility of the department head or designee.

B. Use of Specifications

Specifications are a clear and complete description of the essential requirements that items should meet. Well-written specifications ensure that maximum value is obtained for the public funds spent; and, all qualified vendors, large and/or small, are able to compete on an equal basis.

10.2 Types of Specifications

City staff will usually prepare their own specifications; although professional assistance may be necessary for items of a highly specialized or technical nature. Specifications must be clear and accurate, updated regularly to reflect technological or market changes, and should, avoid restrictive or unfair details that preclude or reduce competition. Most specifications shall have the characteristics of one or more of the following types:

A. Desirable

1. Open Specification - A description of all physical and functional features, have been developed and approved in accordance with the procedures outlined in Section 11.3. It may incorporate words or phrases from widely accepted industrial or governmental specifications.

2. Design Specification – Describes in detail precise configuration measurement, tolerance, material, standard or a method of testing or inspection.

3. Performance Specification — Describes a result of capability to be achieved by an item such as speed, output maintainability or reliability.

B. Less Desirable

1. Sample Specification - Requires match of sample submitted to vendors; sometimes entails substantial inspection and testing to determine actual match.

2. Equal Product Specification - Uses brand name or trade name as a description term or definition as a requirement; with a phrase "or equal." Opens way to controversy as to what is "equal."

C. Undesirable

1. Single Product Specification - Designates only one manufacturer brand, trade name, or catalog number, which denies competition. Sometimes, this cannot be avoided where highly technical or specialized products are required.

2. Multi-product Specification - Names two or more specific products. Can unfairly limit competition.

10.3 Specification Development and Approval

A. Research

1. User Department — Shall determine its needs; will research available and alternative products by means of manufacturer product brochures and contacts with salespersons, or determine if the product or service is available through alternate means, such as Oklahoma state contract or approved intergovernmental purchasing cooperative agreement; prepare and compile a detailed description that can be incorporated into a specification format.

B. Approval Procedure

1. Initiating Specification Development - User department prepares specifications, except for rolling stock purchases that will be prepared by the Fleet Management Supervisor, or capital projects which will be prepared by the Engineering Department.

2. Specification Development - User departments will be responsible for the completeness and accuracy of their specifications. Such specifications, and a list of vendors will be submitted to the City Clerk no less than 45 days in advance from the anticipated bid opening. The City Clerk will attach the solicitation for bid and affidavits to the specifications and mail bid documents to the vendors.

3. Approval of Specifications - All specifications and revisions to specifications shall be approved and signed by the responsible department head with a copy being given to the City Clerk who will then mail to the vendors.

4. Specification File - The user department shall prepare and maintain a file of all documents related to the development of every specification and to any revision. The City Clerk shall prepare and maintain a master file of all specifications and any revisions.

C. Process

The following steps outline the process to be used:

1. User department determines requirements;

2. User department prepares specification;

3. City Clerk adds applicable forms;

4. City Clerk mails bid information to prospective vendors and publishes public notice;

5. Pre-bid conference and/or inquiries with vendors regarding specifications are held if necessary;

6. Addendums to specifications are approved by the user department and issued by the City Clerk;

7. Bid opening is held;

8. City Clerk tabulates bids;

9. User department prepares the canvass of bids and applicable agenda item; and

10. City Clerk prepares requisition after Mayor and Board of commissioner approval.

10.4 Specifications Outline

Specifications must be clear, detailed, accurate, well organized and consistent in format. Specifications constitute a reflection of the City and its staff and importance shall be placed on the specifications. Instructions to Bidders and General Conditions shall be a part of every specification, but may be modified as necessary.

SECTION 11: PETTY CASH

11.1 Purpose

The Petty Cash Fund is strictly intended to reimburse City of Enid employees for business expenses under $300 incurred in the course of performing their job duties, provided the department head has approved the expense and a City Purchasing Card is not able to be used.

11.2 Authority and Responsibilities

A. Creation - Petty Cash Fund in the maximum amount of $7,000 is created.

B. Director of Finance — is designated as the person to maintain the petty cash fund. The Director of Finance's responsibilities or his designee are defined as follows:

1. To provide adequate security and storage of cash and receipts;

2. To allow only authorized expenditures;

3. To take only itemized receipts for each expenditure; and

4. To request replenishment by payment from the appropriate funds as necessary but no less than monthly.

C. Delegation of Responsibilities — The Director of Finance may assign portions of the petty cash fund to user departments under such terms and conditions as may be necessitated.

11.3 Instructions for Use

Petty Cash shall be used consistent with the regulations listed below.

A. Each expenditure shall not exceed $300, without prior approval of the Director of Finance or their designee.

B. No personal checks shall be cashed from any location in the City of Enid.

C. Oklahoma sales tax will not be reimbursed.

D. The requesting department must first complete a Petty Cash Request Form. The department head must sign the Petty Cash Request Form and each

receipt. Upon completion of the form, it should then be delivered to the City Clerk to receive reimbursement within 30 days of the purchase.

E. If an employee requires cash in advance of making a purchase or for travel, a Petty Cash Request Form must be completed, signed by the department head and presented to the City Clerk. Advance requests will be limited to $300. Upon completion of the purchase or travel, the employee shall obtain the department head's signature on all receipts and return them to the City Clerk within one week, along with all unused cash.

F. The City Clerk will file for all claims to reimburse the Petty Cash Fund. Failure to return receipts and complete the Petty Cash Request Form will result in future denials of petty cash usage.

G. Periodic cash counts and audits shall be made by the Director of Finance or their designee.

11.4 Replenishment

The Petty Cash fund shall be replenished monthly. The City Clerk shall file to reimburse all petty cash claims. Invoices, tickets, and supporting documentation shall be attached to the claim and itemized.

SECTION 12: TRAVEL

12.1 Purpose

It is recognized that travel expenses will be incurred as a normal part of conducting City business. It is emphasized that when an individual is absent from the City on approved travel, he or she is representing the City of Enid and personal conduct should reflect this responsibility and obligation. Furthermore, it is the policy of the City that all expenses incurred on City business be reimbursed to the individual accordingly in conformance with this policy. Personal expenses incurred on City business remain the responsibility of the individual.

12.2 Authority and Responsibility

A. An employee desiring to travel on City business shall file a travel request form with his or her immediate supervisor for all travel advance requests. The travel request form shall include the purpose of the travel, an estimate of all anticipated travel expenses, plus signed authorization by the immediate supervisor. This form need not be completed unless the employee is requesting a travel advance or requesting to use a City travel Purchasing Card. Usage of a City of Enid Purchasing Card is the preferred method of payment of travel expenses.

B. For approved travel, travel expenses may include such items as lodging, parking fees, commercial transportation, tips and other justifiable expenses that pertain directly to City business. Oklahoma sales tax is not an approved expense. All items shall be reimbursed at actual cost. Meals will be reimbursed at the actual cost not to exceed $60 per day. All requests for reimbursable travel shall be submitted to the employee's department head for approval or rejection with original detailed receipts using the travel expense report

C. A travel expense report shall be filled out within 30 days of the completion of the approved travel.

D. Travel expenses for the spouse or other personal guests of an employee are not reimbursable by the City. Travel expense reports should be prorated or the expenses allocable to these guests should be excluded. This rule does not apply to the City Manager, City Attorney and the Mayor and Board of Commissioners for whom one authorized guest reimbursement is authorized for activities where it has been deemed beneficial to attend a City related function.

E. Employee travel which is subject to federal and/or state regulation and/or bargaining agreements shall be governed by those separate regulations. In the case of conflict, the more stringent provisions shall apply.

F. For travel reimbursement, the following guidelines shall be followed:

1. Cash Purchases: Only originals of receipts are acceptable. The receipt must state the date, the amount of purchase, an item-by-item listing and the name of the vendor. No affidavits in lieu of receipts will be allowed. In the event of a lost receipt, a duplicate receipt must be obtained for reimbursement purposes. Receipts are required for meals, lodging, automobile rental, taxicabs, airfares, and parking fees.

2. Credit Purchases: Only a detailed copy of the receipt is acceptable. No amounts that have been written on the receipt that are not part of the original transaction will be accepted. Credit card statements will not be accepted. Receipts are required for meals, lodging, automobile rental, taxicabs, airfares, and parking fees.

3. Mileage Allowance: Mileage allowance for authorized employees on City business or Commission trips involving the use of personal vehicles shall be reimbursed at the current Internal Revenue Service rate. Mileage will be calculated from your work location to the business event as calculated by an online mapping program.

4. Leased or Rented Automobiles: Leased or rented automobiles to be used while in attendance at a conference shall be reimbursed, when evidenced by receipt, subject to the approval of the City Manager. Such approval should be granted when it is demonstrated that other means of transportation to and from lodging, the conference location or the airport etc. would be more expensive or impractical. Rental car insurance is not reimbursable.

5. Cab Fare Reimbursement: Cab fares and other forms of commercial transportation shall be reimbursed in the amount evidenced on the fare receipt.

6. Air Transportation Reimbursement: Airline tickets for air transportation to and from the city in which the conference or meeting is held shall be reimbursed, when evidenced by receipt, to the traveler unless such arrangements are made through, and billed to, the City of Enid. Every attempt shall be made by the attendees to secure the least costly airfare tickets as early as possible.

7. No reimbursement shall be granted by the Director of Finance unless the Travel Expense Report is completed in full and consistent with the policies for reimbursement.

8. Non-reimbursable expenses include but are not limited to Oklahoma sales tax, theater tickets, sporting events, and other entertainment expenses, unless included in the conference program.

9. For approved travel requests, expenses will be considered for reimbursement for the day preceding to the day following the scheduled conference or event.

12.3 Purchasing Cards

A. City purchasing cards may be used for any legitimate travel expense. A purchasing card report must be completed with all invoices and documentation attached each week.

B. Employees may use their own credit cards if a City Purchasing Card is not available to them. Original receipts will be required for reimbursement. All purchases must be approved by department head. Oklahoma sales tax will not be reimbursed.

12.4 Mayor, Board of Commissioners, City Manager, City Attorney, and Employee Travel

A. General Rules: The Mayor, City Commissioners, the City Manager, City Attorney and their approved guest and all employees traveling on official business on behalf of the City, are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Other than mileage, travel expenses including meals, lodging, parking fees, commercial transportation, and other justifiable expenses will be reimbursed at actual cost as reflected on receipts.

B. Advance of Funds: The Mayor, City Commissioners, the City Manager, City Attorney and their authorized guest and all employees may request a travel advance from Finance for approved travel. The travel advance may include mileage allowance or subsistence expenses, any sums as may be deemed advisable considering the character and probable duration of the travel, meal expenses, lodging, and transportation to be paid for by the traveler. Advances to travelers shall be chargeable to the budget appropriation available for the traveler's expenses. For purposes of calculating duration of travel, reimbursable expenses will be allowed for the dates of the conference as reflected on the announcement or notice of the conference

and one travel day prior to the conference commencement date and one travel day following the last date of the conference.

C. Transportation Reimbursement:

1. Mileage reimbursement: Travel by privately owned vehicle shall be reimbursed at the specified rate found in S12.2(f) (3).

2. Leased or rented automobiles: Leased or rented automobiles to be used while in attendance at a conference shall be reimbursed, when evidenced by receipt, subject to the approval of the City Manager. Such approval should be granted when it is demonstrated that other means of transportation to and from lodging, the conference location or the airport etc. would be more expensive or impractical. Rental car insurance is not reimbursable.

3. Cab fare reimbursement: Cab fares and other forms of commercial transportation shall be reimbursed in the amount evidenced on the fare receipt.

4. Air transportation reimbursement: Airline tickets for air transportation to and from the city in which the conference or meeting is held shall be reimbursed, when evidenced by receipt, to the traveler unless such arrangements are made through, and billed to, the City of Enid. Every attempt shall be made by the attendees to secure the least costly airfare tickets as early as possible.

D. Lodging Reimbursement: Actual lodging expense as reflected by receipt, at hotels/motels designated for the conference participants by the sponsor as evidenced by the announcement or notice of the meeting, workshop, or conference shall be reimbursed. If such designated hotel(s) or motel(s) are full, a comparable rate (no more than 15% higher) hotel or motel shall be obtained.

E. Meal Expenses Reimbursement: A maximum meal rate of $60 per day is authorized for travel. Rates for high cost areas must be approved by the City Manager prior to travel. Meals will be reimbursed up to the maximum meal rate when evidenced by a detailed receipt. Meals exceeding the maximum meal rate will not be paid. Any meal purchase made with a City purchasing card will require an original receipt to attach to the weekly purchasing card report. Receipts shall reflect the names of individuals for whom the food and beverages were bought, the name of the restaurant, and the date and amount of expenditure. For receipts that include more than one person for whom this City travel policy applies, the individual

paying for the meals should include this expense with the number of individuals involved.

F. Other Reimbursable Expenses:

1. Registration fee as reflected by receipt paid for attending workshops, conferences, etc. shall be reimbursed, unless such arrangements are made through, and billed directly to the City of Enid.

2. Parking and turnpike fees shall be reimbursable while traveling on official City business. Receipts are required.

3. Other eligible reimbursable expenses may include

   a. materials, reports, manuals, etc. offered by the sponsors of the conference or workshop and

   b. business office services offered by the hotel for city business.

G. Reimbursement Submittal and Approval - All requests for reimbursement with required support documentation shall be submitted to the approving authority within 30 days of the date of return from travel. All travel expenses submitted by the Mayor, and City Commissioner, City Judges or the City Attorney are subject to approval of the City Manager or his designee prior to reimbursement. All travel expenses of the City Manager are subject to approval of the Mayor and Director of Finance prior to reimbursement.

SECTION 13: DISPOSAL OF PROPERTY

13.1 Scope

The applicable Director of Public Works or Public Utilities, and the Director of Finance are jointly responsible for directing the effective disposal of surplus and obsolete property. Surplus and obsolete property may be transferred, sold, offered as a trade-in, or destroyed.

13.2 Procedures

The applicable Director of Public Works or Public Utilities, and the Director of Finance shall periodically survey the departments to determine if surplus and/or obsolete property is on hand for disposal. Each department shall prepare a list of all surplus and scrap property on hand and submit it to the applicable Director of Public Works or Public Utilities, and the Director of Finance when needed. In the event that a need for immediate disposal is required, a department may notify and request appropriate action by written memorandum. Depending on the nature of the item, one of the following disposal methods will be used:

A. Transfer: Once the periodic list of surplus and obsolete property has been developed, it will be circulated among all departments. The applicable Director of Public Works or Public Utilities, and the Director of Finance may approve the transfer of surplus items, or if a transfer is not feasible, or there is no response to an item appearing on the availability list, then they may opt to trade-in or sell the equipment at a City auction. All transfers must be reviewed by Finance to determine if the fixed asset inventory must be updated.

B. Trade-In: If a trade-in is available on a particular piece of equipment or item bid, the invitation for bid shall call for bid prices with and without trade-in, and indicate that award may be made on either basis. The award shall be made based upon the best interest of the City and its public purpose. All trade-ins must be reviewed by Finance to determine if the fixed asset inventory must be updated.

C. Sale: All sales of surplus, obsolete, or abandoned property shall be conducted by the Director of Public Works and the Director of Finance using one of the following methods.

1. Auction: An auction is one method of selling certain types of surplus and/or obsolete property. Both online or traditional auction methods are approved methods of surplus property disposal. Auctions may be advertised to the public in a newspaper of general circulation, the

City of Enid website, auction company website, and in some cases notices are circulated among interested parties and organizations in an appropriate auction bulletin. The City may hire an auctioneer or utilize staff personnel. For all auctions, the following procedure shall be observed:

a. List all items for sale. Provide auction company with a complete list of items to be posted for sale via the auction website. All items are sold as-is where-is, with no warranties or guarantees, either expresses or implied.

b. Register and assign a registration number to all participants in the auction. Online buyers must register with the auction website and a unique bidder number will be assigned.

c. Interested parties will be allowed time to inspect the items before the auction. Property for sale shall be placed in proper condition by user departments in order to obtain maximum return on the property to be sold. In the event that an item is damaged or being sold as inoperable, full disclosure must be made to auction site so they may accurately inform perspective buyers. Online items will be available for inspection by appointment only. Contact information shall be listed on the auction website.

d. As items are sold, a list shall be compiled with the item description, the sale price, and the buyer number of the winning bidder.

e. Items will be sold to the highest bidder. Only cash, certified checks, money orders, bank checks, MasterCard, Visa, or valid government purchase orders will be accepted.

f. In the case of online auctions, the selling auction house shall be in charge of collecting payments from buyers directly and shall remit payment to the City in one lump sum after all monies have been collected.

2. Sealed Bids: A public notice of the sale shall be made in the newspaper(s). Prospective bidders may be mailed a bid with a list and description of the items up for sale and the bid opening date.

3. Sale of Salvage Goods: For certain items such as scrap iron and obsolete computers, the City may sell said items to a second-hand

dealer, scrap dealer, recycler, or junk dealer. The City will get three quotes and sell the scrap to the highest bidder.

D. Destroy: Surplus property, which cannot be transferred, traded-in, or sold, may be destroyed in an appropriate manner with the approval of the Director of Public Works and the Director of Finance.

13.3 Sale of Products-Proceeds

All proceeds resulting from the sale of surplus or obsolete equipment shall be placed in the general fund, except for proceeds from enterprise activities that shall be placed in their respective enterprise funds.

13.4 Terms and Conditions of Sale

Depending on the nature of the items and the method of sale selected, the following terms and conditions shall be used:

A. Inspection: Prospective buyers will be allowed time prior to the sale to inspect items.

B. Oklahoma State Sales Tax: All sales are subject to the prevailing state and local sales tax regulations.

C. No Warranty Given: No express warranty or guarantee of any kind is given by the City of Enid as to the description, quality, condition, serial number or any other aspect of any item put on sale and no claim for allowance on such ground will be considered. The City of Enid disclaims all implied warranties, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. No City official, employee or agent of the City has the authority to make or give any warranty of any kind whatsoever. All items are offered for sale “AS IS”, “WHERE AT”, and “WITHOUT RECOURSE.”

D. Reservation: The City of Enid reserves the right to accept or reject any or all bids if, in the opinion of the Director of Public Works and the Director of Finance, such action would be in the best interest of the City.

E. Removal: The successful bidder will be required to furnish all labor and equipment at their own risk and expense necessary for the removal of any items bid upon within a period of five (5) days after notification of acceptance of bid by the City.

a. Any item not called for or left behind for a period of more than five days after the date of acceptance of bid will be considered as abandoned, and the City shall have the right to dispose of same in any manner whatsoever.

F. Minimum Price: In some instances, minimum prices or reserves will be established. In such cases, items may not be sold below that minimum price or reserve.

13.5 Abandoned Property - City

A. Definition: Personal property held by the City and unclaimed for a period of three years will be considered abandoned property.

B. Procedure: The City Clerk will file a report with the Oklahoma Tax Board of Commissioners each year by November 1. The report shall include the name and address of each person appearing to be the owner of abandoned property valued at $50 or greater. It shall also include the nature, identifying number or description of the property and the amount appearing due. Additionally, the report will include the date when the property became returnable, payable or demandable and the date of the last transaction with the owner. Notice and publication requirements are set out in Section 662 of Title 60 of the Oklahoma Statutes.

C. Delivery: Upon completion of the required report and the performance of the notice and publication requirements, the property will be delivered to the Oklahoma Tax Board of Commissioners. The City is then relieved of all responsibility.

D. Values Less Than $50: If the aggregate value of unclaimed property is less than $50, it need not be reported.

13.6 Abandoned or Confiscated Property - Police

A. Authorization: The Chief of Police or designee is authorized to dispose of personal property, money or legal tender as provided in this section or ordinances of the municipality, that has come into his possession if:

1. The owner of the personal property or money or legal tender is unknown or has not claimed the property after any required notice; and

2. The property or money or legal tender has been in the custody of the police chief for at least 90 days; and

3. The property or money or legal tender or any part thereof is no longer needed to be held as evidence or for any other purpose in connection with any litigation. In the event the property, money or legal tender was seized by the police department in connection with a criminal investigation or arrest, this determination shall be made by the court which has jurisdiction over the criminal offense, if an information or indictment is pending, pursuant to Section 1321 of Title 22 of the Oklahoma Statutes, or by a prosecuting authority if charges have been disposed of or have been declined.

B. The municipality shall file an application in Garfield County District Court requesting the authority of said court to conduct a sale of such personal property, which has a fair market value. The application shall contain a list describing such property, including any identifying numbers and marks; the date said property came into his possession, and the name of the owner and the person in last possession, if different, and the address of the person, if known. The court shall set the application for hearing not less than 15 days after filing of said application.

C. In any instance where said property has an actual or apparent value of more than $250, at least 11 days prior to the date of said hearing, written notice of said hearing shall be sent by certified first-class mail, postage prepaid, to each owner and person last in possession of the property at the address as listed in the application. If the owner of any property with an actual or apparent value exceeding $500 is unable to be served written notice by first-class mail, notice shall be provided by one publication at least three days prior to the hearing in a newspaper of general circulation in Garfield County where the property is in custody. The notice shall contain the place and date of the hearing and a description of the property, or the location of a list available for review during business hours in which the property is described and any known owner identified. Said notice shall be posted at the assigned place for the posting of municipal notices, and at two other public places in the municipality.

D. If no owner appears and establishes ownership to said property at the hearing, the court shall enter an order authorizing the municipality to dispose of the property as follows:

1. Donate the property having value of less than $500 to a nonprofit corporation as defined in Title 18 of the Oklahoma Statutes for use by needy families;

2. Sell the personal property for cash to the highest bidder, after at least five days notice of the sale has been published;

3. Transfer the property to a third-party agent under contract with the municipality by online sale, regardless of whether the sale structure or distribution site is within the State of Oklahoma; or

4. By any other means as determined appropriate by the court including but not limited to, destruction.

5. If the means of disposition involve a sale or donation to the third party, the chief of police or designee shall make a return of the donation or sale and the order of the court confirming the donation or sale shall vest title to the property in the recipient or purchaser. After payment of court costs and other expenses, the remainder of money received from the sale of the personal property shall be deposited with the City Clerk.

E. All money or legal tender which has come into the possession of the municipality pursuant to the circumstances provided for in subsection (a) of this section shall be transferred by the Chief of Police or designee to the City Clerk for deposit. Prior to any such transfer, the municipality shall file an application in the district court requesting the court to enter an order authorizing the Chief of Police or designee to transfer said money for deposit. The application shall describe the money or legal tender, the date the same came into the possession of the police department, and the name of the owner and his address, if known. Upon filing the application which may be joined with an application as described in subsection (b) of this section, a hearing shall be set not less than 15 days from the filing of the application. Notice of said hearing shall be given as provided for in subsection (C) of this section. The notice shall state that upon failure of anyone to appear to prove ownership to said money or legal tender, the court shall order the same to be deposited in the General Fund. The notice may be combined with a notice to sell personal property as provided for in subsection (B) of this section. If no one appears to claim and prove ownership to said money or legal tender at the hearing, the court shall order the same to be transferred to the General Fund as provided in this subsection.

F. The provisions of this section shall not apply to any dangerous or deadly weapons, narcotic or poisonous drugs, explosives, or any property of any kind or character, the possession of which is prohibited by law. By order of the trial court, any such property filed as an exhibit or held by the City shall

be destroyed or sold or disposed of, pursuant to the conditions prescribed in such order.

1. Notwithstanding any other provision of this section, if authorized by ordinance, the municipality may transfer any currency received into a depository account for the benefit of its known or unknown owners prior to any court order for disposition of the money or legal tender.

G. Except as provided in this subsection, the provisions of this section shall not apply to any dangerous or deadly weapons, narcotic or poisonous drugs, explosives, or any property of any kind or character, the possession of which is prohibited by law. By order of the trial court, any property filed as an exhibit or held by the municipality as evidence or as contraband shall be destroyed or sold or disposed of, pursuant to the conditions prescribed in the order. To the extent the provisions of this section do not apply, the court shall follow the procedures in Section 1321 of Title 22 of the Oklahoma Statutes. No forfeiture proceeding shall be necessary to authorize the destruction of property that cannot be returned lawfully to its owner.

H. The municipality is hereby authorized to establish a procedure for the registration of "lost and found" property. The procedure shall give the finder of any property the option of relinquishing any future claim to found property at the time its possession is surrendered to the police or other agent of the municipality, or of retaining possession of the property after registering its description and the finder's identity with the police department or other agent of the municipality. The municipality may require that only property in which the finder relinquishes any future claim to its ownership will be stored in municipal police property rooms.

I. The municipality may provide by ordinance that a percentage of the money or legal tender deposited in the municipal general fund as provided in subsection D or E of this section may be paid as a finder's fee for services rendered to any person who found the unclaimed personal property or money or legal tender and delivered it to, or registered it with, the chief of police or other agent of the municipality.

J. The municipality may provide written notice at the time of arrest or detention that certain property is available for return within 90 days, if the property was not seized as evidence. If the property is or appears to be worth less than $250, no further notice is required prior to obtaining a court order for disposition of the property in accordance with this section. A notice left with a detainee's personal property at the detention facility shall be presumed to have been returned to the detainee at the time of his or

her release and shall satisfy the officer's obligation to deliver a receipt to the detainee in connection with an arrest for a public offense.

SECTION 14: FIXED ASSET ACCOUNTING PROCEDURES

14.1 Purpose

The purposes of the fixed asset system are:

A. To determine the City's investment in fixed assets;

B. To track the assets through their useful life;

C. To account for their disposition at the conclusion of their usefulness; and

D. To provide a depreciation schedule that will assist the City in annual budgeting for replacement equipment and capital assets.

14.2 Scope

All equipment whether, mobile or stationary, including furniture with an initial purchase price of $10,000 or greater per unit and buildings and land will be listed in the fixed assets inventory. Capital items costing less than $10,000 may be inventoried at the discretion of the Director of Finance.

14.3 Responsibility

All purchases of equipment, buildings and land exceeding $10,000 shall be listed by the City in its fixed assets inventory control system. Each asset will be assigned a unique asset number, usually the last six letters and/or numbers of the serial number will be used. Each vehicle and some equipment (mowers, ATVs, etc.) will be assigned a vehicle number by the Fleet Management Department. A Fixed Asset Accounting Form shall be completed by the Accounting Department for input to the City's fixed asset accounting system. A Fixed Asset Transfer Form will be completed by the Fleet Management Department and submitted to the Accounting Department whenever equipment transfers between departments occur for subsequent input to the City's fixed asset accounting system. Additionally, the department head and/or Fleet Management Department will notify the Accounting Department of any disposal of fixed assets.

14.4 Equipment Transfer

Permanent transfers of equipment between departments must be reported by the Fleet Management Department to the Director of Finance for input into the fixed asset system.

14.5 Equipment Disposition

It is the responsibility of the department controlling the equipment to notify the Finance Division of the equipment's disposition at the time it is disposed of as well as how it was disposed of and any revenue received using the Fixed Asset Disposal-Transfer form.

14.6 Method of Depreciation

All equipment will be depreciated utilizing the straight-line method of depreciation except for some specialized items that will be depreciated in accordance with the directions of the Director of Finance and the City's auditor.

14.7 Useful Life

Buildings, infrastructure, equipment and vehicles are depreciated over the following estimated useful lives:

Asset Class	Years
Buildings	10 – 20
Infrastructure	20 – 30
Equipment	3 – 5
Vehicles	5 – 7

SECTION 15: Purchasing Card

15.1 Purpose

The City of Enid Purchasing Card program is for primarily small dollar/high volume purchases because research reveals purchasing card can assist employees to quickly and easily obtain the goods and services needed to get the job done. Purchasing cards provides a streamline process that help reduce overall processing costs and provide prompt vendor payment.

15.2 Department Head Responsibilities

A. Assume responsibility for all department cardholder purchases.

B. Send request for employee purchasing card to Director of Finance and Program Administrator.

C. Once approved provide needed information to process application.

D. Make sure all cardholders reports are submitted to the Finance Division weekly.

E. Authorize all charges by signing receipts and expense reports prior to submitting to the Finance Division.

15.3 Cardholder Responsibilities

A. Cardholder will attend training prior to card issuance and sign a cardholder agreement.

B. Cardholder will input data for weekly expense report.

C. Purchasing Cards will not be used to make personal purchases. Willful intent to use the purchasing card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.

D. Failure to follow the procedure manual may result in either revocation of card privileges or other disciplinary action.

E. Sharing and/or lending of a card is absolutely prohibited.

F. Purchasing Cards have pre-set spending limits which may not be exceeded unless approved by the Director of Finance. “Invoice splitting” is strictly

prohibited. Do not ask vendor to run two transactions to get around purchasing limits.

G. Cardholder will review and initial the receipt to assure that no sales tax was charged. If sales tax was charged, contact vendor to request a credit for the amount of sales tax.

H. Cardholder will review and reconcile transactions timely, maintain all applicable information, and forward receipts and report on a weekly basis to the Finance Division.

I. If the purchasing card is lost or stolen, contact the card program administrator immediately.

J. The purchasing card is property of the City of Enid; therefore, the City of Enid Finance Division may suspend or cancel it at any time for any reason, and will surrender the purchasing card upon request.

K. The use of the purchasing card or account after notice of its cancellation may be fraudulent and cause the City of Enid to take legal action.

15.4 City Travel/Purchasing Card

A. Travel card must be requested by supervisor one week prior to travel.

B. Mandatory training will be provided by Finance and a travel card agreement will be signed.

C. Upon return, employee will submit travel card and invoices signed by supervisor.

D. Finance will complete expense report.

AGENDA ITEM REPORT

Meeting Date: December 06, 2022
Staff Contact: Carol Lahman, City Attorney
Department: Legal

Subject: **Approve the purchase of Excess Workers' Compensation Insurance from Arch Insurance, in the amount of $102,245.00.**

Background:

The City carries Excess Workers' Compensation Insurance to protect the City in the event of catastrophic, high-cost claims. Claims over $1,000,000.00 are covered by this insurance.

A request for proposals was issued in October, to ensure the City is receiving the best coverage for the lowest amount of premium.

The current insurer, Arch Insurance Company, submitted a quote in the amount of $102,245.00. Safety National quoted a minimum of $150,000.00 for municipalities. Midwest Employers Casualty did not submit a quote.

Attachments:

EXCESS WORKERS - attachment

EXCESS WORKERS' COMPENSATION INSURANCE QUOTES

POLICY PERDIOD 2023-2024

Insurance Carrier	Quote
Arch Insurance Company	$102,245.00
Safety National	$150,000.00
Midwest Employers Casualty	No Bid

Requests for proposals were sent out in October. Safety National has a minimum quote for municipalities of $150,000.00. Midwest Employers, that covered the City prior to calendar year 2022, declined to submit a quote this year. Arch Insurance, our current carrier, submitted a quote for $102,245.00.

	Payroll	Rate	Premium
2022 policy	$ 27,672,345.00	0.335	$ 92,702.36
2023 policy	$ 29,791,757.00	0.3432	$ 102,245.31

AGENDA ITEM REPORT

Meeting Date: December 06, 2022
Staff Contact: Keith Brown, Supervisor
Department: Fleet Management

Subject: **Amend the November 1, 2022 award for the purchase of five trucks from Confidence Ford, Norman, Oklahoma, for the Public Works Division, to deduct four trucks in the amount of $229,320.00.**

Background:

This purchase was approved at the November 1, 2022 meeting, authorizing the purchase of the five trucks listed below from Confidence Ford of Norman for the Public Utilities Division, in the amount of $290,350.00:

Department	Vehicle	Total
Technical Services	2023 F-350 4x4 SD Extended Cab	$64,052.00
Parks & Recreation	2023 F-250 4x4 SD Regular Cab	$44,445.00
Fleet Management	2023 F-350 4x4 SD Extended Cab	$59,793.00
Street & Stormwater	2023 F-250 4X4 SD Crew Cab - Diesel	$61,030.00
Street & Stormwater	2023 F-250 4X4 SD Crew Cab - Diesel	$61,030.00
Total		$290,350.00

The City was informed that a corporate decision from Ford Motor Company affected the order of these trucks, and that only one truck, a 2023 F-250 4X4 SD Crew Cab for the Street & Stormwater Department, will be available to purchase due to supply issues.

Approval of this item will authorize the purchase of the one available truck, and cancel the remainder of the existing purchase order, in the deduct amount of $229,320.00.

Fiscal Impact:

Budgeted: Y
Amount: ($229,350.00)
Account: 10-955-9103

Attachments:

State Contract SW0035
GF Truck Quotes 10-28-2022

OKLAHOMA
Office of Management
& Enterprise Services

Awarded Supplier Information

Supplier Name: Reynolds Ford of Norman LLC

Supplier ID #: 0000522558

Supplier Address: 825 N Interstate Dr

City: Norman **State:** OK **Zip Code:** 73069 - 6350

Primary Contact Person Name: Scott Womack **Phone #:** 1-405-307-6410

Title: **Fax #:**

Email: normanfleet@reynoldsautos.com

Secondary Contact Person Name: Jana Mason **Phone #:** 1-405-343-7620

Title: **Fax #:**

Email: normanfleet@reynoldsautos.com

Website:

Authorized Location: ☐ **Locations list attached as** ***(attachment title)***

☐ **Address:**

City: **State:** **Zip Code:**

Contract ID #: 0-6073

Delivery: FOB Destination

Minimum Order: None

P/Card Accepted: ☐ Yes ☒ No

Other: Permits usage by other than State Agencies.

CONTRACT

OKLAHOMA **State of Oklahoma**

Dispatch via Print

Contract ID
00000000000000000000006073

Contract Dates	Currency	Rate Type	Rate Date
02/08/2021 to 02/07/2022	USD	CRRNT	PO Date

Description: SW0035 Vehicles

Contract Maximum 0.00

Allow Open Item Reference

TYPE: STATEWIDE

Supplier 0000522558
REYNOLDS FORD OF NORMAN LLC
825 N INTERSTATE DRIVE
NORMAN OK 73069-6350
USA

Tax Exempt? Y Tax Exempt ID:736017987

Contract Lines:

Line #	Cat CD / Item ID / Item Desc		UOM	Minimum Order Qty	Minimum Order Amt	Maximum / Open Qty	Maximum / Open Amt
1	25101503 / Automobiles or cars See vendor pricing documents for more information.		EA	1.00	0.00	0.00	0.00
	Contract Base Pricing	1.00000	EA		0001		
2	25101505 / Vans See vendor pricing documents for more information.		EA	1.00	0.00	0.00	0.00
	Contract Base Pricing	1.00000	EA		0001		
3	25101507 / Light trucks or SUVs See vendor pricing documents for more information.		EA	1.00	0.00	0.00	0.00
	Contract Base Pricing	1.00000	EA		0001		
4	25101611 / Cargo trucks See vendor pricing documents for more information.		EA	1.00	0.00	0.00	0.00
	Contract Base Pricing	1.00000	EA		0001		
5	25101702 / Police vehicles See vendor pricing documents for more information.		EA	1.00	0.00	0.00	0.00
	Contract Base Pricing	1.00000	EA		0001		
6	25101921 / Van trucks See vendor pricing documents for more information.		EA	1.00	0.00	0.00	0.00
	Contract Base Pricing	1.00000	EA		0001		

COMMENTS:

SW0035 Vehicles

Contract Period: 02/08/2021 - 02/07/2022
Agreement Period: 02/08/2021 - 02/07/2026

Final = The price is final after adjustments
Hard = Apply adjustments regardless of other adjustments
Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature

Jennifer McCaulla

Category #25101507
Item # 1000009355

STOCK #1 & 2

Dealer Name: CONFIDENCE FORD NORMAN
Make Bidding: FORD

3/4 Ton Crew Cab Truck

Model Bidding: F-250 SUPERCREW
Model Code: 2023 W2A

Body & Chassis	Minimum Req.	Enter Vehicle Specifications and Manufacturer Option Codes
Gross Vehicle Weight Rating	9000 # GVW	10000#
Wheelbase/CA	List Standard CA:	160" / 40" CA
Crew Cab Bed Length	Standard Bed - 6 1/2'	YES 6 3/4'
Engine		
Engine Type (Cylinder/Liter	8 Cyl/List HP/Specs	6.8 L V8/ 405 HP
Alternate Fuel Engine	List Type	TBD
Transmission		
Automatic	4 Speed Automatic/List Type	10 SPEED AUTOMATIC WITH SELECT SHIFT
Drive Axle		
Primary Drive Axle	Rear Wheel Drive	YES
Differential Type/Ratio	Reg. / List Ratio	3.73 /
Electrical		
Alternator/Min (amps)	Mfg. Std. List Size	160 AMP
Battery min. (CCA)	Mfg. Std. List Size	750 CCA
Fuel		
Fuel Capacity min Liters(Gals)	Mfg. Std. List Amount in Gallons	34 GALLONS
Exterior		
Paint	One Color Paint	YES
Mirrors	Power Mirrors	YES
Doors & Windows		
Doors	4 Doors	YES
Door Locks	Power Locks, Keyless Entry	YES
Windows	Power Windows	YES
Floor		
Floor Covering	Vinyl/Rubber	YES
Interior		
Air Conditioning	Front AC Req.	YES
Radio	AM/FM	YES
Tilt & Cruise	Tilt Wheel & Cruise Control	YES
Seats		
Seating Capacity min.	5 Passenger	6 PASSENGER 40/20/40
Seats	Cloth Bench Seat	YES 1S
Rear Seat	Cloth Bench Seat	YES 1S
Safety		
Brakes	4 Wheel Antilock/ List Disc/Drums	4 WHELL ABS DISC
Restraint System All Pass	Req.	YES
Air Bags Both Sides	Req.	YES
Tires & Wheels		
Tires & Wheels	Mfg. Std. List Size	LT245/75Rx17E
Spare	Full Size Spare	YES
Warranty		
Bumper to Bumper Warranty	List Warranty	3 YEARS OR 36000 MILES
Drive Train Warranty	List Warranty	5 YEARS OR 60000 MILES
	PURCHASE PRICE: CREW CAB	**$46,780**
	3YR LEASE PRICE - CREW CAB	**$1,408**
	4YR LEASE PRICE - CREW CAB	**$1,086**
	5YR LEASE PRICE - CREW CAB	**$891**
	MSRP PRICE OF BASE VEHICLE	**$49,870**

14250
$61030

Category #25101507
Item # 1000009355

Storm W 1&2

Dealer Name: CONFIDENCE FORD NORMAN
Make Bidding: FORD

3/4 Ton Crew Cab Truck

Model Bidding: F-250 SUPERCREW
Model Code: 2023 W2A

Body & Chassis		Mfg Codes / Notes	Purchase Price	3 Yr Lease Price	4 Yr Lease Price	5 Yr Lease Price
Shorter Bed	Short Bed - List Length	n/a	$0	$0	$0	$0
Longer Bed	Long Bed - List Length	8' 176" wb	$200	$6	$5	$4
Bed Delete	Delete Bed	Not available in 2023	$0	$0	$0	$0
Engine						
Diesel Engine	Add Diesel Engine List /Cyl/Liters/HP	99T - 6.7L V8 PowerStroke Turbo Diesel 475hp	$9,995	$301	$232	$190
Transmission						
Four Wheel Drive	Add Four Wheel Drive (4WD) w/ skid plates	W2B + 17X FX4 + TBM All Terrain Tires + X3E 3.73 E Lock	$3,890	$117	$90	$74
Transmission	Add 5 Speed Manual Trans.	n/a	$0	$0	$0	$0
PTO	Add PTO Provision	62R - Must Change Engine to 7.3L or 6.7L Diesel	$280	$8	$6	$5
Drive Axle						
Differential Type/Ratio	Add Limited Slip/Locking Diff	X3E E-Lock ~~3.73~~ 3.31	$430	$13	$10	$8
Ratio	Optional Rear Ratio List	X4M E-Lock 4.30	$430	$13	$10	$8
Electrical						
Larger Alternator	Larger Alternator List Amps	67B 240 Amp	$115	$3	$3	$2
Dual Alternator	Add Dual Alternator List Amps	67D 397 Amp - Must upgrade engine to 6.7L or 7.3L	$115	$3	$3	$2
Dual Battery	Add Dual Batteries	86M	$210	$6	$5	$4
Power Supply	Add 12 Volt Power Supply to Cab	43C 110V/400W Outlet	$175	$5	$4	$3
Lights	Add Daytime Running Lights	n/a	$0	$0	$0	$0
Lights	Disable Daytime Running Lights	Standard from Factory	$0	$0	$0	$0
Block Heater	Add Block Heater	41H	$100	$3	$2	$2
Exterior						
Side Steps	Black	18B	$445	$13	$10	$8
Side Steps	Chrome	18C	$695	$21	$16	$13
Front Bumper	Add Chrome Front Bumper	17C	$1,240	$37	$29	$24
Rear Bumper	Add Chrome Rear Bumper	with front bumper	$1,240	$37	$29	$24
Mirrors	Trailering Mirrors	Standard	$0	$0	$0	$0
Doors & Windows						
Door Locks & Windows	Delete Power Door Locks/Windows	n/a	$0	$0	$0	$0
Locks	Delete Keyless Entry	n/a	$0	$0	$0	$0
Locks	Add Burglar Alarm	Standard from Factory	$0	$0	$0	$0
Keys	Cost of Additional Keys	CFN 1 KEY WITHOUT FOB	$199	$6	$5	$4
Tinted Windows	Add Deep Tinted Glass	CFN V	$699	$21	$16	$13
Floor						
Floor Covering	Carpet with Floor Mats	17S STX Apprearance Package	$5,115	$154	$119	$97
Mats	HD Floor Mats/ Husky Type Front Only - Availble only when ordered with carpet	16S	$135	$4	$3	$3
Interior						
Air Conditioning	Delete AC	n/a Standard from Factory	$0	$0	$0	$0
Radio	Add AM/FM CD	n/a	$0	$0	$0	$0
Other	Smoker Pkg.	n/a	$0	$0	$0	$0
Upgrade	Upgrade to next Model Level	XLT (Ask about STX package to save)	$6,750	$203	$157	$129
Special Services Package	Special Services Package Model Change	n/a	$0	$0	$0	$0
Seats						
Bucket Seats	Add Bucket Seats with Console	Option 4S 40/mini console/40	$615	$19	$14	$12
Seats	Delete Cloth	Option AS	-$240	-$7	-$6	-$5
Tires & Wheels						
Tires & Wheels	All Terrain Tires	TBM LT245/75Rx17E BSW A/T	$165	$5	$4	$3
Wheels	Add Chrome/Aluminium	CFN V	$2,150	$65	$50	$41
Spare Tire Lock	Add Factory Spare Tire Lock	standard	$0	$0	$0	$0
Towing						
Hitch	Add Hitch Wiring, Receiver	Standard from Factory	$0	$0	$0	$0
Electric Brake Controller	Add Electric Brake Controller	Standard from Factory	$0	$0	$0	$0
Hooks	Add Front Tow Hooks	Standard	$0	$0	$0	$0
Upfitter Switches	Add Factory Upfitter Switches	66S	$165	$5	$4	$3
Delivery						
Delivery Cost	Price to Deliver Truck more than 150 miles	$2.00 per mile				
Other						
Options not listed	Discount off MSRP for options not listed	4%				

$175 110/400W outlet

14250

Category #25101507
Item # 1000009355

STEM #1 & 2

Dealer Name: CONFIDENCE FORD NORMAN
Make Bidding: FORD

3/4 Ton Crew Cab Truck

Model Bidding: F-250 SUPERCREW
Model Code: 2023 W2A

Body & Chassis	Minimum Req.	Enter Vehicle Specifications and Manufacturer Option Codes
Gross Vehicle Weight Rating	9000 # GVW	10000#
Wheelbase/CA	List Standard CA:	160" / 40" CA
Crew Cab Bed Length	Standard Bed - 6 1/2'	YES 6 3/4'
Engine		
Engine Type (Cylinder/Liter	8 Cyl/List HP/Specs	6.8 L V8/ 405 HP
Alternate Fuel Engine	List Type	TBD
Transmission		
Automatic	4 Speed Automatic/List Type	10 SPEED AUTOMATIC WITH SELECT SHIFT
Drive Axle		
Primary Drive Axle	Rear Wheel Drive	YES
Differential Type/Ratio	Reg. / List Ratio	3.73 /
Electrical		
Alternator/Min (amps)	Mfg. Std. List Size	160 AMP
Battery min. (CCA)	Mfg. Std. List Size	750 CCA
Fuel		
Fuel Capacity min Liters(Gals)	Mfg. Std. List Amount in Gallons	34 GALLONS
Exterior		
Paint	One Color Paint	YES
Mirrors	Power Mirrors	YES
Doors & Windows		
Doors	4 Doors	YES
Door Locks	Power Locks, Keyless Entry	YES
Windows	Power Windows	YES
Floor		
Floor Covering	Vinyl/Rubber	YES
Interior		
Air Conditioning	Front AC Req.	YES
Radio	AM/FM	YES
Tilt & Cruise	Tilt Wheel & Cruise Control	YES
Seats		
Seating Capacity min.	5 Passenger	6 PASSENGER 40/20/40
Seats	Cloth Bench Seat	YES 1S
Rear Seat	Cloth Bench Seat	YES 1S
Safety		
Brakes	4 Wheel Antilock/ List Disc/Drums	4 WHELL ABS DISC
Restraint System All Pass	Req.	YES
Air Bags Both Sides	Req.	YES
Tires & Wheels		
Tires & Wheels	Mfg. Std. List Size	LT245/75Rx17E
Spare	Full Size Spare	YES
Warranty		
Bumper to Bumper Warranty	List Warranty	3 YEARS OR 36000 MILES
Drive Train Warranty	List Warranty	5 YEARS OR 60000 MILES
	PURCHASE PRICE: CREW CAB	**$46,780**
	3YR LEASE PRICE - CREW CAB	**$1,408**
	4YR LEASE PRICE - CREW CAB	**$1,086**
	5YR LEASE PRICE - CREW CAB	**$891**
	MSRP PRICE OF BASE VEHICLE	**$49,870**

1425
$610

Category #25101507
Item # 1000009355

Storm W 1&2

Dealer Name: CONFIDENCE FORD NORMAN
Make Bidding: FORD

3/4 Ton Crew Cab Truck

Model Bidding: F-250 SUPERCREW
Model Code: 2023 W2A

Body & Chassis		Mfg Codes / Notes	Purchase Price	3 Yr Lease Price	4 Yr Lease Price	5 Yr Lease Price
Shorter Bed	Short Bed - List Length	n/a	$0	$0	$0	$0
Longer Bed	Long Bed - List Length	8' 176" wb	$200	$6	$5	$4
Bed Delete	Delete Bed	Not available in 2023	$0	$0	$0	$0
Engine						
Diesel Engine	Add Diesel Engine List /Cyl/Liters/HP	99T - 6.7L V8 PowerStroke Turbo Diesel 475hp	$9,995	$301	$232	$190
Transmission						
Four Wheel Drive	Add Four Wheel Drive (4WD) w/ skid plates	W2B + 17X FX4 + TBM All Terrain Tires + X3E 3.73 E Lock	$3,890	$117	$90	$74
Transmission	Add 5 Speed Manual Trans.	n/a	$0	$0	$0	$0
PTO	Add PTO Provision	62R - Must Change Engine to 7.3L or 6.7L Diesel	$280	$8	$6	$5
Drive Axle						
Differential Type/Ratio	Add Limited Slip/Locking Diff	X3E E-Lock 3.73 3 31	$430	$13	$10	$8
Ratio	Optional Rear Ratio List	X4M E-Lock 4.30	$430	$13	$10	$8
Electrical						
Larger Alternator	Larger Alternator List Amps	67B 240 Amp	$115	$3	$3	$2
Dual Alternator	Add Dual Alternator List Amps	67D 397 Amp - Must upgrade engine to 6.7L or 7.3L	$115	$3	$3	$2
Dual Battery	Add Dual Batteries	86M	$210	$6	$5	$4
Power Supply	Add 12 Volt Power Supply to Cab	43C 110V/400W Outlet	$175	$5	$4	$3
Lights	Add Daytime Running Lights	n/a	$0	$0	$0	$0
Lights	Disable Daytime Running Lights	Standard from Factory	$0	$0	$0	$0
Block Heater	Add Block Heater	41H	$100	$3	$2	$2
Exterior						
Side Steps	Black	18B	$445	$13	$10	$8
Side Steps	Chrome	18C	$695	$21	$16	$13
Front Bumper	Add Chrome Front Bumper	17C	$1,240	$37	$29	$24
Rear Bumper	Add Chrome Rear Bumper	with front bumper	$1,240	$37	$29	$24
Mirrors	Trailering Mirrors	Standard	$0	$0	$0	$0
Doors & Windows						
Door Locks & Windows	Delete Power Door Locks/Windows	n/a	$0	$0	$0	$0
Locks	Delete Keyless Entry	n/a	$0	$0	$0	$0
Locks	Add Burglar Alarm	Standard from Factory	$0	$0	$0	$0
Keys	Cost of Additional Keys	CFN 1 KEY WITHOUT FOB	$199	$6	$5	$4
Tinted Windows	Add Deep Tinted Glass	CFN V	$699	$21	$16	$13
Floor						
Floor Covering	Carpet with Floor Mats	17S STX Appearance Package	$5,115	$154	$119	$95
Mats	HD Floor Mats/ Husky Type Front Only - Availble only when ordered with carpet	16S	$135	$4	$3	$2
Interior						
Air Conditioning	Delete AC	n/a Standard from Factory	$0	$0	$0	$0
Radio	Add AM/FM CD	n/a	$0	$0	$0	$0
Other	Smoker Pkg.	n/a	$0	$0	$0	$0
Upgrade	Upgrade to next Model Level	XLT (Ask about STX package to save)	$6,750	$203	$157	$125
Special Services Package	Special Services Package Model Change	n/a	$0	$0	$0	$0
Seats						
Bucket Seats	Add Bucket Seats with Console	Option 4S 40/mini console/40	$615	$19	$14	$11
Seats	Delete Cloth	Option AS	-$240	-$7	-$6	-$5
Tires & Wheels						
Tires & Wheels	All Terrain Tires	TBM LT245/75Rx17E BSW A/T	$165	$5	$4	$3
Wheels	Add Chrome/Aluminium	CFN V	$2,150	$65	$50	$41
Spare Tire Lock	Add Factory Spare Tire Lock	standard	$0	$0	$0	$0
Towing						
Hitch	Add Hitch Wiring, Receiver	Standard from Factory	$0	$0	$0	$0
Electric Brake Controller	Add Electric Brake Controller	Standard from Factory	$0	$0	$0	$0
Hooks	Add Front Tow Hooks	Standard	$0	$0	$0	$0
Upfitter Switches	Add Factory Upfitter Switches	66S	$165	$5	$4	$3
Delivery						
Delivery Cost	Price to Deliver Truck more than 150 miles	$2.00 per mile				
Other						
Options not listed	Discount off MSRP for options not listed	4%				

$175 110/400W & outlet

14250

PURCHASE ORDER CLAIMS LIST **12/6/2022**

FUND 10 DEPT 000 - N.A.

01-01472	STAPLES ADVANTAGE	PO0178718	PAPER/ST	$444.10
01-01472	STAPLES ADVANTAGE	PO0178720	PAPER/BATTERIES/POST-ITS/ST	$966.82
01-03557	OKLAHOMA STATE TREASURER	PO0178550	UNCLAIMED PROPERTY/UTILITIES	$112.57
01-04661	OKLAHOMA COPIER SOLUTIONS, LLC	PO0178645	MONTHLY SERVICE 10/22	$312.46
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178596	GREASE/WIPER BLADE/ST	$192.25
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	DE-ICER SPRAY/ST	$179.76
01-06679	SYMMETRY ENERGY SOLUTIONS, LLC	PO0178644	MONTHLY SERVICE 10/22	$2,266.68
01-06790	EARNHEART CRESCENT, LLC	PO0178655	UNLEADED/ST	$13,522.37
01-06790	EARNHEART CRESCENT, LLC	PO0178655	DIESEL/ST	$8,674.32
01-06790	EARNHEART CRESCENT, LLC	PO0178697	WASHER FLUID/ST	$569.10
01-06790	EARNHEART CRESCENT, LLC	PO0178780	OIL/ST	$4,783.12
01-07098	GARFIELD CO. TREASURER	PO0178706	SPECIAL ASSESSMENT FEE	$5.00
01-07122	HOLT TRUCK CENTERS	PO0178601	FILTERS/ST	$53.97
01-07296	MAEYOSHIMOTO, SHINKO	PO0178785	REIMB/GYM RENTAL	$500.00
01-07297	D & J OIL COMPANY, INC.	PO0178794	REFUND/CASH BOND	$50,000.00
01-15125	OK GAS & ELECTRIC	PO0178686	MONTHLY SERVICE 10/22	$56,789.55
01-15125	OK GAS & ELECTRIC	PO0178687	MONTHLY SERVICE 10/22	$725.90
01-15125	OK GAS & ELECTRIC	PO0178689	MONTHLY SERVICE 10/22	$983.63
01-15125	OK GAS & ELECTRIC	PO0178690	MONTHLY SERVICE 10/22	$1,213.46
01-15125	OK GAS & ELECTRIC	PO0178703	MONTHLY SERVICE 11/22	$1,934.05
01-15127	OK NATURAL GAS	PO0178649	MONTHLY SERVICE 10/22	$28.92
01-15127	OK NATURAL GAS	PO0178688	MONTHLY SERVICE 10/22	$870.85
01-15127	OK NATURAL GAS	PO0178696	MONTHLY SERVICE 10/22	$1,214.93
01-15127	OK NATURAL GAS	PO0178698	MONTHLY SERVICE 10/22	$2,830.89
01-15127	OK NATURAL GAS	PO0178700	MONTHLY SERVICE 10/22	$1,215.90
01-19047	AT & T	PO0178685	MONTHLY SERVICE 11/22	$2,228.14
01-19047	AT & T	PO0178726	MONTHLY SERVICE 11/22	$1,964.64
01-26005	ZEE MEDICAL SERVICE COMPANY	PO0178776	FIRST AID SUPPLIES	$139.80
01-67250	FRIENDS OF THE LIBRARY	PO0178683	3RD QTR 2022 DISBURSEMENT	$671.90
01-80153	KINNUNEN, INC.	PO0178606	REBAR/MARKING FLAGS/CAUTION TAPE/ST	$1,988.26
01-80153	KINNUNEN, INC.	PO0178713	SAFETY VESTS (12)/ST	$71.88
			N.A. TOTAL	**$157,455.22**

FUND 10 DEPT 100 - ADM. SERVICES

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$786.27
01-04561	EVERGREEN PRESBYTERIAN MINISTRIES	PO0178682	JANITORIAL SERVICE 10/22	$1,588.00
01-07085	GREATER ENID CHAMBER OF COMMERCE	PO0178761	ANNUAL MEMBERSHIP 2023	$1,639.00
01-16145	PETTY CASH	PO0178787	TRAVEL/ECON DEV/J GILBERT	$65.50
01-35300	UNIFIRST, INC.	PO0165055	5 YR SHOP MAT/MOP/TOWEL SERVICE	$84.14
			ADM. SERVICES TOTAL	**$4,162.91**

FUND 10 DEPT 110 - HUMAN RESOURCES

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$455.42
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$17.99
01-02196	VALIR OUTPATIENT CLINICS (HR)	PO0178625	PHYSICALS (4)	$600.00
01-03053	NORTHWEST SHREDDERS, LLC	PO0178610	SECURITY CONSOLE 10/22	$20.00
01-04661	OKLAHOMA COPIER SOLUTIONS, LLC	PO0178645	MONTHLY SERVICE 10/22	$162.34
01-18022	RUSCO PLASTICS	PO0178618	RETIREMENT PLAQUES (3)	$98.85
			HUMAN RESOURCES TOTAL	**$1,354.60**

FUND 10 DEPT 120 - LEGAL SVCS.

01-01472	STAPLES ADVANTAGE	PO0178718	INK CARTRIDGE	$238.89
01-01472	STAPLES ADVANTAGE	PO0178720	INK CARTRIDGES (3)	$340.77
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$80.58
01-03053	NORTHWEST SHREDDERS, LLC	PO0178610	SECURITY CONSOLE 10/22	$40.00
01-03838	JDi DATA, CORPORATION	PO0178736	WEB HOSTING 12/22	$600.00
01-03921	EXPRESS SCRIPTS, INC.	PO0178729	WC/MEDICAL	$126.84
01-04661	OKLAHOMA COPIER SOLUTIONS, LLC	PO0178645	MONTHLY SERVICE 10/22	$45.57
01-05790	WILLIAMS, MICHAEL D	PO0178750	WC/MILEAGE REIMB	$112.81

01-06442	INTEGRIS MEDICAL GROUP-OCCUPATIONAL	PO0178747	WC/MEDICAL	$308.37
01-06655	INTEGRIS JIM THORPE REHABILITATION	PO0178732	WC/MEDICAL	$205.65
01-16145	PETTY CASH	PO0178788	REIMB/FILING FEES	$460.14
01-33380	OPFER, DAVID	PO0178548	WC/MEDICAL	$317.36
01-33380	OPFER, DAVID	PO0178590	WC/MEDICAL	$317.36
01-33380	OPFER, DAVID	PO0178639	WC/MEDICAL	$317.36
			LEGAL SVCS. TOTAL	**$3,511.70**

FUND 10 DEPT 140 - SAFETY

01-00146	CINTAS CORPORATION LOC. 624	PO0178633	FIRST AID SUPPLIES	$59.84
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$333.02
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$201.12
01-05884	APS FIRECO	PO0178570	ANNUAL FIRE ALARM/EXT INSPECTIONS (16)	$573.00
01-48610	STITCHES AHEAD, INC.	PO0178721	JACKET LOGO/L ANGUIANO	$7.00
			SAFETY TOTAL	**$1,173.98**

FUND 10 DEPT 150 - COMMUNICATIONS

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$19.24
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$68.20
01-04561	EVERGREEN PRESBYTERIAN MINISTRIES	PO0178682	JANITORIAL SERVICE 10/22	$80.00
01-16145	PETTY CASH	PO0178787	REIMB/TOLLS/VETERAN INTERVIEWS/D TATE	$5.50
			COMMUNICATIONS TOTAL	**$172.94**

FUND 10 DEPT 200 - GENERAL GOVERNMENT

01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$95.50
01-05134	ENID NEWS & EAGLE	PO0178701	PUBLICATIONS	$158.30
01-05427	ZOE KIDS CAFE	PO0177173	AFTER SCHOOL PROGRAMS	$15,246.33
01-15125	OK GAS & ELECTRIC	PO0178648	MONTHLY SERVICE 10/22	$62.20
01-16145	PETTY CASH	PO0178787	REIMB/MEAL/PILOT GRAD/G PANKONIN	$52.00
01-39700	GARFIELD CO. LEGAL NEWS	PO0178595	PUBLICATIONS	$118.00
01-39700	GARFIELD CO. LEGAL NEWS	PO0178707	PUBLICATIONS	$169.15
01-49130	BOOKER T. WASHINGTON	PO0177175	AFTER SCHOOL PROGRAMS	$3,866.51
01-50710	OK MUNICIPAL ASSURANCE GROUP	PO0178613	ANNUAL OFFICIAL BOND RENEW	$213.15
			GENERAL GOVERNMENT TOTAL	**$19,981.14**

FUND 10 DEPT 210 - ACCOUNTING

01-01163	ADVANCED WATER SOLUTIONS	PO0178684	WATER COOLER RENTAL 12/22	$41.85
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$19.24
01-03053	NORTHWEST SHREDDERS, LLC	PO0178610	SECURITY CONSOLE 10/22	$20.00
01-07133	CRAWFORD & ASSOCIATES, P.C.	PO0173919	GASB 87 IMPLEMENTATION	$1,870.00
			ACCOUNTING TOTAL	**$1,951.09**

FUND 10 DEPT 220 - RECORDS & RECEIPTS

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$85.00
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$34.20
01-03053	NORTHWEST SHREDDERS, LLC	PO0178610	SECURITY CONSOLE 10/22	$40.00
			RECORDS & RECEIPTS TOTAL	**$159.20**

FUND 10 DEPT 250 - INFORMATION TECHNOLOGY

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$75.08
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$242.99
01-06931	CONSULTING IT, LLC	PO0178663	NETWORK CONFIGURATION	$600.00
01-07099	TANGENT, INC.	PO0178759	ANNUAL CUBES SOFTWARE/MAINTENANCE RENEW	$1,548.00
01-80310	SOFTWARE HOUSE INTERNATIONAL, INC.	PO0178154	ANNUAL KNOWBE4 SECURITY RENEW	$8,595.37
			INFORMATION TECHNOLOGY TOTAL	**$11,061.44**

FUND 10 DEPT 300 - COMMUNITY DEVELOPMENT

01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$304.38
			COMMUNITY DEVELOPMENT TOTAL	**$304.38**

FUND 10 DEPT 350 - CODE ADMIN

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$526.85
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$521.06
01-03053	NORTHWEST SHREDDERS, LLC	PO0178610	SECURITY CONSOLE 10/22	$20.00
01-04732	DEAL LAWN CARE	PO0178578	MOW/702 E MAINE	$60.00
01-04732	DEAL LAWN CARE	PO0178664	MOW/706 E ELM	$650.00
01-04732	DEAL LAWN CARE	PO0178664	MOW/510 W SPRUCE	$300.00
01-05087	JACKSON'S WRECKING & DEMOLITION CO	PO0177163	DEMO/1724 W RANDOLPH	$5,500.00
01-05114	HRT SERVICE COMPANY, LLC.	PO0178602	MOW/1713 E OKLAHOMA	$75.00
01-05114	HRT SERVICE COMPANY, LLC.	PO0178602	MOW/1701 E CEDAR	$75.00
01-05114	HRT SERVICE COMPANY, LLC.	PO0178602	MOW/115 S 19TH	$75.00
01-05114	HRT SERVICE COMPANY, LLC.	PO0178602	MOW/1727 N VAN BUREN	$95.00
01-05114	HRT SERVICE COMPANY, LLC.	PO0178602	MOW/2806 E EUCALYPTUS	$95.00
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V380/V381/V382 FILTERS (6)	$41.16
01-07192	GALVAN, EDGAR DANIEL	PO0178598	MOW/930 E CHEROKEE	$850.00
01-07203	OSA SERVICES	PO0178735	MOW/2614 N MONROE	$65.00
01-07203	OSA SERVICES	PO0178735	MOW/1428 W MAPLE	$390.00
01-07280	ELITE COLLISION CENTER, LLC	PO0178549	V730 DOOR REPAIR	$3,032.72
01-08022	HUGHES LUMBER CO., LLC	PO0178709	STAKES	$76.15
01-48610	STITCHES AHEAD, INC.	PO0178721	LOGO SHIRTS (43)	$1,325.16
			CODE ADMIN TOTAL	**$13,773.10**

FUND 10 DEPT 400 - ENGINEERING

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$269.18
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$64.52
01-16145	PETTY CASH	PO0178787	REIMB/MILEAGE/KAW LAKE/M KATTA	$100.00
01-80153	KINNUNEN, INC.	PO0178713	MEASURING WHEELS (2)/TAPE MEASURE	$243.97
01-80246	ATWOODS	PO0178628	LOGO COAT/D DORRELL	$129.95
			ENGINEERING TOTAL	**$807.62**

FUND 10 DEPT 700 - PUBLIC WORKS MGMT

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$850.06
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$746.58
01-03253	YELLOWHOUSE MACHINERY COMPANY	PO0178641	V345 STARTER	$563.02
01-04033	DOLESE BROTHERS CO., INC.	PO0178586	CONCRETE	$596.51
01-04847	STARR LUMBER CO., INC.	PO0178620	SHOVEL	$56.04
01-05005	ENID CONCRETE CO., INC.	PO0178585	CONCRETE	$968.50
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V109 WATER PUMP/RESISTOR/FILTER	$177.19
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V639 BRAKE ROTORS	$119.00
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V653 ELECTRIC CONNECTOR/FILTER	$17.69
01-06785	RP POWER	PO0178617	GENERATOR BATTERY REPLACE	$169.60
01-35300	UNIFIRST, INC.	PO0165056	5 YR SHOP MAT/MOP/TOWEL SERVICE	$26.53
01-80153	KINNUNEN, INC.	PO0178803	INVERTER/SAW/BATTERY	$773.58
01-80473	ACE HARDWARE-SOUTHERN HARDLINES	PO0178627	HINGES (3)	$11.97
			PUBLIC WORKS MGMT TOTAL	**$5,076.27**

FUND 10 DEPT 710 - FLEET MGMT

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$457.28
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$349.99
01-02021	B'S QUALITY DOOR, INC.	PO0178777	DOOR SEALS	$1,320.00
01-04207	FOUR J'S TIRE SERVICE, LLC	PO0178638	TIRE TUBES	$13.00
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	PAINT PENS/SOCKETS	$322.11
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	DEGREASER/CALIPER	$0.29
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V580/V628 FILTERS (3)	$19.27

01-06790	EARNHEART CRESCENT, LLC	PO0178697	DRUM RAMP	$347.60
01-07253	GE SOFTWARE, INC.	PO0178772	SOFTWARE MAINTENANCE/FUEL SITE	$1,188.00
01-13017	MUNN SUPPLY, INC.	PO0178647	CYLINDER RENTAL	$198.21
01-13017	MUNN SUPPLY, INC.	PO0178733	CYLINDER RENTAL	$42.00
01-13218	MYERS TIRE SUPPLY, INC.	PO0178805	SOCKETS	$35.86
01-16145	PETTY CASH	PO0178787	REIMB/TOLLS/EQUIPMENT PICKUP/N GROOM	$5.50
01-26005	ZEE MEDICAL SERVICE COMPANY	PO0178676	FIRST AID SUPPLIES	$448.60
01-26005	ZEE MEDICAL SERVICE COMPANY	PO0178776	FIRST AID SUPPLIES	$1,043.65
01-35300	UNIFIRST, INC.	PO0165060	5 YR SHOP MAT/MOP/TOWEL SERVICE	$90.88
01-35300	UNIFIRST, INC.	PO0178730	UNIFORM RENTALS (8)	$72.41
01-59360	FASTENAL COMPANY	PO0178637	CORDLESS IMPACT TOOL/BIN STOCK	$821.13
01-59360	FASTENAL COMPANY	PO0178705	FASTENERS	$235.77
01-59360	FASTENAL COMPANY	PO0178779	GRINDER/IMPACT TOOL	$1,915.67
01-80473	ACE HARDWARE-SOUTHERN HARDLINES	PO0178627	ROPE	$34.99
			FLEET MGMT TOTAL	**$8,962.21**

FUND 10 DEPT 730 - PARKS & RECREATION

01-00878	BROWN'S SHOE FIT COMPANY	PO0178723	BOOTS/D JONES	$198.00
01-01338	J & P SUPPLY, INC.	PO0178710	CLEANER	$100.11
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$2,095.59
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$4,799.98
01-02539	BWI COMPANIES, INC.	PO0177958	HERBICIDE (105 GAL)	$9,395.28
01-04157	CONSOLIDATED ELECTRICAL DISTRIBUTOR	PO0178634	CONDUIT/FITTINGS/DOWNTOWN	$969.49
01-04207	FOUR J'S TIRE SERVICE, LLC	PO0178638	V513 TIRE/BALANCE	$178.93
01-04661	OKLAHOMA COPIER SOLUTIONS, LLC	PO0178645	MONTHLY SERVICE 10/22	$59.17
01-05005	ENID CONCRETE CO., INC.	PO0178635	BOOMERANG SIDEWALK REPAIR	$232.75
01-05270	ZALOUDEK, FW & SONS	PO0178762	V545 FILTERS	$143.51
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V505 OIL	$75.69
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V506 FILTER	$4.44
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V518 FILTERS (2)	$17.77
01-07291	SPAIN, LEON	PO0178740	REIMB/PORTABLE TOILET RENTAL	$483.66
01-13017	MUNN SUPPLY, INC.	PO0178647	WELDING ROD	$45.52
01-15132	O'REILLY AUTO PARTS, INC.	PO0178651	OIL/GREASE	$28.97
01-19047	AT & T	PO0178692	MONTHLY SERVICE 10/22	$488.32
01-19165	STEVENS FORD, INC.	PO0178654	V512 SEAT BELT	$28.72
01-51190	JACK'S OUTDOOR POWER EQUIPMENT	PO0178604	V563 FUEL TANK REPAIR	$115.77
01-51190	JACK'S OUTDOOR POWER EQUIPMENT	PO0178646	WEED TRIMMER	$582.46
01-59360	FASTENAL COMPANY	PO0178637	BIN STOCK	$42.96
01-80153	KINNUNEN, INC.	PO0178803	CEMENT	$84.45
01-80153	KINNUNEN, INC.	PO0178803	ZIP TIES/CHRISTMAS IN THE PARK	$77.56
01-80473	ACE HARDWARE-SOUTHERN HARDLINES	PO0178565	PVC FITTINGS	$5.37
01-80473	ACE HARDWARE-SOUTHERN HARDLINES	PO0178627	SPRAY PAINT/ELECTRICAL PLUGS (6)	$65.31
			PARKS & RECREATION TOTAL	**$20,319.78**

FUND 10 DEPT 740 - STREET

01-00146	CINTAS CORPORATION LOC. 624	PO0178633	UNIFORM RENTALS (14)	$167.51
01-00878	BROWN'S SHOE FIT COMPANY	PO0178704	BOOTS (3)	$596.00
01-01768	AT&T INTERNET SERVICES, INC.	PO0178693	MONTHLY SERVICE 10/22	$920.85
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$1,042.31
01-02243	BB MACHINE & SUPPLY, INC.	PO0178631	V170 WOODRUFF KEYS (4)	$4.16
01-02243	BB MACHINE & SUPPLY, INC.	PO0178631	V178 HYD HOSE	$83.37
01-03253	YELLOWHOUSE MACHINERY COMPANY	PO0178641	V339 HEATER CONTROL/SNAP RING	$66.72
01-04207	FOUR J'S TIRE SERVICE, LLC	PO0178638	V147 TIRE REPAIR/SERVICE CALL	$290.00
01-05005	ENID CONCRETE CO., INC.	PO0178781	CONCRETE	$1,768.50
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V572 FILTERS (5)	$123.38
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	REFLECTIVE TAPE/SEALANT	$228.18
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V110 TRAILER ADAPTER	$50.47
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V116/V139/V145 FILTERS (11)	$324.85
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V118 ELECTRIC CONNECTORS (2)/WIRE KIT	$45.49
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V122 TUBING	$3.24
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V232 BATTERIES (3)	$490.35
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V929 WIPER BLADES (4)	$36.44
01-06790	EARNHEART CRESCENT, LLC	PO0178697	V935 OIL	$399.18
01-06790	EARNHEART CRESCENT, LLC	PO0178697	DEF FLUID/ALL VEHICLES	$434.23

01-08022	HUGHES LUMBER CO., LLC	PO0178640	CONCRETE	$24.41
01-35300	UNIFIRST, INC.	PO0167017	5 YR SHOP MAT/MOP/TOWEL SERVICE	$57.00
01-35300	UNIFIRST, INC.	PO0178730	UNIFORM RENTALS (19)	$134.52
01-35830	ENID NEW HOLLAND, INC.	PO0178636	V184 BELTS (2)	$250.32
01-59360	FASTENAL COMPANY	PO0178637	V240 BOLTS	$22.68
01-80153	KINNUNEN, INC.	PO0178606	SEALANT/BACKER ROD	$690.83
01-80246	ATWOODS	PO0178628	PROPANE	$59.97
01-80246	ATWOODS	PO0178702	BOOTS (2)	$354.98
			STREET TOTAL	**$8,669.94**

FUND 10 DEPT 750 - TECHNICAL SERVICES

01-01227	AUTRY VO-TECH CENTER	PO0178630	NETWORK TRAINING (7)	$899.00
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$883.79
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$802.72
01-04033	DOLESE BROTHERS CO., INC.	PO0178791	CRUSHER RUN	$128.48
01-05005	ENID CONCRETE CO., INC.	PO0178792	CONCRETE	$601.88
01-05884	APS FIRECO	PO0178570	FIRE EXT BRACKET/INSTALL	$40.00
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	SILICONE	$77.97
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V603 SOCKETS	$61.99
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V604 FILTER	$4.44
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V648 OIL	$75.69
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V650/V657/V659 FILTERS (4)	$41.78
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V657 BRAKE PADS/ROTORS	$297.98
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V8570 SWITCHES (5)/FUSE HOLDER	$82.57
01-19004	SHERWIN-WILLIAMS CO., INC.	PO0178619	PAINT/BRUSHES	$274.67
01-35250	JOHNDROW'S PEST CONTROL	PO0178605	4TH QTR PEST CONTROL	$95.00
01-35300	UNIFIRST, INC.	PO0178623	UNIFORM RENTALS (44)	$352.53
01-35300	UNIFIRST, INC.	PO0178623	LOGO COATS (2)/OVERALLS	$198.84
01-35300	UNIFIRST, INC.	PO0165059	5 YR SHOP MAT/MOP/TOWEL SERVICE	$43.28
01-35300	UNIFIRST, INC.	PO0178730	UNIFORM RENTALS (15)	$104.51
01-47300	OK TURNPIKE AUTHORITY	PO0178614	V673 TOLLS	$6.35
01-80153	KINNUNEN, INC.	PO0178606	TRIMMER BATTERY	$189.99
01-80153	KINNUNEN, INC.	PO0178803	SIGN ANCHORS	$158.00
			TECHNICAL SERVICES TOTAL	**$5,421.46**

FUND 10 DEPT 900 - LIBRARY

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$2,256.41
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$832.76
01-03053	NORTHWEST SHREDDERS, LLC	PO0178610	SECURITY CONSOLE 10/22	$40.00
01-03356	OVERDRIVE, INC.	PO0178765	ANNUAL SUBSCRIPTION RENEW	$6,000.00
01-05005	ENID CONCRETE CO., INC.	PO0178585	CONCRETE	$946.00
01-05005	ENID CONCRETE CO., INC.	PO0178681	CONCRETE	$1,244.50
01-06834	NORTHWEST FIRE & SAFETY, LLC	PO0178725	ANNUAL FIRE EXT INSPECTIONS (24)	$420.78
01-07092	KAIN ENTERPRISES, LLC	PO0178793	CAMERA NETWORKING	$216.32
01-57360	UNIVERSAL MANAGEMENT COMPANY	PO0178624	WINDOW WASH	$875.00
01-65460	ACTSHON PEST CONTROL	PO0178566	PEST CONTROL 11/22	$45.00
01-79290	SIGN SHACK THE	PO0178724	ADVERTISING	$176.00
			LIBRARY TOTAL	**$13,052.77**

FUND 10 DEPT 950 - SALES TAX TRANSFER

01-03060	STRIDE BANK - SALES TAX	PO0178588	EMA SALES TAX TRANSFER 11/22	$837,423.39
01-19099	SECURITY NATIONAL BANK	PO0178589	EMA KAW SALES TAX TRANSFER 11/22	$837,423.39
			SALES TAX TRANSFER TOTAL	**$1,674,846.78**

FUND 10 DEPT 955 - GF CAPITAL REPLACE

01-01017	ALBRIGHT STEEL & WIRE COMPANY	PO0178567	M-1713A METAL TUBING	$101.63
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$314.88
01-01972	TESSCO	PO0175705	E-2022 TOWER WORK	$152.29

01-06863	APEX TITLE & CLOSING SERVICES	PO0178599	PROPERTY PURCHASE/1618 W RANDOLPH	$46,386.10
01-07235	CONFIDENCE FORD OF NORMAN	PO0176928	2023 F250 FLEET MGMT	$40,439.40
01-11074	KLINE SIGN, LLC	PO0178715	E-2202 TOWER WORK	$500.00
			GF CAPITAL REPLACE TOTAL	**$87,894.30**

FUND 14 DEPT 145 - HEALTH FUND

01-25008	YMCA	PO0178795	WELLNESS DOLLARS	$100.00
			HEALTH FUND TOTAL	**$100.00**

FUND 20 DEPT 205 - AIRPORT

01-01338	J & P SUPPLY, INC.	PO0178603	FRAGRANCE REFILLS/TRASH BAGS	$83.68
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$111.14
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$518.29
01-01969	CARRILLO'S PAINTING	PO0178131	BULK TANK PAINTING	$32,000.00
01-03122	CROWN PRODUCTS, INC.	PO0178577	V804 HOSE	$977.99
01-03732	ASAP ENERGY INC.	PO0178571	OIL/ST	$626.99
01-07079	PARKHILL SMITH & COOPER, INC	PO0178193	A-2301C OWNER/ENGINEER AGREEMENT	$7,450.00
01-21001	UNITED ENGINES, INC.	PO0178753	V800 RUBBER CURTAINS	$598.53
01-57360	UNIVERSAL MANAGEMENT COMPANY	PO0176300	MONTHLY TERMINAL CLEANING 10/22-11/22	$1,170.00
			AIRPORT TOTAL	**$43,536.62**

FUND 22 DEPT 000 - GOLF STOCK

01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$360.00
01-05240	ACUSHNET COMPANY	PO0178568	PRO SHOP/ST	$52.12
01-05240	ACUSHNET COMPANY	PO0178569	PRO SHOP/ST	$291.60
01-05240	ACUSHNET COMPANY	PO0178699	PRO SHOP/ST	$293.28
01-05240	ACUSHNET COMPANY	PO0178799	PRO SHOP/ST	$126.56
01-05241	CALLAWAY GOLF SALES CO	PO0178575	PRO SHOP/ST	$235.02
01-05439	TEXOMA GOLF, LLC	PO0178622	PRO SHOP/ST	$343.34
			GOLF STOCK TOTAL	**$1,701.92**

FUND 22 DEPT 225 - GOLF

01-00878	BROWN'S SHOE FIT COMPANY	PO0178573	BOOTS/R WEBB	$198.00
01-01338	J & P SUPPLY, INC.	PO0178603	HAND CLEANER/VACUUM FILTERS	$36.01
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$1,393.41
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$274.34
01-02539	BWI COMPANIES, INC.	PO0178574	DYE	$206.32
01-02674	P & K EQUIPMENT, INC. STILLWATER	PO0178375	GREENS ROLLER	$17,000.00
01-04561	EVERGREEN PRESBYTERIAN MINISTRIES	PO0178682	JANITORIAL SERVICE 10/22	$62.00
01-05439	TEXOMA GOLF, LLC	PO0178622	GRIP TAPE/SOLVENT	$80.05
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V300 FILTER	$4.44
01-16004	PDQ PRINTING	PO0178615	SCORE CARDS (5000)	$890.00
01-16004	PDQ PRINTING	PO0178615	BUSINESS CARDS/D ROGERS	$45.00
01-35300	UNIFIRST, INC.	PO0168411	5 YR SHOP MAT/MOP/TOWEL SERVICE	$37.56
01-80246	ATWOODS	PO0178702	BOOTS/J CLINE	$149.99
			GOLF TOTAL	**$20,377.12**

FUND 30 DEPT 305 - STREET & ALLEY

01-03089	CUMMINS CONSTRUCTION EQUIP. CO.	PO0177546	ASPHALT	$21,898.44
01-04021	DENSE MECHANICAL CONTRACTORS, INC.	PO0172823	W-2201C WATERLINE RELOCATE	$5,273.45
01-06830	JMB CONCRETE CONSTRUCTION, INC.	PO0178133	R-2301P1 CONCRETE PAVEMENT/DRAINAGE	$30,628.00
01-06830	JMB CONCRETE CONSTRUCTION, INC.	PO0178132	R-2301P1 CONCRETE REPLACE	$19,308.00
01-06830	JMB CONCRETE CONSTRUCTION, INC.	PO0178377	R-2301P1 CONCRETE REPLACE	$21,915.00
01-06874	LUCKINBIILL DEVELOPMENT, LLC	PO0176290	R-2301P PW CONCRETE REPLACE	$63,308.00
01-60230	RICK LORENZ CONSTRUCTION	PO0175816	R-2202C PAVEMENT RECONSTRUCTION	$35,748.92
			STREET & ALLEY TOTAL	**$198,079.81**

FUND 31 DEPT 230 - UTILITY BILLING

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$252.19
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$35.58
01-03053	NORTHWEST SHREDDERS, LLC	PO0178610	SECURITY CONSOLE 10/22	$20.00
01-04116	DOWNTOWN THREADS	PO0178665	LOGO SHIRTS (5)	$126.25
01-05185	WILLIAM R GILLOCK, MD PC	PO0178743	WC/MEDICAL	$453.19
01-07214	TPSI	PO0178797	BILLING PRINT SERVICE 11/22	$1,052.76
01-16145	PETTY CASH	PO0178789	REIMB/LOGO JACKET/A PETERSON	$109.99
01-19047	AT & T	PO0178572	MONTHLY SERVICE 10/22	$81.48
			UTILITY BILLING TOTAL	**$2,131.44**

FUND 31 DEPT 760 - SOLID WASTE SERVICES

01-00103	WARREN CAT, INC.	PO0178758	V266 BATTERY KILL SWITCH/FILTER	$308.07
01-00146	CINTAS CORPORATION LOC. 624	PO0178675	UNIFORM RENTALS (2)	$40.00
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$1,558.83
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$561.74
01-02021	B'S QUALITY DOOR, INC.	PO0178694	DOOR REPAIR	$184.50
01-02243	BB MACHINE & SUPPLY, INC.	PO0178631	V223 HYD HOSE	$68.50
01-02243	BB MACHINE & SUPPLY, INC.	PO0178631	V225 FITTINGS	$2.97
01-02243	BB MACHINE & SUPPLY, INC.	PO0178672	HOSE/FITTINGS	$56.81
01-02243	BB MACHINE & SUPPLY, INC.	PO0178695	V248 HOSE	$62.37
01-03110	VERMEER GREAT PLAINS	PO0178626	V252 VALVE/LACING KIT/BOLTS	$1,747.64
01-03110	VERMEER GREAT PLAINS	PO0178755	V252 LACING KIT	$44.29
01-03253	YELLOWHOUSE MACHINERY COMPANY	PO0178641	V262 GEAR BOX REPAIR	$113.00
01-03253	YELLOWHOUSE MACHINERY COMPANY	PO0178641	V267 FILTERS (4)	$310.44
01-03921	EXPRESS SCRIPTS, INC.	PO0178783	WC/MEDICAL	$2,056.09
01-04157	CONSOLIDATED ELECTRICAL DISTRIBUTOR	PO0178674	LIGHT/OUTLET	$37.87
01-04207	FOUR J'S TIRE SERVICE, LLC	PO0178638	V230/V236/V247/V275 TIRES (13)	$3,249.24
01-04207	FOUR J'S TIRE SERVICE, LLC	PO0178638	V259 TIRE REPAIR/SERVICE CALL	$320.00
01-04207	FOUR J'S TIRE SERVICE, LLC	PO0178638	V272 ALIGNMENT	$75.00
01-04560	DOCUGUARD	PO0176284	RECYCLING CONTRACT FY22-23	$11,250.74
01-05067	ENID GLASSWORKS, INC.	PO0178592	V251 WINDSHIELD REPLACE	$401.95
01-05448	CATERPILLAR FINANCIAL SVS	PO0178389	CATERPILLAR SCRAPER FY22-23	$299,145.00
01-05448	CATERPILLAR FINANCIAL SVS	PO0176609	DOZER LEASE 11/22	$6,025.24
01-05448	CATERPILLAR FINANCIAL SVS	PO0176282	SCRAPER LEASE 7/22-11/22	$11,950.00
01-05599	ARVEST BANK	PO0176281	COMPACTOR LEASE (3) 7/22-12/22	$14,898.86
01-05664	BUFFUM, EARL L	PO0178728	WC/MILEAGE REIMB	$154.76
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	BATTERY JUMP PACK	$435.00
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V252 FILTERS (8)	$366.64
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V272/V275 OIL	$178.54
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V686 BATTERY	$153.22
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V230/V238/V245/V248/V249 FILTERS (14)	$489.20
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V224/V246 AIR DRYER CARTRIDGES (3)	$109.84
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V246 RELAY	$24.59
01-06790	EARNHEART CRESCENT, LLC	PO0178697	DEF FLUID/ALL VEHICLES	$1,019.77
01-06790	EARNHEART CRESCENT, LLC	PO0178697	BRAKE CLEANER	$130.32
01-06790	EARNHEART CRESCENT, LLC	PO0178778	OIL DRUM	$1,034.99
01-06790	EARNHEART CRESCENT, LLC	PO0178780	HYD OIL/ST	$1,466.30
01-06807	GFL ENVIRONMENTAL SERVICES USA	PO0178597	WASTE OIL DISPOSAL	$89.96
01-07294	OHH PHYSICIANS, LLC	PO0178757	WC/MEDICAL	$449.09
01-16145	PETTY CASH	PO0178789	REIMB/CDL LICENSE/J ROSSON	$59.82
01-21001	UNITED ENGINES, INC.	PO0178753	V247 HOPPER LIGHTS	$276.76
01-33210	P & K EQUIPMENT, INC.	PO0178652	V158 FUEL LINE/FITTINGS	$42.07
01-33210	P & K EQUIPMENT, INC.	PO0178652	V566 HYD COUPLER/SEALS/GASKETS	$98.04
01-33210	P & K EQUIPMENT, INC.	PO0178800	V280 STARTER	$90.37
01-35300	UNIFIRST, INC.	PO0178623	UNIFORM RENTALS (34)	$302.60
01-35300	UNIFIRST, INC.	PO0178730	UNIFORM RENTALS (17)	$153.82
01-35830	ENID NEW HOLLAND, INC.	PO0178636	V268 WASHERS/NUTS	$46.64
01-48610	STITCHES AHEAD, INC.	PO0178621	LOGO HOODIES (11)	$274.40
01-71180	ROLL OFFS USA, INC.	PO0177157	COMPACTOR	$23,430.00
01-78470	OK SPINE HOSPITAL	PO0178782	WC/MEDICAL	$1,134.91
			SOLID WASTE SERVICES TOTAL	**$386,480.80**

FUND 31 DEPT 785 - PUBLIC UTILITIES MGMT

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$405.36
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$84.52
01-06785	RP POWER	PO0178617	GENERATOR BATTERY REPLACE	$169.60
01-06964	EUROFINS XENCO, LLC	PO0170678	LABORATORY ANALYSIS	$2,224.50
01-13036	MESSER BOWERS	PO0178717	NOTARY BOND/S CERVANTES	$30.00
01-13089	MERRIFIELD OFFICE SUPPLY	PO0178607	NOTARY STAMP/S CERVANTES	$25.00
			PUBLIC UTILITIES MGMT TOTAL	**$2,938.98**

FUND 31 DEPT 790 - WATER PRODUCTION

01-01178	ACCURATE, INC.	PO0176538	WATER TESTING	$3,360.00
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$1,013.84
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$197.52
01-04038	OK DEPT OF ENVIRONMENTAL QUALITY	PO0178612	SAMPLE ANALYSIS	$180.12
01-04811	WASTEQUIP MANUFACTURING CO. LLC	PO0178760	SCREWS/WASHERS	$63.00
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V316 AC COMPRESSOR/CONDENSOR/O2 SENSOR	$1,029.82
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V318 FILTERS (2)	$48.84
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V316 BATTERY	$152.22
01-06655	INTEGRIS JIM THORPE REHABILITATION	PO0178732	WC/MEDICAL	$242.31
01-06785	RP POWER	PO0177452	GENERATOR INSPECTION/SERVICE	$1,000.00
01-14118	NCL OF WISCONSIN	PO0178609	NITRATE TESTS	$267.33
01-35300	UNIFIRST, INC.	PO0178623	UNIFORM RENTALS (22)	$163.76
01-38030	DAL SECURITY, INC.	PO0178678	MONTHLY MONITORING 11/22	$50.00
			WATER PRODUCTION TOTAL	**$7,768.76**

FUND 31 DEPT 795 - UTILITY MAINT

01-00103	WARREN CAT, INC.	PO0178758	V342 CUTTING EDGE/WINDOW LATCH	$299.71
01-01017	ALBRIGHT STEEL & WIRE COMPANY	PO0178567	FLAT IRON	$173.91
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$17.60
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$744.94
01-04033	DOLESE BROTHERS CO., INC.	PO0178679	CRUSHER RUN	$1,435.90
01-04207	FOUR J'S TIRE SERVICE, LLC	PO0178638	TRAILER TIRES (6)	$671.88
01-04207	FOUR J'S TIRE SERVICE, LLC	PO0178638	V350 TIRE	$179.32
01-05384	CORE & MAIN LP	PO0178576	AWWA VALVE	$895.00
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178596	FLASHLIGHT	$34.99
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V317 BATTERY/RADIATOR HOSES (2)	$298.08
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V328 OIL	$180.48
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V328/V377/V1018 FILTERS (7)	$95.81
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V377 BRAKE PADS	$62.16
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V451 FILTERS (5)	$239.85
01-13017	MUNN SUPPLY, INC.	PO0178608	CYLINDER RENTAL	$10.50
01-15083	OK CONTRACTORS SUPPLY	PO0178611	INSERTS	$720.00
01-18116	RAMSEY'S WHAT EVER STORE	PO0178616	CLEVIS	$2.95
01-35300	UNIFIRST, INC.	PO0178623	UNIFORM RENTALS (24)	$175.02
01-35300	UNIFIRST, INC.	PO0178730	LOGO JACKETS/OVERALLS (2)	$249.60
01-51190	JACK'S OUTDOOR POWER EQUIPMENT	PO0178711	FILTER	$4.51
01-56300	TRUCK PRO, INC.	PO0178752	V451 FILTER	$42.28
01-80153	KINNUNEN, INC.	PO0178713	HOSE/STARTER ASSEMBLY/FLANGES (2)/DUCT TAPE	$469.55
01-80153	KINNUNEN, INC.	PO0178803	BOTTLED WATER	$365.40
01-80246	ATWOODS	PO0178671	WORK GLOVES (20)	$259.80
01-80473	ACE HARDWARE-SOUTHERN HARDLINES	PO0178565	COUPLING/FITTINGS	$9.88
			UTILITY MAINT TOTAL	**$7,639.12**

FUND 31 DEPT 799 - WASTEWATER PLANT MGMT

01-01178	ACCURATE, INC.	PO0178669	SAMPLE ANALYSIS	$300.00
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$37.26
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$395.68
01-02243	BB MACHINE & SUPPLY, INC.	PO0178672	BALL BEARINGS (10)/HANDY ROLL	$438.75
01-04429	STOVER & ASSOCIATES, INC	PO0176287	WRF MGMT AGREEMENT FY22-23	$122,800.77
01-04516	SPIRAC (USA) INC.	PO0176540	PRESS CONVEYORS (3)	$7,170.00
01-04561	EVERGREEN PRESBYTERIAN MINISTRIES	PO0178682	JANITORIAL SERVICE 10/22	$239.40

01-05884	APS FIRECO	PO0178670	ANNUAL FIRE EXT INSPECTION (18)	$204.00
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V450 FILTER	$11.22
01-06785	RP POWER	PO0176279	GENERATOR REPAIR	$1,275.00
01-06785	RP POWER	PO0177452	GENERATOR INSPECTION/SERVICE	$7,750.00
01-07036	GRAINGER, INC.	PO0178600	BELTS (12)/BATTERY PACK	$976.03
01-18116	RAMSEY'S WHAT EVER STORE	PO0178616	PIPE FITTINGS	$4.74
01-35300	UNIFIRST, INC.	PO0165056	5 YR SHOP MAT/MOP/TOWEL SERVICE	$26.54
01-42180	SUNSHINE FILTERS-PINELLAS	PO0178773	LAMP SHADE FILTER ELEMENTS (6)	$2,233.52
01-59250	USA BLUEBOOK	PO0178774	AMMONIA TESTS (15)MULTIGAS DETECTOR	$2,768.62
			WASTEWATER PLANT MGMT TOTAL	**$146,631.53**

FUND 31 DEPT 956 - EMA CAPITAL REPLACE

01-05583	COGSDALE CORPORTATION	PO0178677	USER ACCEPTANCE TESTING	$6,000.00
01-07235	CONFIDENCE FORD OF NORMAN	PO0176925	FORD F-250 PICKUP 4X4	$33,891.00
			EMA CAPITAL REPLACE TOTAL	**$39,891.00**

FUND 32 DEPT 325 - EEDA

01-07056	LOVE'S TRAVEL STOPS & COUNTRY STORE	PO0178587	3RD QTR 2022 INCENTIVE PAYMENT	$15,014.03
			EEDA TOTAL	**$15,014.03**

FUND 33 DEPT 335 - V.D.A.

01-00223	COOPER, MICHAEL G.	PO0176285	VDA CONSULTING FEES FY22-23	$10,000.00
			V.D.A. TOTAL	**$10,000.00**

FUND 40 DEPT 405 - CAPITAL IMPROVEMENT FUND

01-07075	CHISHOLM BROADBAND	PO0178632	R-2307P TRAFFIC NETWORK	$52.14
01-07131	LUCKINBILL CONSTRUCTION CO, LLC	PO0178040	M-2301C1 HYDRANT/VALVE RELOCATION	$5,500.00
01-07166	COATES FIELD SERVICE, INC	PO0175002	R-2001R RIGHT OF WAY ACQUISITION	$11,210.98
01-07258	WEATHERPROOFING TECHNOLOGIES, INC	PO0177710	M-2206C DYE WATER TEST	$2,400.00
01-07282	KIM RYEL	PO0178558	R-2001R EASEMENT	$1,075.00
01-07283	TEISLE, LLC	PO0178559	R-2001R EASEMENT	$1,200.00
01-07284	THEODORA C TAYLOR	PO0178560	R-2001R EASEMENT	$900.00
01-07285	RICHARD A TAYLOR	PO0178712	R-2001R EASEMENT	$1,050.00
01-07286	RICHARD A TAYLOR	PO0178562	R-2001R EASEMENT	$1,050.00
01-39700	GARFIELD CO. LEGAL NEWS	PO0178595	M-2303C2 PUBLICATIONS	$309.40
			CAPITAL IMPROVEMENT FUND TOTAL	**$24,747.52**

FUND 41 DEPT 415 - STREET IMPROVEMENT FUND

01-05588	RED ROCK CONSULTING, LLC	PO0177211	R-2303A PROFESSIONAL SERVICE	$4,281.00
			STREET IMPROVEMENT FUND TOTAL	**$4,281.00**

FUND 42 DEPT 425 - SANITARY SEWER FUND

01-07131	LUCKINBILL CONSTRUCTION CO, LLC	PO0177566	S-2001C SS POINT REPAIR	$19,698.25
			SANITARY SEWER FUND TOTAL	**$19,698.25**

FUND 44 DEPT 445 - WATER CAP. IMPROVEMENT FUND

01-02218	RON PERRIN WATER TECHNOLOGIES	PO0176248	W-2203P3 TANK CLEANING	$7,820.00
01-03760	GARVER, LLC	PO0166666	W-2112A PHASE 4 CONSTRUCT SERVICE	$839,537.47
01-04021	DENSE MECHANICAL CONTRACTORS, INC.	PO0175852	W-2222C WATERLINE INSTALL	$32,362.00
01-06500	GARNEY CONSTRUCTION	PO0167367	W-2112C KAW LAKE PHASE 4	$11,763,155.67
01-06830	JMB CONCRETE CONSTRUCTION, INC.	PO0176567	W-2301P CONCRETE POINT REPAIRS	$24,759.38
01-07131	LUCKINBILL CONSTRUCTION CO, LLC	PO0175610	W-2122C WATER MAIN IMPROVEMENT	$77,021.64
01-07131	LUCKINBILL CONSTRUCTION CO, LLC	PO0176238	W-2205C1 WATERLINE MATERIAL	$41,602.40

01-07131	LUCKINBILL CONSTRUCTION CO, LLC	PO0178041	W-2222C1 WATERLINE REPAIR	$8,875.00
01-07131	LUCKINBILL CONSTRUCTION CO, LLC	PO0178714	E-2301C2 EMERGENCY REPAIR	$63,161.71
01-07131	LUCKINBILL CONSTRUCTION CO, LLC	PO0178798	E-2301C1 EMERGENCY REPAIR	$52,502.81
01-07154	FREDERIC DORWART, LAWYERS PLLC	PO0178786	W-2112R PROFESSIONAL LEGAL SERVICE	$7,803.13
			WATER CAP. IMPROVEMENT FUND TOTAL	**$12,918,601.21**

FUND 50 DEPT 505 - 911

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$21.00
01-42400	AT & T	PO0178658	MONTHLY SERVICE 10/22	$790.00
01-66190	AT&T	PO0178768	MONTHLY SERVICE 11/22	$2,763.01
01-66190	AT&T	PO0178769	MONTHLY SERVICE 10/22	$8,799.27
			911 TOTAL	**$12,373.28**

FUND 51 DEPT 515 - POLICE

01-00252	MOORE NORMAN TECHNOLOGY CENTER	PO0178719	RADAR/LIDAR INSTRUCTOR CERTIFICATION (2)	$630.00
01-01338	J & P SUPPLY, INC.	PO0178662	CLEANER/TOWELS/LINERS/SOAP	$593.88
01-01371	STANARD & ASSOC.	PO0178746	LIEUTENANT TEST	$987.00
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$2,186.10
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$983.56
01-02082	AT&T MOBILITY	PO0178767	MONTHLY SERVICE 10/22	$4,768.39
01-02799	CRESCENT STORAGE CENTERS	PO0178775	PARKING RENTAL 2023	$1,385.00
01-03053	NORTHWEST SHREDDERS, LLC	PO0178610	SECURITY CONSOLE 10/22	$100.00
01-03569	GRIMSLEY'S, INC.	PO0178722	CLEANER	$111.20
01-03921	EXPRESS SCRIPTS, INC.	PO0178729	WC/MEDICAL	$19.69
01-04164	OK DEPT. OF PUBLIC SAFETY	PO0178680	OLETS FEE 10/22	$870.00
01-04207	FOUR J'S TIRE SERVICE, LLC	PO0178638	V2041/V2073/V2065/V2098 TIRES (20)	$2,902.28
01-04694	SPRING-GREEN LAWN CARE	PO0178745	LAWN CARE 11/22	$145.95
01-04916	RF RESULTS, LLC	PO0178766	ANTENNA RENO SHIPPING	$1,201.86
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V2064 FILTER	$4.44
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V2172 BRAKE ROTORS	$238.00
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V2073 BATTERY	$252.32
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V2048 BRAKE PADS/ROTORS	$485.48
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V450/V2013/V2048 BATTERIES (3)	$438.66
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V2041/V2073/V2117/V2122 FILTERS (5)	$18.76
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V2086 BRAKE PADS	$40.99
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V2098 FILTERS (2)	$14.44
01-06442	INTEGRIS MEDICAL GROUP-OCCUPATIONAL	PO0178747	WC/MEDICAL (2)	$447.59
01-06931	CONSULTING IT, LLC	PO0178663	IT CONSULT	$150.00
01-07292	BUTLER, WILLIAM L	PO0178754	WC/MILEAGE REIMB	$107.50
01-07295	CHANNEL PUBLIC SAFETY, LLC	PO0178763	HANDHELD RADAR	$2,985.00
01-13036	MESSER BOWERS	PO0178717	NOTARY BOND/J MCFADDEN	$30.00
01-13036	MESSER BOWERS	PO0178717	ANNUAL ANIMAL MORTALITY RENEW	$525.00
01-13089	MERRIFIELD OFFICE SUPPLY	PO0178716	PAPER CLIPS/STAMP	$40.66
01-19165	STEVENS FORD, INC.	PO0178654	V2128 ROCK GUARD	$171.25
01-46560	GROOM CLOSET	PO0178708	K9 DOG FOOD	$592.08
01-65460	ACTSHON PEST CONTROL	PO0178656	PEST CONTROL 11/22	$75.00
01-79090	ST MARYS REGIONAL MEDICAL CENTER	PO0178741	WC/MEDICAL	$547.37
			POLICE TOTAL	**$24,049.45**

FUND 60 DEPT 605 - E.E.C.C.H.

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$39.98
01-04021	DENSE MECHANICAL CONTRACTORS, INC.	PO0174722	HOT WATER STORAGE TANKS (2)	$29,800.00
01-06679	SYMMETRY ENERGY SOLUTIONS, LLC	PO0178644	MONTHLY SERVICE 10/22	$142.30
01-07289	ENTECH SALES & SERVICE, LLC	PO0178594	HVAC CONTROL REPAIRS	$6,083.00
01-15127	OK NATURAL GAS	PO0178649	MONTHLY SERVICE 10/22	$713.18
01-80045	CHISHOLM TRAIL EXPO CENTER	PO0178796	HOTEL TAX 10/22	$37,289.43
			E.E.C.C.H. TOTAL	**$74,067.89**

FUND 65 DEPT 655 - FIRE

01-00304	TRADE-MARK SIGNS, INC.	PO0178748	ADDRESS SIGN	$120.00
01-00612	PHYSICIANS GROUP, LLC	PO0178742	WC/MEDICAL	$484.60
01-00957	NAFECO	PO0178734	BOOTS (2)/PATCHES/CLEANER	$935.21
01-01338	J & P SUPPLY, INC.	PO0178662	CLEANER/TOWELS/TISSUE/SOAP	$913.15
01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$2,466.78
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$872.04
01-01800	COMMUNITY HOSPITAL, LLC	PO0178784	WC/MEDICAL	$1,021.42
01-01912	EMPCO, INC.	PO0178771	CAPTAIN TESTS (7)	$1,712.00
01-02082	AT&T MOBILITY	PO0178691	MONTHLY SERVICE 10/22	$47.54
01-03661	RK BLACK, INC.	PO0178739	COPIER MAINTENANCE	$170.33
01-03921	EXPRESS SCRIPTS, INC.	PO0178744	WC/MEDICAL	$23.36
01-03921	EXPRESS SCRIPTS, INC.	PO0178729	WC/MEDICAL	$238.97
01-04023	NEUROSCIENCE SPECIALISTS, PC	PO0178738	WC/MEDICAL	$222.30
01-04041	HPI PHYSICIANS, LLC	PO0178731	WC/MEDICAL	$124.27
01-04926	HAMPEL OIL DISTRIBUTORS, INC.	PO0178770	OIL DRUM	$1,107.15
01-06480	RPX TECHNOLOGIES, INC	PO0177159	HYPER SIGHT CAMERA KIT	$2,647.43
01-06655	INTEGRIS JIM THORPE REHABILITATION	PO0178732	WC/MEDICAL	$498.58
01-07256	SCOTT M CARLSON, O.D., P.C.	PO0178727	WC/MEDICAL	$22.00
01-07257	FOWLER, JUSTIN D (WC)	PO0178749	WC/MILEAGE REIMB	$193.63
01-07263	BANNER FIRE EQUIPMENT, INC.	PO0178659	BOOTS/J GOFF	$385.00
01-07293	OSH PAIN MANAGEMENT ASSOCIATES, LLC	PO0178756	WC/MEDICAL	$464.30
01-16145	PETTY CASH	PO0178790	REIMB/UNIFORM/ J CURRIER	$100.00
01-16145	PETTY CASH	PO0178790	REIMB/TRAVEL/ROPE RESCUE/K MCCOLLOUGH	$68.90
01-16145	PETTY CASH	PO0178790	REIMB/MEAL (3)/FIRE TRUCK COMMITTEE	$60.97
01-55160	BOUND TREE MEDICAL, LLC	PO0178660	TRANSFER DEVICES (6)/AIRWAY KIT	$279.50
01-78060	KNOX COMPANY	PO0178370	ANNUAL KNOXCONNECT LICENSE RENEW	$1,038.00
01-79980	PIONEER BUSINESS SOLUTION	PO0178804	MONTHLY SERVICE 11/22	$32.08
			FIRE TOTAL	**$16,249.51**

FUND 82 DEPT 825 - CLEET

01-03274	CLEET	PO0178593	MONTHLY SERVICE 10/22	$2,406.87
01-55470	OK STATE BUREAU INVESTIGATION	PO0178591	MONTHLY SERVICE AFIS 10/22	$2,399.79
01-55470	OK STATE BUREAU INVESTIGATION	PO0178591	MONTHLY SERVICE FORENSIC 10/22	$2,298.34
			CLEET TOTAL	**$7,105.00**

FUND 99 DEPT 995 - EPTA

01-01783	JP MORGAN CHASE	PO0178564	CHASE PAYMENT	$9.95
01-01783	JP MORGAN CHASE	PO0178642	CHASE PAYMENT	$171.00
01-02082	AT&T MOBILITY	PO0178691	MONTHLY SERVICE 10/22	$279.14
01-04207	FOUR J'S TIRE SERVICE, LLC	PO0178638	V8585/V8586/V8587 TIRES (10)	$1,804.80
01-04661	OKLAHOMA COPIER SOLUTIONS, LLC	PO0178645	MONTHLY SERVICE 10/22	$87.90
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178764	V8577/V8583/V8584/V8587 FILTERS (4)	$17.76
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V8585/V8586/V8588 FILTERS (3)	$13.32
01-06019	FLAMING AUTO SUPPLY CO., INC.	PO0178643	V8587 POWER STEERING FLUID	$17.98
01-18040	RAMCO UNDERCAR SPECIALISTS, INC.	PO0178653	V8575 DIAGNOSTIC	$115.50
01-19047	AT & T	PO0178751	MONTHLY SERVICE 12/22	$945.08
01-55700	AUTO ZONE/AZ COMMERCIAL, INC.	PO0178629	V8585 COOLANT	$39.18
01-55700	AUTO ZONE/AZ COMMERCIAL, INC.	PO0178629	V8575 DEGREASER	$13.99
			EPTA TOTAL	**$3,515.60**

FUND 70 DEPT 705 - CDBG

01-06984	HOPE OUTREACH, INC	PO0177480	CR20 (204) PROPERTY ACQUISITION	$2,843.89
01-39700	GARFIELD CO. LEGAL NEWS	PO0178595	CR20 (201) PUBLICATIONS	$94.40
70-05427	ZOE KIDS CAFE	PO0178126	B-22 (486) YOUTH SERVICES	$826.27

70-06984	HOPE OUTREACH, INC	PO0170685	B-20 (453) FACILITIES IMPROVEMENT	$558.81
70-06984	HOPE OUTREACH, INC	PO0173655	B-21 (464) FACILITY IMPROVEMENT	$4,446.87
70-25009	YOUTH & FAMILY SERVICES INC	PO0178128	B-22 (485) YOUTH SERVICES	$10,094.67
			CDBG TOTAL	**$18,864.91**

COMBINED BREAKDOWN OF TOTALS

EMA	**$593,481.63**
EEDA	**$15,014.03**
EPTA	**$3,515.60**
REMAINING FUNDS	**$15,433,946.32**
TOTAL CLAIMS	**$16,045,957.58**

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FUND 10 DEPT 100 - ADMINISTRATIVE SERVICES

2000 CED	PO0178564	THREADED PLUG	15.85
AMZN MKTP US*H233447J0	PO0178564	DECORATIONS/CHRISTMAS PARTY	348.30
AT&T PAYMENT	PO0178564	IPAD DATA PLAN 11/22	134.68
EL PATIO LLC	PO0178564	MEAL (3)/KAW TRIP	23.24
HOBBY-LOBBY #0008	PO0178564	YELLOW RIBBON/VETERANS WEEK	49.95
JUMBO FOODS	PO0178642	MEAL/COMMISSION MEETING	43.50
PDQ PRINTING	PO0178564	ICE SKATING TICKETS/EMPLOYEE XMAS PARTY	100.00
PHILLIPS 66 - ONCUE EX	PO0178564	V635 FUEL/KAW TRIP	41.25
SQ *KATY'S PANTRY	PO0178564	CAKES/EMPLOYEE APPRECIATION	73.00
		ADMINISTRATIVE SERVICES TOTAL	**829.77**

FUND 10 DEPT 110 - HUMAN RESOURCES

JUMBO FOODS	PO0178564	CAKE/RETIREMENT RECEPTION	59.47
WALGREENS #5531	PO0178564	RETIREMENT GIFT CARD	395.95
WALGREENS #5531	PO0178642	FLASH DRIVE	17.99
		HUMAN RESOURCES TOTAL	**473.41**

FUND 10 DEPT 120 - LEGAL SERVICES

AMZN MKTP US*H20AN8SE1	PO0178564	DIVIDERS/BINDER CLIPS	20.59
AMZN MKTP US*H23BX8LJ2	PO0178564	CALENDARS	59.99
		LEGAL SERVICES TOTAL	**80.58**

FUND 10 DEPT 140 - SAFETY

1-877-MANCOMM	PO0178642	SAFETY MANUALS/GUIDES	167.88
ATT* BILL PAYMENT	PO0178642	IPAD DATA PLAN 11/22	33.24
BACKGROUND CHECK	PO0178564	MOTOR VEHICLE REPORT/CDL HOLDER	35.00
HARBOR FREIGHT TOOLS30	PO0178564	SAFETY VESTS/HEADLAMPS	97.25
JAMIE S BARNSTORMERS	PO0178564	MEAL (17)/ANNUAL SAFETY REP MEETING	156.77
NORTHWEST TROPHY	PO0178564	SAFETY REP SERVICE AWARD	44.00
		SAFETY TOTAL	**534.14**

FUND 10 DEPT 150 - COMMUNICATIONS

AT&T PAYMENT	PO0178564	IPAD DATA PLAN 11/22	19.24
JIMMY JOHNS - 2187	PO0178642	MEAL/COMMISSION MEETING/D TATE	16.24
STAPLES 00106633	PO0178642	BINDERS/LABELS/NOTEBOOKS	51.96
		COMMUNICATIONS TOTAL	**87.44**

FUND 10 DEPT 200 - GENERAL GOVERNMENT

VENMO	PO0178642	MEAL/AIRMAN LEADERSHIP BANQUET	52.00
		GENERAL GOVERNMENT TOTAL	**52.00**

FUND 10 DEPT 210 - ACCOUNTING

AT&T PAYMENT	PO0178564	IPAD DATA PLAN 11/22	19.24
		ACCOUNTING TOTAL	**19.24**

FUND 10 DEPT 220 - RECORDS & RECEIPTS

NORTHWEST TROPHY	PO0178642	EMPLOYEE OF THE MONTH PLAQUE	34.20
PAYPAL *OKLAHOMAMUN	PO0178564	MCT ANNUAL CERT FEE/BOOK	85.00
		RECORDS & RECEIPTS TOTAL	**119.20**

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FUND 10 DEPT 250 - INFORMATION TECHNOLOGY

AMZN MKTP US*H01AD8Y02	PO0178564	DISPLAY PORT CABLES	51.84
AT&T PAYMENT	PO0178564	IT HOTSPOT	23.24
STAPLES 00106633	PO0178642	BATTERY BACKUP	242.99
		INFORMATION TECHNOLOGY TOTAL	**318.07**

FUND 10 DEPT 300 - COMMUNITY DEVELOPMENT

JUMBO FOODS	PO0178642	MEAL/RETIREMENT RECEPTION	304.38
		COMMUNITY DEVELOPMENT TOTAL	**304.38**

FUND 10 DEPT 350 - CODE ADMINISTRATION

4TE*ADVANCED WATER SOL	PO0178564	WATER COOLER RENTAL	68.85
AMZN MKTP US*HI9WN6040	PO0178642	FRAMES/LABELS	78.42
ATT* BILL PAYMENT	PO0178642	TABLET DATA PLAN 10/22	212.64
HOLIDAY INN EXPRESS	PO0178564	LODGING (2)/BASIC CODE ENFORCE CLASS	392.00
INT'L CODE COUNCIL INC	PO0178642	MECH INSP LICENSE/W ERFORD	230.00
PIZZERIA GUSTO	PO0178564	MEAL (2)/BASIC CODE ENFORCEMENT CLASS	28.50
TACO BELL 033288	PO0178564	MEAL (2)/BASIC CODE ENFORCEMENT CLASS	11.06
TACO BUENO OKC 6	PO0178564	MEAL (2)/BASIC CODE ENFORCEMENT CLASS	20.44
TOMMYS EXPRESS	PO0178564	V378 CAR WASH	6.00
		CODE ADMINISTRATION TOTAL	**1,047.91**

FUND 10 DEPT 400 - ENGINEERING

AT&T PAYMENT	PO0178564	IPAD DATA PLAN 11/22	102.95
PAYPAL *DTTHREADSOK	PO0178564	LOGO COAT/J STOVALL/LOGO SHIRTS/S PAUL	166.23
SHERWIN WILLIAMS 70718	PO0178642	PAINT	64.52
		ENGINEERING TOTAL	**333.70**

FUND 10 DEPT 700 - PUBLIC WORKS MGMT

ATT* BILL PAYMENT	PO0178642	IPAD DATA PLAN 11/22	219.90
ATWOOD 01 ENID	PO0178564	V684 TOOLBOX	749.99
JUMBO FOODS	PO0178564	FLORAL ARRANGEMENT	24.99
KINNUNEN SALES	PO0178642	ANCHORS/SCREW BIT KITS/BROOM	110.77
LOCKE SUPPLY - ENID	PO0178642	PLUMBING FITTING	42.28
LOWES #00205*	PO0178564	PAINT SUPPLIES/ROLLERS/BRUSHES	37.10
LOWES #00205*	PO0178642	CABLE TIES/PVC PARTS/BRACES	306.76
STAPLES 00106633	PO0178564	LEGAL PADS/PLANNER	37.98
WAL-MART #0499	PO0178642	TOOL SET	16.88
WW STARR LUMBER ENID	PO0178642	DOOR LOCKSET	49.99
		PUBLIC WORKS MGMT TOTAL	**1,596.64**

FUND 10 DEPT 710 - FLEET MGMT

2000 CED	PO0178642	ALL THREAD/NUTS	52.34
DAN CORNFORTH LOCK	PO0178564	LOCKSMITH SERVICES	242.00
LOCKE SUPPLY - ENID	PO0178642	FITTINGS	13.20
SQ *580 MACHINE, LLC	PO0178564	DRILL BITS/TAPS	146.00
STANDARD SUPPLY ENID	PO0178642	PAINT BOOTH AIR FILTERS	77.19
STAPLES 00106633	PO0178564	WRITING PADS/PENS	31.48
STAPLES 00106633	PO0178642	RED DOT STICKERS	9.29
TOMMYS EXPRESS	PO0178564	CAR WASH	7.00
WAL-MART #0499	PO0178564	COFFEE/FILTERS	30.80
WAL-MART #0499	PO0178642	WAX MELTS	6.00
WM SUPERCENTER #499	PO0178642	COFFEE	11.97
WM SUPERCENTER #499	PO0178642	V628 BED LINER	180.00
		FLEET MGMT TOTAL	**807.27**

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FUND 10 DEPT 730 - PARKS & RECREATION

4IMPRINT, INC	PO0178642	LOGO BAGS/CHRISTMAS IN THE PARK	321.58
AMZN MKTP US*H07DD6Y02	PO0178564	METAL BANDING CLAMPS	162.97
AMZN MKTP US*HB3UD9LU0	PO0178564	LIGHTS/CHRISTMAS IN THE PARK	35.98
AMZN MKTP US*HB6F37KZ2	PO0178642	SAFETY GLASSES	137.88
AMZN MKTP US*HB7LN1D82	PO0178642	LOGO COAT/OVERALLS (2)	369.96
AMZN MKTP US*H24N71U42	PO0178642	CANOPY (5)/CHRISTMAS IN THE PARK	964.90
AMZN MKTP US*HB9FG1XD1	PO0178642	LIGHTS/CHRISTMAS IN THE PARK	430.82
ASCAP LICENSE FEE	PO0178642	ASCAP ANNUAL MUSIC LICENSE FEE	820.25
ATT* BILL PAYMENT	PO0178642	IPAD DATA PLAN 11/22	43.48
ENID ACE HARDWARE	PO0178564	IRRIGATION COUPLINGS	29.98
ENID WINNELSON CO	PO0178564	IRRIGATION FITINGS/GLUE	115.65
ENID WINNELSON CO	PO0178642	HOSE BIB FITTING	25.66
KINNUNEN SALES	PO0178642	CONCRETE ANCHORS	104.50
LOCKE SUPPLY WE ENID	PO0178642	HEATER/CABLE TIES	117.77
LOWES #00205*	PO0178564	CABLES/SHACKLES/CABLE TIES	173.00
LOWES #00205*	PO0178564	LIGHTS/CHRISTMAS IN THE PARK	1,341.28
LOWES #00205*	PO0178564	SHOVEL/WIRE CONNECTORS/HEATER	174.72
LOWES #00205*	PO0178642	CHRISTMAS LIGHTS/DOWNTOWN	383.04
SP LIGHT-O-RAMA	PO0178642	LIGHT-O-RAMA UPDATE	29.95
SPRINKLER WAREHOUSE	PO0178642	SPINKLER HEADS (40)	524.80
SQ *580 MACHINE, LLC	PO0178642	CUT OUTS BUDDY THE ELF	330.00
SQ *MAIN STREET ENID	PO0178642	PARADE ENTRY FEE	60.00
TLF*ENID FLORAL AND GIFT	PO0178564	FLORAL ARRANGEMENT	70.99
WAL-MART #0499	PO0178642	COFFEE/CREAMER	46.22
WAL-MART #0499	PO0178642	SUPPLIES/CHRISTMAS IN THE PARK	70.23
WM SUPERCENTER #499	PO0178642	CHRISTMAS MOVIE	9.96
		PARKS & RECREATION TOTAL	**6,895.57**

FUND 10 DEPT 740 - STREET

AMAZON.COM*HB1H772X2	PO0178642	LAMINATING POUCHES	19.99
AMAZON.COM*HB5EI4GL2	PO0178642	LABEL MAKER	52.70
STANDARD TESTING	PO0178642	CONCRETE BREAK TEST	421.73
T&W TIRE OKC 25B	PO0178642	V131 TIRE/RIM	495.43
TRACTOR SUPPLY #2406	PO0178642	RATCHET STRAPS	52.46
		STREET TOTAL	**1,042.31**

FUND 10 DEPT 750 -TECHNICAL SERVICES

2000 CED	PO0178642	NUT DRIVER	18.65
AMZN MKTP US*HB70I5IU0	PO0178642	LIGHT BULBS/SOCKETS	29.97
AMZN MKTP US*HB8FD50U0	PO0178564	CONNECTORS	9.70
AT&T PAYMENT	PO0178642	TABLET DATA PLAN 11/22	640.64
ENID WINNELSON CO	PO0178564	FLAPPER	3.15
ENID WINNELSON CO	PO0178564	GASKET	5.06
LOWES #00205*	PO0178564	PAINT/TAPE/BITS	315.80
LOWES #00205*	PO0178642	PADDLE BITS	13.98
OKLAHOMA GLASS & WALLPAPER	PO0178564	PANIC BAR KEY	5.50
STAPLES 00106633	PO0178564	BATTERIES	21.99
THE UPS STORE 5063	PO0178564	SHIPPING FEES	42.29
THE VACUUM CENTER	PO0178642	VACUUM REPAIR	99.48
VULCAN, INC.	PO0178564	SIGN BLANKS	480.30
		TECHNICAL SERVICES TOTAL	**1,686.51**

FUND 10 DEPT 900 - LIBRARY

ALDI 75012	PO0178564	ADULT PROGRAM SUPPLIES	46.21
AMAZON.COM*H20TY89D0	PO0178564	BOOKS (13)	159.18
AMZN MKTP US*HB8RN8AB0	PO0178564	CHILDREN PROGRAM SUPPLIES	10.99
AMAZON.COM*H04273SG2	PO0178564	LAMINATOR/TISSUE/GLUE	388.92
AMAZON.COM*HB80A6BU1	PO0178642	BOOK	19.59

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AMZN MKTP US*HB8119IN1	PO0178642	SPACE HEATER	19.99
AMZN MKTP US*HI6692O12	PO0178642	R2R 2023 BOOK/FLANNELBOARD	61.54
BRODART BOOKS	PO0178564	BOOKS (50)	887.51
ENID WINNELSON CO	PO0178564	FLUSH VALVE	173.79
ENID WINNELSON CO	PO0178642	TOILET FLUSH VALVE PARTS	38.40
INGRAM LIBRARY SERVICE	PO0178642	BOOKS (27)	440.72
PARK AVENUE THRIFT	PO0178642	TEEN PROGRAM SUPPLIES	23.22
PRIME VIDEO *H05YP02B2	PO0178564	TEEN PROGRAM SUPPLIES	3.99
QP* FOLKMANISI	PO0178564	R2R 2023/FOUR PUPPETS	100.41
SHERWIN WILLIAMS 70718	PO0178564	PAINT/ROLLERS	233.13
STAPLES 00106633	PO0178564	INK CARTRIDGE	100.47
THE VACUUM CENTER	PO0178564	CORD REPLACEMENT	63.99
THE VACUUM CENTER	PO0178642	VACUUM BRUSH ROLLER	31.44
TST* CALLAHANS PUB	PO0178642	MEAL (12)LIBRARY BOARD LUNCH	117.50
USPS PO 3928270415	PO0178564	SHIPPING FEES	22.10
WAL-MART #0499	PO0178564	ADULT PROGRAM SUPPLIES	65.72
WAL-MART #0499	PO0178642	CHILDREN PROGRAM SUPPLIES	36.58
WM SUPERCENTER #4390	PO0178642	PROGRAM SUPPLIES	43.78
		LIBRARY TOTAL	**3,089.17**

FUND 10 DEPT 955 - CAPITAL ASSETS & PROJECTS

SQ *S & S COATING, LLC	PO0178564	M-1713A POWDER COATING	156.00
STUART C IRBY	PO0178564	E-2202 WIRE/ZIPTIES	158.88
		CAPITAL ASSETS & PROJECTS TOTAL	**314.88**

FUND 20 DEPT 205 - AIRPORT

AMAZON.COM*HB3UH4A80	PO0178564	PAPER TOWELS	84.98
AMZN MKTP US*HI3I18D00	PO0178642	HEATERS (3)/ARFF SHED	323.65
LOWES #00205*	PO0178564	DOOR SWEEP/SCREWDRIVER SET	26.16
LOWES #00205*	PO0178642	DOOR SWEEP	17.88
O'REILLY AUTO PARTS 18	PO0178642	TRANSMISSION FLUID/ANTIFREEZE/GPU	92.98
WM SUPERCENTER #499	PO0178642	PAPER/POST IT NOTES	67.44
WM SUPERCENTER #499	PO0178642	PILOT SNACKS/WATER	16.34
		AIRPORT TOTAL	**629.43**

FUND 22 DEPT 225 - GOLF

ACUSHNET COMPANY	PO0178642	PRO SHOP/ST	434.88
ARNETT NH ENID 010102	PO0178564	PARTS/LABOR KUBOTA	622.49
ATWOOD 01 ENID	PO0178564	JEANS/E LAMB	79.92
DENSE MECHANICAL CONTR	PO0178564	COOLER PARTS/LABOR	529.00
LA QUINTA INNS & SUITES	PO0178642	LODGING/OTRF CONF/M LEAGUE	109.00
THE TORO COMPANY	PO0178564	NSN MONTHLY	162.00
VIVINT INC/US	PO0178642	MONTHLY SERVICE 11/22	90.46
		GOLF TOTAL	**2,027.75**

FUND 31 DEPT 230 - UTILITY SERVICES

ACADEMY SPORTS #271	PO0178564	LOGO JACKET/A SWEET	119.99
AMZN MKTP US*HI9RT5FS2	PO0178642	DESK NAME PLATE	18.15
LOWES #00205*	PO0178642	KNEE PADS	17.43
THE UPS STORE 5063	PO0178564	SHIPPING FEES	132.20
		UTILITY SERVICES TOTAL	**287.77**

FUND 31 DEPT 760 - SOLID WASTE

029 BRAUMS STORE	PO0178642	MEAL (12)/DEPT MEETING	32.45
AMAZON.COM*H29XD2GX1	PO0178564	PRINTER/INK CARTRIDGES	246.88
AMZN MKTP US*HB8ZZ79P1	PO0178642	NITRILE GLOVES	164.86
ATWOOD 01 ENID	PO0178642	CLEANER/HITCH PIN	215.87
BRUCKNERS - ENID	PO0178564	V215 BRAKE CHAMBER	167.78

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DOWNTOWN THREADS	PO0178564	LOGO JACKETS (20)	447.88
FOUR JS TIRE SERVICE	PO0178564	V239 TIRE REPAIR	165.00
IN *NORTHWEST FIRE	PO0178564	FIRE EXTINGUISHER INSPECTION	68.24
INDUSTRIAL MATERIALS	PO0178642	LOCKSET	97.20
J DONUTS	PO0178564	MEAL (20)/DEPT MEETING	26.16
J DONUTS	PO0178642	MEAL (20)/SAFETY MEETING	23.98
LOWES #00205*	PO0178564	DOOR	95.48
MERRIFIELD OFFICE	PO0178564	(CREDIT) RETURNED FILE CABINETS	(207.29)
SQ *ENVIRONMENTAL TEST	PO0178564	LAB TESTING	605.00
WM SUPERCENTER #499	PO0178642	TARP	27.38
		SOLID WASTE TOTAL	**2,176.87**

FUND 31 DEPT 785 - PUBLIC UTILITIES MGMT

ATT* BILL PAYMENT	PO0178642	IPAD DATA PLAN 11/22	71.45
ATWOOD 01 ENID	PO0178564	TWINE	29.99
MCDONALD'S F22620	PO0178642	MEAL (10)/DEPT MEETING	45.36
SOLID WASTE ASSOCIATION	PO0178564	SWANA DUES/A RODGERS	245.00
TOMMYS EXPRESS	PO0178564	V682 CAR WASH	6.00
UPS (800) 811-1648	PO0178642	SHIPPING FEES	32.34
WAL-MART #0499	PO0178564	PILLOW CASES/FILTERS	74.40
WINCHELL'S DONUTS #958	PO0178564	MEAL (10)/DEPT MEETING	29.98
WM SUPERCENTER #499	PO0178642	(CREDIT) PILLOW CASES	(44.64)
		PUBLIC UTILITIES MGMT TOTAL	**489.88**

FUND 31 DEPT 790 - WATER PRODUCTION

AMZN MKTP US*H20NN8V42	PO0178564	IPAD PROTECTIVE COVER	57.49
AMZN MKTP US*HB50S64X1	PO0178564	GLOVES/SAFETY GLASSES	60.69
ATWOOD 01 ENID	PO0178564	PIPE FITTINGS	19.98
ATWOOD 01 ENID	PO0178642	SERVICE KIT	54.99
BEARING RUBBER & HYD	PO0178564	HOSE	41.31
JACKS OUTDOOR POWER	PO0178642	PRIMER BULB	11.39
LOWES #00205*	PO0178564	UNIONS/TRANSFER PUMP/HOSE	399.74
LOWES #00205*	PO0178642	PVC PIPE FITTINGS	58.15
SIDENER ENVIROMENTAL	PO0178564	WASHERS	63.44
STAPLES 00106633	PO0178642	BATTERY BACKUP	72.99
TESSCO TECHNOLOGIES	PO0178564	CONNECTORS	99.62
TRACTOR SUPPLY #2406	PO0178564	WATER TRANSFER PUMP	262.57
USPS PO 3928270415	PO0178564	SHIPPING FEES	9.00
		WATER PRODUCTION TOTAL	**1,211.36**

FUND 31 DEPT 795 - UTILITY MAINTENANCE

AUTOMATIONDIRECT.COM	PO0178642	SUBMERSIBLE TRANSDUCER	588.00
ENID WINNELSON CO	PO0178564	FITTINGS	17.60
LOWES #00205*	PO0178642	MAILBOX POST/SHARP SHOOTERS	130.94
SOK ENID DL SERVICES	PO0178642	CLASS A CDL/D ANDERSON	26.00
		UTILITY MAINTENANCE TOTAL	**762.54**

FUND 31 DEPT 799 - WASTEWATER PLANT MGMT

ENID WINNELSON CO	PO0178564	FITTINGS	37.26
IN *ACCURATE ENVIRONMENTAL	PO0178642	LAB TESTING	100.00
SHELDON MANUFACTURING	PO0178642	FAN/MOTOR REPAIRS	295.68
		WASTEWATER PLANT MGMT TOTAL	**432.94**

FUND 50 DEPT 505 - 911

LOWES #00205*	PO0178564	CLEANER	21.00
		911 TOTAL	**21.00**

PURCHASING CARD CLAIMS LIST

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FUND 51	**DEPT 515 - POLICE**			
	ACADEMY SPORTS #271	PO0178642	EYE PROTECTION/GUN RANGE	39.96
	AMAZON.COM*H23NS68C1	PO0178564	HARD DRIVES	89.97
	AMAZON.COM*HI9SI2N20	PO0178642	COMPUTER BATTERY BACKUP	125.98
	BEST WESTERN PLUS NORMAN	PO0178564	MEAL (2)/RADAR INSTRUCTOR TRAINING	490.00
	DOLLAR GENERAL #11591	PO0178642	CANDY/VETERAN'S PARADE	22.37
	EL MAYA	PO0178564	MEAL (2)/RECRUITING TRIP	41.88
	IN *NARTEC, INC	PO0178642	DRUG TEST KITS	189.27
	LOWES #00205*	PO0178642	DOOR HINGES/FAUCET	169.06
	NORTHWEST TROPHY	PO0178564	CLEET ACADEMY AWARDS	90.30
	PACKTRACK	PO0178642	SUBSCRIPTION RENEWAL/CANINE TRACKING	140.00
	RED LOBSTER 0357	PO0178564	MEAL (2)/RADAR INSTRUCTOR TRAINING	43.87
	SECRETARY OF STATE	PO0178564	NOTARY REGISTRATION/J MCFADDEN	26.00
	STEVENS FORD	PO0178564	V2048 TRANSMISSION FLUSH	286.12
	STEVENS FORD	PO0178642	V2030 TRANSMISSION FLUSH	286.12
	STUART NISSAN	PO0178564	V2178 A/C REPAIRS	191.25
	USPS PO 3988330575	PO0178642	SHIPPING FEES 515	10.80
	WAL-MART #0499	PO0178564	VELCRO	17.48
	WHATABURGER 1080	PO0178564	MEAL (2)/RADAR INSTRUCTOR TRAINING	9.23
	WRISTBANDBROS.COM	PO0178564	PROMOTIONAL WRIST BANDS	900.00
			POLICE TOTAL	**3,169.66**
FUND 60	**DEPT 605 - EECCH**			
	AT&T PAYMENT	PO0178564	IPAD DATA PLAN 11/22	39.98
			EECCH TOTAL	**39.98**
FUND 65	**DEPT 655 - FIRE**			
	095 BRAUMS STORE	PO0178642	MEAL (2)/ROPE RESCUE 2	10.79
	4TE*THE ALARM GROUP	PO0178564	FIRE SYSTEM MONITORING	300.00
	ABM PARKING WRWA 0118	PO0178642	PARKING/PIERCE TRUCK TOUR	21.00
	ADOBE *CREATIVE CLOUD	PO0178564	CREATIVE CLOUD APPS	54.99
	AMZN MKTP US*H21QJ1D21	PO0178564	FAUCET/BANDAGES/BALLAST	258.09
	AMZN MKTP US*HB3RB2U21	PO0178642	LIGHT BULBS/POLISH/SOCKETS	7.98
	AMZN MKTP US*HB7EV8QO1	PO0178642	V1029 CHAINSAW TRIGGER	29.34
	BANDANA REDS STEAKHOUSE	PO0178642	MEAL (2)/ROPE RESCUE 2	49.00
	BEST WESTERN INN & SUITES	PO0178642	LODGING (2)/ROPE RESCUE 2	115.49
	CALLMULTIPLIER.COM	PO0178642	VOICE/TEXT MESSAGE DELIVERY SERVICE	23.99
	CAZADOREZ MEXICAN REST	PO0178642	MEAL (2)/ROPE RESCUE 2	30.98
	DIABETIC WAREHOUSE	PO0178642	TEST STRIPS	48.99
	FARRWEST	PO0178642	QRAE 3 REPAIR/CALIBRATE	353.88
	HOLIDAY INN EXPRESS	PO0178564	LODGING (6)/CONFINED SPACE RESCUE 1 & 2	721.68
	IMAGEFIRST HEALTHCARE	PO0178642	KITCHEN/SHOP TOWELS	52.50
	IN *RF RESULTS, LLC	PO0178564	RADIO REPAIR	214.45
	JOHNSTON SEED COMPANY	PO0178564	HERBICIDE/DYE	196.00
	JUMBO FOODS	PO0178642	MEAL/CHRISTMAS DINNER	26.61
	LOCKE SUPPLY	PO0178564	LIGHT BULBS	26.05
	LOWES #00205*	PO0178564	IMPACT DRIVER BIT SET	24.98
	MAPLE GARDEN	PO0178642	MEAL (2)/ROPE RESCUE 2	25.98
	MCDONALD'S F10915	PO0178642	MEAL/ROPE RESCUE 2	5.88
	MERRIFIELD OFFICE	PO0178564	(CREDIT) INK CARTRIDGE RETURN	(56.30)
	O'REILLY AUTO PARTS 18	PO0178564	V1043 HEADLIGHTS	11.38
	O'REILLY AUTO PARTS 18	PO0178564	V1051 CARB KIT	26.55
	O'REILLY AUTO PARTS 18	PO0178642	GREASE GUN ADAPTERS	23.03
	PHILLIPS 66 - EXPO	PO0178642	MEAL (2)/ROPE RESCUE 2	7.16
	THE MAIL ROOM LLC	PO0178564	SHIPPING FEES	6.50
	TST* SALT FORK DRAFT	PO0178564	MEAL (6)/ROPE RESCUE	253.32
	TST* SLICE 183	PO0178564	MEAL (6)/ROPE RESCUE	99.91
	WAL-MART #0499	PO0178564	GEAR BAGS (4)	143.70
	WESTERN SIZZLIN	PO0178564	MEAL (6)/ROPE RESCUE	69.94

PURCHASING CARD CLAIMS LIST

12-6-22

WHATABURGER 572 Q26	PO0178564	MEAL (6)/ROPE RESCUE	59.24
WM SUPERCENTER #499	PO0178642	MEAL/CHRISTMAS DINNER	39.44
		FIRE TOTAL	**3,282.52**

FUND 99 DEPT 995 - EPTA

FAXBETTER 855-329-2388	PO0178564	FAXBETTER	9.95
JUMBO FOODS	PO0178642	MEAL (15)/EMPLOYEE MEETING	110.04
STAPLES 00106633	PO0178642	LAMINATING POUCHES/VELCRO STRIPS/MOUSE	60.96
		EPTA TOTAL	**180.95**

JP MORGANCHASE CLAIMS LIST TOTAL $ 34,344.84

AGENDA ITEM REPORT

Meeting Date: December 06, 2022

Staff Contact: Erin Crawford, Chief Financial Officer

Department: Accounting

Subject: **Consider approval of a lease agreement with Security National Bank, Enid, Oklahoma, to lease three 2023 Mack LR64R/Heil DPF Python refuse trucks for the Solid Waste Department and authorize the Chairman to execute all documents.**

Background:

On August 16, 2022, the trustees of the Enid Municipal Authority approved an agreement with United Engines, Oklahoma City, Oklahoma, to purchase three 2023 Mack LR64R/Heil DPF Python refuse trucks for the Solid Waste Department in the amount of $989,700.00, in order for the units to be built.

The units are built and ready for delivery. The EMA has taken bids for a 36-month lease and received the following bids:

Bank	Interest Rate	Document Fee
Arvest Bank	4.72%	$600
Security National Bank	4.2%	$0

The recommendation is to approve the lowest cost option with Security National Bank, Enid, Oklahoma at 4.2% for 36-months.

Attachments:

Security National Bank 2022 Lease bid

SECURITY
NATIONAL BANK
Box 1272, Enid, OK 73702
(580) 234-5151
SNBee-Line (580) 237-6233
www.snbenid.com

November 30, 2022

Erin Crawford, CFO
City of Enid
P.O. Box 1768
Enid, OK 73702

Re: Solid Waste trash truck leases; pre-invoice number 937240

Dear Erin:

Thank you for your inquiry to Security National Bank, concerning equipment purchases from United Engines for three solid waste trucks. The City of Enid is a valued customer of SNB, and we always look forward to any opportunity to offer you our services.

Our bid for the 3-year lease is as follows:

Rate:	4.20%
Fees:	$0.00
Amount:	$989,700.00

Loan is to be ratified by Security National Bank loan committee upon acceptance of the bid proposal. Rate and terms must be accepted before 12/31/22.

Thank you again for the opportunity to be of service.

Sincerely,

Jason Turnbow
Vice President

AGENDA ITEM REPORT

Meeting Date: December 06, 2022
Staff Contact: Keith Brown, Supervisor
Department: Fleet Management

Subject: **Rescind the November 1, 2022 award for the purchase of four trucks from Confidence Ford, Norman, Oklahoma, for the Public Utilities Division, and authorize the cancellation of the purchase order in the amount of $213,884.00.**

Background:

This item was approved at the November 1, 2022 meeting, authorizing the purchase of the four trucks listed below from Confidence Ford of Norman for the Public Utilities Division, in the amount of $213,884.00:

Department	Vehicle	Total
Solid Waste Services	2023 F-350 4x4 SD Extended Cab with Flatbed	$52,953.00
Water Production	2023 F-250 4x4 SD Extended Cab	$51,039.00
Water Production	2023 F-250 4x4 SD Extended Cab	$51,039.00
Utility Maintenance	2023 F-350 4x4 SD Extended Cab with Service Body	$58,853.00
Total		$213,884.00

The City was informed that a corporate decision from Ford Motor Company affected this order, and none of these vehicles will be available to purchase due to supply issues. Approval of this item will cancel the existing purchase order.