

**PRYOR CREEK RECREATION CENTER BOARD  
REGULAR MEETING  
MONDAY, November 1, 2021, AT 5:30 P.M.**

Board members: Houston Brittain, Jeremy Cantrell, Cathy Gray, Rebecca Kemp, Steve Riff, Dick Holmes, Marty Marsh

**1. Call to order.**

The meeting was called to order by Houston at 5:30 P.M.

**2. Approve minutes of the October 4, 2021 regular meeting.**

Motion made by Cantrell to approve the minutes of the October 4, 2021, regular meeting, second by Gray, motion passed unanimously.

**3. Petitions from the audience. (Limited to 5 minutes, with advance reservation).**

No petitions were presented.

**4. Discuss, possible recommend Council action regarding approval of 2022 Recreation Board Meeting Schedule.**

Motion made by Gray to recommend Council action regarding approval of 2022 Recreation Board Meeting Schedule, second by Cantrell, motion passed.

**5. Director's Report.**

**a. Facility repair and Maintenance**

The awning was finished and was under budget. MUB replaced about 15 lights in the parking lot. Had a few roof leaks from the recent rains. Boys and Girls club had some ceiling damage as well. The new roof repairs should remedy this problem.

**b. Finance Report**

Mayor reported as of September 30, the fund balance is healthy. At the end of September net revenue was about 16 thousand over expenditures.

**c. Aquatics Report**

4 public 3 private parties in October. 175 private lessons, 21 group classes. PCRC needs a new lifeguard. Jackie is certified to train now and that will bring revenue into the PCRC.

**d. Personnel Report**

Jess is the weekend manager, she was the board.

**e. Misc.**

October had 146 new members. Working on locker inventory. Jessica Long will check on how many members the PCRC is losing. Need to purchase new security cameras, the new awning is blocking the view of what is in place now. Bids are open for roof repairs. Dodgeball tournament is in place. Maintain don't gain will be starting. Going to order winter PCRC apparel. New equipment will arrive mid-January. When it arrives will need to shut down for about one day to remove the old equipment and install the new equipment. Pryor police department has shown interest in purchasing some of the old equipment. Other items will be posted for auction.

**f. Q&A.**

**6. Unforeseeable Business.**

No unforeseeable business.

**7. Adjourn.**

Motion made by Cantrell second by Marsh. Motion passed unanimously. Meeting adjourned.



Coats, Darla &lt;coatsd@pryorcreek.org&gt;

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3 messages

**Steve Powell** <steve.powell@isgengineering.com>

Tue, Nov 16, 2021 at 8:55 AM

To: "Long, Jessica" &lt;longj@pryorcreek.org&gt;, Houston Brittain &lt;hbrittain@bb-ok.com&gt;

Cc: "Larry Lees (leesl@pryorcreek.org)" &lt;leesl@pryorcreek.org&gt;, "Coats, Darla" &lt;coatsd@pryorcreek.org&gt;

Ladies and Gentlemen, the attached bid tabulation results and recommendations for the selection of Pro-Tech Roofing of Tulsa to repair and replace the roof of the Recreation Center is provided. We have conducted inquiries into the contractors qualifications and familiarity with the roofing system specified. We have determined this company has the experience and past successful projects of similar conditions to undertake this project. We have also contacted the Oklahoma General Accounting Office and the Oklahoma Better Business Bureau on this company. The company is registered in the State of Oklahoma for conducting residential and commercial roof repairs within the state as currently has no active investigations or complaints for the company.

We have recommended to the Board to award this contract to the selected contractor and move forward with contract completion and actual construction commencement. As this most likely work to be done during winter months so some of the work may be start and stop due to incimate weather conditions. Our goal here is to repair the roof so Spring rains do not cause additional damage to ceilings, walls and floor coverings.

If it is the wish of the Director, please let us know the date of the next Rec Board meeting for further actions which would be to take it to city council for authorization.

Steve Powell

-----Original Message-----

From: [tulsaisgscan@gmail.com](mailto:tulsaisgscan@gmail.com) <[tulsaisgscan@gmail.com](mailto:tulsaisgscan@gmail.com)>

Sent: Tuesday, November 16, 2021 8:42 AM

To: Steve Powell <[steve.powell@isgengineering.com](mailto:steve.powell@isgengineering.com)>

Subject: Scanned from Infrastructure Solutions Tulsa

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Infrastructure Solutions  
918-664-5500

**Scanned from a Xerox Multifunction Printer.pdf**

87K

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**Long, Jessica** <longj@pryorcreek.org>

Tue, Nov 16, 2021 at 9:07 AM

To: Steve Powell &lt;steve.powell@isgengineering.com&gt;

Cc: Houston Brittain &lt;hbrittain@bb-ok.com&gt;, "Larry Lees (leesl@pryorcreek.org)" &lt;leesl@pryorcreek.org&gt;, "Coats, Darla" &lt;coatsd@pryorcreek.org&gt;

Hi Steve,



November 14, 2021

City of Pryor Creek  
12 North Rowe Street  
Pryor, OK 74362

**RE: Recreation Center Roof Replacement Project  
PRY 21-08**

Dear Mayor and Council,

The above referenced project bids were received and opened on November 9, 2021 at 2:00 pm in the council chambers of City Hall. There were six bidders on the project. (See the attached Bid Tabulation for a detailed breakdown of each bid). After review of the bids, it was determined Pro-Tech Roofing, Inc. of Tulsa, OK., was the lowest responsive bidder in each Schedule and therefore the total of the 3 Schedules, with a combined bid of \$262,509.50. Pro-Tech Roofing has stated on their bid form once ordered, materials will be here in 3-4 weeks.

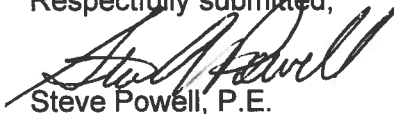
The Pryor Recreation Board has allocated sufficient funds to undertake this project including all Three Schedules. As the project is within budget, we recommend award of this contract to the lowest responsive bidder and immediately begin the process of construction commencement.

Our recommendation is to

1. Award the contract for Schedule I, Schedule II, and Schedule III for a total bid of \$262,509.50 to Pro-Tech Roofing, Inc. of Tulsa, OK.
2. **Encumber the funds sufficient to cover the above cost plus a contingency fund of 10% or \$26,000 to assist in the event additional work is discovered during the project. Therefore a total of approximately \$289,000 should be allocated to complete this project.**
3. A notice of Award should be executed for the full amount above stated.
4. The council should authorize the mayor to enter into an agreement with the selected contractor when presented with a contract for the amount herein stated.

If you have any questions concerning this project, please do not hesitate to contact us at (918) 664-5500.

Respectfully submitted,



Steve Powell, P.E.  
Project Manager  
Project # PRY 21-08



City of Pryor Creek  
Pryor Recreation Center Roof Replacement  
PRY 21-08  
Bid Opening 11-09-21, 2:00 PM



No.	Company/Organization	Address	Bid Bond	Schedule I	Schedule II	Schedule III	Total
1	Pro-Tech Roofing, Inc	1107 N 105th E Place, Tulsa, OK 74116	Yes	64,003.50	19,607.50	178,898.50	262,509.50
2	Ground Zero Roofing & Const. LLC	P.O Box 1272 Newcastle, OK 73065	Yes	106,391.00	32,593.00	322,060.00	461,044.00
3	Allwine Roofing & Construction, Inc	3815 S 79th E Ave, Tulsa, OK 74145	Yes	184,352.00	56,476.00	269,855.00	510,683.00
4	Horizon Roofing & Const.	357 S. Commercial, Welch, OK. 74369	Letter of Credit	147,777.00	58,500.00	307,777.00	514,054.00
5	Dawson Roofing, Inc.	3486 E 480 Rd, Pryor, OK 74361	Yes	133,825.50	40,997.50	374,060.50	548,883.50
6	Joplin Roofing, Inc.	5471 Detch Elm Drive, Joplin, MO 64804	Yes	153,420.00	83,100.00	359,800.00	596,320.00

CERTIFIED AS TRUE AND CORRECT:

INFRASTRUCTURE SOLUTIONS GROUP, LLC

Steve Powell, P.E.