

Open Records Request — Public Contract and Debt Data

Request for existing electronic records | City of Bartlesville | Draft to send

October 13, 2026

To: Custodian of Records, City Clerk / Finance Department, City of Bartlesville

Via City's listed records-submission contact: clpullins@cityofbartlesville.org

Re: Existing contract, payment, amendment, debt and grant records for independent public-records indexing

Under the Oklahoma Open Records Act, 51 O.S. §24A et seq., I request access to or electronic copies of the existing nonexempt records described below. This request does not ask the City to create new analyses, calculate totals that are not already maintained, or disclose exempt information. Please provide records electronically in native spreadsheet/CSV form where those formats are maintained; PDFs are acceptable for signed documents.

A Priority contract files

For July 1, 2024 through October 13, 2026, please provide the executed agreement (if any), original award approval, solicitation/bid tabulation if retained, approved amendments/change orders, notices to proceed, paid invoice ledger entries, and any final acceptance/close-out records maintained for:

- Yale Drive reconstruction — KSL Dirtworks (City-reported approval March 2025).
- Madison Boulevard reconstruction — KSL Dirtworks; also any existing Delaware Tribe cost-sharing agreement and reimbursement receipts.
- 2025 asphalt street rehabilitation package — Brent Bell Construction.
- Street rehabilitation engineering — CEC Corporation (October 2024 report).
- Bartlesville Municipal Airport box hangar — Koehn Construction Services; original award and Change Order No. 1 or its disposition.
- Greystone/Lahoma design — Kimley-Horn & Associates (October 2026 City report).
- 2026 asphalt rehabilitation design — CED Corporation (October 2026 City report).
- 2026 drainage design proposals for Sooner Park/Jefferson/Arbor and Choctaw improvements.
- Sunset Bridge construction — Bright Lighting (August 2025 report).

B Payment and procurement records

- Existing accounts-payable transaction exports for the vendors and agreements above, for July 1, 2024 to October 13, 2026, showing vendor, contract or PO reference, transaction date, invoice number, payment amount, fund/source and payment status, to the extent fields are maintained.

- Copies of existing contract registers, procurement logs and vendor award registers, including updates and data dictionaries, if currently maintained.
- Existing lists of project change orders, amendments, retained close-out/inspection or acceptance records for those identified contracts.

C Debt and related authority records

- The most recent debt-by-issue schedule maintained as of October 13, 2026 for City general obligation bonds, showing issuer, series, principal outstanding at the schedule date, rate, debt service, maturity and pledged funding.
- The corresponding schedules for the Bartlesville Municipal Authority, if held by the City; otherwise identify the appropriate authority records custodian.
- Existing FY2025 and FY2026 principal-and-interest payment ledgers by issue and any retained reconciliation to the FY2026–27 adopted budget debt schedules.

D Grant and reimbursement documents

- For the Madison Boulevard/Delaware Tribe partnership, existing signed agreement, match plan, reimbursement requests and receipts, if maintained.
- For the recently accepted Sunset pedestrian bridge grant, existing award letter, conditions, matching funds document and drawdown/receipt transactions, if already created.

Format, fees, and custodian response

If this request is too broad for a timely response, please provide responsive materials on a rolling basis, beginning with executed contracts and available electronic payment exports. Please advise of any lawful search/copy fees before costs are incurred. If any record is withheld or redacted, please identify the applicable statutory basis as appropriate. If records are held by a separate authority, please identify its custodian or forward the request where appropriate.

Please acknowledge receipt and advise which portions can be supplied in their currently maintained native electronic format. I am available to clarify time periods and exact document names.

Submitted by: [Full name]

Reply email: [Email address]

Mailing address (if required): [Address]