

TULSA COUNTY

PURCHASING
DEPARTMENT

MEMO

DATE: February 27, 2019
FROM: Matney M. Ellis
Purchasing Director 
TO: Board of County Commissioners
SUBJECT: Agreement – Sack and Associates, Inc.

Submitted for your approval and execution is the attached agreement between the Board of County Commissioners on behalf of the Tulsa County Juvenile Bureau and Sack and Associates, Inc. for topographic surveying services needed for the parking lot at the new Family Center for Juvenile Justice.

Respectfully submitted for your approval and execution.

MME / mlb

ORIGINAL: Michael Willis, County Clerk, for the March 4, 2019 agenda.



CA No. 1783 (PE/LS)

SACK AND ASSOCIATES, INC.

• ENGINEERING • SURVEYING • PLANNING •

3530 East 31st Street, Suite A, Tulsa, OK 74135-1519

P.O. Box 520970, Tulsa, OK 74152-0970

Phone: 918.592.4111 Fax: 918.592.4229

E-mail: sai@sackandassociates.com

February 27, 2019

Mr. Tom Rains
Tulsa County Engineering Department
Ray Jordan Administration Building
500 South Denver, 3rd Floor
Tulsa, OK 74103

trains@tulsacounty.org

**RE: Family Center for Juvenile Justice Parking
West Archer St. and North Guthrie Ave.
Part of Lot 1, Block 1, County Jail Addition
City of Tulsa, Tulsa County, Oklahoma**

Dear Mr. Rains:

We are pleased to provide this proposal to prepare a Detail Topographic Survey of the above referenced site. The survey will include the following:

1. Boundary survey with permanent markers set at each corner;
2. Spot elevations with 1' contours;
3. All trees with diameter and type;
4. All visible improvements; and
5. Visible utilities and underground utilities of which we are aware.
6. Research easements.

The cost of the above-described survey will be based on the hourly rate from the enclosed Standard Rate Schedule with a set fee of \$5,000.00. This cost is based on issuing the survey one time. All revisions will be done for an additional cost per the enclosed Standard Rate Schedule.

The terms indicated in this proposal will only be honored for a period of 30 days following the date of this letter. Billings for our services are sent out twice monthly. Payments to Sack and Associates, Inc. for services rendered are not dependent on closing schedules or bank draws. Terms for payment are 30 days. Any invoices carried beyond our terms are subject to service charges as stated on the invoice.

Fees for printing, plotting, deliveries, overnight charges, special supplies, etc. will be billed as reimbursables on an "at cost" basis. Fees required by others (including city agencies) are to be paid directly by the client.

Mr. Tom Rains
February 27, 2019
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If you have any questions or if we can be of further assistance, please call. We would appreciate you authorizing us to perform this work by signing this agreement. Please return the executed agreement to our office as soon as possible. We look forward to working with you.

Sincerely,
SACK AND ASSOCIATES, INC.


Theodore A. Sack

Enclosure: Standard Rate Schedule

ACCEPTED THIS _____ DAY OF _____, 2019.

BY: _____

TITLE: _____ PHONE: _____

E-MAIL: _____

COMPANY NAME: _____

ADDRESS: _____

INVOICE TO: _____

TAS:sky

G383B (17)
1912.02

Approved as to form:

Nolan M. Fildes IV 2-27-19

Asst. Dist. Attorney



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STANDARD RATE SCHEDULE

Effective April 1, 2015

An accurate record of time involved in our services will be kept and a copy of such record will be furnished to you. Services will be provided at the following rates:

Two-Person Survey Party, including normal surveying equipment, transportation, and supplies	\$125.00 to \$135.00 per party hour *
Engineer/Project Leader	\$90.00 to \$100.00 per hour *
Registered Surveyor	\$90.00 to \$110.00 per hour *
Draftsperson/CADD Operator/Technician.....	\$65.00 to \$75.00 per hour *
Other Necessary Employees.....	\$50.00 to \$60.00 per hour *
Eric G. Sack	\$150.00 per hour
Theodore A. Sack	\$160.00 per hour
Expert Witness Testimony	1.5 times standard rate
Overtime rate (over 40 hours per week)	1.5 times standard rate
Trimble GPS System	No Charge
Electronic Total Station with Data Collector	No Charge
CADD / Computer System.....	No Charge

Additional Charges:

- Cost of printing, plotting, deliveries, and special supplies and/or expenses.
- Meals and lodging if out of Tulsa overnight.
- Fees required by others (including city agencies) are to be paid directly by client.

Billings for our services are sent out twice monthly, and terms of payment are "NET 30 DAYS" from the date of the invoice. Work will terminate on projects if payment terms are not met. Payments to Sack and Associates, Inc. for services rendered are not dependent on closing schedules or bank draws.

* Rates will vary depending upon the experience of the personnel.