

Cleveland County, OK
Cleveland County Office Building

201 South Jones
Norman, OK 73069
Suite 200

9:36:30 AM

FILED IN OFFICE
COUNTY CLERK
NORMAN, OK



Printed on 3/20/2026
Pamela Howlett,
County Clerk, Cleveland County

Pam Howlett

Board of County Commissioners
Regular Meeting Agenda - Final

Monday, March 23, 2026
1:00 PM

Jacob McHughes - Chairman
Rusty Grissom - Vice Chairman
Rod Cleveland - Member

<https://www.clevelandcount yok.com/>

Pam Howlett, County Clerk

Prayer and Pledge of Allegiance

Meeting Called to Order

Roll Call

Notice of the meeting was properly posted on Friday, March 20, 2026.

For purposes of this agenda “Action” means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making a recommendation to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, striking or postponing the item.

Approval of Minutes

1. Discussion and possible action regarding approval of the minutes held on March 17, 2026.

[Minutes](#)

Public Comment: Comments from the public will be allowed on any item listed on the agenda. Public comments will be accepted on a first come, first serve basis and are limited to two (2) minutes per person, for a total of ten (10) minutes. Individuals who wish to participate in the public comment portion of the meeting should complete a "Request to Speak" form at the beginning of the meeting and specify the agenda item they want to discuss.

Consent Items

Items on the consent agenda are routine in nature and approved with a single vote. However, any item on the consent agenda is subject to individual consideration at the request of a member of the body.

2. Discussion, review, audit, approve, or disallow blanket purchase order submitted. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
3. Discussion, review, audit, approve, or disallow claims for payment of Travel, Maintenance & Operations, and Capital Outlay. A report will be available for distribution at the meeting or may be obtained from the County Clerk.

4. Discussion and possible action regarding claims for Payment of Personnel Services for payroll period ending March 15, 2026.

[March 15 Payroll](#)

5. Discussion and possible action regarding an Error of Correction - PO #'s 20260137, 20261578 and 20261579 were written on 100120-54022 and should have been from 100124-54022.

Total expenditures across the three PO's were \$10,308.76.

Transfer of Funds From: GF Commissioners General Government - Maintenance & Operations, 100124-54000 to GF Commissioners - Maintenance & Operations, 100120-54000, in the amount of \$10,308.76.

[Error Correction](#)

6. Discussion and possible action regarding the Court Clerk Records Management and Preservation Monthly Report for February 2026.

[Monthly Report Court Clerk February](#)

7. Discussion and possible action regarding an Error of Correction from: General Fund Court Clerk Travel - 100161-53000, to General Fund Court Judges Travel - 100160-53000, in the amount of \$32.48. Invoice was paid out of the wrong account. Transferring \$32.48 back into account 100160-53000.

[Error Correction Court Clerk Travel](#)

8. Discussion and possible action regarding County Assessor's end of month report of February 2026.

[Assessor Monthly Report February](#)

9. Discussion and possible action regarding Allocation of Alcoholic Beverage Tax Collected in February 2026 for March 2026 as follows

1) Etowah \$50.63
2) Lexington \$640.06
3) Moore \$19995.76
4) Noble \$2224.30
5) Norman \$40768.51
6) Slaughterville \$1325.66
Total \$65004.92

[Allocation Beverage Tax Collected February 26](#)

10. Discussion and possible action regarding Cash Fund Appropriations for February 16th to March 15th

Cash Fund Request for Appropriations FY 2025/2026

01) Assessor Revolving	120133-55000	\$50.00
02) CBRIF #1	202910-50000	\$13,133.96
03) CBRIF #2	202920-50000	\$17,862.18
04) CBRIF #3	202930-50000	\$21,539.69
05) County Clerk Lien Fee Payroll	119170-51000	\$8,083.87
06) County Clerk Rec Mgmt/Presrv Fee	115170-54000	\$42,356.57
07) DA Revolving Fund	207165-54000	\$586.81
08) Drug Court Contribution/Donation	603165/54000	\$410.43
09) Fairgrounds	128700-55000	\$17,714.00
10) Farm Market Fund	133285-54000	\$2,320.00
11) Farm Market Fund	133285-51000	\$1,240.00
12) Health	105265-54000	\$24,387.91
13) Highway District #1	110910-51000	\$80,000.00
14) Highway District #1	110910-54000	\$30,553.49
15) Highway District #2	110920-51000	\$75,176.39
16) Highway District #2	110920-54000	\$75,176.38
17) Highway District #3	110930-51000	\$90,000.00
18) Highway District #3	110930-54000	\$138,009.00
19) Highway District #3	110930-55000	\$14,400.00
20) Jail Commissary	204553-54000	\$61,276.86
21) Opioid Abatement Settlement	251200-54868	\$142,349.67
22) Sales Tax	619150-54000	\$532,703.51
23) Sheriff Service Fees	116500-54000	\$25,319.27
24) Sheriff Service Fees	116554-54000	\$6,870.12
25) Sheriff Service Fees	116552-54000	\$218,824.92
26) Sheriff Service Fees	116500-51000	\$13,063.83
27) Sheriff Service Fees	116450-51000	\$107,293.17
28) Stop Violence Against Women	602166-51000	\$4,594.00
29) Treasurer Certification Fee	114150-55000	\$6,940.00

[Cash Fund Appropriations](#)

End of Consent Agenda

Items of Business

- 11.** Discussion and possible action regarding Submit a Letter of Support for the Town of Slaughterville's T-Mobile Hometown Grant application for the Slaughterville Park Safety Improvement Project. The letter will confirm Cleveland County's partnership with the Town and designate Brian Wint as Project Manager.

[Letter of Support](#)

- 12.** Discussion and possible action regarding approval of the 2026 MOU from Hunger Free Oklahoma for the Noble Farm Market to accept DUO program services.

[Hunger Free Oklahoma](#)

13. Discussion and possible action regarding the Mutual Cooperation Agreement between Cleveland County District 3 and City of Noble for work on Cemetery Road from Bradshaw Lane 1.05 miles east to HWY 77. City of Noble has been awarded the Municipal Road Drilling Activity Fund (\$207,000) for repairs made necessary by damage resulting from oil or gas drilling activity. City of Noble is required to provide 25% of the project. Cleveland County, District 3 would pay 12.5% of the City of Noble's 25%.

[City of Noble](#)

14. Discussion and possible action regarding Contract for Bid #COM-2176 Elevator Replacement for the Cleveland County Courthouse.

[Elevator Contract](#)

New Business: As per 2001 25 O.S. § 3 I I(A)(9) - "New Business" as used herein, shall mean any matter not known or which could not have been reasonably foreseen prior to the time of posting.

Board Member Statements and Announcements

Adjourn

Cleveland County, OK
Cleveland County Office Building

*201 South Jones
Norman, OK 73069
Suite 200*



Board of County Commissioners
Meeting Minutes

Monday, March 16, 2026
1:00 PM

Jacob McHughes - Chairman
Rusty Grissom - Vice Chairman
Rod Cleveland - Member

<https://www.clevelandcount yok.com/>

Brian Wint led the group in prayer and the pledge of allegiance to the flag.

Meeting Called to Order

Jacob McHughes, Chairman
Rusty Grissom, Vice-Chairman
Rod Cleveland, Member
Pam Howlett, County Clerk/Secretary

Notice of the meeting was properly posted on March 13, 2026.

For purposes of this agenda "Action" means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making a recommendation to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, striking or postponing the item.

Approval of Minutes

1. Discussion and possible action regarding approval of the minutes of the Meeting held on March 9, 2026.

A motion was made by Vice-Chairman Rusty Grissom, seconded by Member Rod Cleveland, that the minutes be approved. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice-Chairman Grissom, and Member Cleveland.

No comments from the public were made during this meeting.

Consent Items

A motion was made by Member Cleveland, seconded by Vice Chairman Grissom, to approve the Consent Items that are routine in nature. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice-Chairman Grissom, and Member Cleveland.

2. Discussion, review, audit, approve, or disallow blanket purchase order submitted. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
3. Discussion, review audit, approve, or disallow claims for payment of Travel, Maintenance & Operations, and Capital Outlay. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
4. Discussion and possible action regarding Transferring Representation of ACOG MPO Technical Committee from Brian Wint, to Bailey Breen.

5. Discussion and possible action regarding - Blanket request for \$400.00 for Bank of America under the Youth Wellness initiative for Meta Post Boosting under ARPA Project #2.013, Object Code 54825.
6. Discussion and possible action regarding - Request for \$140.00 to Mathis Enterprises under ARPA Project #2.013, Object Code 54824 for the Martha Collard Conference as part of the Car Seat program.
7. Discussion and possible action regarding - Payment of Steven Owens Insurance Group invoice for added buildings in District 2 to the County coverage for \$2,503.86.
8. Discussion and possible action regarding the submission of the February month-end reports for the Sheriff's Official Depository General Ledger related to Pending Property Forfeiture.
9. Discussion and possible action regarding the Cleveland County Sheriff's Office General Ledger monthly report for February 2026.
10. Discussion and possible action regarding the February 2026 monthly report of the County Clerk.
11. Discussion and possible action regarding Election Board February 2026 Monthly Report.
12. Discussion and possible action regarding the Cleveland County Health Department Monthly Report for the month of January 2026.
13. Discussion and possible action regarding approval of a new Independent Contractor Agreement (setup crew) for Carson Lyda
14. Discussion and possible action regarding MOU between Cleveland County and the American Legion regarding Cleveland County Veterans Coordinator

End of Consent Agenda

Unfinished Business:

15. Discussion and possible action regarding Bid #COM3-2184 - Design and build a new 40'x20' raised metal stage 3' above grade and a 15' awning coming off the front of the stage, three (3) sided with steel-framed walls ARPA - Proj. #3.008/Obj. Code: 54820. This item was Postponed on 3/9/2026.

Based on the recommendation of Keri Lyles, Chairman McHughes made a motion, which was seconded by Vice-Chairman Grissom, to reject all bids in accordance with District #3's request. The motion carried by the following vote:
Aye: 3 - Chairman McHughes, Vice-Chairman Grissom, and Member Cleveland

16. Discussion and possible action regarding Bid #CW-2187 Non-Encumbered Contract for crack sealing, large crack and transverse depressed crack repairs for chip seal and asphalt roadways, driveways and parking lots for Cleveland County

Following Keri Lyles' recommendation, Chairman McHughes made a motion, seconded by Vice Chairman Grissom, to award to the sole bidder, City Pavement. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice-Chairman Grissom, and Member Cleveland

Items of Business

17. Discussion and possible action on County-wide Burn Ban.

Following the recommendation of Emergency Manager George Mauldin, Chairman McHughes made a motion, which was seconded by Vice Chairman Grissom, to approve a countywide burn ban. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice-Chairman Grissom, and Member Cleveland

18. Discussion and possible action regarding - To start at 1:30 p.m., as published in the Norman Transcript on March 3, 2026 and March 10, 2026 in accordance with 8 O.S. § 183, conduct public hearing on application of John Roberts for a Certificate of Authority to establish a private cemetery at 3751 Heritage Lane, Norman, OK 73026.

Chairman McHughes stated that Mr. John Roberts contacted him to withdraw his application (Items 18 and 19) because it does not comply with Title 50 requirements. He then made a motion, which was seconded by Vice-Chairman Grissom, to remove both items from the agenda. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice-Chairman Grissom, and Member Cleveland

19. Discussion and possible action regarding - Issuance or denial of requested Certificate of Authority to establish a private cemetery at 3751 Heritage Lane, Norman, OK 73026, filed by John Roberts. Hearing to begin at 1:30.

No new business came before the Board for discussion or action at this time.

No statements or announcements were made by the Board members during this meeting.

Adjourn

A motion was made by Chairman McHughes, seconded by Member Cleveland, to adjourn the meeting at 1:03 P.M. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice-Chairman Grissom, and Member Cleveland.

Board of County Commissioners
CLEVELAND COUNTY, OKLAHOMA

Chairman

ATTEST:

Pam Howlett, County Clerk

Minutes Prepared by: _____
Deputy County Clerk

100120 Commissioners GF	\$37,874.17
100122 Employee Benefit GF	\$20,963.28
100132 Assessor Revaluation GF	\$57,171.03
100133 Assessor GF	\$55,995.18
100150 Treasurer GF	\$74,396.23
113150 Resale Property Fund	
100160 Court Judges GF	\$1,291.80
100161 Court Clerk GF	\$91,189.87
100170 County Clerk GF	\$86,184.24
119170 County Clerk Lien	\$3,403.98
100180 Excise/Equalization Board GF	
100240 Procurement GF	\$6,966.91
100250 Election Board GF	\$44,583.71
100255 Emergency Management GF	\$5,148.20
100270 Information Technology GF	\$20,947.53
100280 Building Maintenance GF	\$44,571.25
100285 The Well GF	\$6,419.44
100500 Sheriff GF	\$198,547.03
100550 Sheriff Admin and Patrol GF	
100551 Sheriff Bldg Security GF	
100552 Sheriff Detention Center GF	\$252,638.50
116450 School Resource Officer	\$68,031.91
116500 Sheriff Service Fee	\$968.85
116554 Sheriff 911	\$3,873.26
209500 Public Safety Sales Tax	
100600 Early Settlement GF	\$3,286.52
100700 Fairgrounds GF	\$21,474.10
128700 Fairgrounds Revolving	\$4,213.34
100910 District One GF	\$23,352.81
110910 District One Highway Fund	\$33,191.58
100920 District Two GF	\$18,115.83
110920 District Two Highway Fund	\$49,385.70
100930 District Three GF	\$24,263.53
110930 District Three Highway Fund	\$41,958.20
133285 The Farm Market	\$215.30

\$1,300,623.28

Dated: ____/____/____

By: _____
Chairman

By: _____
Vice-Chairman

By: _____
Member

Attest: _____

By: _____
Deputy

Transfer of Funds

Cleveland County, Oklahoma

- Error Correction
- Adjustment to Disbursements
- Adjustment to Revenue
- Temporary Transfer (68 O.S. § 3021)
- Emergency Transportation Revolving Fund Loan (69 O.S. § 687.3)
- Residual Balance Transfer

Error Correction

Date Error Occurred (if applicable):	
Warrant number (if applicable):	
Miscellaneous Receipt Number (if applicable):	
Description of error or transfer: PO #'s 20260137, 20261578 and 20261579 were written on 100120-54022 and should have been from 100124-54022. Total expenditures across the three PO's were \$10,308.76	

	Amount
Transfer of funds from:	
100124-54000	10,308.76
GF Comm General Government - Maintenance & Operations	
Total Transfers Out:	10,308.76
Transfer of funds to:	
100120-54000	10,308.76
GF Commissioners - Maintenance & Operations	
Total Transfers In:	10,308.76

Transfer Initiated by: Goldie West
 Approved by: *[Signature]*
 Date: 07.16.20

Corrected on Appropriation Ledger by (if applicable): _____

Date: _____

Notification of error correction to the affected departments: _____
Signature of Department Head

Budget Board Approval (if applicable):

Board of County Commissioners (if applicable):

 Chairman

**Court Clerk Records Management and Preservation
Monthly Report**

OSAI Form #1727 (2019)
28 O.S. §§ 31.3 & 152

County: CLEVELAND
Reporting Period: February 2026

Finalized/Modified
Date: 02/13/2026

Beginning Balance	\$ 590,889.63
Fees Collected	\$ 32,362.75
Interest	\$ 0.00
Refunds	\$ 0.00
Cancelled Vouchers	\$ 0.00

Expenditures:

Archiving/digitizing services	\$ 0.00
Equipment	\$ 0.00
Equipment maintenance	\$ 0.00
Salaries and benefits	\$ 0.00
Supplies	\$ 0.00
Training	\$ 0.00
Travel	\$ 0.00
Storage	\$ 0.00
Miscellaneous (please itemize)	\$ 0.00

Total Expenditures	\$ 0.00
Ending Balance	\$ 623,252.38

Reconciled Balance on Treasurer's Ledger
(Treasurer/Deputy Initials JAL) \$ 623,252.38

Reconciling Items:

Outstanding Vouchers	\$ 0.00
Minus: Outstanding Deposits	\$ 0.00

Reconciled Balance	\$ 623,252.38
---------------------------	---------------

✓ -- The above is a true and correct report of all fees collected and expended in accordance with 28 O.S. § 31.3

Marilyn Williams
Court Clerk or Authorized Deputy

3/11/2026
Date

Reviewed by

Date

Filed with Board of County Commissioners on: _____

Signature of BOCC Chairperson: _____

Filed with Administrative Director of the Courts on: _____

Transfer of Funds

- Error Correction
- Adjustment to Disbursements
- Adjustment to Revenue
- Temporary Transfer (68 O.S. § 3021)
- Emergency Transportation Revolving Fund Loan (69 O.S. § 687.3)
- Residual Balance Transfer

Error Correction

Date Error Occurred (if applicable):	10/20/25
Warrant number (if applicable):	73829
Miscellaneous Receipt Number (if applicable):	
Description of error or transfer: Invoice was paid out of wrong account. Transferring \$32.48 back into account 100160-53000	

	Amount
Transfer of funds from:	
100161-53000	
General Fund Court Clerk Travel	32.48
Total Transfers Out:	32.48
Transfer of funds to:	
100160-53000	
General Fund Court Judges Travel	32.48
Total Transfers In:	32.48

Transfer Initiated by: Marilyn Williams

Approved by: Marilyn Williams

Date: 3/19/2026

Corrected on Appropriation Ledger by (if applicable): _____

Date: _____

Notification of error correction to the affected departments: _____
Signature of Department Head

Board of County Commissioner Approval (if applicable): _____

~~Excise Board~~ Budget Board (if applicable): _____

RECONCILEMENT

The following is a reconciliation of the County

ASSESSOR FEBRUARY
for the month of February 2026

Beginning Depository Balance \$ 345.25
ADD: Collections \$ 50.00
Cancelled Vouchers \$ 0.00
SUBTRACT: Vouchers Issued \$ 94.00
Ending Depository Balance \$ 301.25
ADD: Vouchers Issued, Not Reg \$ 0.00

Deposits in
Transit- Beginning \$ 0.00
Ending \$ 0.00
Treasurer Error Adjustment \$ 0.00
Officer Error Adjustment \$ 0.00

TREASURER'S BALANCE \$ 301.25

Treasurer (or deputy) initials: *DW*

February 2026 monthly report of
ASSESSOR FEBRUARY

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS
THIS ___ DAY OF ___, 20__

Chairman
Member
Member

MONTHLY REPORT

Of ASSESSOR
CLEVELAND County, Okla.
For month ending on 28TH day of
February 2026

Filed this ___ day
of ___ 20__

County Clerk

I, DOUGLAS WARR,
duly elected or appointed, qualified and
acting in and for CLEVELAND
County Oklahoma, do solemnly swear that the
above is true and correct report of all fees
charged and collected in my office for the month
ending on the 28TH day of FEBRUARY,
20 26

Douglas Warr
Name Title

Subscribed and sworn to before me this
4th day of March, 20 26

Diana L. Dye
Notary Public

My Commission Expires: 2-16-2026



REQUEST FOR APPROVAL OF ALLOCATION OF ALCOHOLIC BEVERAGE TAX

CLEVELAND COUNTY, OKLAHOMA

CERTIFICATE OF THE COUNTY TREASURER

I hereby certify that I have received and now hold in cash actually on hand available for and subject to allocation to the various cities and towns of Cleveland County, Oklahoma, \$ 65,004.92 derived from alcoholic beverage tax which has not heretofore been reported and/or allocated.

I further certify that this allocation has been determined on the basis of the last federal decennial census and in accordance with the provisions of 37 O.S. 1981, § 563.

The Board of County Commissioners is hereby respectfully requested to approve the following allocation of the aforesaid alcoholic beverage tax.

Certified to this 12th Day of March 2026

Tammy Richards by Sherah Curren
 Tammy Richards, County Treasurer

ALLOCATION OF ALCOHOLIC BEVERAGE TAX

Name of City or Town

Amount

ETOWAH	\$	50.63
LEXINGTON	\$	640.06
MOORE	\$	19,995.76
NOBLE	\$	2,224.30
NORMAN	\$	40,768.51
SLAUGHTERVILLE	\$	1,325.66
TOTAL	\$	65,004.92

CERTIFICATE OF THE BOARD OF COUNTY COMMISSIONERS

County of Cleveland, State of Oklahoma, ss.

We the undersigned duly qualified and acting Board of County Commissioners in the aforesaid County and State, have examined the allocation of alcoholic beverage tax under consideration, and having found said allocation in compliance with the provisions of 37 O.S. 1981 § 563, approve the said allocation of alcoholic beverage tax for distribution to the various cities and towns of Cleveland County, Oklahoma.

Executed at Norman, Oklahoma, this 23rd day of March 2026

BOARD OF COUNTY COMMISSIONERS

Cleveland County, Oklahoma

Attest

_____ Chairman

_____ Member

 Pam Howlett, County Clerk

_____ Member



Miscellaneous Receipt
 OFFICE OF THE COUNTY TREASURER
 CLEVELAND COUNTY, OKLAHOMA
 201 S. Jones, Suite 100
 Norman, OK 73069
 (405) 366-0217

Receipt Number 2025.48969

Payment Date 03/11/2026

Paid By
OKLAHOMA TAX COMMISSION

Tender	Number	Amount
Wire Transfer		\$719,323.70

Item Description	Units	Unit Charge	Amount Paid	Fund / Account
100 - Beverage Tax - Cities & Towns	1.00	65,004.92	\$65,004.92	840 - Cities and Towns
441 - Gross Production - CBRIF	1.00	34,471.89	\$34,471.89	202 - Co Bridge and Road Imp Fund
440 - Gross Production - Hwy	1.00	11,780.69	\$11,780.69	110 - Highway Fund
270 - Diesel Fuel-Hwy	1.00	67,923.15	\$67,923.15	110 - Highway Fund
271 - Diesel Fuel-CBRIF	1.00	6,422.40	\$6,422.40	202 - Co Bridge and Road Imp Fund
420 - Gas Tax - Hwy	1.00	147,022.34	\$147,022.34	110 - Highway Fund
421 - Gas Tax - CBRIF	1.00	11,639.98	\$11,639.98	202 - Co Bridge and Road Imp Fund
910 - Special Fuel - Hwy	1.00	20.60	\$20.60	110 - Highway Fund
912 - Special Fuel - CBRIF	1.00	1.56	\$1.56	202 - Co Bridge and Road Imp Fund
679 - Motor Vehicle Collections-Hwy	1.00	153,755.55	\$153,755.55	110 - Highway Fund
681 - Motor Vehicle Collections-(Cit)Unapp Tax	1.00	122,585.05	\$122,585.05	800 - Unapportioned Tax Fund
680 - Motor Vehicle Collections-General Fund	1.00	37,080.58	\$37,080.58	100 - General Fund
9241 - OTC Motor Vehicle CIRB	1.00	12,674.74	\$12,674.74	110 - Highway Fund
690 - Motor Vehicle Collections-CRIRF-Hwy	1.00	48,940.25	\$48,940.25	110 - Highway Fund
Total			\$719,323.70	

Tammy Richards, County Treasurer

Elizabeth Larkin, Deputy

OKLAHOMA TAX COMMISSION

Apportionment System

Taxes and Licenses Apportioned to Counties

Detail County Listing

February

Collections For

March

Distributions

County	Tax Title	Current Month	Coll Code	Coll Name	Fund Code	Munis Fund	Fund Name	
Cleveland County	Alcoholic Beverage Tax For Cities & Towns	65,004.92	100	Beverage Tax	1050-740	840	Cities & Towns	
Cleveland County	Gross Production Oil - CBRIF	34,471.89	441	Gross Productions	1050-125	202	Co Bridge & Rd	
Cleveland County	Gross Production Tax - For Roads	11,780.69	440	Gross Productions	1050-101	110	Hwy Unrestricted	
Cleveland County	Diesel Fuel Excise Tax	67,923.15	270	Diesel Fuel	1050-101	110	Hwy Unrestricted	
Cleveland County	Diesel Fuel Excise Tax - CBRIF	6,422.40	271	Diesel Fuel	1050-125	202	Co Bridge & RD	
Cleveland County	Gasoline Excise Tax	147,022.34	420	Gas Tax	1050-101	110	Hwy Unrestricted	
Cleveland County	Gasoline Excise Tax - CBRIF	11,639.98	421	Gas Tax	1050-125	202	Co Bridge & Rd	
Cleveland County	Special Fuel Tax	20.60	910	Special Fuel	1050-101	110	Hwy Unrestricted	
Cleveland County	Special Fuel Tax - CBRIF	1.56	912	Special Fuel	1050-125	202	Co Bridge & Rd	
Cleveland County	Motor Vehicle Collections County Road Fund	40,511.38	679	Motor Vehicle Coll	1050-101	110	Hwy Unrestricted	153,755.55
Cleveland County	Motor Vehicle Collections For Cities & Towns	122,585.05	681	Motor Vehicle Coll-Cities	1050-180	800	Unapportioned Tax	
Cleveland County	Motor Vehicle Collections For County Govt	37,080.58	680	Motor Vehicle Coll	1050-001	100	General Fund	
Cleveland County	Motor Vehicle Collections For Roads	113,244.17	679	Motor Vehicle Coll	1050-101	110	Hwy Unrestricted	
Cleveland County	Motor Vehicle Collections For Roads - HB2892	12,674.74	9241	OTC-Motor Vehicles CIRB	1050-101	110	Hwy Unrestricted	
Cleveland County	Motor Vehicle Collections For Roads CRIRF	48,940.25	690	Motor Vehicle Coll CRIRF	1050-101	110	Hwy Unrestricted	
Totals		719,323.70						



< Public Reports

Taxes and Licenses Apportioned to Counties

- Choose a year and month, and click 'Search'.
- Results include all counties. To display a single county, enter the county COPO.
- The past 3 years of data is available for searching, For data older than 3 years view Archived Data.

Year 2026 ▼

Month 03. March ▼

Entity 1488 - Clev ▼

Search

Export *Filter* ×

Des Tax Type	Tax ID	Tax Title	Total
Cleveland County			
AAT	6314	Alcoholic Beverage Tax	65,004.92
GPP	CBRIF	Gross Production Oil - (34,471.89
GPP	0912	Gross Production Tax -	11,780.69
MFD	1012	▼ Diesel Fuel Excise Tax	67,923.15

Des Tax Type	Tax ID	Tax Title	Total
MFD	CBRIF	Diesel Fuel Excise Tax -	6,422.40
MFG	0112	Gasoline Excise Tax	147,022.34
MFG	CBRIF	Gasoline Excise Tax - CE	11,639.98
MFS	0412	Special Fuel Tax	20.60
MFS	CBRIF	Special Fuel Tax - CBRIF	1.56
MVC	CRF	Motor Vehicle Collectio	40,511.38
MVC	COCT	Motor Vehicle Collectio	122,585.05
MVC	COCG	Motor Vehicle Collectio	37,080.58
MVC	COR	Motor Vehicle Collectio	113,244.17
MVC	CIRB	Motor Vehicle Collectio	12,674.74
MVC	CRIR	Motor Vehicle Collectio	48,940.25
			719,323.70

Data is updated each business day



Tax Commission

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About

J.P. Morgan Access

EFT CREDIT Transaction Information

Transaction Date: 3/10/2026

Acct. Number: 100130024

Acct. Name: GENERAL FUND

Credit Amount: **\$719,323.70** USD

Debit Amount: USD

Description: EFT CREDIT

Value Date: 3/10/2026

Transaction Date: 3/10/2026

Customer Reference: 1898998656GTXL

Bank Reference: 0691026970TC

Remarks / Additional Transaction Information

ORIG CO NAME=OK TAX COMM COA

ORIG ID=9STOFOKCMI

ENTRY DESCR=COUNTY TAX

ENTRY CLASS=PPD

TRACE NO=021000021026970

ENTRY DATE=260310

IND ID NO=1898998656GTXL

IND NAME=CLEVELAND COUNTY

COMPANY DATA=695-COUNTY TAX APPT.

ORIG BANK=JPMORGAN CHASE BANK, NA NEW YORK

**Cleveland County Treasurer
Tammy Richards
Miscellaneous Tax Payment List for 3/11/2026**

3/11/2026 4:46 PM

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Apportionment Totals

Apportionment Group	Authority Code	Authority Description	Taxes
Auto Stamps	A001	Cleveland County	171.50
	A002	Moore Schools	90.11
	A016	Robin Hill Schools	1.52
	A029	Norman Schools	60.61
	A040	Noble Schools	11.15
	A057	Lexington Schools	3.78
	A070	Little Axe Schools	4.33
	O001	State Of Oklahoma	7.00
		Total	350.00
Beverage Tax-Cities&Towns	B110	Etowah	50.63
	B130	City Of Lexington	640.06
	B140	City Of Moore	19,995.76
	B150	Noble City	2,224.30
	B160	Norman City	40,768.51
	B180	Slaughtersville Town	1,325.66
			Total
Mortgage Tax	M002	Moore Schools	4,340.60
	M016	Robin Hill Schools	73.29
	M029	Norman Schools	2,919.20
	M040	Noble Schools	537.00
	M057	Lexington Schools	182.37
	M070	Little Axe Schools	208.55
		Total	8,261.01
Motor Vehicle Collections-(Cit)Unapp Tax	M110	Etowah	96.70
	M130	City Of Lexington	1,204.30
	M140	City Of Moore	37,415.23
	M150	City Of Noble	4,558.74
	M160	Norman City	76,776.08
	M180	Town Of Slaughtersville	2,534.00

Cash Fund Request for Appropriation - Budget Board
For the Co Bridge & Road Improvement cash fund of 2025-2026
Certificate of County Treasurer

CERTIFICATE OF COUNTY TREASURER

I certify that I have received and now hold cash on hand available for and subject to appropriation to the Co Bridge & Road Improvement cash fund of 2025-2026

designated sources and restricted by statute to expenditure for the purposes for which such fund was created as follows:

Source		Amount	
DIESEL FUEL (202910 40212)	D1	1,605.60	
GAS TAX (202910 40212)	D1	2,910.00	
GROSS PRODUCTIONS (202910 40213)	D1	8,617.97	
SPECIAL FUEL (202910 40212)	D1	0.39	13,133.96
DIESEL FUEL (202920 40212)	D2	2,183.62	
GAS TAX (202920 40212)	D2	3,957.59	
GROSS PRODUCTIONS	D2	11,720.44	
SPECIAL FUEL (202920 40212)	D2	0.53	17,862.18
DIESEL FUEL (202930 40212)	D3	2,633.18	
GAS TAX (202930 40212)	D3	4,772.39	
GROSS PRODUCTIONS (202930 40212)	D3	14,133.48	
SPECIAL FUEL (202930 40212)	D3	0.64	21,539.69
TOTAL unappropriated cash available for purposes of said fund:		52,535.83	52,535.83

Said sums include no part of any revenues reported and appropriated for the purposes of said cash fund

and are being held subject to action by the County Excise Board. Certified to this date of March 17, 2026

By _____ Deputy Tammy Richards Treasurer

To the Governing Board of Cleveland County, Oklahoma

This is to certify that, pursuant to the provisions of 62 O.S. § 331 there has accrued in the treasury and is certified above as available for appropriation and use in the Co Bridge & Road Improvement cash fund an amount equal to or greater than the total estimated needs set out below. We respectfully request approval and appropriation of therefor as follows:

Account	Purpose	Amount Requested	Amount Approved
CFCBRIF District 1	(202910/50000)	13,133.96	13,133.96
CFCBRIF District 2	(202920/50000)	17,862.18	17,862.18
CFCBRIF District 3	(202930/50000)	21,539.69	21,539.69
TOTAL		\$ 52,535.83	\$ 52,535.83

Done by order of the Governing Board of said County and recorded in the minutes of the Clerk on this date of:

March 23, 2026

Attest: _____

 Clerk or Secretary to Governing Board.

Certificate of the County Budget Board

County of Cleveland, State Oklahoma

We the undersigned duly qualified and acting members of the Budget Board in aforesaid County and State, having considered the estimate of needs submitted by the Governing Board of said County and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposes authorized by law and have indicated the items and amounts for approval in the last column.

Done at Norman, Oklahoma, this date of March 23, 2026

County Budget Board of Cleveland County Oklahoma

Chairperson: _____

Secretary of County Budget Board

Cash Fund Request for Appropriation - Budget Board

For the Cty Clerk Rec Mgmt/Presrv Fee cash fund of 2025-2026

Certificate of County Treasurer

I certify that I have received and now hold cash on hand available for and subject to appropriation to the Cty Clerk Rec Mgmt/Presrv Fee cash fund of 2025-2026 of Cleveland County, Oklahoma, derived from the following designated sources and restricted by statute to expenditure for the purposes for which such fund was created as follows:

Source	Amount
Preservation Fee (115170 40503)	37,778.00
Interest (115170 40401)	4,578.57

Total unappropriated cash available for purposes of said fund: \$ 42,356.57

Said sums include no part of any revenues reported and appropriated for the purposes of said cash fund and are being held subject to action by the County Budget Board. Certified to this date of March 17, 2026

By _____ Deputy _____ Treasurer

To the Governing Board of Cleveland County, Oklahoma

This is to certify that, pursuant to the provisions of 62 O.S. § 331 there has accrued in the treasury and is certified above as available for appropriation and use in the Cty Clerk Rec Mgmt/Presrv Fee cash fund an amount equal to or greater than the total estimated needs set out below. We respectfully request approval and appropriation of therefor as follows:

Account	(Org/Object)	Purpose	Amount Requested	Amount Approved
CFFP3	(115170/55000)	Capital Outlay		
CFFP2	(115170-54000)	M&O	42,356.57	42,356.57
CFFP1A	(115170-51000)	Payroll		
Total:			\$ 42,356.57	\$ 42,356.57

Done by order of the Governing Board of said County and recorded in the minutes of the clerk on this date of: March 23, 2026

Attest: _____

 Clerk of Secretary to the Governing Board

Certificate of the County Budget Board

County of Cleveland, State Oklahoma

We the undersigned duly qualified and acting members of the Budget Board in aforesaid county and State, having considered the estimate of needs submitted by the Governing Board of said County and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposes authorized by law and have indicated the items and amounts for approval in the last column.

Done at Norman, Oklahoma, this date of March 23, 2026

Attest: _____
 County Budget Board of
 Cleveland County Oklahoma

Chairperson: _____

Secretary of County Budget Board

Cash Fund Request for Appropriation - Budget Board

For the Farm Market Fund cash fund of 2025-2026

Certificate of County Treasurer

I certify that I have received and now hold cash on hand available for and subject to appropriation to the Farm Market Fund cash fund of

2025-2026 of Cleveland County, Oklahoma, derived from the following designated sources and restricted by statute to expenditure for the purposes for which such fund was created as follows:

Source	Amount
Booth Rental Fee (133285 40750)	3,560.00

Total unappropriated cash available for purposes of said fund: \$ 3,560.00

Said sums include no part of any revenues reported and appropriated for the purposes of said cash fund and are being held subject to action by the County Budget Board. Certified to this date of March 17, 2026

By _____ Deputy _____ Treasurer

To the Governing Board of Cleveland County, Oklahoma

This is to certify that, pursuant to the provisions of 62 O.S. § 331 there has accrued in the treasury and is certified above as available for appropriation and use in the Farm Market Fund

cash fund an amount equal to or greater than the total estimated needs set out below. We respectfully request approval and appropriation of therefor as follows:

Account	Purpose	Amount Requested	Amount Approved
133-285/54000	Main & Oper	2,320.00	2,320.00
133-285/51000	Payroll	1,240.00	1,240.00
Total:		<u>\$ 3,560.00</u>	<u>\$ 3,560.00</u>

Done by order of the Governing Board of said County and recorded in the minutes of the clerk on this date of: March 23, 2026

Attest: _____

 Clerk of Secretary to the Governing Board

Certificate of the County Budget Board

County of Cleveland, State Oklahoma

We the undersigned duly qualified and acting members of the Budget Board in aforesaid county and State, having considered the estimate of needs submitted by the Governing Board of said County and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposes authorized by law and have indicated the items and amounts for approval in the last column.

Done at Norman, Oklahoma, this date of March 23, 2026

Attest: _____
 County Budget Board of
 Cleveland County Oklahoma

Chairperson: _____

Secretary of County Budget Board

Cash Fund Request for Appropriation - Budget Board

For the Health cash fund of 2025-2026

Certificate of County Treasurer

I certify that I have received and now hold cash on hand available for and subject to appropriation to the Health cash fund of 2025-2026 of Cleveland County, Oklahoma, derived from the following designated sources and restricted by statute to expenditure for the purposes for which such fund was created as follows:

Source	Amount
Health Services (105265 40500)	24,387.91
Health Services (105267 40500)	

Total unappropriated cash available for purposes of said fund: \$ 24,387.91

Said sums include no part of any revenues reported and appropriated for the purposes of said cash fund and are being held subject to action by the County Budget Board. Certified to this date of March 17, 2026

By _____ Deputy _____ Treasurer

To the Governing Board of Cleveland County, Oklahoma

This is to certify that, pursuant to the provisions of 62 O.S. § 331 there has accrued in the treasury and is certified above as available for appropriation and use in the Health cash fund an amount equal to or greater than the total estimated needs set out below. We respectfully request approval and appropriation of therefor as follows:

Account (Org/Object)	Purpose	Amount Requested	Amount Approved
MD2 (105265/54000)	Main & Oper	24,387.91	24,387.91
(105267-55000)	Capital Outlay Healthy Living Block		
(105267-54000)	The Well M&O		
(105265-55000)	Capital Outlay		
(105266-55000)	Building Fund		
Total:		\$ 24,387.91	\$ 24,387.91

Done by order of the Governing Board of said County and recorded in the minutes of the clerk on this date of: March 23, 2026

Attest: _____

 Clerk of Secretary to the Governing Board

Certificate of the County Budget Board

County of Cleveland, State Oklahoma

We the undersigned duly qualified and acting members of the Budget Board in aforesaid county and State, having considered the estimate of needs submitted by the Governing Board of said County and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposes authorized by law and have indicated the items and amounts for approval in the last column.

Done at Norman, Oklahoma, this date of March 23, 2026

Attest: _____
 County Budget Board of
 Cleveland County Oklahoma

Chairperson: _____

Secretary of County Budget Board

Cash Fund Request for Appropriation - Budget Board
 For the HIGHWAY cash fund of 2025-2026
 Certificate of County Treasurer

CERTIFICATE OF COUNTY TREASURER

I certify that I have received and now hold cash on hand available for and subject to appropriation to the
Highway Fund cash fund of

2025-2026
 designated sources and restricted by statute to expenditure for the purposes for which such fund was created
 as follows:

Source			
DIESEL FUEL (110910 40212)	D1	16,980.79	
GAS TAX (110910 40212)	D1	36,755.58	
GROSS PRODUCTIONS (110910 40213)	D1	2,945.17	
MOTOR VEHICLE COLLECTIONS CRIRF (110910 40216)	D1	12,235.06	
MOTOR VEHICLE COLLECTIONS (110910 40216)	D1	38,438.88	110,553.49
MOTOR VEHICLE COLLECTIONS-CITIES (110910 40216)	D1	24.17	
OTC-MOTOR VEHICLE CIRB (110910 40216)	D1	3,168.69	
SPECIAL FUEL (110910 40212)	D1	6.15	
DIESEL FUEL (110920 40212)	D2	23,093.87	
GAS TAX (110920 40212)	D2	49,987.60	
GROSS PRODUCTIONS (110920 40213)	D2	4,005.43	
MOTOR VEHICLE COLLECTIONS CRIRF (110920 40216)	D2	16,639.69	
MOTOR VEHICLE COLLECTIONS (110920 40216)	D2	62,276.89	150,352.77
MOTOR VEHICLE COLLECTIONS-CITIES (110920 40216)	D2	32.88	
OTC-MOTOR VEHICLE CIRB (110920 40216)	D2	4,309.41	
SPECIAL FUEL (110920 40212)	D2	7.00	
DIESEL FUEL (110930 40212)	D3	27,848.49	
GAS TAX (110930 40212)	D3	60,279.16	
GROSS PRODUCTIONS (110930 40213)	D3	4,830.09	
MOTOR VEHICLE COLLECTIONS CRIRF (110930 40216)	D3	20,065.50	
MOTOR VEHICLE COLLECTIONS (110930 40216)	D3	63,039.78	
MOTOR VEHICLE COLLECTIONS-CITIES (110930 40216)	D3	39.65	
OTC-MOTOR VEHICLE CIRB (110930 40216)	D3	5,196.64	
SPECIAL FUEL (110930 40212)	D3	8.45	
REIMBURSEMENT FOR FUEL (110930 40815)	D3	10,100.77	
REIMBURSEMENT FOR SUPPLIES/EQUIP (110930 40815)	D3	26,688.67	242,409.10
REIMBURSEMENT FOR ROAD PROJECT (110930 40815)	D3	14,400.00	
REIMBURSEMENT FOR LABOR AND MATERIALS (110930 40815)	D3	9,912.00	
TOTAL unappropriated cash available for purposes of said fund		503,315.36	503,315.36

Said sums include no part of any revenues reported and appropriated for the purposes of said cash fund and are being held subject to action by the County Budget Board. Certified to this date of March 17, 2026

By Tammy Richards Deputy Treasurer

To the Governing Board of Cleveland County, Oklahoma

This is to certify that, pursuant to the provisions of 62 O.S. § 331 there has accrued in the treasury and is certified above as available for appropriation and use in the Highway cash fund an amount equal to or greater than the total estimated needs set out below. We respectfully request approval and appropriation of therefor as follows:

Account	Purpose	Amount Requested	Amount Approved
T1A District 1	(110910/51000) PERSONAL SERVICES	80,000.00	80,000.00
T1C District 1	(110910/53000) TRAVEL		
T2A District 1	(110910/54000) MAIN & OPER	30,553.49	30,553.49
T2B District 1	(110911/50000) LEASE RENTALS		
T3 District 1	(110910/55000) CAPITAL OUTLAY		
District 1	(110913/54000) MAIN & OPER		
District 1	(110913/55000) CAPITAL OUTLAY		
District 1	(110912/54000) MAIN & OPER (SPECIAL PROJECT)		
T1A District 2	(110920/51000) PERSONAL SERVICES	75,176.39	75,176.39
T1C District 2	(110920/53000) TRAVEL		
T2A District 2	(110920/54000) MAIN & OPER	75,176.38	75,176.38
T2B District 2	(110921/50000) LEASE RENTALS		
T3 District 2	(110920/55000) CAPITAL OUTLAY		
District 2	(110923/54000) MAIN & OPER		
District 2	(110923/55000) CAPITAL OUTLAY		
T1A District 3	(110930/51000) PERSONAL SERVICES	90,000.00	90,000.00
T1C District 3	(110930/53000) TRAVEL		
T2A District 3	(110930/54000) MAIN & OPER	138,009.00	138,009.00
T2B District 3	(110931/50000) LEASE RENTALS		
T3 District 3	(110930/55000) CAPITAL OUTLAY	14,400.00	14,400.00
District 3	(110933/54000) MAIN & OPER		
District 3	(110933/55000) CAPITAL OUTLAY		
TOTAL		\$ 503,315.26	\$ 503,315.26

Done by order of the Governing Board of said County and recorded in the minutes of the Clerk on this date of:
March 23, 2026

Attest: _____

 Clerk or Secretary to Governing Board.

Certificate of the County Budget Board
 County of Cleveland, State Oklahoma

We the undersigned duly qualified and acting members of the Budget Board in aforesaid County and State, having considered the estimate of needs submitted by the Governing Board of said County and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposes authorized by law and have indicated the items and amounts for approval in the last column.

Done at Norman, Oklahoma, this date of March 23, 2026

ATTEST: _____ County Budget Board of Cleveland County Oklahoma

Secretary of County Excise Board _____ Chairperson: _____

Cash Fund Request for Appropriation - Budget Board
 For the Sheriff Service Fees cash fund of 2025-2026
 Certificate of County Treasurer

CERTIFICATE OF COUNTY TREASURER

I certify that I have received and now hold cash on hand available for and subject to appropriation to the Sheriff Service Fees 2025-2026

designated sources and restricted by statute to expenditure for the purposes for which such fund was created as follows:

Source		Amount
Courthouse Security Fees	116551 41009	12,287.04
911 Collections	116554 40801	6,870.12
Housing Prisoners-City	116552 40232	39,429.57
Housing Prisoners-State	116552 40233	51,456.00
Housing Prisoners -Federal	116552 40234	94,764.00
Inmate Phone Commission	116552 40502	24,560.42
Inmate Medical Co-Pay	116552 40815	4,956.41
Inmate Restitution	116552 41007	24.24
Jail Fund Bond Fee	116552 40522	3,634.28
Reimb Salary SRO	116450 49153	107,293.17
Service Fee	116500 41009	2,524.96
Transports-Federal	116552 40355	776.79
Tax Warrant	116500 41009	2,310.00
Sher Fees from Court Clerk	116500 41009	20,484.31
TOTAL unappropriated cash available for purposes of said fund:		371,371.31

Said sums include no part of any revenues reported and appropriated for the purposes of said cash fund and are being held subject to action by the County Budget Board. Certified to this date of March 17, 2026

By _____ Deputy Tammy Richards Treasurer

To the Governing Board of Cleveland County, Oklahoma

This is to certify that, pursuant to the provisions of 62 O.S. § 331 there has accrued in the treasury and is certified above as available for appropriation and use in the Sheriff Service Fees cash fund an amount equal to or greater than the total estimated needs set out below. We respectfully request approval and appropriation of therefor as follows:

Account (Org/Object)	Purpose	Amount Requested	Amount Approved
AC16 (116572/51000)	Environmental Officer Payroll		
116572-54000	Main & Oper		
CFB2 (116500/54000)	Main & Oper	25,319.27	25,319.27
CFB3 (116500/55000)	Capital Outlay		
CFB4 (116554/51000)	911 Collection Personnel		
CFB4 (116554/54000)	911 Collection M&O	6,870.12	6,870.12
CFB2-300/CFBRE2-300(116552/54000)	Detention Main & Oper	218,824.92	218,824.92
CFBCHS2 (116551/54000)	Court House Security Main & Oper		
CFBG6 (116501/54000)	K9 DONATION Main & Oper		
CFBG8 (116506/54000)	Sheriff Misc Donations Main & Oper		
116500-51000	Salaries & Wages	13,063.83	13,063.83
116450-51000	Salaries & Wages	107,293.17	107,293.17
116551-55000	Court House Security Capital Outlay		
116551-51000	Court House Personal Services		
116552-55000	Detention Capital Outlay		
116500-53000	Travel		
TOTAL		\$ 371,371.31	\$ 371,371.31

Done by order of the Governing Board of said County and recorded in the minutes of the Clerk on this date of: March 23, 2026

Attest: _____

 Clerk or Secretary to Governing Board.

Certificate of the County Budget Board

County of Cleveland, State Oklahoma

We the undersigned duly qualified and acting members of the Budget Board in aforesaid County and State, having considered the estimate of needs submitted by the Governing Board of said County and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposes authorized by law and have indicated the items and amounts for approval in the last column.

Done at Norman, Oklahoma, this date of March 23, 2026

ATTEST: _____ County Budget Board of Cleveland County Oklahoma

Secretary of County Excise Board _____ Chairperson: _____

Cash Fund Request for Appropriation - Budget Board

For the Treasurer Certification Fee cash fund of 2025-2026

Certificate of County Treasurer

I certify that I have received and now hold cash on hand available for and subject to appropriation to the Treasurer Certification Fee cash fund of

2025-2026 of Cleveland County, Oklahoma, derived from the following designated sources and restricted by statute to expenditure for the purposes for which such fund was created as follows:

Source	Amount
Certification Fees (114150 40505)	6,940.00
Sale of County Owned Asset (114150-40976)	

Total unappropriated cash available for purposes of said fund: \$ 6,940.00

Said sums include no part of any revenues reported and appropriated for the purposes of said cash fund and are being held subject to action by the County Budget Board. Certified to this date of March 17, 2026

By _____ Deputy _____ Treasurer

To the Governing Board of Cleveland County, Oklahoma

This is to certify that, pursuant to the provisions of 62 O.S. § 331 there has accrued in the treasury and is certified above as available for appropriation and use in the Treasurer Certification Fee

cash fund an amount equal to or greater than the total estimated needs set out below. We respectfully request approval and appropriation of therefor as follows:

Account (Org/Object)	Purpose	Amount Requested	Amount Approved
CFC3 (114150/55000)	Capitol Outlay	6,940.00	6,940.00
CFC1A (114150/51000)	Personal Services		
114150/53000	Travel		
Total:		\$ 6,940.00	\$ 6,940.00

Done by order of the Governing Board of said County and recorded in the minutes of the clerk on this date of: March 23, 2026

Attest: _____

 Clerk of Secretary to the Governing Board

Certificate of the County Budget Board

County of Cleveland, State Oklahoma

We the undersigned duly qualified and acting members of the Budget Board in aforesaid county and State, having considered the estimate of needs submitted by the Governing Board of said County and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purposes authorized by law and have indicated the items and amounts for approval in the last column.

Done at Norman, Oklahoma, this date of March 23, 2026

Attest: _____
 County Budget Board of
 Cleveland County Oklahoma

Chairperson: _____

Secretary of County Budget Board _____

AGENDA REQUEST FORM

Agenda Item: Letter of Support for T. Mobile Hometown Grant application for the Town of Slaughterville

Name of Person Submitting Request Bailey Breen

Address: 201 S Jones

Phone: 405-366-0202

Date Requested: 3/19/26

Discussion, Consideration, and/or Action on the following:

Submit a Letter of Support for the Town of Slaughterville's T-Mobile Hometown Grant application for the Slaughterville Park Safety Improvement Project. The letter will confirm Cleveland County's partnership with the Town and designate Brian Wint as Project Manager.

Internal Use Only _____

Approved By: _____

_____ (Chairman) **Date Approved:** _____

_____ (Member) **Applicant Notified:** _____

_____ (Member) **Routine (Consent) Itc** _____

Other Parties Notifie _____

Subject: Letter of Support – Slaughterville Park Safety Improvement Project

To the T-Mobile Hometown Grants Review Committee,

On behalf of the Cleveland County Board of Commissioners, I am pleased to express our strong support for the Slaughterville Park Safety Improvement Project and to confirm our active role as a project partner. T-Mobile's Hometown Grants program has spent five years investing in small rural towns across America, and this project reflects exactly that mission — a community space made safer, more welcoming, and ready for lasting impact.

Cleveland County District 3 has an established working relationship with the Town of Slaughterville, formalized through an existing Memorandum of Understanding for infrastructure projects. Brian Wint, Cleveland County Project Manager, will serve as the lead on implementation, ensuring appropriate materials are used and that the project is completed on time and within scope. County staff will also assist with grant administration and oversight.

The safety concern this project addresses is straightforward. The playground's proximity to Slaughterville Road presents a daily risk to the children who use the park. The proposed 390 feet of fencing and nine Autumn Blaze Maple trees will create a defined, protective boundary between the play area and the roadway — improving safety without changing how the community uses and values this space.

This project is shovel ready. The design is set, the contractor is identified, and the County is prepared to move forward immediately upon funding approval. The Cleveland County Board of Commissioners fully endorses this project and urges the Committee's support.

Sincerely,

Cleveland County Board of Commissioners
Cleveland County, Oklahoma

Double Up Oklahoma

FARMERS MARKET CONTRACT 2026

3/16/2026

Noble Farm Market
Charles Hamilton
210 James Garner Ave
Norman, OK 73069
chamilton@clevelandcountyok.com
405-366-0674

Contract Reference Number: HFOK-260107-37
EIN: 76-6006354
Farmers Market/s: Noble Farm Market

Dear Noble Farm Market

HUNGER FREE OKLAHOMA, INC, hereafter referred to as "Hunger Free Oklahoma", is pleased to contract in the amount of \$500 to the Noble Farm Market, for the *Double Up Oklahoma Program*.

Noble Farm Market, hereafter called "the Contractor Organization," will receive funds, hereafter referred to as "Contract Funds", from Hunger Free Oklahoma for the Double Up Oklahoma program, hereafter called "the Program" at the Noble Farm Market, hereafter called "the Market".

Contractor Organization:
Noble Farm Market

Market Cycle:
Seasonal

Contract Number:
HFOK-260107-37

Contract Period Start Date:
Sunday, March 1, 2026

Contract Period End Date:
Thursday, December 31,
2026

Funds Disbursement Method:
No disbursement will be made; Market to bill monthly for actual DUO redeemed

Contract Funds Amount:
\$500

Initial Disbursement:
\$0

New Tokens Disbursed:
500

Contract Terms and Conditions

I. Use and Handling of Contract Funds

- A. Contract Funds are to be used by the Contractor Organization to reimburse eligible, participating produce vendors at the Farmers Market for Double Up Oklahoma Incentives spent by customers at their stalls at the Market in exchange for eligible products.
- B. Products eligible for Double Up Oklahoma Incentive redemption include: fruits and vegetables, including fresh, frozen, dried, and canned fruits and vegetables without additives (sugar, sodium, oil, and fat), plants and seeds that produce food, fresh and dried herbs and herb plants, and mushrooms. Nuts are not eligible. Dried herbs used for teas are not eligible.
- C. Double Up Oklahoma tokens, discounts, scrip, and other approved substitutes for Incentive tender can be used as currency proxy for Incentive distribution and redemption at the Market, hereafter called "the Incentive." Grocery store DUO incentive coupons or loyalty cards may not be accepted at farmers markets.
- D. Altering Double Up Oklahoma tokens is strictly prohibited.
- E. Contract Funds should not be used to reimburse a participating vendor if that vendor provided a customer with ineligible products in exchange for incentives.
- F. Contract Funds may only be used to reimburse a vendor who is participating in the Double Up Oklahoma Program and has signed a Vendor Agreement.
- G. In some cases, a percentage of the Contract Funds may be released to the Contractor Organization at the beginning of this contract. These funds will be referred to as "Disbursement Funds." Any portion of the Disbursement Funds not used within the Contract period or not used for the purposes stated above must be returned to Hunger Free Oklahoma within one month of when both the Contractor Organization and Hunger Free Oklahoma have agreed upon a reconciliation statement, unless the Contractor Organization receives express written consent from Hunger Free Oklahoma.
- H. Contract Funds shall be kept separately on the Contractor Organization's books of account as Contract funds from Hunger Free Oklahoma; and accurate records of the funds received, and expenses incurred under the Contract should be kept in accordance with generally accepted accounting principles.
- I. Financial and program-based records related to the Contract will be retained for at least seven years after the completion of the Contractor Organization's use of the Contract funds.
- J. Hunger Free Oklahoma, at its request, shall have reasonable access to the Contractor Organization's and/or the Market's files, records, personnel, and premises for the purposes of making financial audits, verifications, or program evaluations as it deems necessary concerning the Contract.
- K. No part of the Contract Funds may be used to carry on propaganda, or otherwise attempt to influence legislation or to influence or to participate in or to intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.
- L. This agreement becomes null and void, and Contract Funds must be returned if the terms and conditions of the Contract are not met by the Contractor Organization.
- M. The Contractor Organization should have the correct number of Incentive tokens at the end of the Contract period based on reporting provided. The calculation used to determine the number of Incentive tokens which the Contractor Organization should have on hand at the end of the

season is: the number of tokens on-hand at the start of the season, plus any additional tokens received from HFO throughout the season (based on the contract amount), minus the number of tokens distributed to customers, plus the number of tokens redeemed by vendors. In the instance that the Contractor Organization does not have the correct number of Incentive tokens at the end of the season, the records of the Contractor Organization may be under review. Hunger Free Oklahoma may, at its discretion, waive any financial penalty if there is a small margin of error (a variance equal to or less than 5%) with the reconciliation of Incentive tokens.

1. In the event of a token shortage, the Contractor Organization may be penalized at a cost equal to the replacement value of the token shortage.
2. In the event of a token overage, the Contractor Organization will be penalized at a cost equal to the cash value of the token overage. This can happen in two ways:
 - i. If the Contractor Organization does not finalize a new contract with Hunger Free Oklahoma, Contract Funds must be returned to Hunger Free Oklahoma within one month of when both the Contractor Organization and Hunger Free Oklahoma have agreed upon a reconciliation statement.
 - ii. If the Contractor Organization finalizes a new contract with Hunger Free Oklahoma, Contract Funds will be subtracted from the current contract's rollover amount.

II. Program Guidelines and Standards

The Contractor Organization is responsible for ensuring Hunger Free Oklahoma Program guidelines are followed at the Market and agrees to administer the Program as directed by Hunger Free Oklahoma. The Contractor Organization will:

- A. Notify Hunger Free Oklahoma immediately if and when any organization changes are made, including market locations, fiduciary updates, FNS updates, personnel changes.
- B. Vendor Education**
 1. Provide Program information to all vendors at the Market, including those vendors who sell eligible products and those who do not sell eligible products.
 2. Emphasize that Double Up incentives can only be accepted for produce that has been grown in Oklahoma or within 100 miles of Market location (including AR, KS, MO, TX.)
 3. Distribute a Double Up Oklahoma sign to each participating vendor and ensure the signs are visibly posted for customers during the Market's hours of operation.
 4. Communicate a defined process and schedule for Double Up Oklahoma Incentive redemption and reimbursement with participating vendors at the Market.
- C. Incentive Redemption and Reimbursement to Vendors for Incentives**
 1. Make reimbursement payments to participating vendors for the cash value of the Incentive redeemed at the Market for eligible product within two weeks, or other agreed upon timeline per market vendor agreement, of when the sales are properly reported by the vendor to the market.
 2. Prior to reimbursement, the Market must have a signed Double Up Oklahoma Vendor Agreement on file for each vendor for each year of this Contract. The Contractor

Organization must provide a copy of this Agreement to Hunger Free Oklahoma when the agreement is signed.

3. To determine the cash value of Double Up Oklahoma redeemed by participating vendors, the Contractor Organization must:
 - i. *If the Market accepts Supplemental Nutrition Assistance Program ("SNAP") payments using an electronic model, monitor all electronic reports.*
 - ii. *If the Market accepts SNAP via a token-based system, collect Incentive tokens from participating vendors and maintain and submit to Hunger Free Oklahoma written records of Incentive tokens redeemed by participating vendors using a form provided by Hunger Free Oklahoma or a similar form with Hunger Free Oklahoma's permission. Records must indicate the name of the vendor who redeemed the token, the date of redemption, the dollar value of token submitted and the Market name.*
4. *In seasonal markets, the last day for vendors to accept Incentive in exchange for eligible product is the Market's closing day, and the last day for the Contractor Organization to reimburse vendors for redeemed Incentive is one month after the Market's closing day.*

D. Incentive Distribution to Customer

- A. The Contractor Organization will oversee Incentive distribution to customers using SNAP at the Market.
- B. A customer at the Market will receive a value of Incentive token equal to the amount of SNAP dollars spent, up to \$20 per market day.
 1. *If SNAP benefits are accepted using an electronic model by each vendor, the Contractor Organization will monitor vendors' SNAP and Incentive transactions to ensure SNAP sales are always greater than or equal to Incentive credits awarded.*
 2. *If SNAP benefits are accepted at a central terminal and distributed via a token-based system, the Contractor Organization will maintain records of daily distribution of tokens using a standardized report form provided by Hunger Free Oklahoma or a similar form with Hunger Free Oklahoma permission. This form must provide a record of each SNAP transaction and Incentive distribution.*
- C. *In seasonal markets, the last day to distribute the Incentive to customers is the last day of the Market's season.*

III. Record-Keeping and Reporting

A. Monthly Transaction Report

The contractor organization will submit monthly totals, through a process defined by Hunger Free Oklahoma, by the 2nd Monday of the month following the reporting period. Reported information is final upon submission and will be used to reconcile incentive funds. Reported information might include but is not limited to:

1. Cash value of SNAP tokens issued at the Market Booth.
2. Cash value of DUO tokens issued at the Market Booth.

3. Cash value of SNAP redeemed by SNAP participants at participating SNAP/DUO vendors.
4. Cash value of DUO Incentives redeemed by SNAP participants at participating DUO vendors.
5. Number of SNAP transactions
6. Number of DUO transactions
7. Number of unique SNAP customers
8. Number of unique DUO customers
9. *If SNAP benefits are accepted at a central terminal and distributed via a token-based system, number of new customers as indicated by the number of SNAP customers who respond yes to the question "Is this your first time using your EBT card at this market?"*
10. Attachment of backup documentation including Customer Transaction Records, Vendor Payment Records, and Batch EBT receipts
11. Hunger Free Oklahoma may consider requests to adjust reports made by the Contractor Organization within one month of submission.

B. Annual Report

The contractor organizations will submit a report to Hunger Free Oklahoma for USDA GusNIP reporting purposes by September 30th annually, through a process defined by Hunger Free Oklahoma. Reported information is final upon submission and will be used for official record keeping by USDA NIFA.

C. Record Keeping

The Contractor Organization will maintain and keep on file the following records and provide a copy to Hunger Free Oklahoma upon request:

1. Customer Transaction Records for each market day when SNAP benefits are accepted at a central terminal and distributed via a token-based system.
2. Verification of SNAP sales. Hunger Free Oklahoma may request third party verification of monthly SNAP sales as demonstrated by either:
 - i. Copy of a daily batch report from the Market's point-of-sale device for each market day
 - ii. Monthly statement from EBT merchant processor
3. Report from a SNAP processing application.
4. Vendor Records indicating the cash value of Incentives redeemed by each vendor each market day. Excel or spreadsheet document with required elements of Vendor Record Sheet is allowable.
5. Signed Vendor Agreement for all vendors participating in the Double Up Oklahoma program.

D. Vendor Reimbursement Records

The Contractor Organization must maintain and provide records of reimbursement payments made to participating vendors for Incentives redeemed as demonstrated by either:

1. Completed payment record column on Vendor Record Sheet provided by Hunger Free Oklahoma with date, check number, and total dollar value of check. Hunger Free Oklahoma only requires payment record for Incentive reimbursements. The Vendor Record sheet must indicate the portion allocated to each market currency if the Contractor Organization includes multiple market currencies (e.g., SNAP, Senior Farmers Market Nutrition Program, WIC Farmers Market Nutrition Program, credit/debit) in a single reimbursement payment.
2. Report from the Organization’s accounting software verifying each Incentive reimbursement payment made to vendors, aligned with Incentive redemption documentation.
3. If the Contractor Organization makes cash reimbursement payments for Incentive redemption by vendors, the Contractor Organization must be able to verify to Hunger Free Oklahoma that these payments were made by providing a receipt to each vendor or obtaining vendor’s signature at time of reimbursement.
4. With Hunger Free Oklahoma’s permission, alternative forms of documentation may be acceptable.

IV. Evaluation

- A. The Contractor Organization shall coordinate with Hunger Free OK to allow Hunger Free OK staff, and/or its independent evaluation firm, to distribute a questionnaire to customers at point of sale. The primary form of survey will be digital. However, paper copies will be available as back up and the Contractor Organization will return completed surveys within one month of collection. Postage charges will be reimbursable.
- B. The Contractor Organization will survey market vendors including DUO eligible vendors and DUO ineligible vendors once per year with a survey provided by Hunger Free Oklahoma.
- C. The Contractor Organization will complete a year-end market manager evaluation survey.
- D. The Contractor Organization will allow for additional evaluation methods at the Market as requested by Hunger Free Oklahoma, an independent evaluation firm, or the United States Department of Agriculture (USDA).

V. Trademark

- A. Fair Food Network owns the trademarked name “Double Up” and the apple/carrot logo. As a Contractor of the Program, the Contractor Organization may use, on a non-exclusive basis, the licensed mark in Market promotional materials for the duration of the Contract period.

VI. Report Schedule

Report Name	Due Date	Report Format
Monthly Transaction Report	Second Monday of each month	Smartsheet Form

Vendor Reimbursement Records, Customer Transaction Reports, batch EBT summaries	Monthly, as an attachment to Monthly Transaction Report	Digital and Hard Copy
Customer and Vendor Surveys	Annually, May 1 – August 31	Onsite evaluation conducted by Hunger Free Oklahoma Staff
Market Manager Survey	Annually, December	Digital
Annual Report	Annually, September	Smartsheet Form

VII. Disbursement of Funds

Hunger Free Oklahoma will disburse funds following the receipt of counter-signed contract, an invoice, a W-9, and any other documentation requested from the Contractor Organization, and confirmation of completion of required training.

Unless otherwise requested and agreed upon by both parties, Contract Funds will be dispersed in monthly reimbursement payments. To be eligible for monthly reimbursement payment, the Contractor Organization shall submit an invoice along with all required complete and accurate reports by the 2nd Monday of the following month. Hunger Free Oklahoma will process invoices and disburse Contract Funds for the cash value of incentives redeemed by customers at the Market the previous month. Invoices will be processed on the Monday following submission to Hunger Free Oklahoma.

At the end of the season a collective funding review by both parties will determine necessary reconciliation. Contractor Organizations will either be reimbursed for outstanding incentive redemptions or return excess Contract Funds.

VIII. Violation of Agreement

If Contractor Organization violates any of its duties, as described herein, Hunger Free Oklahoma could require a refund from Contractor Organization of part of the Contract that relates to or is impacted by the breach by the Contractor Organization. Hunger Free Oklahoma reserves the right to discontinue, modify, or withhold any payment due under the Contract, to require repayment of expended Contract funds, or a refund of unexpended Contract funds, if, in its judgment, such action is necessary to comply with the requirements of any law or regulations affecting its responsibility with respect to the Contract. If any of the conditions of the Contract are violated by Contractor Organization, in addition to requiring a refund of the amount giving rise to the violation, Hunger Free Oklahoma will have no further obligation to continue to fund the Contract.

The foregoing conditions comply with Hunger Free Oklahoma’s obligation under U.S. law to make reasonable efforts and establish adequate procedures to see that the Contract funds are spent solely for the purposes for which they have been contracted and to obtain full and complete records on how the Contract funds have been expended. Changes in the U.S. laws or regulations may require Hunger Free Oklahoma to ask that more detailed reports be submitted, or other steps be taken. Hunger Free Oklahoma will inform the Contractor Organization of any such changes. If the Contractor Organization accepts the above stated conditions, please have a duly authorized representative of the Contractor Organization sign below and make a copy for the Organization’s files. Electronic signatures are acceptable.

Contractor Organization represents that neither it nor any of its principals has been debarred, suspended, or determined ineligible to participate in federal assistance awards or contracts as defined in regulations implementing Office of Management and Budget Guidelines on Government-wide Debarment and Suspension (Nonprocurement) in Executive Order 12549. Contractor Organization further agrees that it will notify Hunger Free Oklahoma immediately if it or any of its principals is placed on the list of parties excluded from federal procurement or Nonprocurement programs available at www.sam.gov.

IX. Termination

Either party may terminate this Agreement at any time with or without causes by giving the other party thirty (30) days advance written notice of such termination. In the event of such termination, Hunger Free Oklahoma will instruct the firm with all necessary reporting and other requirements to end the partnership.

X. Signatures

Contractor Organization acknowledges that the electronic signature has the same legal force and effect as a written or manual signature.

76-6006354
(Market EIN)

(Signature of Authorized Representative)

(Printed Name, Title)

(Date)



(Signature of Authorized Representative for Hunger Free Oklahoma)

Chris Bernard, President/CEO
(Printed Name)

3/16/2026
(Date)

Save a copy of the signed contract and email, along with a copy of a current W9, and an invoice for an initial disbursement if approved. Email to:

DoubleUpOK@HungerFreeOKk.org | Subject: Signed agreement for Double Up Oklahoma

March 16, 2026

United States Department of Agriculture
Food and Nutrition Services

To Whom it May Concern:

Please find the GusNIP Grantee-Firm MOU attached.

GusNIP grantee: Hunger Free Oklahoma
GusNIP award number: **Award No. 2022-70415-41628**
Firm: **Noble Farm Market**
Firm FNS number: **0998651**

Sincerely,

Richard Comeau
GusNIP Project Director

Memorandum of Understanding

This Memorandum of Understanding is entered into on **March 16, 2026** by **Hunger Free Oklahoma (HFO)** herein referred to as “the Grantee”, and **Noble Farm Market** herein referred to as “the Firm”, to ensure compliance with USDA FNS rules for the purpose of participation in a GusNIP grant project.

I.) Firm Contact Information

- A. *Firm Name:* **Noble Farm Market**
- B. *Street Address:* **304 S Main St, Noble, OK 73068**
- C. *Mailing Address:* **210 James Garner Ave, Norman, OK 73069**
- D. *Firm FNS number:* **0998651**
- E. *Firm hours and days of operation:* **Saturdays 8am-1pm**

II.) GusNIP Grant Project Participation

- A. *Time period:* The Firm’s participation in **HFO’s** GusNIP grant project will occur during a time period defined as beginning **March 16, 2026**, and ending on **August 31, 2026**.
- B. *Incentives offered at firm:* customers of the Firm who participate in the federal Supplemental Nutrition Assistance Program (SNAP) will be eligible to use SNAP to purchase **qualifying SNAP-eligible products** and will receive a **\$1 for \$1 incentive match up to \$20 per day** to spend on **eligible produce**.
- C. *Other waivers:* **No additional waivers requested or pending at this time.**
- D. *Data collection:* the Firm will provide the Grantee with all incentive transaction-related data necessary for a robust evaluation of the GusNIP grant project with the mutual understanding that this data will be furnished to USDA NIFA, FNS, and GusNIP evaluators. These data include:

Site and Project Information

- Management or organizational structure of the program
- Financial instrument used for SNAP and incentive purchases (tokens, scrip, electronic, etc.)
- Retail or market locations, mobile routes, or other pertinent information to understand how the project improves access to healthy food for underserved, low-income consumers
- Months of operation and operating days and hours
- Whether it is a new SNAP incentive program or the continuation, expansion, or modification of an existing program
- Whether program sites accept other nutrition assistance program benefits
- Whether program sites collaborate with nutrition education programs or offer other experiential nutrition education activities
- Expenses associated with establishment and operations of the program

Incentive Program Information

- Fruit and vegetable products eligible for incentives
- Incentive level (ratio and maximum)
- Incentive delivery mechanism
- Dollar value of SNAP purchases (per site/per year)
- Number of SNAP transactions (per site/per year)
- Dollar value of incentives issued (per site/per year)
- Dollar value of incentives redeemed (per site/per year)
- Average incentive value redeemed per recipient (weekly/monthly/annually)

A. *Firm Regulations:* The Firm will follow all relevant GusNIP and SNAP rules including, but not limited to, the following:

- The Firm will only accept incentives for GusNIP qualifying fruits or vegetables;
- The Firm will never accept incentives for ineligible products (i.e., non-food, alcohol, tobacco, or hot food products);
- The Firm will never exchange incentives for cash (i.e., trafficking);
- The Firm will never provide cash or SNAP EBT change for incentives;
- The Firm will never provide cash or SNAP EBT refunds for incentives;
- The Firm will never accept incentives from individuals known not to be legally entitled to possess incentives;
- The Firm will never accept incentives to pay credit accounts; and,
- The Firm will never knowingly provide false information of a substantive nature regarding their participation in the grant project.

The Firm acknowledges that failure to abide by GusNIP and SNAP rules, at any firm location, may result in SNAP disqualification, civil money penalties, and/or criminal penalties.

B. *Grantee Regulations:* The Grantee acknowledges that failure of the Grantee to abide by GusNIP grant program rules may result in rescission, in whole or in part, of grant funds.

C. *Grantee Responsibility for Firm:* The Grantee acknowledges that they are responsible for overseeing firms participating in their grant project to ensure that SNAP and GusNIP rules are followed; and that they will be held responsible for instances of noncompliance that occur at any of their participating firms.

III.) Confidentiality Obligations

- A. As used in this Memorandum of Understanding, the term “Confidential Information” means all information furnished to the Grantee by or on behalf of the Firm, whether in written, recorded, electronic, oral or other form, including, but not limited to, accounting, financial, operational, engineering, manufacturing, marketing, sales, pricing, performance, and other business information, proprietary information, trade secrets, inventions, formulas, works of authorship, know how, improvements, designs, patents and copyrights and all applications and documents regarding the same, software, product information, research, processes, designs, customer lists,

vendor lists, employee and consultant information, invoices, volume of business information, methods and systems, plans, analyses, compilations, and other operational documents and information. "Confidential Information" does not include information that is or becomes available to the public other than as a result of an unauthorized disclosure by Grantee or its representatives.

- A. In consideration of the Grantee receiving Confidential Information, Grantee will: (a) use the Confidential Information solely for the purpose of the Firm's participation in a GusNIP grant project (the "Authorized Use"); (b) not, without the prior written consent of the Firm, disclose the Confidential Information to any person other than its representatives who need to know the Confidential Information in connection with the Authorized Use; (c) advise its representatives to which the Confidential Information is disclosed of the confidentiality obligations in this Agreement; (d) be responsible for any breach of this Agreement by any of its representatives, including any representatives who after the disclosure of Confidential Information cease to be its representatives; and (e) take reasonable measures to prevent the unauthorized disclosure and misuse of the Confidential Information.

The Grantee and the Firm hereby acknowledge the above regulations and agreements and commit to uphold them throughout the duration of the GusNIP grant program, or until this agreement is superseded by a future memorandum of understanding to ensure continued compliance with USDA FNS guidelines.

Hunger Free Oklahoma

Noble Farm Market, "Firm"



By: _____
Chris Bernard, President/CEO
Hunger Free Oklahoma

By: _____
Charles Hamilton
Noble Farm Market

Date: 3/16/2026

Date: _____

MUTUAL COOPERATION AGREEMENT

CITY of NOBLE and CLEVELAND COUNTY

This Mutual Cooperation Agreement is entered into between the **CITY OF NOBLE, OKLAHOMA**, (hereinafter referred to as "**NOBLE**") and **CLEVELAND COUNTY, OKLAHOMA**, (hereinafter referred to as "**COUNTY**") for certain work on Cemetery Road from Bradshaw Lane 1.05 miles east to Hwy 77 as more fully described below.

Pursuant to 69 O.S. § 1903, et seq the governing boards of the City of Noble, Oklahoma, and Cleveland County, Oklahoma, find that it is to the mutual benefit of the citizens of both **NOBLE** and **COUNTY** to enter into an Agreement of Mutual Cooperation pertaining to repairs of one and five hundredths (1.05) miles of Cemetery Road from Bradshaw Lane to US-77 within the jurisdictions of **NOBLE** and **COUNTY** which are continuations or connecting links in the State or County Highway system or other projects that mutually benefit the two jurisdictions, and is located within Cleveland County.

WITNESSETH:

WHEREAS, NOBLE and **COUNTY** find it is to the mutual benefit of the citizens of **NOBLE** and **COUNTY** to enter into this Agreement for mutual cooperation pertaining to maintenance, construction, and repair of a portion of the roads, streets and highways within the County and within the municipal limits of **NOBLE** and **COUNTY**; and

WHEREAS, NOBLE has been awarded Municipal Road Drilling Activity Funds (MRDAF) for repairs made necessary by damage resulting from oil or gas drilling activity as set forth in 11 O.S. §37-502; and

WHEREAS, NOBLE'S award amount was two hundred seven thousand dollars (\$207,000.00). As required by 11 O.S. §37-502(C), twenty-five percent (25%) of the total project costs are required to be provided by the municipality; and

WHEREAS, the portion of road subject of this award is on the boundary of **NOBLE** and **COUNTY**, these repairs have mutual benefit to citizens of both **NOBLE** and **COUNTY**, and therefore, both **NOBLE** and **COUNTY** each agree to provide twelve-and one-half percent (12.5%) of the total project costs to satisfy the twenty-five percent (25%) contribution as required by 11 O.S. §37-502(C).

NOW, THEREFORE, BE IT AGREED in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **COUNTY** agrees to pay thirty-four thousand five hundred dollars (\$34,500.00) to **NOBLE**.
2. **NOBLE** agrees to use the above-described payment as part of its contribution to MRDAF award as required by 11 O.S. §37-502(C).
3. **NOBLE** agrees to pay sixty-nine thousand dollars (\$69,000.00) as its contribution to MRDAF award as required by 11 O.S. §37-502(C).

Approved by the City of Noble this 2nd day of March, 2026.



Mayor

ATTEST:



City Clerk



REVIEWED as to form and legality:



City Attorney

Approved by Cleveland County this ____ day of _____, 2026.

Board of County Commissioners
Cleveland County, Oklahoma

Chairman

Member

Member

ATTEST:

County Clerk

REVIEWED as to form and legality:

District Attorney

CLEVELAND COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS

SERVICE AGREEMENT FOR CONSTRUCTION

CONTRACT made as of the _____ day of _____, 2026

BETWEEN the COUNTY: The Board of County Commissioners of the
County of Cleveland
201 South Jones
Norman, Oklahoma 73069

Contact Person: Brian Wint, Project Manager
Address: Cleveland County Courthouse
201 S. Jones, Suite 260
Norman, Oklahoma 73069
Telephone Number: 405-366-0670

and the VENDOR: American Elevator Solutions, LLC
Address: 1905 S. Harvard Ave.
Oklahoma City, OK 73128

Contact Person: Cody Rodriguez
Telephone Number: 405-902-0366
Email: cody.rodriguez@myelevatorcompany.com

for the following maintenance or services: See Bid #COM-2176 (Attached)

Installation and upgrades on existing elevator to meet the current requirements for the State Codes. Elevator is located at the Cleveland County Courthouse 200 S. Peters Ave., Norman, OK 73069.

This contract has been examined and approved as to legality by the District Attorney, Cleveland County.

Assistant District Attorney

Date

THE COUNTY AND THE CONTRACTOR AGREE AS SET FORTH BELOW.

ARTICLE 1
SERVICES

1. The Contractor's submitted bid is part of this contractual agreement. This includes warranties, exclusions, additions and accepted alternates.
2. The Cleveland County Courthouse has an outdated existing elevator that must be brought to meet the requirements for the State Codes. The County intends to use ARPA Federal funds for the project and will need to comply with federal purchase guidelines 2CFR 200.
3. Other Performance Requirements
 - a. Contractor agrees to possess and demonstrate compliance with all licenses, certifications, and permits that are required to lawfully perform the duties under this contract. Loss of required permit or license by the Contractor shall automatically terminate this contract.
 - b. The Contractor shall not reassign this contract, or any part thereof, or engage in any subcontract to provide the services herein without prior written approval of the County. If approved, the Contractor shall be liable for any act of the subcontractor, including any act that constitutes a breach of this contract. An approved subcontractor shall be subject to the terms of this contract or grantor agency.
 - c. In the performance of all services rendered under this contract, the Contractor shall act solely as an independent contractor and nothing herein shall at any time be construed so as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the parties.
 - d. Contractor assures that neither the Contractor nor anyone subject to the contractor's direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the County any money or other thing of value, either directly or indirectly, in procuring this contract herein.
 - e. CLEVELAN COUNTY BID #COM-2176 – Awarded in the County Commissioner's Meeting on March 9, 2026 all of which documents are on file in the office of the County Clerk and/or the County Purchasing Department at 201 S. Jones, Norman, Oklahoma 73069 and are made a part of this Contract and incorporated herein.

ARTICLE 2
INSURANCE/LIABILITY

1. The Contractor agrees to maintain Workers' Compensation insurance to cover the acts of Contractor and its employees or agents regarding any services rendered pursuant to this contract.
2. If the project is for more than one hundred thousand dollars (\$100,000), the Contractor must maintain general liability insurance for the duration of the project.
3. If the project is for more than one hundred thousand dollars (\$100,000), Contractor shall present a performance bond or irrevocable letter of credit made payable to the County in the amount of the contract.
4. Such liability and Workers' Compensation insurance shall be sufficient in coverage and policy limitations to cover all claims arising under the Oklahoma Governmental Tort Claims Act.

5. All work including equipment, materials and workmanship must carry a minimum of one (1) year warranty. If the bid required more than one (1) year of work, the Contractor must provide the warranty specified in the bid.
6. The Contractor shall indemnify and hold harmless the County only to the extent caused by the negligent acts or omissions of the Contractor, its employees, or subcontractors in the performance of this Contract for any negligent acts of Contractor in the performance of this Contract.

ARTICLE 3
TERM OF CONTRACT AND RENEWAL

Estimated Lead Times from Contract Execution:

1. Survey and Ordering Material Lead Time: 4-6 Weeks
2. Material Procurement Lead Time: 16-18 weeks
3. Elevator Installation: 11-12 weeks
4. This contract may be terminated by the contractor with seven (7) calendar days written notice to the County if work has been stopped for thirty (30) consecutive days through no fault of the contractor.
5. The County may terminate the contract with seven (7) calendar days written notice to the Contractor. If the contractor has made financial purchases for materials or permits, the County shall reimburse the Contractor for those expenses, provided they were made prior to the date of the notice to stop or suspend work.

ARTICLE 4
CONTRACT AMOUNT

1. In accordance with the terms of this contract, the County will pay the Contractor an amount not to exceed \$449,900.00 unless amended in writing an approved by Contractor and the County, payable to the Contractor as set forth below.
2. The final sum will be subject to any approved change orders approved by the Board of County Commissioners.
3. Payment terms: Initial Deposit = 25%
Upon delivery of material to site = 50%
Due upon completion = 25%

ARTICLE 5
CHANGE ORDERS

- 1 A change in work must be agreed to by the County. If the amount of the contract is to change, the change shall be approved by the Board of County Commissioners.
- 2 All change orders must be submitted to the County and titled, "CHANGE ORDER REQUEST" and numbered sequentially. No change orders that have a financial impact will be paid unless approved first by the appropriate board.
- 3 Approved change orders will become part of this agreement and subject to the terms of this agreement.

NOTICES

All notices, approvals or requests allowed or required by the terms of any Contract Document shall be in writing, reference the Contract with specificity and deemed delivered upon receipt or upon refusal of the intended party to accept receipt of the notice. Notices shall be sent to the County at the physical address set forth below. Notice information may be updated in writing to the other party as necessary. Notwithstanding any other provision of the Contract, confidentiality, breach and termination-related notices shall not be delivered solely via e-mail.

If sent to the County:

Cleveland County Board of County Commissioners or appropriate Authority
201 S. Jones
Norman, OK 73069

If sent to the Contractor:

American Elevator Solutions, LLC
1905 S. Harvard Ave.
Oklahoma City, OK 73128

ARTICLE 7 PURCHASE ORDER AND PAYMENTS

1. This contract is null and void unless the amount of the contract has been encumbered by the Cleveland County Clerk. Upon approval of this contract a Purchase Order Number will be issued by Cleveland County as set out below.
2. If the construction work is to be completed in sixty (60) days or less, there will only be a final payment. Payments for portions of non-conforming work will be withheld until corrected to meet the construction requirements.
3. Construction lasting longer than sixty (60) days may receive partial payments based on a percentage of completed work. An invoice must be submitted to the county with supporting documentation for payment.
4. The County may retain five percent (5%) of the contract amount to be released at the completion of the project.
5. If the contractor intends to receive partial payments, it is the responsibility of the contractor to submit to the County a Schedule of Values with this contract.
6. County shall only pay upon receipt of an invoice for services, which shall be submitted to the County not more than sixty (60) days from the day services were last rendered during the invoice month. Invoices shall be submitted to Cleveland County, c/o Brian Wint. The County agrees to make payment to Contractor within forty-five (45) days of receipt of a proper invoice.

ARTICLE 8 DISPUTES

In the event that a dispute cannot be resolved by the parties and litigation is needed, the parties agree jurisdiction and venue shall be in the District Court of Cleveland County, State of Oklahoma.

ARTICLE 9
LEGAL AUTHORITY

It is expressly understood that the County is a subdivision of the State of Oklahoma and consequently may only contract pursuant to the procedures and with limitations provided by Oklahoma Law, including the County Purchasing Act, 19 O.S. §1500 et. seq., 19 O.S. §1, 19 O.S. §339 and Title 61 of the Oklahoma Statutes. This contract is awarded under solicitation Bid #COM-2176 American Elevator Solutions was the named vendor in the award pursuant to solicitation Bid #COM- 2176.

APPROVED this _____ day of _____, 20 26 _____

BOARD OF COUNTY COMMISSIONERS
CLEVELAND COUNTY, OKLAHOMA

Chairman _____

Vice Chairman _____

Member _____

ATTEST:

Pam Howlett, County Clerk

VENDOR:

American Elevator Solutions, LLC

By: Stacie Schmidt

Attest or Notary:

Stacie Schmidt

5





CLEVELAND COUNTY PURCHASING DEPARTMENT
 CLEVELAND COUNTY OFFICE BUILDING
 NORMAN, OKLAHOMA

INVITATION TO BID

Please review the terms & conditions and bid regulations on pages 2, 3 & 4 relating to submission of this bid.

Please mark your bid envelope clearly,
 "SEALED BID #COM-2176/CLOSING 12-4-25

BID NUMBER: #COM-2176

ISSUE DATE: 11-4-25

BID CLOSING DATE & HOUR
 12-4-25 @ 4:30 P.M.

BID OPENING DATE & HOUR
 12-8-25 @ 1:00 P.M.

RETURN BIDS TO:

Keri Lyles, Purchasing Agent
 CLEVELAND COUNTY PURCHASING DEPARTMENT
 201 S. Jones, Suite 240
 Norman, OK 73069
 Phone Number: 405-366-0224
 Email: klyles@clevelandcountyo.com

DESCRIPTION:

Elevator Replacement:
 Installation and upgrades of existing elevator to meet the current requirements for the State Codes. The location is the Cleveland County Courthouse located at 200 S. Peters Ave., Norman, OK 73069. The county intends to use ARPA Federal Funds for the project and will need to comply with federal purchase guidelines 2CFR 200. Equipment and installation to comply with ARPA purchasing standards.

ARPA
 Project #/Object code
ARPA Building & Ground Repair/#55060
 MANDATORY MEETING: Wednesday, November 19, 2025 at 10:00 am
 LOCATION: Commissioner's Meeting Room
 201 S. Jones, suite W200
 Norman, OK 73069

Model/Brand: Smartrise CY Controller
 Warranty: 1 Year
 Amount: \$ 449,900.00
 Completed By: Cody Rodriguez

Bidders's FEI/SSN: 93-3900587
 Company: American Elevator Solutions, LLC
 Address: 1905 S. Harvard Ave
Oklahoma City, OK 73128
 Contact Name: Cody Rodriguez
 Phone Number: 405-902-0866
 Fax Number: _____
 Email Address: Cody.rodriguez@myelevator
company.com

THIS AFFIDAVIT MUST BE EXECUTED FOR THE BID TO BE CONSIDERED

AFFIDAVIT: I, the undersigned of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any County Official or employee as to quantity, quality or price in the prospective contract or any other terms of said prospective contract; or in any discussion between bidders and any County Official concerning exchange of money or thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of Cleveland County (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

No person, firm or corporation who is convicted of or pleads guilty to a felony involving fraud, bribery, corruption or sales to the State or to any of its political subdivisions may make sale of real or personal property to Cleveland County.

Affiant further states that full payment shall be made of all indebtedness incurred by such contractor or his subcontractor who performs work in performance of any contract using labor, and or materials or repairs to and parts for equipment used and consumed in performance of a contract with Cleveland County. False execution of this affidavit shall constitute perjury and is punishable as provided by law.

Bidder's Name (Type or Print): Steven Schmidt

Bidder's Signature: [Signature]

Subscribed and sworn before me this 25 day of Feb, 2026.

My Commission Expires: 5-28-29

STACIE CAROLINE SCHMIDT
 Notary Public, State of Oklahoma
 Commission # 25006354
 My Commission Expires 05-28-2028

[Signature]
 NOTARY PUBLIC (CLERK)

**CLEVELAND COUNTY
GENERAL TERMS AND CONDITIONS**

1. Contract Type:

This is a firm fixed price contract for the supplies/services specified. Firm Prices will be F.O.B destination.

2. Preparation of Bids:

- a. Bidders are expected to examine the solicitation, statement of work, instructions, and all addendums. Failure to do so will be at the bidder's risk.
- b. Each bidder shall provide the information required by the solicitation. Bids shall be typewritten or written in ink. Penciled bids, faxed or emailed bids will not be accepted. The person signing the bid shall initial erasures or other changes.
- c. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn "Statement of Non-Collusion" with original signatures. Bids without a notarized signature or seal will be rejected. Affidavit is supplied on front page of Invitation to Bid.
- d. Unit prices will be guaranteed correct by the bidder.
- e. Recipients of this solicitation not responding with a bid shall write "NO BID" on the front of the envelope being mailed.
- f. **PLEASE PUT ADDITIONAL BIDS IN SEPARATE SEALED ENVELOPES.**

3. FOB Destination and Shipping Instructions:

Unless otherwise specified, all goods are to be shipped pre-paid, F.O.B. Destination. F.O.B. Destination shall mean delivered to the receiving dock or other point specified in the purchase order. The county assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency. The successful supplier shall be responsible for filing, processing and collecting all damage claims.

4. Delivery:

For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval thereto from the Purchasing Agent or appropriate buyer with respect to delivery under this contract. Time is of the essence and the order is subject to termination for failure to deliver as specified.

5. Addendums to Invitation to Bid:

- a. If this solicitation is amended, then all terms and conditions, which are not modified, remain unchanged.
- b. Bidders shall acknowledge receipt of any addendum to this solicitation by signing and returning the addendum form. The Cleveland County Purchasing Department must receive the acknowledgement by the opening time and date specified for receipt of bids.

6. Rejection:

All goods or materials purchased herein are subject to approval by the end user. Any rejection of goods or materials resulting because of nonconformity to the terms and specifications of this order, whether held by the end user or returned, will be at the Vendor's risk and expense.

7. Bid Compliance:

The County reserves the right to reject any bid that does not comply with the requirements and specifications of the solicitation. A bid shall be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidders liability to the County.

8. Evaluation and Award:

- a. The County shall evaluate bids in response to this solicitation and will award a contract based on lowest and best criteria in accordance with Oklahoma Statute.
- b. Acquisition based on lowest and best criteria which includes, but not limited to, the operational cost the County, quality and/or technical competency, delivery and /or implementation schedule, maximum facilitation, data exchange and/or integration, warranties, guarantees, return policy, vendor stability, best solution to proposed planning documents and/or strategic program, vendor experience, vendor prior performance, vendor expertise with similar scope, extent and quality of proposed participation and acceptance of all user groups, proven methodology and tools, innovative use of current technologies and quality results by vendor.
- c. The County may (1) reject any or all bids, (2) accept other than the lowest bid, and (3) waive informalities or minor irregularities in bids received.
- d. The County reserves the right to accept by item, group of items or by the total bid.
- e. The County may award multiple contracts for the same or similar to two or more sources under this solicitation.

**CLEVELAND COUNTY
GENERAL TERMS AND CONDITIONS CONTINUED**

9. Notice of Award/Rejection Letter:

A letter and bid summary will be furnished to each bidder after bid is approved/awarded by the Board of County Commissioners. The awarded vendor must contact the Department listed for order information. No order may be placed without a purchase order being issued by Cleveland County.

PURCHASING AND BID REGULATIONS:

BID PROCEDURES

A Bid selection. If no bids are received and a new bid is not issued, the County Purchasing Agent may solicit telephone quotes from three or more vendors selected at random and select the lowest and best bid.

B Formal requirements on bid form.

1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted on the approved form. All bids, quotations, and contracts shall be typewritten or written in ink. Any corrections to this instrument shall be initialed in ink.
2. This form must be made out in the name of the bidder and must be properly executed by an authorized person, in ink, and notarized with full knowledge and acceptance of all its provisions.
3. Bids and any bid addendums thereto shall be submitted in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package or container. **BIDDER NAME, BID NUMBER AND BID OPENING DATE MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.**

C Bid Contents – Terms and Conditions

1. **Entire Agreement.** The General Terms & Conditions of this solicitation, together with the specifications and any other documents made a part of the bid package, shall constitute the entire agreement between the parties.
The select bidder will be required to enter into a contract approved by the Cleveland County District Attorney's office within 30-days. Failure to do so will result in the bid award being retracted and the award going to the next selected bidder or rebid.
2. **Addendums.** An addendum will be issued for any changes or waivers of specifications, terms, or conditions of a bid. This addendum must be issued by the County Purchasing Department.
3. **Offer Firm for Thirty Days.** Bid prices will be firm until approved by the Board of County Commissioners or for 30 calendar days from the bid opening date.
4. **Unit and Total Prices.** Prices per unit should be clearly shown and extended. Bidder guarantees the unit price to be correct.
5. **Items to be New.** Unless otherwise stated with the solicitation, goods, materials or equipment offered are to be new and of current design.
6. **Shipping Instruction.** Firm price should be F.O.B. destination unless otherwise specified. The bidder shall prepay all packaging, handling, shipping & delivery charges.
7. **Inspection and Rejections.** All goods and materials shall be subject to inspection by the receiving officer. Any goods not in complete conformance with the contract specifications, defective in material or workmanship, or found to contain latent defects, may be rejected. Such goods are to be removed and replaced by and at the cost of the vendor promptly after notification. The costs of inspection and risk of loss shall be borne by the vendor.
8. **Exemption from Taxes.** Purchases made by the County are exempt from State Sales Taxes (68 Okla. Stat. 71&23532) and from Federal Excise Taxes (Chapter #32 of the Internal Revenue Code). These taxes should not be included in price quotation.

D Submission Procedures

1. **Sealed Envelope.** Bids must be submitted in a sealed envelope with the name and address of the vendor, the bid number and date and time of closing clearly marked on the outside of the envelope. See illustration.

Vendor name Vendor address	Cleveland County Purchasing Attn: Keri Lyles 201 S Jones, Suite 240 Norman, OK 73069
Bid # _____ Date _____ Time _____	

PURCHASING AND BID REGULATIONS CONTINUED:

2. **Where to Submit.** File the bid proposal with the Cleveland County Purchasing Agent, either by mail or in person, before 4:30 p.m., on Thursday, December 4, 2025. Bids received after this time will be rejected and returned unopened. All bids will be opened at 1:00 p.m., Monday, December 8, 2025, during the County Commissioners' meeting held at 201 S. Jones, Suite 200, Norman, OK 73069.
 3. **Change or Withdrawal of Bid.** A bid may not be changed or withdrawn after it has been received unless changes are to be made by submission of a substitute bid or a letter may be submitted to the Purchasing Agent withdrawing a bid before the bid due date which will be returned to the vendor.
 4. **Late Bids.** The time/date stamp in the Cleveland County Purchasing Department shall be the official time of receipt. Bids received after the due date & time listed on the solicitation will be rejected. Late bids shall not be accepted. Late bids will be returned to the vendor unopened.
 5. **Bid Questions**
If you have any questions regarding the bid specifications, contact Brian Wint, Cleveland County Project and Facilities Manager, at (405) 366-0226.
If you have any questions regarding the bid deadlines, etc., contact Keri Lyles, Purchasing Agent at (405) 366-0224.
 6. **Payments.** For prompt payment of all invoices, please submit original invoice with reference to the Cleveland County purchase order number, to the ordering agency. Upon receipt of properly executed invoice and receiving report from the ordering agency, payment will be processed. If the original invoice and receiving report are received by the Invoice Clerk by 11:00 a.m. on Fridays, payment will be processed for the following second Monday. If the invoice totals \$25,000.00 or more, the attached SA&I Form 427 "AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00" must be filled out, notarized and attached to the original invoice. Only one (1) "AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00" is required per fiscal year (July 1 through June 30). A new "AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00" dated July 1 or later must be resubmitted at the beginning of each new fiscal year.
- E Grounds for Rejection**
Any bid which does not meet the requirements or specifications of the solicitation or is unsuitable for the intended use, or does not comply with these rules and regulations may be rejected. The County Commissioners reserve the right to reject any or all bids when such is deemed in the best interest of the County.
- F Open Records**
All bids received are subject to the Oklahoma Open Records Act, and as such, may be acquired and distributed by the County as requested.

TERMINATION

Subject to the provisions below, the contract award derived from this Invitation to Bid may be terminated by either party upon thirty (30) days advance written notice to the other party: but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

1. **Termination of Convenience**
This contract award shall be considered to be in force until the expiration date or until 30 days after notice has been given by either party of its desire to terminate the contract.
2. **Termination for Default**
Termination by the County for cause, default, or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.
3. **Immediate Termination**
Immediate termination shall be administered when violations are found to be an impediment to the function of the County and detrimental to its cause, or when conditions preclude the 30 day notice.

BUSINESS RELATIONSHIP AFFIDAVIT

TO BE SUBMITTED WITH BID REQUIRING LABOR AND MATERIALS

STATE OF Oklahoma)
COUNTY OF Cleveland) S. S.

Steven Schmidt, of lawful age, being first duly sworn, on oath says that (s) he is the agent authorized by the bidder to submit the attached bid. Affiant further states that 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 statement with the Architect, Engineer, or other party to the project is as follows:

NA none

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this 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 is as follows:

NA none

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

NA none

(If none of the business relationships hereinabove mentioned exist, Affiant should so state. Attach additional sheet if necessary.)

SL Schmidt

Subscribed and sworn to before me this 25 day of Feb, 2020.

STACIE CAROLINE SCHMIDT
Notary Public, State of Oklahoma
Commission # 25006354
My Commission Expires 05-28-2029

Stacie Schmidt
(Notary Public, Clerk or Judge)

My Commission Expires: 5-28-29

SPECIFICATIONS FOR CLEVELAND COUNTY BID #COM-2176:

The specifications provided for this bid are guidelines intended to insure adequate and quality products for the County. The Board of County Commissioners may accept any variation from these specifications if the changes are found to be in the best interest of the County. The intent of the Board of County Commissioners is to provide the best product or service available for the lowest price.

The specifications for this bid is for installation and upgrades of existing elevator for the courthouse located at 201 S. Jones Ave. The county intends to use ARPA federal funds for the project and as such will need to comply with federal purchasing guidelines 2CFR200. Equipment and installation to comply with ARPA purchasing standards. All equipment including car shall be new.

GENERAL:

We have an elevator in the original Cleveland County Courthouse building that was installed in 1960. We need it updated to meet current requirements to pass state inspections. The equipment room is located on the old courthouse roof and might need to be expanded in order to meet new guidelines.

The following outline specifications for this bid are not intended to mention every particular task or duty that is required for this project, but is intended to provide basic description and requirements. where applicable, for various services. **The contractor shall include with their bid, a written proposal of all items proposed for installation and/or procedure to be followed. Each such proposal shall include a complete description of the proposed product and/or procedure, including all data necessary to demonstrate acceptability. The contractor shall not purchase materials or execute any procedure before receiving a Notice to Proceed via mail or email from Cleveland County.**

Cleveland County reserves the right to reject any and all bids, to award the bid to other than the low proposal, to waive irregularities and/or formalities, and in general to make award in the manner as determined to be in the Board's best interest and its sole discretion.

BID REQUIREMENTS:

- ◆ An executed Business Relationship Affidavit and Non-Collusion Affidavit are required from all bidders. (A Business Relationship Affidavit is included in these specifications.)
- ◆ Contractor shall provide all freight, materials, labor, tools, accessories, equipment, and incidentals necessary for complete installation of equipment.
- ◆ All bidders require a Bid Bond (Surety Bond) or Cashier's Check for five percent (5%) of the Contractor's bid. The Surety on such bonds shall be a surety company satisfactory to Cleveland County. Cost of such bonds and insurance are to be included in the bid price quoted. Attorneys-in-Fact who sign bonds must file with each bond a certified and effective dated copy of their Power of an Attorney.
- ◆ A mandatory onsite pre-bid meeting will be required by any parties wishing to bid on the project. The location for the meeting will be in the Commissioners meeting room at 201 S. Jones, suite W200, Norman OK 73069. The meeting will be on Wednesday, November 19, 2025 at 10:00 a.m.

SPECIFICATIONS FOR CLEVELAND COUNTY BID #COM-2176

- ◆ Bid shall include a minimum 1-year warranty for labor and a minimum of 1-year warranty on equipment.
- ◆ Contractor shall be responsible for any damage caused that may occur due to his action or lack of action on the project site during construction.
- ◆ Contractor shall be responsible for their own measurements, material placement. Site visits to take measurements are encouraged.
- ◆ A Licensed Contractor must perform the construction.
- ◆ A Licensed Electrician is required to provide all power and wiring for the project.
- ◆ A Licensed Elevator Equipment Installer will be required to install all of the elevator equipment.
- ◆ All work performed, including equipment and materials furnished, shall meet requirements and recommendations of applicable portions of governing local, state and national ordinances, codes and regulations.
- ◆ Contractor shall give to the proper authorities all requisite notice relating to the work. Shall have authorized inspectors inspect the facility and all violations of the law shall be the responsibility of the contractor.
- ◆ An executed Bidders Relationship Affidavit and Non-Collusion Affidavit are required from all bidders. (A Business Relationship Affidavit is included in these specifications.)
- ◆ The awarded contractor shall execute a contract with Cleveland County within fifteen (15) days from the date of the bid award, in accordance with the terms set forth in these specifications and pursuant.
- ◆ The awarded contractor must be willing to work with Cleveland County on all scheduling as to make a lesser impact to the employees and business of the county.
- ◆ Contractor to provide onsite operation and troubleshooting training.
- ◆ Payment will be made for the unit as follows- 25% for design, 50% once equipment arrives, and 100% upon completion & State Certified.

SUBMITTALS:

The following items shall be submitted with your quote in order to be considered:

1. A copy of your Business License and the State of Oklahoma Certification number.
2. A list of references with like work done.
3. Insurance and Workmen's Compensation is required.

The awarded contractor shall furnish the following permits and certificates of Insurance to be delivered after the bid award date.

- ◆ All permits as required by law.
- ◆ Certifications of Insurance: Liability Insurance, Workers' Compensation Insurance, in reasonable amounts. The Contractor shall name Cleveland County as an additional assured under said Public Liability Insurance.

LIST EXCEPTIONS TO BID SPECIFICATIONS:

N/A

The Board of County Commissioners reserves the right to reject any and all bids, to waive any informality in bids, to accept in whole or in part such bid or bids as may be deemed in the best interest of the County.

Please fill in the following information:

Contact Person: Cody Rodriguez
Title: Regional Sales Director
Address: 1905 S. Harvard Ave, Oklahoma City, OK 73128
Telephone Number: 405-902-0366
Fax Number: _____

Cleveland County– American Rescue Plan Act (ARPA) Contract Addendum

Notice: The contract or purchase order to which this addendum is attached is made using federal assistance provided to Cleveland County by the US Department of Treasury under the American Rescue Plan Act ("ARPA"), Sections 602(b) and 603(b) of the Social Security Act, Pub. L. No. 117-2 (March 11, 2021).

The following terms and conditions apply to you, the contractor or vendor, as a contractor of Cleveland County, according to the County's Award Terms and Conditions; by ARPA and its implementing regulations; and as established by the Treasury Department.

1. **Equal Opportunity.** Contractor shall comply with Executive Order 11246, "Equal Employment Opportunity," as amended by EO 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Minority and Women Business Enterprises (if applicable to this Contract) Contractor hereby agrees to comply with the following when applicable: The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise), *when applicable*. Accordingly, the Contractor hereby agrees to take affirmative steps to assure that women and minority businesses are utilized when possible as sources of supplies, equipment, construction and services. Affirmative steps shall include the following:

- a. Including qualified women's business enterprises and small and minority businesses on solicitation lists;
- b. Assuring that women's enterprises and small and minority businesses are solicited whenever they are potential sources;
- c. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority business, and women's business enterprises;
- d. Where the requirement permits, establishing delivery schedules which will encourage participation by women's business enterprises and small and minority business;
- e. Using the services and assistance of the Small Business Administration, and the U.S. Office of Minority Business Development Agency of the Department of Commerce; and
- f. If any subcontracts are to be let, requiring the prime Contractor to take the affirmative steps in a through e above.

For the purposes of these requirements, a Minority Business Enterprise (MBE) is defined as an enterprise that is at least 51 percent owned and controlled in its daily operation by members of the following groups: Black, Hispanic, Asian or Pacific Islander, American Indian, or Alaskan Natives. A Women Business Enterprise (WBE) is defined as an enterprise that is at least 51 percent owned and controlled in its daily operation by women.

2. **Suspension and Debarment.** (applies to all purchases.) (A) This contract is a covered transaction for purposes of 2 CFR pt. 180 and 2 CFR pt. 3000. As such, the Contractor is required to verify that none of Contractor's principals (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935). (B) The Contractor must comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(C) This certification is a material representation of fact relied upon by Cleveland County. If it is later determined that the contractor did not comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(D) The Contractor agrees to comply with the requirements of 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

3. **Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352, as amended.** (Applies to all purchases.) Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

Purchases over \$100,000 - Contractors must sign the certification on the last page of this addendum

4. **Access to Records.** (applies to all purchases.) (A) The Contractor agrees to provide Cleveland County, the U.S. Department of Treasury, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. The Contractor agrees to permit any of the foregoing parties to reproduce by any means or to copy excerpts and transcriptions as reasonably needed, and agrees to cooperate with all such requests.

(B) The Contractor agrees to provide the Treasury Department or authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

(C) No language in this contract is intended to prohibit audits or internal reviews by the Treasury Department or the Comptroller General of the United States.

5. **Rights to Inventions Made Under a Contract or Agreement.** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any applicable implementing regulations.

6. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327 through 333)** (applies only to purchases over \$100,000, when laborers or mechanics are used.) Where applicable, all contracts in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704 of the Contract Work Hours and Safety Standards Act, as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 3702 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of 40 U.S.C. 3704 are applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

7. Clean Air Act & Federal Water Pollution Control Act (applies to purchases of more than \$150,000.)

(A) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(B) The Contractor agrees to comply with all applicable standards, orders, or regulations Issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(C) The Contractor agrees to report each violation of the Clean Air Act and the Water Pollution Control Act to the City of Madison and understands and agrees that the City will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(D) Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

8. Prohibition on certain telecommunications and video surveillance services or equipment (Huawei and ZTE)

Contractor is prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

9. Buy USA - Domestic Preference for certain procurements using federal funds. Contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

10. **Procurement of Recovered Materials:** (applies only if the work involves the use of materials)
- (A) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
- i. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - ii. Meeting contract performance requirements; or
 - iii. At a reasonable price.
- (B) Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- (C) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.
11. **Publications.** Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
12. -- **Increasing Seat Belt Use in the United States.** Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Contractor is encouraged to adopt and enforce on-the-job seat belt policies and programs for your employees when operating company-owned, rented or personally owned vehicles.
13. **Reducing Text Messaging While Driving.** Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Contractor is encouraged to adopt and enforce policies that ban text messaging while driving, and establish workplace safety policies to decrease accidents caused by distracted drivers.

- This form is required only for purchases of more than \$100,000 -

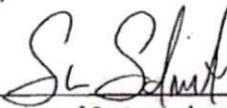
31 CFR Part 21 – New Restrictions on Lobbying - CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of their knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Ch. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Contractor's authorized official

Date: 2-25-20

Steven Schmidt

(Print name of person signing above)

President

(Print title of person signing above)



Elevator Modernization Proposal

Exp. Date: [Document.ExpirationDate] Prepared for Cleveland County OK 201 S. Jones,
Date: [Document.SentDate] Suite 240 Norman OK 73069

Project: Cleveland County Courthouse

ITEM	PRICE	QTY	SUBTOTAL
Deposit	\$112,475.00	1	\$112,475.00
Material Delivery	\$224,950.00	1	\$224,950.00
Progress Payments	\$112,475.00	1	\$112,475.00
			\$449,900.00
		Total	\$449,900.00

Please take note of the following sections, which are a part of this contract:

- Scope of Work
- Payment Terms
- Estimated Lead Times
- Warranty
- Working Hours and Rates
- Preparatory Work by Others
- Permits, Testing and Coordination
- Terms and Conditions

Authorized Client Representative:
Keri Lyles
Purchasing Agent
Cleveland County OK

Authorized Company Representative:
Steve Schmidt
President
American Elevator Solutions, LLC

Prepared By: Cody Rodriguez - Title: Regional Sales Director email:cody.rodriguez@myelevatorcompany.com



Scope of Work

- New Non-Proprietary C4 SmartRise Controller and Peripherals
- New Imperial Hoist Machine with Deflector in Hoistway
- New Hoist Ropes
- New Solid State Door Operator
- New 3D Door Detector
- New Car Door Equipment (Rollers, Gibs, Fire Tabs)
- New Hoistway Door Equipment (Interlocks, Pick-Up Assemblies, Rollers, Closers, Gibs, Fire Tabs)
- New Applied Car Operating Panels
- New Surface Mount Hall Fixtures
- New Surface Mount Hoistway Access Keyswitches
- New Governors and Tail Sheave
- New Governor Rope
- New Top of Car Inspection Station
- New Landing System
- New Traveling Cable
- New Wiring
- New 2022 Code Compliant Pit Ladder
- New Pit Switch
- New Escape Hatch Switch
- New Toeguard
- Freight
- Complete Coordination Throughout Modernization Project
- Demolition and Removal of Existing Elevator Equipment
- Permit and Inspection required by the Oklahoma Department of Labor
- One (1) Year Warranty on Parts and Labor
- Five (5) Year Warranty on SmartRise Controller Components



Scope of Work - Building Related Work

Building related items will be provided per the below scope of work as prepared by Construction Brokers, Inc.

General:

1. We will obtain permits for the scope of work listed in this proposal as required by AHJ.
2. We will provide onsite supervision as required to complete our listed scope of work.
3. We will provide submittals for any items required in the specifications.
4. **We will haul away our debris and leave the area clean.**

Elevator Machine Room:

1. We will demo the machine room wall to allow for a new door to be installed.
2. We will be building scaffolding to install the new door.
3. We will ask that spoils and scaffolding be flown off the roof by the crane to reduce cost.
4. We will install a new fire-rated door frame, door, and hardware.
5. We will build a new staircase and platform for access to the machine room.
6. We will provide engineered drawings for the new staircase and platform.
7. We will seal the old access door into the machine room.
8. We will encapsulate the window in the machine room.
9. We will install a 2T HVAC Mini split.
10. We will install the condenser on the roof.
11. We will install (1) one new 30amp 2080v fusible lockable disconnect.
12. We will install (1) one new 15amp fusible lockable disconnect for cab lights.
13. We will install conduit and wire from disconnects to controllers.
14. We will install led fixtures in the equipment room, and (1) one fixture in the area below the equipment room.
15. We will install an illuminated switch in the room below the equipment room.
16. We will relocate the existing GFCI receptacle in the equipment room.
17. We will install conduit only for phone lines.
18. We will install disconnect, conduit, and wire for the new A/C unit.
19. We will install conduits and boxes only for fire alarm devices in the equipment room.

Elevator Hoistways:

1. We will fire caulk back boxes of hall fixtures to maintain hoistway fire rating.
2. We will bevel ledges in the hoistway as required.
3. We will encapsulate pipe and duct work in the hoistway.
4. We will patch the hoistway as needed to meet fire-rating.
5. We will install hoistway lighting, controlled by the new elevator controller.

Elevator Lobbies:

1. We will install (1) one led fixture on top landing of the elevator.

Elevator Pit:



1. We will install new vapor tight LED lights in each elevator pit to meet the code.
2. We will install an illuminated light switch.
3. We will install a new GFCI receptacle in each elevator pit.
4. We will snake out the floor drain and install a cover on it.

Fire Alarm:

1. We will install (3) relays in the machine room.
2. We will install (2) smoke detectors.
3. We will provide programming, pre-test, permit, and final test with the AHJ.

**Exclusions:**

1. Painting and waterproofing of the pit have not been included in our proposal.
2. We do not include installation of any new sump pits or pumps in our proposal.
3. We do not include any work unrelated to elevator equipment.
4. We do not include any hazardous material abatement.
5. We do not include any line side electrical feeder wire size change, circuit size increase or replacement (existing line side power and circuits to be used).
6. We do not include the creation of any new building architectural plans or drawings. The building must supply existing drawings for permitting purposes if required by AHJ.
7. We do not include removal of any non-elevator building communication wiring or piping/drain lines in our proposal.
8. We do not include installation of any new dedicated elevator equipment grounding. Corrections of inadequate building grounds are not included in our scope. Only using existing building supplied grounds for elevator equipment sized to meet NEC code is included in our proposal.
9. Corrective measures to existing construction, building systems, or finish materials that were either improperly installed or installed and did not meet the code requirements of the installation are not included in this proposal unless specifically noted in the scope portion of the proposal.
10. We do not include replacement of any existing fire alarm devices or fire alarm control panels. Only fire alarm upgrade work specifically identified in our scope is included in our bid. Any main fire alarm control panel software upgrades required to allow programming/acceptance of newly installed alarm devices is not included in our proposal. We do not include any repairs to red or yellow tag conditions.
11. We do not include any cutting or patching for elevator lobby fixtures in our proposal.
12. We do not include any machine room or elevator pit floor painting in our proposal.
13. We do not include any night or weekend work in our proposal.
14. We do not include any work that is not specifically listed in this proposal.
15. We do not include ATS terminations to be performed by others.
16. We do not include any conduit or control wire from the elevator controller to hoistway.
17. We do not include any repairs to the existing generator or ATS.
18. We do not include keying new locksets to a master key.



Payment Terms

- Initial Deposit: 25%
- Upon Delivery of Materials to Site: 50%
- Progress Payments: 25%

Please be advised that no materials will be ordered until the initial deposit has been received. If payments are not made in accordance with the terms outlined above, all on-site work will be suspended until the outstanding balance is paid in full. In the event that our crews must demobilize due to delayed payment, a re mobilization fee of \$2,500.00 will apply. Any such delays will also result in an extension of the project schedule. All invoices are due within thirty (30) days of receipt.

Estimated Lead Times from Contract Execution and Initial Payment

- Survey and Ordering Material Lead Time: 4-6 weeks
- Material Procurement Lead Time: 16-18 weeks
- Elevator Installation: 11-12 weeks

Please note that these timeframes are estimates and may vary due to factors beyond the control of American Elevator.

Warranty

American Elevator warrants all equipment installed under this proposal—including both materials and workmanship for a period of one (1) year from the date of the final acceptance test conducted with the AHJ inspector.

Working Hours and Rates

Our price is based on working IUEC regular time hours (Monday-Thursday, 6:00am- 4:30pm). If overtime is required at any point during the project, a separate proposal will be provided.

- Team (Standard Rate): \$475.00 per hour
- Team (Overtime Rate): \$950.00 per hour



Permits, Testing, and Project Coordination

American Elevator Solutions, LLC will secure the necessary permits and perform initial testing in accordance with the requirements of the Authority Having Jurisdiction (AHJ) for the elevator installation.

If the acceptance test is delayed or denied due to factors beyond the control of American Elevator Solutions, LLC—including, but not limited to, malfunctioning equipment provided by other trades interfacing with the elevator system, or lack of facility access at the scheduled inspection time—the purchaser agrees to bear the cost of any resulting re-inspection fees. Furthermore, the purchaser will be responsible for the elevator contractor's standard hourly rate, as established by the International Union of Elevator Constructors, Local #63, for time spent during the re-inspection process.

The purchaser agrees to coordinate and schedule the work of other trades in a timely manner so as not to impede or delay elevator installation. Should American Elevator Solutions, LLC be required to de-mobilize due to delays caused by others outside the scope of our contract, a re-mobilization fee of \$2,500.00 will apply. Such delays will also result in an extension of the project timeline.



Terms and Conditions

The following terms and conditions apply to this estimate and are agreed upon by the Customer through acceptance, either by signature or that of a duly authorized representative:

1. Work Hours and Overtime Charges

Unless otherwise specified, all work will be performed during regular working hours. Should after-hours work be required, additional charges will apply at American Elevator Solutions, LLC prevailing overtime billing rates and will be added to the contract price.

2. Delays and Liability

American Elevator Solutions, LLC shall not be held responsible for delays or damages resulting from causes beyond its control, including but not limited to strikes, lockouts, accidents, acts of God, or issues caused by other trades. Additionally, we do not assume liability for any components not provided under this proposal.

3. Quotation Validity and Payment Terms

The quoted price is valid for 30 days from the date of the estimate. Unless otherwise specified, payment terms are net cash upon completion of the work.

4. Insurance Coverage

Work performed under this agreement is covered by public liability and workers' compensation insurance; however, this insurance does not extend to cover the Customer.

5. Damage to Materials or Work

In the event of damage to materials or completed work caused by fire, theft, or any other reason not attributable to American Elevator Solutions, LLC, the Customer agrees to compensate the company for such losses. American Elevator Solutions, LLC is not liable for any injury or damage sustained by persons while riding on, or being in or around, the subject equipment.

6. Entire Agreement

This proposal and its acceptance constitute the full and complete agreement for the equipment and services described herein. All prior verbal or written agreements or representations are considered null and void.

7. Code Compliance and Building Modifications

American Elevator Solutions, LLC is not responsible for bringing the building into compliance with the Building Code, Labor Law, or any other applicable regulations. Any building modifications not explicitly described in this proposal are the sole responsibility of the Customer. If the final certificate of approval is withheld due to non-compliance with such regulations unrelated to our work, all payments shall remain due and payable and may not be withheld.

8. Ownership of Materials

American Elevator Solutions, LLC reserves the right to retain or remove any unused materials related to the elevator or lift installation. Title to all machinery and materials furnished under this agreement remains with American



1905 S Harvard
Oklahoma City OK 73128

Elevator Solutions, LLC until full payment has been received. In the event of default, the company reserves the right to repossess such materials.

AMERICAN ELEVATOR SOLUTIONS, LLC

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

American Elevator Solutions, LLC
1905 S. Harvard Avenue
Oklahoma City, OK 73128

SURETY:

(Name, legal status and principal place of business)

Great Midwest Insurance Company
800 Gessner Road, Suite 600
Houston, TX 77024

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Cleveland County
201 S Jones
Norman, OK 73069

BOND AMOUNT: \$ 5%

Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

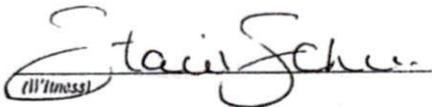
Elevator Modernization/Replacement, 201 S Jones, Norman, OK

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

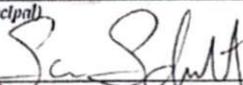
Signed and sealed this 26th day of February, 2026


(Witness)

American Elevator Solutions, LLC

(Principal)

(Seal)

By: 
(Title)

Great Midwest Insurance Company

(Surety)

(Seal)

By: 
(Title)

Wendy A. Bright

Attorney-in-Fact



POWER OF ATTORNEY

Great Midwest Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that GREAT MIDWEST INSURANCE COMPANY, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint: Wendy A. Bright

Surety Bond No: Bid Bond
Principal: American Elevator Solutions, LLC
Obligee: Cleveland County

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of GREAT MIDWEST INSURANCE COMPANY, on the 1st day of April, 2025 as follows:

Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed One-Hundred Million dollars (\$100,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto.

Resolved, that the signature of the President and the seal of the Company may be affixed by electronic mail on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by electronic mail to any certificate of any such power and any such power or certificate bearing such electronic signature and seal shall be valid and binding on the Company.

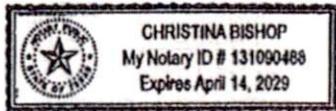
IN WITNESS THEREOF, GREAT MIDWEST INSURANCE COMPANY, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 8th day of April, 2025.



GREAT MIDWEST INSURANCE COMPANY
BY Mark W. Haushill
Mark W. Haushill
President

ACKNOWLEDGEMENT

On this 8th day of April 2025, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of GREAT MIDWEST INSURANCE COMPANY, the corporation described in and which executed the above instrument, that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY Christina Bishop
Christina Bishop
Notary Public

CERTIFICATE

I, the undersigned, Secretary of GREAT MIDWEST INSURANCE COMPANY, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 26th Day of February 2026



BY Patricia Bryan
Patricia Bryan
Secretary

WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Oklahoma Department of Labor



Leslie Osborn
Commissioner of Labor

American Elevator Solutions LLC
1905 S Harvard Ave
Oklahoma City, OK 73128

June 12, 2025

Re: License # 50161

Attached is your Elevator Contractor license as required by Title 59 OS Section 3020, *et seq* and Administrative Rules Chapter 380:70 (Oklahoma Elevator Safety Act). This license is issued valid for a period of one year and must be renewed annually prior to the last day of the month in which it was initially issued. All contractors are reminded that installation permits are required for new installations, alterations and major repairs.

All elevators and conveyances covered under this Act are required to be inspected by an Oklahoma Department of Labor Inspector prior to being placed in operation.

No person shall operate, permit to be operated or use any device or equipment subject to the provisions of the Act if such person knows, or reasonably should know that such operation or use will expose the public to an unsafe condition which is likely to result in personal injury or property damage.

Any licensed Elevator Contractor, licensed Elevator Mechanic or licensed Elevator Inspector who fails to immediately report an unsafe conveyance to the Chief Elevator Inspector shall be guilty of a misdemeanor and subject to such fine and/or imprisonment as provided for in the Act.

Respectfully,

Licensing Division
Oklahoma Department of Labor

LICENSE / REGISTRATION

Oklahoma Elevator Contractor License

This License is Not Transferable

DATE ISSUE 06/12/2025
EXPIRATION DATE 06/30/2026

LICENSE NO. 50161
RECEIPT NO. 202512021


LESLIE OSBORN, COMMISSIONER

American Elevator Solutions LLC
1905 S Harvard Ave
Oklahoma City, OK 73128



STATE OF OKLAHOMA
DEPARTMENT OF LABOR
409 NE 28th St, 3rd Floor
Oklahoma City, OK 73105
(405) 521-6100
Fax (405) 521-6025

**Request for Taxpayer
 Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
 requester. Do not
 send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) ESI LEGACY HOLDCO, INC.		
	2	Business name/disregarded entity name, if different from above. AMERICAN ELEVATOR SOLUTIONS, LLC		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions. 1905 SOUTH HARVARD AVE	Requester's name and address (optional)	
	6	City, state, and ZIP code OKLAHOMA CITY, OK 73128		
	7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] [] [] [] [] [] []	
OR	
Employer identification number	
9 3 - 3 9 0 0 5 8 7	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *[Signature]* Date 1/7/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

AGENCY CUSTOMER ID: ELEVSR-05

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY RBN & Associates, Inc.		NAMED INSURED American Elevator Solutions, LLC ESI Legacy Holdco, Inc. dba American Elevator Co., Inc 1905 S Harvard Avenue Oklahoma City OK 73128	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Cyber Liability Coverage:
Carrier: Underwriter of Lloyds NAIC 15792
Policy: ESO0040466575
Effective: 08/14/2025 to Expiration: 09/25/2026
Limit: \$1,000,000

Pollution/Professional (E & O) Liability (Professional is Claims Made):
Carrier: Lexington Insurance Company NAIC:19437
Policy: 015136811
Effective: 09/10/2025 to Expiration: 09/25/2026
Each Limit: \$1,000,000
Aggregate: \$1,000,000 each

