



# City of Lawton

## Lawton Water Authority

### Agenda

Lawton City Hall  
212 SW 9th Street  
Lawton, Oklahoma  
73501-3944

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Tuesday, November 14, 2023

2:00 PM

Lawton City Hall

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#### Call To Order

#### Roll Call

#### New Business

1. Consider rejecting the bid received for management and operation of Schoolhouse Slough at Lake Lawtonka as the City, under its management authority, intends to solicit Request for Proposals specific to the operation and management of the convenience store to include fuel pumps. [23-1030](#)

**Attachments:** [RFPC23-041 Bid Result with Abstract](#)

#### Adjournment

**The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48 hour rule if interpreters for the deaf (signing) is not the necessary accommodation."**



# City of Lawton

Lawton City Hall  
212 SW 9th Street  
Lawton, Oklahoma  
73501-3944

## Commentary

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**File #:** 23-1030

**Agenda Date:** 11/14/2023

**Agenda No:** 1.

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**ITEM TITLE:**

Consider rejecting the bid received for management and operation of Schoolhouse Slough at Lake Lawtonka as the City, under its management authority, intends to solicit Request for Proposals specific to the operation and management of the convenience store to include fuel pumps.

**INITIATOR:** Trustee Warren

**STAFF INFORMATION SOURCE:** Timothy Wilson, Acting City Attorney  
Dewayne Burk, Deputy City Manager  
Larry Parks, Parks and Recreation Director

**BACKGROUND:** The previous lease for management and operation of Schoolhouse Slough expired December 31, 2022. At the direction of City Council, staff prepared and issued a Request for Proposal (RFP) for the management and operation of Schoolhouse Slough, comprised of a convenience store, fuel pumps, dry stalls, wet slips, camper spaces, trailer spaces and boathouses. Nineteen (19) proposal packets were sent out with a submission deadline of August 15<sup>th</sup>, 2023. One (1) proposal was submitted.

In its lease of the property, the Authority “grants the City the authority to manage that part of the estate that provides a recreational benefit to the citizens including hunting, fishing, boating and the licensing therefore, long-term camping, daily use and the fees therefore and the four (4) concession leases at Lake Lawtonka and Ellsworth.” As part of its management authority, the City has stated its intent to solicit Request for Proposals specific to the operation and management of the convenience store to include fuel pumps. Therefore, the Authority will consider rejecting the one bid received for management and operation of the entirety of Schoolhouse Slough.

**EXHIBIT:** RFPCL23-041 Bid Result with Abstract

**KEY ISSUES:** N/A

**FUNDING SOURCE:** N/A

**STAFF RECOMMENDED COUNCIL ACTION:** Reject the bid received for management and operation of Schoolhouse Slough at Lake Lawtonka.

# City of Lawton REQUEST FOR PROPOSALS

<b>MAIL SEALED PROPOSALS TO:</b> City Clerk City of Lawton 212 SW 9 <sup>th</sup> Street Lawton, OK 73501		<b>DIRECT INQUIRIES REGARDING FORMS:</b> <a href="mailto:justine.guevara@lawtonok.gov">justine.guevara@lawtonok.gov</a> <b>colbie.gilbert@lawtonok.gov</b> <b>QUESTIONS REGARDING BID:</b> <a href="http://www.bidsync.com/bidsync-cas/">www.bidsync.com/bidsync-cas/</a>	
<b>Date Proposal Typed:</b> June 28, 2023	<b>Date(s) Advertised:</b> July 2, 2023	<b>No Proposals Received After:</b> August 15, 2023 <span style="float: right;">2:00 P.M.</span>	
<b>Proposal Number and Title:</b> RFPCL23-041 Management and Operations of Schoolhouse Slough at Lake Lawtonka <b>Requirements-type Proposal:</b> <input checked="" type="checkbox"/> yes <input type="checkbox"/> no		<b>Proposal valid until:</b>  	
<b>Bid Openings are held at Lawton City Hall 2<sup>nd</sup> Floor Conference Room 212 SW 9<sup>th</sup> Street Lawton, OK 73501 @ 2:00 pm</b>		December 31, 2023	
<b>Vendor Name and Point of Contact:</b> Scott James		<b>Reason for No Proposal:</b>  	
<b>Mailing Address:</b> 2319 NE Village Drive			
<b>City:</b> <b>State:</b> <b>Zip:</b>	<b>Delivery:</b>		
Lawton, OK 73507		 	
<b>Area Code and Phone Number:</b> 580-351-4248		<b>Email Address:</b> soonerinteriors@yahoo.com	
<b>Federal Employer Identification Number or Social Security Number</b>			

**THIS PROPOSAL INVALID IF NOT SIGNED AND NOTARIZED**

**AFFIDAVIT:**

**STATE OF** Oklahoma **COUNTY OF** Comanche, of lawful age, being first duly sworn, on oath says that:

1. Affiant is the duly authorized agent of the bidder/vendor and/or contractor submitting the competitive bid and executing the contract which is attached to this statement, and that as such agent Affiant has the authority to bind the bidder/vendor, whether an individual, partnership, or corporation, for the purpose of negotiating and entering into said agreement, and for certifying the facts pertaining to the existence of collusion among bidders and between bidders and City officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached; 2. Affiant is fully aware of the facts and circumstances surrounding the making of the bid and/or the procurement of the contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bids; 3. Neither the bidder/vendor nor anyone subject to the bidder/vendor's direction or control has been a party: a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor d. to paying, giving or donating or agreeing to pay, give or donate to any officer or employee of the City of Lawton, any money or other thing of value, either directly or indirectly, in procuring the contract to which his statement is attached. 4. Affiant further agrees to be held personally liable in the event that Affiant has misrepresented the scope or extent of Affiant's authority to bind the bidder herein, and to indemnify and hold harmless the City of Lawton its departments, boards, commissions, agencies, institutions, and all employees of the aforementioned from all damages based upon such misrepresentation, including but not limited to all costs and attorney fees incurred, in addition to any other remedies available by law.

Firm: Scott James  
 Address: 2319 NE Village Dr  
LAWTON, OK 73507  
 (City, State, Zip)  
 Phone: 580-351-4248

\_\_\_\_\_  
 SIGNATURE OF AUTHORIZED AGENT  
 Scott James Owner/ President

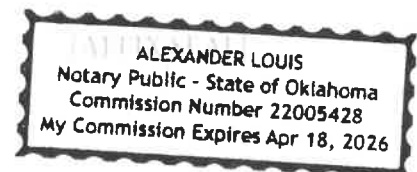
PRINT/TYPE NAME/TITLE

Subscribed & sworn before me this 15<sup>th</sup> day of August, 2023.

\_\_\_\_\_  
 Alexander Louis  
 Notary Public  
 My Commission expires: April 18, 2026

CONDITIONS FOR SUBMITTING PROPOSALS  
 PAGE 1 OF 11

FORM REVISED 2/14/22



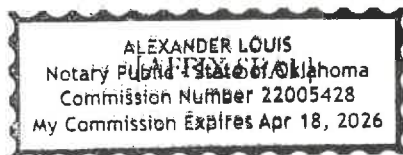
AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00  
CITY OF LAWTON, STATE OF OKLAHOMA

STATE OF Oklahoma

COUNTY OF Comanche

SS

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this contract is true and correct. Affiant further states that the (work, services or materials) will be (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that (s) he has made no payment directly or indirectly to any elected official, officer or employee of the City of Lawton, any county or local subdivision of the state, of money or any other thing of value to obtain or procure the contract or purchase order.



Scott James

Business Name / Contractor Name

Signed Scott James  
Print :

Attested to before me this 15<sup>th</sup> day of August 2023.

Alexander Louis  
Notary Public

My Commission Expires April 18 2026.

**NOTE:** Copy of this Affidavit must be attached to any invoice submitted by an architect, contractor, or engineer or supplier for work, services, or materials completed or supplied under the terms of the contract or contracts in excess of \$25,000.00.



**CITY OF LAWTON**  
212 SW 9<sup>th</sup> Street  
Lawton, Oklahoma 73501  
(580) 581-3500

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**CONTRACTOR'S CERTIFICATE OF COMPLIANCE**  
**WITH NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

In accordance with the provisions of this Contract relating to non-discrimination, it is hereby certified that I/we have complied with the provisions of Section 10-1-112 of the Code of Ordinances of the City of Lawton in the performance of any work in connection with this Contract.

RFQCL-233-041

Contract Number

8.14.2023

Date

Scott James

Name of Contractor (Print)

Signature, Member of Firm or Officer of Corporation

Owner/ President

Title

## SIGNATURE PAGE

### CITY OF LAWTON, OKLAHOMA A Municipal Corporation

\_\_\_\_\_  
STAN BOOKER, MAYOR

ATTEST:

\_\_\_\_\_  
TRACI HUSHBECK, CITY CLERK

APPROVED as to form and legality on behalf of the CITY of Lawton, Oklahoma,  
this 14Th day of August, 20 23.

\_\_\_\_\_  
JOHN RATLIFF, CITY ATTORNEY

VENDOR: \_\_\_\_\_

Scott James

Printed Name

Owner/ President

\_\_\_\_\_  
Title

# Bid Form

## Management and Operation of Schoolhouse Slough at Lake Lawtonka

City of Lawton  
Finance Department  
212 SW 9<sup>th</sup> Street  
Lawton, OK 73501

Proposals will be received at the address above until August 15, 2023 at 2:00pm.  
Late proposals will not be considered.

Company Name:	Scott James
Company Representative:	Scott James
Company Address:	2319 NE Village Drive
	Lawton, OK
Company Phone:	580-351-4248

Attach proposal, business plan, business resume, and certificates/licenses per RFP

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Scott James		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► S Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should 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 FATCA reporting code (if any) (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 2319 NE Village Drive		Requester's name and address (optional)
6 City, state, and ZIP code Lawton, OK 73507		
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. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
Employer identification number								

## 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 ►

Date ►

## 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](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



**Scott James**  
**2319 NE Village Drive**  
**Lawton, Oklahoma 73507**  
**Mobile # (580) 351-4248**  
**E-mail: soonerinteriors@yahoo.com**

PROPOSAL SUBMITTED TO  
NAME: City of Lawton, Ok  
ADDRESS: 212 SW 9<sup>th</sup> St  
CITY, STATE: Lawton, Okla. 73501

WORK TO BE PERFORMED AT  
ADDRESS: School House Slough  
CITY, STATE: Lawton, Okla.  
PROPOSAL DATE: 08.14.2023  
PHONE NO: (580) 581-3328

We hereby propose to perform the proposal for: **RFQCL23-041 Management and Operations of School House Slough at Lake Lawtonka**

I Scott James propose the leasing of **School House Slough at Lake Lawtonka**  
Management and store operations to include but not limited to fuel pumps, dry stalls, wet stalls  
camping and trailer spaces

Amount of proposal **\$ 1,700,000.00**

## **BUSINESS PLAN**

### **School House Slough Store & Rentals**

195 Slough House Road Lawton, Oklahoma 73505

August 14, 2023

## **Executive Summary**

### ***The Ownership***

The Company will be structured as a sole proprietorship.

### ***The Management***

The Company will be managed by Jackie Scott James.

### ***The Goals and Objectives***

To provide a convenience store, fuel service and rental spaces Lake Lawtonka, Oklahoma

#### **Year One:**

Perform critical infrastructure repairs to convenience store, fuel pumps and water and sewer repairs for rental spaces.

Provide propane refills tanks for campers, Contact with a fiber internet company to provide high speed internet to school house slough residents. Improve security lighting at the boat dock, ramp and store.

Establish a kayak and paddle board rentals for the public ( jet skis and pontoon rentals will come at years two and three respectively.

Actively search for grants for repairs to boat dock and ramp

#### **Year Two:**

Upgrade fuel system to point of sale, Install self serve ice kiosk at store and by main entrance. Install a short order grill and made to order pizzas. Repairs to existing roads in campground and add additional camping spaces to the north camping area. Start planing for new water and sewer for north campground and repairs to existing area at school house slough.

#### **Year Three:**

Start plans and construction for new playground equipment, picnic pavilion for school house slough residents. construct new trash enclosure to limit trash blowing around.

#### **Year Four:**

Repair roads for campgrounds and boat trailer parking lot

#### **Year Five:**

Install new boat dock and repairs to boat ramp.

### ***The Products and Services***

Retail convenience store items and refueling services.

### ***The Target Market***

The Company 's target market has the following characteristics:

- Other: People who visit Lake Lawtonka.

***Pricing Strategy***

The Company will make use of an economy pricing strategy.

## **Business Plan - School House Slough Store & Rentals**

### **The Company**

#### *Business Sector*

The Owner would like to start a business in the following industry: retail sector.

#### *Company Goals and Objectives*

To provide a convenience store, fuel service and rental spaces Lake Lawtonka, Oklahoma

#### *Year One:*

Perform critical infrastructure repairs to convenience store, fuel pumps and water and sewer repairs for rental spaces.

Provide propane refills tanks for campers, Contact with a fiber internet company to provide high speed internet to school house slough residents. Improve security lighting at the boat dock, ramp and store.

Establish a kayak and paddle board rentals for the public ( jet skis and pontoon rentals will come at years two and three respectively.

Actively search for grants for repairs to boat dock and ramp

#### *Year Two:*

Upgrade fuel system to point of sale, Install self serve ice kiosk at store and by main entrance. Install a short order grill and made to order pizzas. Repairs to existing roads in campground and add additional camping spaces to the north camping area. Start planing for new water and sewer for north campground and repairs to existing area at school house slough.

#### *Year Three:*

Start plans and construction for new playground equipment, picnic pavilion for school house slough residents. construct new trash enclosure to limit trash blowing around.

#### *Year Four:*

Repair roads for campgrounds and boat trailer parking lot

#### *Year Five:*

Install new boat dock and repairs to boat ramp.

#### *Company Ownership Structure*

The Company will be structured as a sole proprietorship.

#### *Ownership Background*

- Owner: Jackie Scott James  
Experience and training: Scott has 25 years in commercial contracting business and 15 years in retail automotive supply.

#### *Company Management Structure*

The Company will be managed by Jackie Scott James.

#### *Company Assets*

The Company has the following assets:

- Real Property, with an estimated value of \$250,000.00.
- Equipment, with an estimated value of \$225,000.00.
- Shares or stocks, with an estimated value of \$75,000.00.
- Asset: \_\_\_\_\_, with an estimated value of \$ \_\_\_\_\_.

#### **The Products and Services**

##### *The Products and Services*

Retail convenience store items and refueling services.

#### **Marketing Plan**

##### *The Target Market*

The Company 's target market has the following characteristics:

- Other: People who visit Lake Lawtonka.

##### *Location Analysis*

Business is located adjacent to the boat ramp and provides easy access for lake goers.

##### *Pricing*

The Company will make use of an economy pricing strategy.

##### *Advertising*

The Company will promote the business through:

- Online channels (website, Google ads, etc.)
- Email marketing (newsletters, brand story, etc.)
- Social media

The annual budget for advertising is: \$5,000.00.

I CERTIFY that I have opened, read, and recorded herein all bids received and listed below:

## ABSTRACT OF BIDS

Signature: *Colbie Gilbert*

CL/RFP Number RFPCL23-041	Page <u>1</u> of <u>1</u>	Bidder Number <u>1</u>	Bidder Number <u>2</u>	Bidder Number <u>3</u>
CL/RFP Title Management & Operations of Schoolhouse Slough at Lake Lawtonka	Date Opened:  August 15, 2023	Scott James  2319 NE Village Dr Lawton, OK 73507 580-351-4248 <a href="mailto:soonerinteriors@yahoo.com">soonerinteriors@yahoo.com</a>		
Buyer Colbie Gilbert	Number of ADDENDA Issued NONE	Addenda Acknowledged N/A		
DELIVERY: CORPORATE SEAL OR NOTARY: AFFIDAVIT OF PAYMENTS.....\$25,000: CERTIFICATE OF INSURANCE ENCLOSED:		As required Yes Yes N/A		
		Amount of Proposal		
		\$1,700,000.00		