

FACILITY REPAIR AND MAINTENANCE CONTRACT
PROJECT/CONTRACT NO. 60XXX038 -WSDEV4575
TITLE : PDW HVAC PREVENTATIVE MAINTENANCE & REPAIR
WATER SERVICES DEPARTMENT

PART I

THIS CONTRACT is between KANSAS CITY, MISSOURI, a constitutionally chartered municipal corporation (“City”), and **Lippert Mechanical Services LLC**. (“Contractor”).

City and Contractor agree as follows:

PART I

SPECIAL TERMS AND CONDITIONS

Sec. 1. Work To Be Performed. The Specification/Scope of Work and any addenda are attached hereto and incorporated into this Contract.

Sec. 2. Term of Contract.

The work to be performed under this Contract shall begin on the date specified in the written Notice to Proceed issued by the Director. The work shall be completed within 365 calendar days thereafter. The Director is authorized to extend the term of this contract and time of performance for this Contract.

Sec. 3. Compensation.

- A. The maximum amount that City shall pay Contractor under this Contract is set forth in the 00410 Bid Form/Contract – Acceptance of Bid executed by the City. Contractor shall provide all work at the prices contained in Contractor’s Bid Form that is incorporated herein by reference.
- B. Contractor shall submit application for payment using form 01290.01 Application for Payment and 01290.02 Schedule of Values included in **Attachment C**.
- C. No request for payment will be processed unless it is accompanied by form 01290.02 Schedule of Values included in **Attachment C**.
- D. It shall be a condition precedent to payment of any invoice from Contractor that Contractor is in compliance with, and not in breach or default of, all terms, covenants and conditions of this Contract. If damages are sustained by City as a result of breach or default by Contractor, City may withhold payment(s) to Contractor for the purpose of set off until such time as the exact amount of damages due City from Contractor may be determined.
- E. No request for payment will be processed unless it is accompanied by 01290.02 Schedule of Values.
- F. No request for payment will be processed unless the request is in proper form, correctly computed, and is approved as payable under the terms of this Contract.

- G. No request for payment will be processed unless it is accompanied by a copy of the most recent 00485.01 M/WBE Monthly Utilization Report submitted to the City's Civil Rights and Equal Opportunity Department.
- H. No request for payment will be processed unless it is accompanied by a copy of the most recent 00485.02 Project Workforce Monthly Report and 00485.03 Company-Wide Workforce Monthly Report submitted to the City's Civil Rights and Equal Opportunity Department. City is not liable for any obligation incurred by Contractor except as approved under the provisions of this Contract.

Sec. 4. Liquidated Damages. If the work is not completed and ready for final payment within the period stated in Section 2, Contractor shall pay to City the amount of \$500 as liquidated damages and not as a penalty for each calendar day until the work is completed and ready for final payment. The amount of liquidated damages shall be deducted from any payments due or to become due Contractor.

Sec. 5. Notices. All notices required by this agreement shall be in writing sent to the following:
City:

Water Services Department

Kenneth C. Morgan P.E, Director

Address: 4800 E. 63rd St.

Kansas City, MO. 64130

Phone: (816)-513-0110

E-mail address: Kenneth.morgan@kcmo.org

Contractor: Lippert Mechanical Services LLC.

Contact: Justin Ricketts Address: 1215 W. 12th St. Suite 225 Phone: (816)-241-4442

E-mail address: JRicketts@lippertmechanical.com

All notices are effective a) when delivered in person, b) upon confirmation of receipt when transmitted by facsimile transmission or by electronic mail, c) upon receipt after dispatch by registered or certified mail, postage prepaid, d) on the next business day if transmitted by overnight courier (with confirmation of delivery), or e) three business days after the date of mailing, whichever is earlier.

Sec. 6. Merger. This Contract consists of Part I, Special Terms and Conditions and any Attachments and any documents incorporated by reference; and Part II, Standard Terms and Conditions. This Contract, including any Attachments and incorporated documents, constitutes the entire agreement between City and Contractor with respect to this subject matter.

Sec. 7. Conflict Between Contract Parts. In the event of any conflict or ambiguity between the Special Contract Terms and Conditions of Part I and the Standard Terms and Conditions of Part II of this Contract, Part I will be controlling.

Sec. 8. Contract Information Management System. Contractor shall comply with City's Contract Information Management System requirements. Contractor shall use City's Internet web based Contract Information Management System/Project Management Communications Tool provided by City and protocols included in that software during the term of this Contract. Contractor shall maintain user applications to City's provided system for all personnel, subcontractors or suppliers as applicable.

Sec. 9. Minority and Women's Business Enterprises. City is committed to ensuring that minority and women's business enterprises (M/WBE) participate to the maximum extent possible in the performance of City contracts. Contractor agrees to comply with all requirements of City's Minority and Women's Business Enterprise Program as enacted in City's Code Sections 3-421 through 3-469 and as hereinafter amended. Contractor shall make its good faith efforts in carrying out this policy by implementing its contractor utilization plan, which is incorporated herein as part of the Bid Form. If Contractor fails to achieve the M/WBE goals stated in its contractor utilization plan, as amended, the City will sustain damages, the exact extent of which would be difficult or impossible to ascertain or estimate at the time of execution of this contract. Therefore, in order to liquidate those damages, the monetary difference between the amount of the M/WBE goals set forth in this contractor utilization plan, as amended, and the amount actually paid to qualified MBEs and WBEs for performing a commercially useful function will be deducted from the Contractor's payments as liquidated damages. In determining the amount actually paid to qualified MBEs and WBEs, no credit will be given for the portion of participation that was not approved by the Director of City's Civil Rights and Equal Opportunity Department, unless the Director determines that the Contractor acted in good faith. No deduction for liquidated damages will be made when, for reasons beyond the control of the Contractor, the M/WBE participation stated in the Contractor Utilization Plan, as amended and approved by the Director, is not met.

Contractor shall comply with City's MBE/WBE Program Reporting System requirements. Contractor shall use City's Internet web based MBE/WBE Program Reporting System provided by City and protocols included in that software during the term of this Contract. Contractor shall maintain user applications to City's provided system for all applicable personnel and shall require subcontractors to maintain applications.

Sec. 10. Workforce. If Contractor is required to pay prevailing wages for the work performed pursuant to this Contract, Contractor agrees to comply with all requirements of City's Construction Employment Program as enacted in City's Code, Sections 3-501 through 3-525 and as hereinafter amended. Contractor shall meet or exceed the construction employment goals unless the same shall have been waived in the manner provided by law. Contractor's compliance with this provision is a material part of this Contract.

Contractor shall comply with City's Workforce Program Reporting System requirements. Contractor shall use City's Internet web based Workforce Program Reporting System provided by City and protocols included in that software during the term of this Contract. Contractor shall maintain user applications to City's provided system for all applicable personnel and shall require subcontractors to maintain applications.

Sec. 11. Bonds and Surety. Contractor shall furnish a Performance and Maintenance Payment Bond, to City on City furnished forms, executed by a Surety, in the amount of this Contract guaranteeing Contractor's faithful performance of each and every term of this Contract and all authorized changes thereto, including those terms under which Contractor agrees to pay legally required wage rates including the prevailing hourly rate of wages in the locality, as determined by the Department of Labor and Industrial Relations or by final judicial determination, for each craft or type of worker required to perform under this Contract; guaranteeing the payment of all obligations as provided in Section 107.170 RSMo.; and guaranteeing the services and work against faulty workmanship and faulty materials.

- A. All Bonds and insurance required by the Contract Documents to be purchased and maintained by Contractor shall be obtained from surety or insurance companies that are duly licensed in the State of Missouri and in the jurisdiction in which the Project is located, if not in Missouri, to issue Bonds or insurance policies for the limits and coverages so required. All surety and insurance companies shall hold an A.M. Best rating of A-, V, or better.
- B. These Bonds shall remain in effect at least one (1) year after the date when final payment becomes due, except as provided otherwise by Laws or Regulations or by the Contract Documents.
- C. If the surety on any Bond furnished by Contractor is declared bankrupt or becomes insolvent, or its right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirement of Paragraph 5.01 B, Contractor shall within twenty (20) days thereafter substitute another Bond and surety, both of which must be acceptable to City.

Sec. 12. Subcontracting.

- A. Contractor shall not employ or retain any Subcontractor, Supplier or other person or organization, whether initially or as a substitute, against whom City has a reasonable objection, including but not limited to debarment by City or another governmental entity or decertification of the Subcontractor from the City's Minority and Women's Business Enterprise Program as a result of the Subcontractor's failure to comply with any of the requirements of the provisions of Chapter 3 of the City's Code as determined by the Director of the Civil Rights and Equal Opportunity Department. Contractor shall insert this provision in any subcontractor agreement associated with this Contract. Contractor shall not be required to employ any Subcontractor, Supplier or other person or organization to furnish or perform any of the Work against whom Contractor has reasonable objection.
- B. Contractor shall submit required information for all Subcontractors on Form 01290.09 - Subcontractors and Major Material Suppliers List, provided in these Contract Documents, prior to Subcontractor beginning Work at the Site.
- C. Contractor shall be fully responsible to City for all acts and omissions of the Subcontractors, Suppliers and other persons and organizations performing or furnishing any of the Work under a direct or indirect contract with Contractor just as Contractor is responsible for Contractor's own acts and omissions.

- D. Contractor shall be solely responsible for scheduling and coordinating the Work of Subcontractors, Suppliers and other persons and organizations performing or furnishing any of the Work under a direct or indirect contract with Contractor.
1. (\$100.00) per day, per worker who is paid less than the prevailing hourly rate of wages, to approximate the additional costs. The sum shall be deducted, paid or owed whether or not the Contract Times have expired.
 2. City shall give written notice to Contractor setting forth the workers who have been underpaid, the amount of the statutory penalty and the amount of the liquidated damages as provided for in this Subparagraph. Contractor shall have fourteen (14) calendar days to respond, which time may be extended by City upon written request. If Contractor fails to respond within the specified time, the City's original notice shall be deemed final. If Contractor responds to City's notice, City will furnish Contractor a final decision in writing within five (5) days of completing any investigation.
- E. Excessive Unemployment.
1. Resident Laborers" means laborers who have been residents of the State of Missouri for at least thirty days and who intend to remain Missouri residents, and residents of Nonrestrictive States.
 2. "Nonrestrictive States" means states identified by the Missouri Department of Labor and Industrial Relations Division of Labor Standards that have not enacted state laws restricting Missouri laborers from working on public works projects. A list of Nonrestrictive States can be found on the Division web site at <http://www.dolir.mo.gov/lis/index.htm>.
 3. A period of Excessive Unemployment is declared when the Missouri Department of Labor and Industrial Relations Division of Labor Standards provides notice of such declaration. When in effect, notice will be provided on the Division web site at <http://www.dolir.mo.gov/lis/index.htm>. It is Contractor's obligation to determine whether a period of Excessive Unemployment is in effect when this Contract is let.
 4. Contractor agrees to follow the provisions of Section 290.560 - 290.575 RSMo and agrees that if a period of Excessive Unemployment has been declared at any point during the term of this Contract, it will employ and require all Subcontractors of whatever tier to employ only Resident Laborers for the Work to be performed under this Contract. Provided, however, Contractor may use laborers who are not Resident Laborers when Resident Laborers are not available or are incapable of performing the particular type of work involved if Contractor so certifies in writing to City and City issues a written approval. This provision does not apply to regularly employed nonresident executive, supervisory or technical employees.
- F. All excavations in roadways shall be protected and secured in compliance with existing federal, state and local codes and standards, including, but not limited to the most current edition of the Manual of Uniform Traffic Control Devices.
- G. All unsupervised excavations not within roadways shall be protected and secured. A protective cover over an excavation shall be installed so that it can sustain the weight of any persons and/or objects placed upon it. The cover shall be fixed to the ground so it

cannot be moved. Protective covers shall have no opening(s) or protuberance(s) of sufficient size to cause a fall and/or injury. Advance warning devices shall be installed as necessary.

- H. Any excavation that is not covered shall be fenced in such a way that the fence surrounds the entire area under excavation so as to prevent entry by any persons. The fencing shall be a minimum of 42" in height. The fence shall be constructed in such a manner that it is adequately secured and will remain upright at all times under normal site conditions.
- I. All protective coverings and/or fences on excavations shall be inspected at least daily to assure integrity. Protective coverings and/or fences in heavily trafficked areas shall be inspected more often as necessary.

Sec. 13. Amendments/Supplements to Part II, Standard Terms and Conditions. The following sections of Part II, Standard Terms and Conditions, of this Contract are hereby amended as follows:

- A. Add the following Paragraph A.5 to Sec. 3 Insurance:

5. Property Insurance

- a. Contractor shall purchase and maintain property insurance on the work at the site in the amount of the full replacement cost thereof with a deductible amount not to exceed \$10,000. This insurance shall:

- (1) include the interests of City, Contractor, Subcontractors, and any other persons or entities identified in Sec. 3, each of whom is deemed to have an insurable interest and shall be listed as an insured or additional insured;

- (2) be written on a Builder's Risk "all-risk" or open peril or special causes of loss policy form that shall at least include insurance for physical loss or damage to the Work, temporary buildings, falsework and materials and equipment in transit, and shall insure against at least the following perils or causes of loss: fire, lightning, extended coverage, theft, vandalism and malicious mischief, earthquake, tornado, collapse, debris removal, demolition occasioned by enforcement of Laws or Regulations, water damage, damage caused by frost and freezing, and acts of God;

- (3) be maintained in effect until final payment is made unless otherwise agreed to in writing by CITY with thirty (30) days written notice to each other additional insured to whom a certificate of insurance has been issued.

- b. City shall not be responsible for purchasing and maintaining any property insurance to protect the interests of Contractor, Subcontractors or others involved in the Work to the extent of any deductible amounts. The risk of loss within the deductible amounts will be borne by Contractor, Subcontractor or others suffering any such loss and if any of them wishes property insurance coverage within the limits of such amounts, each may purchase and maintain it at the purchaser's own expense.

Sec. 14. Attachments to Part I. The following documents are Attachments to Part I of this Contract and are attached hereto and incorporated herein by this reference:

Attachment A – Scope of Services

Attachment B – Facility Repair & Maintenance Bid Form/Contract

00412 Unit Prices

Attachment C – 01290.01 Non-Construction Application for Payment

01290.02 Schedule of Values

Attachment D – CREO-KC Forms & Instructions

00440 CREO-KC 7: Non-Construction Contract CREO-KC Instructions

00450 CREO-KC 8: Contractor Utilization Plan/Request for Waiver

00450.01 Letter of Intent to Subcontract

00460 CREO-KC 10: Timetable for MBE/WBE Utilization

00470 CREO-KC 11: Request for Modification or Substitution

00485 CREO-KC Monthly Utilization Report

00485.01.1 MWBE Monthly Utilization Report Instructions

00485.02 Project Workforce Monthly Report

00485.02.1 Workforce Monthly Report Instructions

00485.03 Company Wide Workforce Monthly Report

00490 Pre-Contract Bidders Certification

Attachment E - Bonds

00430 Bid Bond

00610 Performance and Maintenance Bond

00615 Payment Bond

Attachment F – 01290.14 Contractor Affidavit for Final Payment

01290.15 Subcontractor Affidavit for Final Payment

Attachment G – 00560 Missouri Project Exemption Form

00560.01 Kansas City Missouri Tax Exempt Certificate

Attachment H – 00620 Insurance Certificate

Attachment I – 00630 Revenue Clearance Release Authorization& Example

Attachment J – 00515.01 Employee Eligibility Verification Affidavit &MOU

Attachment K – 01290.09 Subcontractors and Major Material Suppliers List

Attachment L – Non-Construction Addendum

Attachment M- Experience & Reference Form

Attachment N – 00410.03 List of Equipment and Staffing

Sec. 15. Missouri Sales Tax Exemption. Pursuant to Section 144.062, RSMo, City is a Missouri exempt entity and tangible personal property to be incorporated or consumed in the construction of this Project may be purchased without sales tax. City shall furnish Contractor a Missouri Project Exemption Certificate for Sales Tax at the time of issuance of the Notice to Proceed.

Sec. 16. Intellectual Property Rights. Contractor agrees, on its behalf and on behalf of its employees and agents, that it will promptly communicate and disclose to City all computer programs, documentation, software and other copyrightable works (“copyrightable works”) conceived, reduced to practice or made by Contractor or its agents, whether solely or jointly with others, during the term of this Contract resulting from or related to any work Contractor or its agents may do on behalf of City or at its request. All inventions and copyrightable works that Contractor is obligated to disclose shall be and remain entirely the property of City. It is agreed that all inventions and copyrightable works are works made for hire and shall be the exclusive property

of City. Contractor hereby assigns to City any rights it may have in such copyrightable works. Contractor shall cooperate with City in obtaining any copyrights or patents.

Sec. 17. Professional services certification. Code Section 2-83, prohibiting Agreements with certain attorneys, architects, engineers and other professionals thereunder, shall apply to this Agreement. Design Professional certifies that it is not an architect, engineer, or other professional, exclusive of medical doctors or appraisers, who at the time of the issuance of the Agreement, serves as an expert witness for any litigation against City, and that it will not serve as an expert witness for any litigation against City during the term of this Agreement.

Sec. 18. Emergencies.

- A. Disaster means any large scale event such as an act of terrorism, fire, wind, flood, earthquake or other natural or man-made calamity which results in, or has the potential to result in a significant loss of life or property.
- B. During and after a disaster, Contractor shall provide special services to the City including Contractor shall open Contractor's facilities even on nights and weekends as necessary to meet the needs of the City during a disaster.
- C. Contractor shall not charge City any fee for opening facilities during an emergency or for extending Contractor's hours of operation during a disaster. City shall pay Contractor the agreed upon contract prices for all purchases made by City during the disaster and Contractor shall not charge City any additional mark-up, fee or cost for any purchases made by City during a disaster.
- D. Contractor shall quickly mobilize Contractor's internal and external resources to assist City when a disaster unfolds.
- E. Extended hours and personnel. During disasters, Contractor's facilities shall stay open 24 hours if requested by the City. Contractor shall utilize additional Contractor personnel to take CITY orders if necessary. Contractor's Call Center shall accept phone orders 24 hours a day.
- F. Contractor shall have contingency plans with Contractor's suppliers to provide additional supplies and equipment quickly to City as needed.
- G. Contractor shall cooperate with City to properly document any and all expenses incurred by City with Contractor and Contractor shall assist City in meeting any and all documentation requirements of the Federal Emergency Management Agency (FEMA).

PART II
FACILITY REPAIR & MAINTENANCE
CONTRACT

STANDARD TERMS AND CONDITIONS

Sec. 1. General Indemnification.

A. For purposes of this Section 1 only, the following terms shall have the meanings listed:

1. **Claims** means all claims, damages, liability, losses, costs and expenses, court costs and reasonable attorneys' fees, including attorneys' fees incurred by the City in the enforcement of this indemnity obligation.

2. **Contractor's Agents** means Contractor's officers, employees, subconsultants, subcontractors, successors, assigns, invitees and other agents.

3. **City** means City and its agents, officials, officers and employees.

B. Contractor's obligations under this Section with respect to indemnification for acts or omissions, including negligence, of City, shall be limited to the coverage and limits of General Liability insurance that Contractor is required to procure and maintain under this Contract. Contractor affirms that it has had the opportunity to recover the costs of the liability insurance required in this Contract in its contract price.

C. Contractor shall defend, indemnify and hold harmless City from and against all claims arising out of or resulting from all acts or omissions in connection with this Contract caused in whole or in part by Contractor or Contractor's Agents, regardless of whether or not caused in part by any act or omission, including negligence, of City. Contractor is not obligated under this Section to indemnify City for the sole negligence of City.

D. In no event shall the language in this Section constitute or be construed as a waiver or limitation of the City's rights or defenses with regard to sovereign immunity, governmental immunity, or other official immunities and protections as provided by the federal and state constitutions or by law.

Sec. 2. Independent Contractor. Contractor is an independent contractor and is not City's agent.

Contractor has no authority to take any action or execute any documents on behalf of City.

Sec. 3. Insurance.

A. Contractor shall procure and maintain in effect throughout the duration of this Contract insurance coverage not less than the types and amounts specified in this section. In the event that additional insurance, not specified herein, is required during the term of this Contract, Contractor shall supply such insurance at City's cost. Policies containing a Self-Insured Retention are unacceptable to City unless City approves in writing the Contractor's Self-Insured Retention.

1. **Commercial General Liability Insurance:** with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, written on an "occurrence" basis. The policy shall be written or endorsed to include the following provisions:

a. Severability of Interests
Coverage applying to Additional Insureds

b. Contractual Liability

c. Per Project Aggregate
Liability Limit

d. No Contractual Liability
Limitation Endorsement

e. Additional Insured
Endorsement, ISO form CG20 10 and CG20 37, current edition, or their equivalent.

2. **Workers' Compensation Insurance:** as required by statute, including Employers Liability with limits of:

Workers' Compensation Statutory
Employers Liability \$100,000 accident
with limits of:

\$1,000,000 accident with limits of:

\$1,000,000 disease-policy limit

\$1,000,000 disease-each employee

3. **Commercial Automobile Liability Insurance:** with a limit of \$1,000,000, covering owned, hired, and non-owned automobiles. Coverage provided shall be on an "any auto" basis and written on an "each accident" basis. This insurance will be written on a Commercial Automobile Liability form, or acceptable equivalent, and will protect against claims arising

out of the operation of motor vehicles, as to acts done in connection with the Contract, by Contractor.

4. If applicable, Professional Liability Insurance with limits per claim and annual aggregate of \$2,000,000.

B. The Commercial General Liability Insurance specified above shall provide that City and its agencies, officials, officers, and employees, while acting within the scope of their authority, will be named as additional insureds, including completed operations, for the services performed under this Contract. Contractor shall provide to City at execution of this Contract a certificate of insurance showing all required coverage and additional insureds. The certificates of insurance will contain a provision stating that should any of the policies described in the certificate be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

C. All insurance coverage must be written by companies that have an A.M. Best's rating of "A-V" or better, and are licensed or authorized by the State of Missouri to do business in Missouri.

D. Contractor's failure to maintain the required insurance coverage will not relieve Contractor of its contractual obligation to indemnify the City pursuant to Section 1. If the coverage afforded is cancelled or changed or its renewal is refused, Contractor shall give at least thirty (30) days prior written notice to City. In the event of Contractor's failure to maintain the required insurance in effect, City may order Contractor to immediately stop work, and upon ten (10) days notice and an opportunity to cure, may pursue its remedies for breach of this Contract as provided for herein and by law.

E. In no event shall the language in this Section constitute or be construed as a waiver or limitation of the City's rights or defenses with regard to sovereign immunity, governmental immunity, or other official immunities and protections as provided by the federal and state constitutions or by law.

F. Contractor shall obtain evidence that all Subcontractors have in force general, automobile, and employer's and workers' compensation liability insurance in the amounts required by

these Contract Documents, and evidence that each is current on its unemployment insurance payments before Subcontractors begin Work at the Site. Contractor shall retain such evidence in its files and make available to City within ten (10) days after written request.

Sec. 4. Governing Law. This Contract shall be construed and governed in accordance with the laws of the State of Missouri without giving effect to Missouri's choice of law provisions. The City and Contractor: (1) submit to the jurisdiction of the state and federal courts located in Jackson County, Missouri; (2) waive any and all objections to jurisdiction and venue; and (3) will not raise forum non conveniens as an objection to the location of any litigation.

Sec. 5. Termination for Convenience.

A. City may, at any time upon ten (10) days notice to Contractor specifying the effective date of termination, terminate this Contract, in whole or in part. If this Contract is terminated by City, City shall be liable only for payment for services rendered before the effective date of termination. Contractor shall prepare an accounting of the services performed and money spent by Contractor up to the effective date of termination and shall return to City any remaining sums within thirty (30) days of such date.

B. If this Contract is terminated prior to Contractor's completion of services, all work or materials prepared or obtained by Contractor pursuant to this contract shall become City's property.

C. If this Contract is terminated prior to Contractor's completion of the services to be performed hereunder, Contractor shall return to City any sums paid in advance by City for services that would otherwise have had to be rendered between the effective date of termination and the original ending date of the Contract. Contractor shall prepare an accounting of the services performed and money spent by Contractor up to the effective date of termination and shall return to City any remaining sums within thirty (30) days of such date.

Sec. 6. Resolution of Claims

A. For purposes of this Section 7 only, the following terms shall have the meanings listed:

1. A Claim is a demand or assertion by the Contractor seeking, as a matter of right, the

adjustment of Contract price and/or times with respect to the terms of the Contract.

2. City's Representative--Person or agency designated to act for the Director.

B. The Contractor must give written notice to the City's Representative within fourteen (14) calendar days after the occurrence of the event giving rise to the Claim or within fourteen (14) calendar days after the first recognition of the conditions giving rise to the Claim. After the fourteen (14) day period for filing claims has expired, the Claim shall be considered waived unless the Director grants an extension based on good cause shown by the Contractor that such additional time is warranted. The responsibility to substantiate Claims shall rest with the Contractor.

C. If the claim cannot be resolved by direct negotiation between the City's Representative and the Contractor, the parties must submit the Claim to the Director within five (5) days after the parties agree that they cannot resolve the Claim.

D. The submittal of the Claim position statements shall: 1) be in writing; 2) state the issues; 3) and state the respective positions of the parties.

E. The Director shall review the written statements and reply in writing to both parties within ten (10) working days. The Director may extend this period if necessary by notifying the parties.

F. Absent fraud, gross mistake or bad faith, the Director's decision shall be final and binding on City and Contractor within fourteen (14) calendar days after issuance.

G. All administrative procedures set forth in this contract must first be exhausted before suit is filed.

H. The time frame for the Director's decision may be tolled if the parties mutually agree to participate in mediation. Mediator selection and the procedures to be employed in the mediation shall be mutually acceptable to both parties. Cost of the mediation, including the mediator's fees, shall be shared equally among the parties.

I. If the Claim is not resolved during mediation, the Contractor agrees that it will file no suit based on facts or evidentiary materials that

were not presented for consideration to the City during the mediation process or of which the Contractor had knowledge and failed to present during the administrative procedures.

Sec. 7. Default and Remedies. If Contractor shall be in default or breach of any provision of this Contract, City may terminate this contract, suspend City's performance, withhold payment or invoke any other legal or equitable remedy after giving Contractor notice and opportunity to correct such default or breach.

Sec. 8. Waiver. Waiver by City of any term, covenant, or condition hereof shall not operate as a waiver of any subsequent breach of the same or of any other term, covenant or condition. No term, covenant, or condition of this Contract can be waived except by written consent of City, and forbearance or indulgence by City in any regard whatsoever shall not constitute a waiver of same to be performed by Contractor to which the same may apply and, until complete performance by Contractor of the term, covenant or condition, City shall be entitled to invoke any remedy available to it under this Contract or by law despite any such forbearance or indulgence.

Sec. 9. Modification. Unless stated otherwise in this Contract, no provision of this Contract may be waived, modified or amended except in writing signed by City.

Sec. 10. Headings; Construction of Contract. The headings of each section of this Contract are for reference only. Unless the context of this Contract clearly requires otherwise, all terms and words used herein, regardless of the number and gender in which used, shall be construed to include any other number, singular or plural, or any other gender, masculine, feminine or neuter, the same as if such words had been fully and properly written in that number or gender.

Sec. 11. Severability of Provisions. Except as specifically provided in this Contract, all of the provisions of this Contract shall be severable. In the event that any provision of this Contract is found by a court of competent jurisdiction to be unconstitutional or unlawful, the remaining provisions of this Contract shall be valid unless the court finds that the valid provisions of this Contract are so essentially and inseparably connected with and so dependent upon the invalid provision(s) that it cannot be presumed that the parties to this Contract could have included the

valid provisions without the invalid provision(s); or unless the court finds that the valid provisions, standing alone, are incapable of being performed in accordance with the intentions of the parties.

4. If applicable, Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Design Professional in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses

5. If applicable, Technology Professional Liability Errors and Omissions Insurance appropriate to the Consultant's profession and work hereunder, with limits not less than \$2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Design Professional in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

Sec. 12. Records.

A. For purposes of this section:

1. "City" shall mean the City Auditor, the City's Internal Auditor, the City's Director of Civil Rights and Equal Opportunity Department, the City Manager, the City department administering this Contract and their delegates and agents.

2. "Record" shall mean any document, book, paper, photograph, map, sound recordings or other material, regardless of physical form or characteristics, made or received in connection with this Contract and all Contract amendments and renewals.

B. Contractor shall maintain and retain all Records for a term of five (5) years that shall begin after the expiration or termination of this Contract and all Contract amendments. City shall have a right to examine or audit all Records and Contractor shall provide access to City of all Records upon ten (10) days written notice from the City.

Sec. 13. Tax Compliance. Contractor shall provide proof of compliance with the City's tax ordinances administered by the City's commissioner of revenue as a precondition to the City making the first payment under this contract or any contract renewal when the total contract amount exceeds \$160,000.00.

Sec. 14. Assignability or Subcontracting.

A. Assignability. Contractor shall not assign or transfer any part or all of Contractor's obligation or interest in this Contract without prior written approval of City. If Contractor shall assign or transfer any of its obligations or interests under this Contract without the City's prior written approval, it shall constitute a material breach of this Contract. This provision shall not prohibit contractor from subcontracting as otherwise provided for herein.

B. Subcontracting. Contractor shall not subcontract any part or all of Contractor's obligations or interests in this Contract unless the subcontractor has been identified in a format required by City. If Contractor shall subcontract any part of Contractor's obligations or interests under this Contract without having identified the subcontractor, it shall constitute a material breach of this Contract. The utilization of subcontractors shall not relieve Contractor of any of its

responsibilities under the Contract, and Contractor shall remain responsible to City for the negligent acts, errors, omissions or neglect of any subcontractor and of such subcontractor's officers, agents and employees. City shall have the right to reject, at any point during the term of this Contract, any subcontractor identified by Contractor, and to require that any subcontractor cease working under this Contract. City's right shall be exercisable in its sole and subjective discretion. City shall not be obligated to pay or be liable for payment of any monies which may be due to any subcontractor. Contractor shall include in any subcontract a requirement that the subcontractor comply with all requirements of this Contract in performing Contractor's services hereunder.

Sec. 15. Conflicts of Interest. Contractor certifies that no officer or employee of City has, or will have, a direct or indirect financial or personal interest in this Contract, and that no officer or employee of City, or member of such officer's or employee's immediate family, either has negotiated, or has or will have an arrangement, concerning employment to perform services on behalf of Contractor in this Contract.

Sec. 16. Rules of Construction. The judicial rule of construction requiring or allowing an instrument to be construed to the detriment of or against the interests of the maker thereof shall not apply to this Contract.

Sec. 17. Reports. Contractor shall provide City detailed reports of actual contract usage by category each quarter and annually at no cost.

Sec. 18. Employee Eligibility Verification. If this contract exceeds five thousand dollars(\$5,000.00), Contractor shall execute and submit an affidavit, in a form prescribed by the City, affirming that Contractor does not knowingly employ any person in connection with the contracted services who does not have the legal right or authorization under federal law to work in the United States as defined in 8 U.S.C. §1324a(h)(3). Contractor shall attach to the affidavit documentation sufficient to establish Contractor's enrollment and participation in an electronic verification of work program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration and Reform and Control Act of 1986. Contractor may obtain

additional information about E-Verify and enroll at

www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm. For those Contractors enrolled in E-Verify, the first and last pages of the E-Verify Memorandum of Understanding that Contractor will obtain upon successfully enrolling in the program shall constitute sufficient documentation for purposes of complying with this section. Contractor shall submit the affidavit and attachments to the City prior to execution of the contract, or at any point during the term of the contract if requested by the City.

Sec. 19. Buy American and Missouri Preference Policies. It is the policy of the City that any manufactured goods or commodities used or supplied in the performance of any City contract or any subcontract thereto shall be manufactured or produced in the United States whenever possible. Pursuant to Section 71.140 RSMo., preference shall be given to materials, products, supplies and all other articles produced, manufactured, made or grown within the State of Missouri.

Sec. 20. Missouri Sales Tax Exemption. Pursuant to Section 144.062, RSMo, City is a Missouri exempt entity and tangible personal property to be incorporated or consumed in the construction of this Project may be purchased without sales tax. City shall furnish Contractor a Missouri Project Exemption Certificate for Sales Tax at the time of issuance of the Notice to Proceed.

Sec. 21. Quality Services Assurance Act. If this Contract exceeds \$160,000.00, by executing this Contract, CONTRACTOR certifies CONTRACTOR will pay all employees who will work on this Contract in the city limits of Kansas City, Missouri at least \$15.00 per hour in compliance with the CITY's Quality Services Assurance Act, Section 3-66, Code of Ordinances or CITY has granted CONTRACTOR an exemption.

Sec. 24. Anti-Discrimination Against Israel. If this Contract exceeds \$100,000.00 and Contractor employs at least ten employees, pursuant to Section 34.600, RSMo., by executing this Contract, Contractor certifies it is not currently engaged in and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel;

companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

Sec. 25. Compliance with Laws. CONTRACTOR shall comply with all federal, state and local laws, ordinances and regulations applicable to the work and this Agreement. Seller shall maintain in effect all the licenses, permissions, authorizations, consents and permits that it needs to carry out its obligations under this Agreement.

Sec. 26. Title VI of the Civil Rights Act of 1964.

Title VI of the Civil Rights Act of 1964 requires that no person in the United States shall, on the grounds of race, color, or national or origin (including limited English proficient individuals), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The City of Kansas City, Missouri requires compliance with the requirements of Title VI in all of its programs and activities regardless of the funding source.

Contractor shall not discriminate on the grounds of race, color, or national or origin (including limited English proficient individuals).

Sec. 27 Affirmative Action. If this Contract exceeds \$300,000.00 and Seller employs fifty (50) or more people, Seller shall comply with City's Affirmative Action requirements in accordance with the provisions of Chapter 38 of City's Code, the rules and regulations relating to those sections, and any additions or amendments thereto; in executing any Contract subject to said provisions, Seller warrants that it has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the Contract. Seller shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin or ancestry, disability, sexual orientation, gender identity or age in a manner prohibited

by Chapter 38 of City's Code. CONTRACTOR shall:

- a. Execute and submit the City of Kansas City, Missouri CREO Affirmative Action Program Affidavit warranting that the Seller has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the Contract.
- b. Submit, in print or electronic format, a copy of Seller's current certificate of compliance to the City's Civil Rights and Equal Opportunity Department (CREO) prior to receiving the first payment under the Contract, unless a copy has already been submitted to CREO at any point within the previous two (2) calendar years. If, and only if, Seller does not possess a current certification of compliance, Seller shall submit, in print or electronic format, a copy of its affirmative action program to CREO prior to receiving the first payment under the Contract, unless a copy has already been submitted to CREO at any point within the previous two (2) calendar years.
- c. Require any Subcontractor awarded a subcontract exceeding \$300,000.00 to affirm that Subcontractor has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the subcontract.
- d. Obtain from any Subcontractor awarded a subcontract exceeding \$300,000.00 a copy of the Subcontractor's current certificate of compliance and tender a copy of the same, in print or electronic format, to CREO within thirty (30) days from the date the subcontract is executed.

If, and only if, Subcontractor does not possess a current certificate of compliance, Seller shall obtain a copy of the Subcontractor's affirmative action program and tender a copy of the same, in print or electronic format, to CREO within thirty (30) days from the date the subcontract is executed.

ATTACHMENT 1a
SCOPE OF SERVICES

ATTACHMENT NO. 1a**HVAC PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR VARIOUS
WATER SERVICES DEPARTMENT BUILDINGS****CONTRACT/PROJECT NO. EV4575****SCOPE OF SERVICES****1. GENERAL:**

The work under this contract consists of preventative maintenance services for the following properties as scheduled in the specifications stated in this Scope of Services and repairs as required and approved by WSD project manager for this contract:

- A. Water Services Annex Building, 4700 East 63rd St. Trafficway, KCMO 64130;
- B. Water Services Dept. Admin., 4800 East 63rd St. Trafficway, KCMO 64130;
- C. Ruskin Pump Station, 11231 Bennington Ave., KCMO 64134;
- D. Ruskin Garage, 11231 Bennington Ave., KCMO 64134;
- E. Wastewater Building (Bldg. #1), 1800 Prospect Ave., KCMO 64127;
- F. Wastewater Garage (Bldg. #2) 2509 E. 18th St., KCMO 64127;
- G. Pipeline (Lower) Garage (Bldg. #3) 2453 E. 18th St., KCMO 64127;
- H. Pipeline Office & Central Stores, (Bldg. #4), 2409 East 18th St., KCMO 64127;
- I. Central Fleet Maintenance Building, 1901 Brooklyn Ave., KCMO 64127;
- J. Meter Field Services Building, 1720 Wabash, KCMO 64127;
- K. Regulatory Compliance Office, 1001 Harrison, KCMO 64106
- L. Household hazardous Waste, 4707 Deramus Ave, KCMO 64120

Water Treatment Plant Facilities

- M. Lab Building, Water Treatment Plant, 2 NW 32nd St. KCMO 64116
- N. Chemical Bldg, Admin. Area and Boilers, Water Treatment Plant, 1 NW Briarcliff Dr. KCMO 64116;
- O. Secondary Building, Water Treatment Plant, KCMO 64116
- P. Intake Building, Water Treatment Plant, KCMO 64116;
- Q. SCADA Building, Water Treatment Plant, KCMO 64116
- R. East Bottoms Pump Station, 3501 Nicholson Ave. KCMO 64120
- S. Turkey Creek Pump Station, 2401 Allen. KCMO 64108

Wastewater Facilities

- Blue River Wastewater Treat. Plant (BRWWTP), 7300 Hawthorne, KCMO 64120
- T. Administration Bldg. and Boilers;
- U. Bio Solids Building
- V. NEID Building, BRWWTP;
- W. Blue River Pumping Office;

- W. Blue River Transfer Area
- X. Blue River Pig House;
- Y. Blue River DAF 1 & 2
- Z. Blue River DAF 3
- AA. Blue River Sludge House 1
- BB. Blue River Sludge House 2
- CC. Blue River Digester Building;
- DD. Blue River Screen Bldg.;
- EE. Blue River Ingersoll Rand Compressors;
- FF. Blue River Maintenance Bldg.;
- GG. Blue River Grit Removal Bldg.; Other Wastewater Facilities
- HH. Blue River Secondary Treatment Plant, 7600 Front Street, KCMO 64120;
- II. Blue River Secondary Ingersoll Rand Compressors, 7600 Front Street, KCMO;
- JJ. Blue River Secondary Chemical Feed Bldg., 7600 Front Street, KCMO 64120;
- KK. Blue River Chemical Storage Bldg., 7601 Front Street, KCMO 64120;
- LL. Birmingham Treatment Plant, Disinfection Bldg, Sludge Houses, and Shop 10801 NE 28th St., KCMO 64161;
- MM. Birmingham Pumping Station, 11011 NE Birmingham Rd., KCMO 64161;
- NN. Blue River Annex, 950 N. Century Ave., KCMO 64120;
- OO. 25th St. Pumping Station, West 25th ST. and Allen Terr., KCMO 64108;
- PP. 87th St. Pumping Station, 8700 Prospect Ave., KCMO 64132;
- QQ. Turkey Creek Wastewater Pump. Station, 2301 State Line Rd., KCMO 64108;
- RR. Line Creek Pump Station, 2599 NW Tullison Rd, KCMO 64150;
- SS. 1st Creek Pump Station, 2430 NW 134th St., KCMO 64164;
- TT. 2nd Creek Pump Station, 5757 NW Cookingham Dr., KCMO 64165;
- UU. Rocky Branch Treatment Plant, 500 NE 132nd St., KCMO 64165;
- VV. Fishing River Treatment Plant, 10600 NE 118th St., KCMO 64157;
- WW. Santa Fe Pumping Station, 1201 Woodswether Rd. KCMO 64105;
- XX. Southwest Blvd Pump Station, 2816 Southwest Blvd., KCMO 64108;
- YY. Todd Creek Treatment Plant, 7600 NW 144th St., KCMO 64163;
- ZZ. Westside Treatment Plant, 1549 Woodswether Rd., KCMO
- AAA. Westside Disinfection Bldg., 1509 Woodswether Rd., KCMO 64105
- BBB. New Horizons Pump Station, Damien Dr. and NW 43rd St., KCMO
- CCC. Blue River Facilities Maintenance Shop, 7300 Hawthorne KCMO 64120
- DDD. Blue River Banks Pump Station, 7300 Hawthorne KC MO 64120
- EEE. North Downtown Airport Station, 1150 NW Richards Rd, KC MO 64116
- FFF. South Downton Airport Station, 101 Lou Holland Dr, KCMO 64116
- GGG. Westside Final Building, 1549 Woodswether Rd., KCMO 64105
- HHH. Milwaukee Flood Pump Station, 1827 N. Chouteau Trafficway, KCMO 64120
- III. Kemper Flood Pump Station, 1701 W. American Royal Ct., KCMO 64108
- JJJ. KCI Deicing Building, Athens Ave. and Paris Street, KCMO 64153

KKK.	501 Santa Fe Building, 501 Santa Fe Street, KCMO 64105
LLL.	Blue River Effluent Pump Stn, behind Tow Lot, 7750 E. Front St. KCMO
64120	
MMM.	Gooseneck Creek Pump Station, 6807 Winner Rd. KCMO
NNN.	Trolley Trail Pump Station, 246 E. 85 th St. KCMO 64114
OOO.	Round Grove Pump Station, 6527 Coal Mine Rd. KCMO
PPP.	Pied Creek Pump Station, 6615 NW Eastside Dr. KCMO
QQQ.	Buckeye Pump Station, 5201 Burlington Rd. KCMO
RRR.	Harlem Pump Station 230 NE Harlem St KCMO
SSS.	Lawndale Pump Station 5799E 118 th St Grandview Mo
TTT.	Wildwood West 8727 N Winfield Ave KCMO
UUU.	12 th St Pump Station 7879 E12th St

IV. PREVENTATIVE MAINTENANCE AGREEMENT

This agreement covers regular scheduled inspections of the listed equipment. Contractor to provide the following services in accordance with the Facility Maintenance and Repair Contract Part I - Special Terms and Conditions, and Part II - Standard Terms and Conditions for the equipment listed as per this Scope of Work.

Repair services will be handled on an as-needed basis. Contractor will inspect the equipment in need of repair, prepare an estimate of services including labor and materials needed, submit to WSD project manager for review and approval to proceed. No work shall proceed without prior approval by the WSD project manager, or his/her designee, for this contract.

An annual equipment assessment of each piece of equipment included in this Scope of Services shall be done by the contractor. A written report with a list of repairs and upgrades recommended for the upcoming 12 months shall be provided to the WSD project manager. The report shall include approximate costs, benefits, reasons for the repairs or upgrades, and a recommended prioritization of repairs or upgrades.

The initial equipment assessment report shall also identify which facilities should include Testing, Adjusting and Balancing (TAB) of the HVAC equipment included in the Scope of Services. This equipment will be in facilities where odor control (e.g. wastewater facilities), humidity control (e.g. Lab) or similar issues need to be monitored and balanced on a regular basis.

Once the specific equipment has been identified for TAB services, the contract will be amended to add these services and fee.

NOTE: Identification of each piece of equipment covered and the services to be provided for each item included is described building by building on the following pages of this Scope of Work.

A. Water Services Annex Building, 4700 East 63rd St. Trafficway, KCMO

Roof Top Unit (10)	Spring/Fall	Two (2) Times a year
Split System	Spring/Fall	Two (2) Times a year

**B. Water Services Admin. Building, 4800 East 63rd St. Trafficway, KCMO
WSD Administration Building, Computer Room**

Roof Top Unit (6)	Spring/Fall	Two (2) Times a year
Split System	Spring/Fall	Two (2) Times a year
Computer Room A/C	Spring/Fall	Two (2) Times a year
VAV's (110)	Spring/Fall	Two (2) Times a year
Exhaust Fan (4)	Spring/Fall	One (1) Time a year
Water Heaters (2)	Spring/Fall	Two (2) Times a year
Building Control System	Spring/Fall	One (1) Time a year
Split System	Spring/Fall	Two (2) Times a year
Floor Heaters (2)	Spring/Fall	One (1) Time a year
Unit Heaters (3)	Spring/Fall	Two (2) Times a year
Expansion Tank (1)	Spring/Fall	Two (2) Times a year

C. Ruskin Pump Station, 11231 Bennington Ave., KCMO

Condensing Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Furnace (2)	Spring/Fall	Two (2) Times a year
Filters	Spring/Summer/Fall/Winter	Four (4) Times a year
Belts	Spring/Summer/Fall/Winter	Four (4) Times a year

D. Ruskin Pump Station GARAGE, 11231 Bennington Ave., KCMO

Electric Unit Heater (3)	Fall Inspection	One (1) Time a year
Infrared Heaters (12)	Fall Inspection	One (1) Time a year

E. Wastewater Building, Building #1, 1800 Prospect Ave. KCMO

Split System	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Handler	Spring/Summer/Fall/Winter	Two (2) Times a year
Filters (20)	Spring/Summer/Fall/Winter	Four (4) Times a year
Belts (3)	Spring/Summer/Fall/Winter	Four (4) Times a year
Boiler	Seasonal Start-Up	One (1) Time a year
Chemical Treatment of Kewanee Boilers	Spring/Summer/Fall/Winter	Four (4) Times a year

F. Wastewater Garage, Building #2, approx. address 2509 E. 18th St. KCMO

Infrared Heaters (32)	Fall Inspection	One (1) Time a year
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G. Pipeline Garage, Building #3 (aka Lower Garage), 2453 E. 18th St. KCMO

Infrared Tube Heaters (28)	Fall Inspection	One (1) Time a year
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H. Pipeline Office and Central Stores, Bldg #4, 2409 E. 18th St. KCMO

Condensing Unit	Annually	One (1) Time a year
Air Handler	Spring/Fall	Two (2) Times a year
Filters	Spring/Summer/Fall/Winter	Four (4) Times a year
Belts	Spring/Summer/Fall/Winter	Four (4) Times a year
Boiler	Seasonal Start-Up	One (1) Time a year
Chiller	Seasonal Start Up	One (1) Time a year
Cooling Tower	Spring/Fall	Two (2) Times a year
Water Heater (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Circulating Pump (3)	Spring/Summer/Fall/Winter	Four (4) Times a year
Fan Coil Unit (26)	Spring/Fall	Two (2) Times a year
Unit Heater (31)	Fall Inspection	One (1) Time a year

I. Central Fleet Maintenance Building, 1901 Brooklyn Ave. KCMO

Condensing Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Handler (2)	Spring/Fall	Two (2) Times a year
Filters (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Belts	Spring/Summer/Fall/Winter	Four (4) Times a year
Boiler	Spring/Summer/Fall/Winter	Four (4) Times a year
Chiller	Seasonal Start Up	One (1) Time a year
Cooling Tower	Spring/Fall	Two (2) Times a year
Fan Coil Units (26)	Spring/Fall	Two (2) Times a year

J. Meter Field Services Building, 1720 Wabash Ave. KCMO

Roof Top Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Make Up Air Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Split System (3)	Spring/Summer/Fall/Winter	Four (4) Times a year
Fan Coil Units (26)	Spring/Fall	Two (2) Times a year

K. Regulatory Compliance Office, 1001 Harrison KCMO 64106

Condensing Unit (3)	Spring/Summer/Fall/Winter	Four (4) Times a year
Split System (3)	Spring/Summer/Fall/Winter	Four (4) Times a year
Unit Heater (7)	Fall Inspection	One (1) Time a year
Tube Heaters (2)	Fall Inspection	One (1) Time a year
Exhaust Fan (2)	Fall Inspection	One (1) Time a year

L. Lab Building – Water Treatment Plant, KCMO 64116

Chiller (2)	Seasonal Start Up	One (1) Time a year
Air Handler (5)	Spring/Summer/Fall/Winter	Four (4) Times a year
Circulating Pump (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
VAV Box (13)	Annually	One (1) time a year

Lab - UPS Room System, KCMO 64116

Split System	Spring/Summer/Fall/Winter	Four (4) Times a year
Condensing Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Handler	Spring/Summer/Fall/Winter	Four (4) Times a year

Lab - Metasys Building Automation System Maint, Water Treatment Plant

Metasys Building Automation	Spring/Fall	Two (2) Times a year
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M. Chemical Building, Administration Area and Boilers, Water Treatment Plant, KCMO 64116

Chiller	Seasonal Start Up	One (1) Time a year
Air Handler (5)	Spring/Summer/Fall/Winter	Four (4) Times a year
Circulating Water Pump (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Boiler (3)	Seasonal Start-Up	One (1) Time a year

N. Secondary Building – Water Treatment Plant, KCMO 64116

Heat Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Handler w/Steam Heat (5)	Spring/Summer/Fall/Winter	Four (4) Times a year
Split System (7)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Handler (7)	Spring/Summer/Fall/Winter	Four (4) Times a year
Condensing Unit	Spring/Summer/Fall/Winter	Four (4) Times a year

O. Intake Building – Water Treatment Plant, KCMO 64116

Chiller (2)	Seasonal Start Up	One (1) Time a year
Air Handlers (5)	Spring/Summer/Fall/Winter	Four (4) Times a year

P. SCADA Building - Water Treatment Plant, KCMO 64116

Split System Condensing Unit (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Handler (4)	Spring/Summer/Fall/Winter	Four (4) Times a year

Q. East Bottoms Pump Station, 3501 E. Nicholson Ave.

Exhaust Fan (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
Supply Fan (2)	Spring/Fall	Two (2) Times a year
Electric Unit Heater (3)	Fall Inspection	One (1) Time a Year

R. Turkey Creek Pump Station, 2401 Allen, KCMO 64108

25 Ton RTU (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
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WASTEWATER FACILITIES

Waste water Inspection frequency shall be quarterly for all RTU's; Split Systems; Packaged

Units; Exhaust Fans (EF); Wall Prop Fans; Power Roof Ventilators (PRF); Odor Control Fans (OCF) & Make Up Air Units (MAU); Blue River Administration Building Chiller, including auxiliary equipment included in the schedule; and Boiler / Boiler Auxiliary equipment included on the schedule.

Inspections shall consist of Startup, Operation & Annual Inspections. Scopes of work are following each building equipment list.

S. Blue River Wastewater Treatment Plant (BRWWTP), Administration
Building and Boilers and Guard Shack, 7300 Hawthorne Road, KCMO 64120

Daikin Turbocor Centrifugal Chiller	Seasonal Start Up	One (1) Time a year
Circulating Water Pump (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Trane Backup Chiller	Seasonal Start Up	One (1) time a year
Cooling Tower (3)	Spring/Fall	Two (2) Times a year
Chiller Pump Tower	Seasonal Start Up	One (1) Time a year
Odor Control Fan	Spring/Summer/Fall/Winter	Four (4) Times a year
Trane Air Handling Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
VAV Box (8)	Fall	One (1) time a year
Hot Water Boiler (3)	Seasonal Start Up	One (1) Time a year
Hot Water Pump (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
Boiler	Seasonal Start Up	One (1) Time a year
Ductless Mini Split (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Boiler Digester (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Heating Pump Hurst Boiler (3)	Seasonal Start Up	One (1) Time a year
Water Heater (1)	Spring/Summer/Fall/Winter	Four (4) Times a year
Gas Furnace Guard Shack	Seasonal Start Up	One (1) Time a year
G.E. Window AC Guard Shack	Spring/Summer/Fall/Winter	Four (4) Times a year

T. Blue River Wastewater Bio Solids Building , 7300 Hawthorne Road, KCMO 64120

Electric Unit Heaters (16) Chromalox	Seasonal Start Up	One (1) Time a year
Nat. Gas Heater (13) Sterling	Seasonal Start Up	One (1) Time a year
Trane Mitsub. Coil (4 each)	Spring/Summer/Fall/Winter	Four (4) Times a year
Trane Mitsub. Heat Pump (4 each)	Spring/Summer/Fall/Winter	Four (4) Times a year
York LX Split Sys. (1 ea)	Spring/Summer/Fall/Winter	Four (4) Times a year
Condensing Unit (1 ea.)	Seasonal Start Up	One (1) Time a year
MAU 20 Absolute Aire	Seasonal Start Up	One (1) time a year
MAU 40 Absolute Aire	Seasonal Start Up	One (1) time a year
MAU 50 Absolute Aire	Seasonal Start Up	One (1) Time a year
MAU 90 Absolute Aire	Seasonal Start Up	One (1) time a year

EF-20-1 330SQI-HP 11500 10 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
SQI-B Inline Belt Drive EF-20-2 270SQIB 9800 5 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
Cook QMXU Mixed-Flow Upblast Blower Low Pressure Belt Drive EF- 20-3 300QMXU 21000 20 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
Cook ACRU-B Upblast Centrifugal Exhaust Ventilator Rood Mounted Belt Drive EF-20-4 165R6B 2400 0.75 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
EF-20-5 270SQIB 11700 7.5 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
EF-20-6 225SQIB 7750 5 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
EF-20-7 225SQIB 7750 5 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
Wall Exhaust Fan EF-20-8 36EW616B 7750 2 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
Wall Exhaust Fan EF-20-9 36EW616B 7750 2 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
CPS-A Airfoil Centrifugal Blower Clockwise Up-Blast Arrangement EF-20-10 165 CPS-A 3200 3 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
ACWD Centrifugal Exhaust Ventilator Wall Mounted Direct Drive EF-20-11 165W 10D 1100 0.33 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
QMX Mixed Flow Inline Vertical Mount Belt Drive SF-20-1 180QMX 8700 7.5 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
QMX Mixed Flow Inline Horizontal Mounted Belt Drive EF-40-1 270QMX 18000 10 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
ACE-B Downblast Centrifugal Exhaust Ventilator EF-50-1 180C6B 2500 0.75 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
ACW-B Centrifugal Exhaust Ventilator EF-50-2 180W6B 2500 0.75 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
ACRU-B Upblast Centrifugal Exhaust Ventilator Rood Mounted Belt Drive EF-50-3 270R7B 5000 1 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
Centrifugal Exhaust Ventilator EF- 50-4 270C8B 5000 1.5 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
ACW-B Centrifugal Exhaust Ventilator EF-60-1 230W OR71 200 0.25 HP	Spring/Summer/Fall/Winter	Four (4) Times a year

ACW-B Centrifugal Exhaust Ventilator EF-60-2 230W OR71 200 0.25 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
SQN-D VF Centrifugal Inline Direct Drive EF-70-1 225SQN17D(VF2) 6700 5 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
ACW-B Centrifugal Exhaust Ventilator EF-70-2 100W3B 500 0.25 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
ACW-B Centrifugal Exhaust Ventilator EF-70-3 120W OR71 200 0.25 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
ACW-B Centrifugal Exhaust Ventilator .25 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
ACW-B Centrifugal Exhaust Ventilator EF-90-1 .75 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
ACW-B Centrifugal Exhaust Ventilator EF-90 4000 2HP	Spring/Summer/Fall/Winter	Four (4) Times a year
Electric Raywall 43WD5T01 EUH-20-1 5KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD5T01 EUH-20-2 5 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD5T01 EUH-20-3 5KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD5T01 EUH-20-4 5 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD10T01 EUH-20-5 10 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD10T01 EUH-20-6 10 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD10T01 EUH-20-7 10 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD15T01 EUH-20-8 15 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD15T01 EUH-20-9 15 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD5T01 EUH-20-10 5 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD10T01 EUH-20-11 10 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD10T01 EUH-20-12 10 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall 43WD10T01 EUH-20-13 10 KW	Seasonal Start Up	One (1) Time a year

Electric Raywall 43WD5T01 EUH-20-14 5 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall HLA12-480360-3-24 EUH-70-1 3 KW	Seasonal Start Up	One (1) Time a year
Electric Raywall HLA12-480360-3-24 EUH-90-1 3 KW	Seasonal Start Up	One (1) Time a year
Gas Sterling G250A2NS1120S5 GUH-20-1 250,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-2 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-3 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-4 150,000BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-4 150,000BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-5 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-6 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-7 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-8 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-9 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-10 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-20-11 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-40-1 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-40-2 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-40-2 150,000 BTU	Seasonal Start Up	One (1) Time a year
Gas Sterling G150A2NS1120S5 GUH-40-3 150,000 BTU	Seasonal Start Up	One (1) Time a year
Packaged AC PAC-20-1 460V/3PH/60HZ 7.50 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
Packaged AC PAC-20-2 460V/3PH/60 HZ 7.50 HP	Spring/Summer/Fall/Winter	Four (4) Times a year
AHU 2 EA Indoor Unit Model 15 ton unit 3 HP Motor 460-3-60 Voltage	Spring/Summer/Fall/Winter	Four (4) Times a year

AHU 2EA Outdoor Unit 15 Ton unit 460-3-60 Voltage	Spring/Summer/Fall/Winter	Four (4) Times a year
Steam Boiler #1-Model# PFTX350- 4GDG200S serial# 11641-01 20 HP 460V/3Ph/60HZ Natural Gas/Digester Gas 14,233 Btu/Hr.	Spring/Summer/Fall/Winter	Monthly (12) Times a year
Steam Boiler # 2 Model Model # PFTX350-4GDG200S Serial# 11641- 02 20 HP 460V/3Ph/60Hz Natural Gas/Digester Gas 14,233,000 Btu/Hr.	Spring/Summer/Fall/Winter	Monthly (12) Times a year
Condensate Tanks (2) 12 GPM 40 PSIG, 480v, 3PH, 1 HP Water Softener Brine Tank	Spring/Summer/Fall/Winter	Monthly (12) Times a year
Deaerator Tanks (3) CENTRIFUGAL PUMPS 7.5HP 34 GPM @ 500'TDH 480V, 3PH	Spring/Summer/Fall/Winter	Monthly (12) Times a year
Cooling Tower Fans (2) 50 HP 460V/3PH/60HZ Model # NC8409UAN2SGF	Spring/Summer/Fall/Winter	Monthly (12) Times a year
Cooling Tower Pumps (2) 50 HP 480V, 3 Ph, 1 Hp	Spring/Summer/Fall/Winter	Monthly (12) Times a year
Biogas Fans (2) 5HP 480V, 3PH	Spring/Summer/Fall/Winter	Monthly (12) Times a year
Odor Control Fan 25 HP 480V 60 HZ 3 PH	Spring/Summer/Fall/Winter	Monthly (12) Times a year
Odor Control Fan 5 HP 480V 60HZ 3PH	Spring/Summer/Fall/Winter	Monthly (12) Times a year
Gas Furnace Guard Shack	Seasonal Start Up	One (1) Time a year
G.E. Window AC Guard Shack	Spring/Summer/Fall/Winter	Four (4) Times a year

U. NEID Building, BRWWTP, 7300 Hawthorn Rd., KCMO 64120

Make Up Air Unit (3)	Spring/Summer/Fall/Winter	Four (4) times a year
Odor Control Fan	Spring/Summer/Fall/Winter	Four (4) times a year
Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) times a year
Roof Top Unit	Spring/Fall	Two (2) Times a year
Electrical Heating Unit (4)	Fall Inspection	One (1) Time a year
Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) times a year

V. Blue River Pumping, BRWWTP, 7300 Hawthorn Rd., KCMO 64120

Power Roof Ventilator (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) Times a year

Make Up Air Units (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Package Air	Spring/Summer/Fall/Winter	Four (4) Times a year
Window Cooling Unit (2)	Spring/Summer/Fall/Winter	Four (4) times a year
Air Handling Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Heater (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit	Fall Inspection	One (1) Time a year
Water Heater (2)	Spring/Fall	Two (2) Times a year

W. Blue River Transfer Area

Unit Heater (7)	Fall Inspection	One (1) time a year
Exhaust Fan (6)	Spring/Summer/Fall/Winter	Four (4) Times a year

X. Blue River Pig House

Electrical Heating Unit	Fall Inspection	One (1) Time a year
Power Roof Ventilator	Spring/Summer/Fall/Winter	Four (4) Times a year

Y. Blue River DAF 1 and 2

Unit Heater (4)	Fall Inspection	One (1) Time a year
Exhaust Fan (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
Hot Water heater (1)		
Odor Control Fan	Spring/Summer/Fall/Winter	Four (4) Times a year
Boiler (1)		
MAU (1)		
EUH (1)		

Z. Blue River DAF 3

Unit Heater (3)	Fall Inspection	Four (4) Times a year
Quincy Air Compressor (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Exhaust Fans (2)		

AA. Blue River Sludge House 1

Gas Fired Radiant Heater (3)	Fall Inspection	One (1) Time a year
Power Roof Ventilator	Spring/Summer/Winter/Fall	Four (4) times a year

BB. Blue River Sludge House 2

Gas Fired Radiant Heater (3)	Fall Inspection	One (1) Time a year
Power Roof Ventilator	Spring/Summer/Fall/Winter	Four (4) Times a year

CC. Blue River Digester Bldg., BRWWTP, 7300 Hawthorn, KCMO 64120

Make up Air Units (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Unit Heater (4)	Fall Inspection	One (1) time a year
Heat Exchanger Pumps (3)	Spring/Summer/Fall/Winter	Four (4) Times a year
Hurst Boilers (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Primary Boiler Pumps (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Secondary Boiler Pumps (3)	Spring/Summer/Fall/Winter	Four (4) Times a year

DD. Blue River Screen Bldg., BRWWTP, 7300 Hawthorn, KCMO 64120

Make Up Air Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Odor Control Fan	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit (2)	Fall Inspection	One (1) Time a year
Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) times a year

EE. Blue River Ingersoll Rand Compressors, BRWWTP, 7300 Hawthorn, KCMO 64120

Air Compressor (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Cooling Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Roof Ventilator (3)	Spring/Summer/Fall/Winter	Four (4) times a year
Air Dryer	Spring/Summer/Fall/Winter	Four (4) times a year

FF. Blue River Maintenance Bldg., BRWWTP, 7300 Hawthorn, KCMO 64120

Exhaust Fan (4)	Spring/Summer/Fall/Winter	Four (4) times a year
Gas Fired Radiant Heater (7)	Fall Inspection	One (1) Time a year
Electrical Heating Unit (6)	Fall Inspection	One (1) Time a year
Water Heater (1)	Spring/Fall	Two (2) Times a year

GG. Blue River Grit Removal Bldg., BRWWTP, 7300 Hawthorn, KCMO 64120

Make Up Air Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Exhaust Fan (3)	Spring/Summer/Fall/Winter	Four (4) times a year

Electrical Heating Unit (2)	Fall Inspection	One (1) Time a year
Gas Fired Radiant Heater (8)	Fall Inspection	One (1) Time a year

HH. Blue River Secondary Treatment Plant, 7600 E. Front St., KCMO 64120

Trickling Filter Exhaust Fans (48)	Spring/Summer/Fall/Winter	Four (4) Times a year
Packaged Unit (2)	Spring/Summer/Fall/Winter	Four (4) times a year
Roof Top Unit (3)	Spring/Summer/Fall/Winter	Four (4) times a year
Air Handling Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Cooling Unit (3)	Spring/Summer/Fall/Winter	Four (4) times a year
Furnace (2)	Spring/Fall	Two (2) Times a year
Sludge House 1 Heaters (3)	Spring/Fall	Two (2) Times a year
Sludge House 2 Heaters (3)	Spring/Fall	Two (2) Times a year
Water Heater (1)	Spring/Summer/Fall/Winter	Four (4) times a year
Odor Fans 1-5	Spring/Summer/Fall/Winter	Four (4) times a year
Ingersoll Rand Air Compressors (2)	Spring/Summer/Fall/Winter	Four (4) times a year
Bard Units RCD Trailers (4)	Spring/Summer/Fall/Winter	Four (4) times a year
RCD Trailers Water Heater (1)	Spring/Fall	Two (2) Times a year

II. Blue River Secondary Ingersoll Rand Air Compressors, BRWWSTP, 7600 Front Street, KCMO 64120

Air Compressor (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Filter (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Dryer	Spring/Summer/Fall/Winter	Four (4) Times a year

JJ. Blue River Secondary Chemical Feed Bldg., BRWWSTP, 7600 Front Street, KCMO 64120

Make Up Air Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Cooling Unit (2)	Spring/Summer/Fall/Winter	Four (4) times a year
Evaporator (2)	Spring/Summer/Fall/Winter	Four (4) times a year
Electrical Heating Unit (7)	Fall Inspection	One (1) Time a year
Power Roof Ventilator (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
Water Heater (1)	Spring/Summer/Fall/Winter	Four (4) Times a year

KK. Blue River Chemical Storage Bldg., 7601 Front St., KCMO 64120

Electrical Heating Unit (4)	Fall Inspection	One (1) Time a year
Water Heater	Spring/Summer/Fall/Winter	Four (4) Times a year
Power Roof Ventilator (5)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Compressor (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Dryer	Spring/Summer/Fall/Winter	Four (4) Times a year
Heat Exchanger	Spring/Summer/Fall/Winter	Four (4) times a year
Cooling Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Evaporator	Spring/Summer/Fall/Winter	Four (4) times a year

**LL. Birmingham Treatment Plant, Disinfection Bldg, Sludge Houses and Shop & Grit Building
10801 NE 28th St., KCMO 64161**

Unit Heater (13)	Fall and Winter	Two (2) Times a year
Unit Heater	Fall and Winter	Two (2) Times a year
MAU 1 Admin	Spring/Summer/Fall/Winter	Four (4) Times a year
MAU 2 Admin	Spring/Summer/Fall/Winter	Four (4) Times a year
MAU 3 Grit Bldg	Spring/Summer/Fall/Winter	Four (4) Times a year
MAU 4 Grit Bldg	Spring/Summer/Fall/Winter	Four (4) Times a year
MAU 5 Grit Bldg	Spring/Summer/Fall/Winter	Four (4) Times a year
MAU 6 Grit Bldg	Spring/Summer/Fall/Winter	Four (4) Times a year
Water Heater (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
East Pump House EUH	Fall Inspection	One (1) Time a year
West Pump House EUH	Fall Inspection	One (1) Time a year
Land Application Shop EUH (3)	Fall and Winter	Two (2) Times a year
Land Application Shop Propane Tube Heater (2)	Fall and Winter	Two (2) Times a year
Land Application Shop Propane Furnace (1)	Fall and Winter	Two (2) Times a year
Bard Units Farm Office (2)	Spring/Summer/Fall/Winter	Four (4) Times a year

MM. Birmingham Pump Station, 11011 NE Birmingham Rd., KCMO 64161

Make Up Air Unit (5)	Spring/Summer/Fall/Winter	Four (4) Times a year
Power Roof Ventilator (5)	Spring/Summer/Fall/Winter	Four (4) Times a year
Supply Fan (1)	Spring/Summer/Fall/Winter	Four (4) Times a year
Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Compressor (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Dryer (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Water Heater (1)	Spring/Fall	Two (2) Times a year

NN. Blue River Annex, 950 N. Century Ave., KCMO 64120;

Gas Fired Unit Heaters (13)	Fall Inspection	One (1) Time a year
Split System Air Conditioning Unit (3)	Spring/Summer/Fall/Winter	Four (4) times a year
Ductless Mini Split (4)	Quarterly	Four (4) times a year
Exhaust Fan (6)	Spring/Summer/Fall/Winter	Four (4) times a year
Condensing Unit (3)	Spring/Summer/Fall/Winter	Four (4) times a year
Ceiling Cassette (14)	Spring/Summer/Fall/Winter	Four (4) times a year
Gas Furnace (3)	Spring/Summer/Fall/Winter	Two (2) Times a year
Cooling Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Duct Heater (1)	Spring/Summer/Fall/Winter	Four (4) times a year
Daikens (5)	Spring/Summer/Fall/Winter	Four (4) times a year
Water Heaters (3)	Spring/Fall	Two (2) Times a year
Air Compressor (1)	Spring/Summer/Fall Winter	Four (4) times a year

OO. 25th St. Pump Station, 2401 W. Allen Terrace, KCMO 64108

Air Handling Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Cooling Unit (2)	Spring/Summer/Fall/Winter	Four (4) times a year
Exhaust Fan (3)	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit (4)	Fall Inspection	One (1) Time a year
Water Heater (1)	Spring/Fall	Two (2) Times a year
Make Up Air Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year

PP. 87th St. Pump Station, 8700 Prospect, KCMO 64132

Make Up Air Unit (9)	Spring/Summer/Fall/Winter	Four (4) Times a year
Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Power Roof Ventilator (5)	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit (4)	Fall Inspection	One (1) Time a year

Air Compressor	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Dryer	Spring/Summer/Fall/Winter	Four (4) Times a year
Water Heater (1)	Spring/Summer/Fall/Winter	Four (4) Times a year

QQ. Turkey Creek Wastewater Pumping Station, 2301 State Line Rd. KCMO 64108

Exhaust Fan (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
Condensing Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Heat Pump (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Handling Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Make Up Air Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Unit Heater (2)	Fall Inspection	One (1) time a year
Water Heater (1)	Spring/Fall	Two (2) Times a year
Mini Split (1)	Spring/Summer/Fall/Winter	Four (4) Times a year

RR. Line Creek Pump Station, 2599 NW Tullison Rd., KCMO 64150

Exhaust Fan (3)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Handling Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Cooling Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Water Heater (1)	Spring/Fall	Two (2) Times a year
Electrical Heating Unit (6)	Fall Inspection	One (1) Time a year

SS. 1st Creek Pump Station, 2430 NW 134th St., KCMO 64164

Exhaust Fan (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
Condensing Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Split System	Spring/Summer/Fall/Winter	Four (4) Times a year
Water Heater (1)	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit (4)	Fall Inspection	One (1) Time a year

TT. 2nd Creek Pump Station, 5757 NW Cookingham Rd., KCMO 64165

Packaged Rooftop System	Spring/Summer/Fall/Winter	Four (4) Times a year
Exhaust Fan	Spring/Summer/Fall/Winter	Four (4) Times a year

UU. Rocky Branch Treatment Plant, 500 NE 132nd St., KCMO 64165

Split System (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
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Condensing Unit (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
Water Heater (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit (12)	Fall Inspection	One (1) Time a year
Exhaust Fan (6)	Spring/Summer/Fall/Winter	Four (4) Times a year
Supply Fan (3)	Spring/Fall	Two (2) Times a year
Boiler (OOS)	Seasonal Start -Up	One (1) Time a year
Heat Exchanger (OOS)	Spring/Summer/Fall/Winter	Four (4) times a year
Make Up Air Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Odor Control Fan (4)	Spring/Summer/Fall/Winter	Four (4) times a year
Evaporator	Spring/Summer/Fall/Winter	Four (4) times a year

VV. Fishing River Treatment Plant, 10600 NE 118th St., KCMO 64157

Power Roof Ventilator (6)	Spring/Summer/Fall/Winter	Four (4) Times a year
Roof Top Unit (5)	Spring/Summer/Fall/Winter	Two (2) Times a year
Electrical Heating Unit (17)	Fall Inspection	One (1) Time a year
Exhaust Fan (5)	Spring/Summer/Fall/Winter	Four (4) Times a year
Wall Heater	Fall/Winter	Two (2) Times a year
Make Up Air Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Handling Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Unit Heater (3)	Fall Inspection	One (1) Time a year
Water Heater (1)	Spring/Summer/Fall/Winter	Four (4) times a year

WW. Santa Fe Pumping Station, 1201 Woodswether Rd., KCMO 64105

Exhaust Fan (9)	Spring/Summer/Fall/Winter	Four (4) Times a year
Make Up Air Unit (3)	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit (9)	Fall Inspection	One (1) Time a year
Water Heater (1)	Two (2) Times a year	Two (2) Times a year

XX. Southwest Blvd Pump Station, 2816 Southwest Blvd., KCMO 64108

Supply Fan (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Exhaust Fan (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit (3)	Fall Inspection	One (1) Time a year
Duct Heater	Spring/Summer/Fall/Winter	Four (4) Times a year
Water Heater (1)	Spring/Fall	Two (2) Times a year

YY. Todd Creek Treatment Plant, 7600 NW 144th St., KCMO 64163

Furnace	Spring/Fall	Two (2) Times a year
Cooling Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Power Roof Ventilator (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Unit Heater (2)	Fall Inspection	One (1) Time a year
Supply Fan (3)	Spring/fall	Two (2) Times a year
Exhaust Fan (5)	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit (3)	Fall Inspection	One (1) time a year
Water Heater (2)	Spring/Summer/Fall/Winter	Four (4) times a year

ZZ. Westside Treatment Plant, 1549 Woodswether Rd., KCMO 64105

Air Conditioner (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Furnace	Spring/Fall	Two (2) Times a year
Condensing Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Unit Heater (2)	Fall Inspection	One (1) time a year
Electrical Heating Unit	Fall Inspection	One (1) time a year
Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Water Heater (1)	Spring/Summer/Fall/Winter	Four (4) Times a year
Ductless Mini Split	Spring/Summer/Fall/Winter	Four (4) Times a year
Atlas Copco Air Compressor	Spring/Summer/Fall/Winter	Four (4) Times a year

AAA. Westside Disinfection Bldg. 1 & 2 1509 Woodswether Rd., KCMO 64105

Heat Pump	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Handling Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Make Up Air Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit	Fall	One (1) Time a year
Water Heater (3)	Spring/Fall	Two (2) Times a year

BBB. New Horizons Pump Station, Damien Dr. and NW 43rd St., KCMO

Air Handling Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Cooling Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Exhaust Fan	Spring/Summer/Fall/Winter	Four (4) Times a year
Odor Control Fan	Spring/Summer/Fall/Winter	Four (4) times a year
Electrical Heating Unit (2)	Fall Inspection	One (1) Time a year
Supply Fan (2)	Spring/fall	Two (2) Times a year

CCC. Blue River Facilities Maintenance Building

Ductless Mini Split (4)	Spring/Summer/Fall/Winter	Four (4) times a year
Furnace	Spring/Summer/Fall/Winter	Four (4) times a year
Gas Fired Radiant Heater (4)	Fall Inspection	One (1) time a year
Water Heater (1)	Spring/Summer/Fall/Winter	Four (4) times a year

DDD. Blue Banks Flood Pump Station

Exhaust Fan	Spring/Summer/Fall/Winter	Four (4) times a year
Electrical Heating Unit	Fall Inspection	One (1) Time a year

EEE. North Downtown Airport Station

Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit (2)	Fall Inspection	One (1) Time a year
Ventilation intake louvers	Spring/Summer/Fall/Winter	Four (4) Times a year

FFF. South Downtown Airport Station

Electrical Heating Unit (2)	Fall Inspection	One (1) Time a year
Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Ventilation intake louvers (1)	Spring/Summer/Fall/Winter	Four (4) Times a year

GGG. Westside Final Building & Electrical Bldg

Electrical Heating Unit (7)	Fall Inspection	One (1) Time a year
Mini Split Elec Bldg (4)	Spring/Summer/Fall/Winter	Four (4) Times a year
Exhaust Fan (4)	Spring/Summer/Fall/Winter	Four (4) Times a year

HHH. Milwaukee Flood Station

Electrical Heating Unit (4)	Fall Inspection	One (1) Time a year
Supply Fan	Spring/fall	Two (2) Times a year
Exhaust Fan (3)	Spring/Summer/Fall/Winter	Four (4) Times a year

III. Kemper Flood Station

Electrical Heating Unit (2)	Fall Inspection	One (1) Time a year
Exhaust Fan	Spring/Summer/Fall/Winter	Four (4) Times a year

JJJ. KCI DEICING Building, Athens Ave. and Paris Street

Electrical Heating Unit	Fall Inspection	One (1) Time a year
Air Handling Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Cooling Unit	Spring/Summer/Fall/Winter	Four (4) times a year

KKK. 501 Santa Fe Building, 501 Santa Fe Street

Unit Heater (8)	Fall Inspection	One (1) Time a year
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LLL. Blue River Effluent Pump Station, behind Tow Lot at 7750 E. Front St.

Exhaust Fan (2)	Spring/Summer/Fall/Winter	Four (4) times a year
Supply Fan (2)	Spring/Summer/Fall/Winter	Four (4) times a year

MMM. Gooseneck Creek Pump Station, 6807 Winner Rd.

Electrical Heating Unit	Fall Inspection	One (1) Time a year
Exhaust Fan	Spring/Summer/Fall/Winter	Four (4) Times a year
Outdoor Air Damper	Spring/Summer/Fall/Winter	Four (4) Times a year

NNN. Trolley Trail Pump Station, 246 E. 85th St.

Electrical Heating Unit	Fall Inspection	One (1) Time a year
Exhaust Fan	Spring/Summer/Fall/Winter	Four (4) Times a year
Outdoor Air Damper	Spring/Summer/Fall/Winter	Four (4) Times a year

OOO. Round Grove Pump Station, 6257 Coal Mine Rd.

Electrical Heating Unit (2)	Fall Inspection	One (1) Time a year
Cooling Unit (Elevator)	Spring/Summer/Fall/Winter	Four (4) times a year
Air Dryer	Spring/Summer/Fall/Winter	Four (4) Times a year
Air Compressor (2)	Spring/fall	Two (2) Times a year
Make Up Air Unit (3)	Spring/Summer/Fall/Winter	Four (4) Times a year

Exhaust Fan (5)	Spring/Summer/Fall/Winter	Four (4) Times a year
Supply Fan (1)	Spring/fall	Two (2) Times a year
Electrical Bldg Roof Top Unit (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
Water Heater (1)	Spring/fall	Two (2) Times a year

PPP. Pied Creek Treatment Plant, 6615 NW Eastside Dr. Garage

Air Handling Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Cooling Unit	Spring/Summer/Fall/Winter	Four (4) times a year
Electrical Heating Unit	Fall Inspection	One (1) Time a year

QQQ. Buckeye Pump Station, 5201 NE Burlington Rd.

Make Up Air Unit	Spring/Summer/Fall/Winter	Four (4) Times a year
Electrical Heating Unit (2)	Fall Inspection	One (1) Time a year
Exhaust Fan	Spring/Summer/Fall/Winter	Four (4) Times a year
Grit Bldg Elec. Heater (6)	Fall Inspection	One (1) Time a year
Grit Bldg Ex. Fan (2)	Spring/Summer/Fall/Winter	Four (4) Times a year
MAU (1)	Spring/Summer/Fall/Winter	Four (4) Times a year
Ductless Mini Split	Spring/Summer/Fall/Winter	Four (4) Times a year

RRR. Harlem Pump Station 230 NE Harlem St KCMO

Electrical Heating Unit (1)	Fall Inspection	One (1) Time a year
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SSS. Lawndale Pump Station 5799E 118th St Grandview Mo

Electrical Heating Unit (1)	Fall Inspection	One (1) Time a year
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TTT. Wildwood West 8727 N Winfield Ave KCMO

Electrical Heating Unit (1)	Fall Inspection	One (1) Time a year
Exhaust Fan	Spring/Summer/Fall/Winter	Four (4) Times a year

UUU. 12th St Pump Station 7879 E12th St

¼ HP Exhaust Fan	Spring/Summer/Fall/Winter	Four (4) Times a year
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All equipment should be maintained as follows :

PLANNED CARE FOR **INGERSOLL RAND AIR COMPRESSORS** SHALL BE QUARTERLY AND INCLUDE THE BELOW SCOPE AS APPLICABLE:

Rotary Screw Compressors (Contact Cooled & Oil Free)

1. Change air & oil filter per Operator's Manual recommendation
2. Change separator element per Operator's Manual recommendation
3. Change coolant per coolant analysis recommendation
 - a. Typical Life: Ultra Coolant & Ultra FG (Food Grade) = 8,000 hours / Ultra EL = 16,000 hours
4. Check cooler condition and blow out as needed (Power washing not included)
5. Check and clean condensate drain as needed
6. Check condition of belts, adjust tension and/or change as needed
7. Lubricate main drive motor and cooling fan motor as needed
8. Complete a Multipoint Inspection & document Control Panel Parameter per visit 9. Review warning shutdown history for any abnormal shutdowns per visit
10. All parts & lubricants will be disposed in accordance with local, state and federal OSHA/EPA
11. Rebuild compressor inlet valve every 16,000 hrs. (Oil-free fixed-speed rotary units only)
12. Rebuild compressor discharge check valve every 8,000 hrs. (Oil-free units only)
13. Rebuild blow down valve every 8,000 hrs. (Oil-free fixed speed rotary units only)
14. Inspection Data Inspection Summary Report: Comprehensive report is completed on site by an Ingersoll Rand Certified Technician. We record Operational Readings, 22 Visual Checks, Air/Oil/Water safety alarms and shutdown levels. Collected data is then uploaded to our database for analysis and report generation which, in return, provides vital trending details. The report is complete with a full health summary and includes recommendations for additional services if, required.
15. Shock Pulse Monitoring: As part of our comprehensive services we monitor the shock pulse of the drive train of your rotary compressor. The collected data is analyzed by our trained engineers and compared to original Equipment specifications. The data is then electronically archived in our service history data base, for future comparative analysis to subsequent readings. Concerning levels are then reviewed by IR rotating equipment engineers for recommended actions.
16. Fluid Analysis Report: Coolant is analyzed and rated from Normal to Critical Condition with an associated color code (Green to Red). Coolant is tested for wear metals, contaminants and additive metals. Fluid properties are provided including viscosity, acid number, oxidation and water content. Details as to the oil change date, filter change date and any recommendations are included.

Compressed Air Dryer Service Work Scope (If listed as Equipment)

1. Perform a multipoint inspection per visit
2. Check and clean condensate drains as needed
3. Check condenser coil condition and blow out as needed (Power washing not included)
4. Replace dryer panel filter as needed (Refrigerated dryers only)
5. Inspect Desiccant Dryer per visit (Desiccant changes quoted as additional service)

6. Replace desiccant dryer mufflers annually (Desiccant dryers only)

Accessories (If listed as Equipment)

1. Annual replacement of inline filter elements (Note: Desiccant dryer filtration must be listed in Section A. Equipment)

Annual replacement of oil water separator adsorption module

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **AIR-COOLED CONDENSING UNIT** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED IN THIS CONTRACT"

SEASONAL START-UP INSPECTION

The following services will be performed:

1. Check and clean condenser coils;
2. Check fan motor bearings; lubricate as required;
3. Check belt condition and tension;
4. Check drives and pulleys for tightness
5. Check system for oil and refrigerant leaks;
6. Check system for proper oil charge;
7. Check system for proper refrigerant charge;
8. Check operation of refrigerant controls;
9. Check general operation and condition of compressors;
10. Make pump down capacity check of compressors;
11. Meg ohm compressor motors;
12. Check operation of expansion valves;
13. Check all wiring for loose connections;
14. Check operation and setting of unloaders (if applicable);
15. Check voltage and amperage of compressors;
16. Review maintenance procedures with maintenance personnel and make recommendations for additional service or repair, if required.

THE SERVICES PROVIDED BELOW WILL BE FOR THE **AIR HANDLER** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED"

SPRING/FALL

The following services will be performed:

1. Change air filters;
2. Lubricate fan bearings per manufacturer's recommendations;
3. Lubricate motor bearings per manufacturer's recommendations;
4. Check belts and pulleys; replace and adjust as required;
5. Lubricate and adjust dampers and linkage;
6. Check and clean drain pan and drains;
7. Check motor operating conditions;
8. Inspect electrical connections, contactors, relays and operating/safety controls;
9. Inspect for refrigerant leaks;
10. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

THE SERVICES PROVIDED BELOW WILL BE FOR THE **AUTOMATED LOGIC BUILDING CONTROLS SYSTEM** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED"

1. System analysis and review with your Automated Logic System
2. Viewing your system for any abnormal conditions, alarms, and other ALC related issues that are apparent in WebCTRL.
3. Review a logbook of these types of issues, problems, and questions which we will review and resolve if possible at the beginning of each visit.
4. Review and assist you in maintaining your alarms, system logs, trends, and reports.

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **BARD WALL MOUNT UNIT SYSTEMS**

SPRING START-UP INSPECTION – The following services will be performed during or shortly after seasonal start-up.

1. Check filters. Replace quarterly
2. Check/clean evaporator coil as required
3. Check/clean drain pan as required
4. Check/clean condenser coils as required
5. Check fan and motor bearings. Lubricate as required.
6. Check belt condition and tension. (change if applicable)
7. Check drives and pulleys for tightness.
8. Check system for oil and refrigerant leaks by visual inspection.
9. Check oil supply and refrigerant charge
10. Check operation of refrigerant controls.
11. Check general operation and condition of compressors
12. Check oil pump operation and oil level (if applicable)
13. Check discharge pressure and suction pressure.
14. Make pump down capacity check.
15. Check operation of damper motors and controls
16. Check operation of expansion valves
17. Check and calibrate operation of system microprocessor controls.
18. Check wiring for loose connections
19. Adjust and tighten linkages on all dampers
20. Check voltage and amperage of compressors
21. Check operation and setting of unloaders (if applicable)

MID-SEASON INSPECTION – The following services will be performed during the operating season, if applicable.

1. Check filters. Replace quarterly
2. Check evaporator coil condition.
3. Check and clean drain pan as required.
4. Check and clean condenser coils.
5. Check fan and motor bearings. Lubricate as required.
6. Check belt condition and tension. Change if applicable.

7. Check drives and pulleys for tightness.
8. Check general operation of unit and controls.
9. Check refrigerant charge.
10. Check for vibration and noise.
11. Check for loose connections.
12. Check oil pressure and level (if applicable)
13. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

FALL START-UP INSPECTION – The following services will be performed during or shortly after seasonal start-up.

1. Check filters. Replace quarterly
2. Check fan motors and bearings. Lubricate as required.
3. Check belt condition and tension. (change if applicable) 4. Check drives and pulleys for tightness.
5. Check operation of damper motors and controls.
6. Check and tighten linkages as required.
7. Check burner condition.
8. Check heat exchanger condition.
9. Check operation of heating controls.
10. Check gas pressure for proper burner operation
11. Check flame signals and all safety devices.
12. Check fan / limit switch operation 13. Check fan and limit switch operation.
14. Check economizer controls
15. Check operation of combustion blower motor.
16. Check and tighten electrical conditions.

MID-SEASON INSPECTION – The following services will be performed during the operating season, if applicable.

1. Check filters. Replace quarterly
2. Check fan and motor bearings. Lubricate as required.
3. Check belt condition and tension. (change if applicable)
4. Check fan and limit operation.
5. Check burner condition.
6. Check heat exchanger condition.
7. Check operation of safeties and ventor motors.
8. Check flame safety operation
9. Check general operation of heating system.
10. Tighten all electrical connections.
11. Review maintenance procedures with the building engineer and make recommendations for additional service or repair, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **BOILER** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED IN THIS CONTRACT"

SEASONAL START-UP INSPECTION

The following services will be performed one time annually during seasonal start-up:

1. Check condition of boiler housing
2. Check condition of associated piping for leaks
3. Perform operational test on the following safety controls:
 - a. Low water cutoffs; disassemble and clean as required;
 - b. High pressure cut-out;
 - c. Flame safeguard control;
 - d. High gas pressure switch;
 - e. Low gas pressure switch;
 - f. Boiler pressure relief valve;
 - g. Gas safety shut-off valves;
 - h. Gas pressure regulating valve;
 - i. Air flow switch.
4. Perform operating test on the following operating controls:
 - a. Operating control switch;
 - b. Firing rate control;
 - c. Water level control;
 - d. Gas control butterfly valve;
 - e. Combustion air controls;
 - f. Air-fuel drive motor linkage.
5. Complete check out of boiler sequencing;
6. Combustion analysis if applicable;
7. Check combustion blower motor operation;
8. Clean fireside of boiler as required;
9. Clean water side of boiler, if applicable;
10. Replace hand hole gaskets as required;
11. Check and tighten electrical connections in boiler controls panel;

Review maintenance procedures with maintenance personnel and make recommendations for additional service or repair, if required

THE SERVICES PROVIDED BELOW WILL BE FOR THE **CHILLER** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED IN THIS CONTRACT"

SPRING INSPECTION PROGRAM

The following services will be performed one (1) time annually:

1. Check refrigeration system for leaks;
2. Check compressor oil level; change if required;
3. Meg check hermetic motor;
4. Brush condenser tubes;
5. Check crankcase heater operation;
6. Check and test all operating and safety controls;
7. Check refrigerant charge;
8. Check oil pressure;
9. Cycle operating controls and adjust unloaders, if required;
10. Check condenser water temperatures;

11. Log all operating conditions after unit stabilizes;
12. Check auxiliary equipment operation;
13. Inspect electrical connection, contactors and relays;
14. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

THE SERVICE PROVIDED BELOW WILL BE FOR THE **CIRCULATING PUMP** LISTED UNDER THE "SCHEDULE OF EQUIPMENT TO BE COVERED

SPRING/FALL INSPECTION PROGRAM---The following will be performed :

1. Lubricate pump bearings per manufacturer's recommendations
2. Tighten all nuts and bolts. Check motor mounts and vibration pads. Replace and adjust as required
3. Visually check pump alignment and coupling
4. Check motor operating conditions
5. Inspect electrical connections and contactors
6. Check and clean strainers, then check hand valve
7. Inspect mechanical seals. Replace as required. Or inspect pump packing. Replace and adjust as required.
8. Verify gauges for accuracy
9. Clean external surfaces as required
10. Check suction and discharge pressure
11. Review maintenance procedures with the building engineer and make recommendations for additional service or repairs, if required.

THE SERVICE PROVIDED BELOW WILL BE FOR THE **COOLING TOWER** LISTED UNDER THE "SCHEDULE OF EQUIPMENT COVERED IN THIS CONTRACT"

A thorough preventive maintenance inspection will be performed including the following:

1. Remove all debris around the surrounding area;
2. Check and clean tower strainers;
3. Power wash tower media;
4. Check and clean bleed-off and overflow lines;
5. Clean float valve assembly and check for proper operation;
6. Lubricate fan and motor bearings and gear box per manufacturer's recommendations;
7. Check amperage on tower fan motor;
8. Inspect electrical connections, connectors, relays and operating controls;
9. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR ALL **DUCTLESS MINI SPLIT SYSTEMS*** due to the nature of the atmosphere & environment at wastewater sites all belts and filters will be checked quarterly but change as needed and provided by WWS or invoiced separately

SPRING (Cooling Season) START-UP INSPECTION – The following services will be performed during or shortly after seasonal start-up.

1. Check filters. Replace as needed *
2. Check/clean evaporator coil as required

3. Check/clean drain pan as required
4. Check/clean condenser coils as required
5. Check fan and motor bearings. Lubricate as required.
6. Check drives and pulleys for tightness.
7. Check system for oil and refrigerant leaks by visual inspection. 8. Check oil supply and refrigerant charge
9. Check operation of refrigerant controls.
10. Check general operation and condition of compressors 11. Check oil pump operation and oil level (if applicable)
12. Check discharge pressure and suction pressure.
13. Check operation of expansion valves
14. Check and calibrate operation of system microprocessor controls.
15. Check wiring for loose connections
16. Check voltage and amperage of compressors

MID-SEASON INSPECTION – The following services will be performed during the operating season, if applicable.

1. Check filters. Replace as needed *
2. Check evaporator coil condition.
3. Check and clean drain pan as required.
4. Check and clean condenser coils.
5. Check fan and motor bearings. Lubricate as required.
6. Check drives and pulleys for tightness.
7. Check general operation of unit and controls.
8. Check refrigerant charge.
9. Check for vibration and noise.
10. Check for loose connections.
11. Check oil pressure and level (if applicable)
12. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

FALL (Heating Season) START-UP INPECTION – The following services will be performed during or shortly after seasonal start-up.

1. Check filters. Replace as needed *
2. Check fan motors and bearings. Lubricate as required.
3. Check drives and pulleys for tightness.
4. Check operation of damper motors and controls.
5. Check operation of heating controls.
6. Check flame signals and all safety devices.
7. Check fan / limit switch operation
8. Check fan and limit switch operation.
9. Check and tighten electrical conditions.

MID-SEASON INSPECTION – The following services will be performed during the operating season, if applicable.

1. Check filters. Replace as needed *
2. Check fan and motor bearings. Lubricate as required.
3. Check fan and limit operation.
4. Check general operation of heating system.

5. Tighten all electrical connections.
6. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

THE SERVICES PROVIDED BELOW WILL BE FOR THE **ELECTRIC UNIT HEATERS** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED IN THIS CONTRACT"

FALL INSPECTION PROGRAM

The following services will be performed annually:

1. Check fan motor bearings; lubricate as required;
2. Check interchanger condition;
3. Check and tighten all electrical connections;
4. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR ALL WASTEWATER SITE **EXHAUST FANS (EF)** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED"

OPERATING INSPECTION –

1. Check/Adjust fan belts as required. Change as needed.to be provided By Water S or invoiced separately
2. Lubricate fan motor and shaft bearings
3. Check operation of starters and tighten electrical connections
4. Check all pulleys for wear
5. Check motor voltage and amperes
6. Check for excessive noise and vibration
7. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

THE SERVICES PROVIDED BELOW WILL BE FOR THE **FAN COIL UNITS** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED IN THIS CONTRACT"

1. Check and change filters if required;
2. Lubricate fan bearings per manufacturer's recommendations;
3. Lubricate motor bearings per manufacturer's recommendations;
4. Check belts and pulleys; replace and adjust as required;
5. Check and clean coils; straighten fins as required;
6. Lubricate and adjust dampers and linkage;
7. Check and clean drain pan and drains;
8. Check motor operating conditions;
9. Inspect electrical connections, contactors, relays, and operating/safety controls;
10. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

THE SERVICES PROVIDED BELOW WILL BE FOR THE **FURNACES** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED".

SPRING/FALL

1. Change air filters
2. Lubricate fan bearings per manufacturer's recommendations
3. Lubricate motor bearings per manufacturer's recommendations
4. Check belts and pulleys. Replace and adjust as required
5. Lubricate and adjust dampers and linkage
6. Check and clean drain pan and drains
7. Check motor operating conditions
8. Inspect electrical connections, contactors, relays, and operating/safety controls
9. Inspect for refrigerant leaks
10. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

THE SERVICES PROVIDED BELOW WILL BE FOR THE **GAS HOT WATER HEATERS** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED"

SPRING/FALL INSPECTION PROGRAM –

Remove and clean burners

1. Clean intake
2. Check temperature set points
3. Check temperature output of mixing valve
4. Isolate and check pressure of expansion tank
5. Check for leaks in expansion tank
6. Visually inspect exterior of water heater

Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **HOT WATER BOILERS** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED"

SEASONAL START-UP INSPECTION- Following services to be performed prior to start-up:

1. Check condition of boiler housing
2. Check condition of associated piping for leaks
3. Perform operational test on the following safety controls:
 - a. Low water cutoffs. Disassemble and clean as required
 - b. High temperature cut-out
 - c. Flame safeguard control
 - d. High gas pressure switch
 - e. Low gas pressure switch
 - f. Boiler pressure relief valve
 - g. Gas safety shut-off valves
 - h. Gas pressure regulating valve
 - i. Air flow switch
4. Perform operating test on the following operating controls:
 - a. Operating control switch
 - b. Firing rate control
 - c. Water level control
 - d. Gas control butterfly valve

- e. Combustion air controls
- f. Air-fuel drive motor linkage
5. Complete check out of boiler sequencing.
6. Combustion analysis using electronic combustion analyzer.
7. Check combustion blower motor operation
8. Remove/Open door and brush clean fireside boiler tubes; if applicable
9. Clean water side of boiler
10. Replace hand hole gaskets as required
11. Check and tighten electrical connections in boiler controls panel
12. Review maintenance procedures with maintenance personnel and make recommendations for additional service or repair, if required.

SEASONAL OPERATING INSPECTION:

2. Check condition of boiler housing
3. Check condition of associated piping for leaks
4. Inspection and calibration of all safety and operating controls
5. Perform operational test and log the following operating controls:
 - a. Operating control switch
 - b. Firing rate control
 - c. Water level control
 - d. Gas control valve
 - e. Combustion air control mechanism
 - f. Air-fuel drive motor and linkage
 - g. Flush boiler and low water safety controls
6. Complete check out of boiler sequencing
7. Review maintenance procedures with maintenance personnel and make recommendations for additional service or repair, if required.

THE SERVICES PROVIDED BELOW WILL BE FOR THE **HOT WATER PUMPS** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED"

SPRING/SUMMER/FALL/WINTER INSPECTION PROGRAM

The following will be performed :

1. Lubricate pump bearings per manufacturer's recommendations.
2. Lubricate motor bearings per manufacturer's recommendations.
3. Tighten all nuts and bolts. Check motor mounts and vibration pads. Replace and adjust as required.
4. Visually check pump alignment and coupling.
5. Check motor operating conditions.
6. Inspect electrical connections and contactors.
7. Check and clean strainers, then check hand valve.
8. Inspect mechanical seals. Replace as required. Or inspect pump packing. Replace and adjust as required.
9. Verify gauges for accuracy.
10. Clean external surfaces as required.
11. Check suction and discharge pressure.

12. Review maintenance procedures with the building engineer and make recommendations for additional service or repairs, if required.

THE SERVICES PROVIDED BELOW WILL BE FOR THE **INFRARED TUBE HEATERS** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED IN THIS CONTRACT"

FALL INSPECTION

1. Provide lift and/or ladder as necessary;
2. Check tube heater assembly;
3. Check t-stat operation;
4. Inspect all associated safety valves;
5. Tighten all nuts and bolts;
6. Inspect electrical connections and contactors;
7. Clean heating media;
8. Check gas pressure;
9. Check manifold pressure;
10. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **INTAKE FANS (IF) AND EXHAUST FANS (EF)** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED"

OPERATING INSPECTION –

1. Check/Adjust fan belts as required. Change if needed.
2. Lubricate fan motor and shaft bearings
3. Check operation of starters and tighten electrical connections
4. Check all pulleys for wear
5. Check motor voltage and amperes 6. Check for excessive noise and vibration
7. Remove and wash filters on each fan.
8. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **WASTEWATER CHEMICAL WATER TREATMENT OF ONE KEWANEE BOILER** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED IN THIS CONTRACT"

- 1) Maintain water within industry standards
- 2) Conduct monthly testing of system with results provided in a written report to the client.
- 3) Make necessary adjustments and recommendations on blowdowns to ensure proper efficiency of water treatment.

CHEMICAL WATER TREATMENT OF TWO KEWANEE BOILERS

1. Provide 1 3/4" water meter and one year supply of chemical, (up to 100 gallons of boiler treatment - additional chemical will be provided at an additional charge)
2. Maintain water within industry standards.
3. Use existing chemical pump and chemical tank. If pump is not operational, provide a new pump at an additional cost.

4. Conduct monthly testing of system with results provided in a written report to the client.
5. Make necessary adjustments and recommendations on blowdowns to ensure proper efficiency of water treatment.

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **MAKE-UP AIR UNITS** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED"

HEATING OPERATING INSPECTION

1. Check/change filters as required
2. Lubricate all motors and bearings as required
3. Check operation of main blower and exhaust fan
4. Check and tighten all electrical connections in control panel
5. Check/change belts as required
6. Fuel line leak check at unit
7. Check operation of burner safety controls
8. Check condition of combustion chamber and interior of the heating unit
9. Fire off heater and adjust flame for maximum efficiency
10. Check operation of the Maxitrol discharge air control
11. Check gas pressure to unit
12. Review maintenance procedures with maintenance personnel and make recommendations for additional service or repair, if required.

MID SEASON OPERATING INSPECTION

1. Check/change filters as required
2. Lubricate all motors and bearings as required
3. Check operation of main blower and exhaust fan
4. Check and tighten all electrical connections in control panel
5. Check/change belts as required
6. Adjustment and realignment of all sheaves and belts
7. Fuel line leak check at unit
8. Check operating controls for summer.

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **METASYS BUILDING AUTOMATION SYSTEM** FOR ALL ASSOCIATED HVAC EQUIPMENT.

1. METASYS CONTROLS INSPECTION AND MAINTENANCE

The following services will be performed 2x during the contract period:

- a. Inspect main panels and all satellite panels
- b. Check operation of analog inputs and relay outputs. Calibrate as required.
- c. Check voltages and adjust as required
- d. Tighten all electrical connections as required
- e. Make any changes required to satisfy building temperatures
- f. Run trend log reports
- g. Back-up database for on-site storage, if applicable.
- h. Synchronize network clock operation
- i. Review building sequence of operation as per building drawings

- j. Review operation of all HVAC equipment controls and recommend repairs

2. ADDITIONAL SERVICES FOR DDC CONTROL SYSTEM

- a. Polling of system to assure proper operation
- b. Check sequence of operation for all equipment controlled by DDC system
- c. Check calibration of all sensors.
- d. Change set points as required
- e. Review maintenance procedures with building personnel and make recommendations for additional service or repair, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR ALL **ODOR CONTROL FANS/SYSTEMS (OCF, OCS)** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED"

OPERATING INSPECTION –

- 1. Check/Adjust fan belts as required. Change as needed.to be provided By Water S or invoiced separately
- 2. Lubricate fan motor and shaft bearings
- 3. Check operation of starters and tighten electrical connections
- 4. Check all pulleys for wear
- 5. Check motor voltage and amperes
- 6. Check for excessive noise and vibration
- 7. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **PACKAGE ROOFTOP OR SPLIT SYSTEM AIR-CONDITIONING/GAS HEATING SYSTEMS**

SPRING START-UP INSPECTION – The following services will be performed during or shortly after seasonal start-up.

- 1. Check filters. Replace quarterly
- 2. Check/clean evaporator coil as required
- 3. Check/clean drain pan as required
- 4. Check/clean condenser coils as required
- 5. Check fan and motor bearings. Lubricate as required.
- 6. Check belt condition and tension. (change if applicable)
- 7. Check drives and pulleys for tightness.
- 8. Check system for oil and refrigerant leaks by visual inspection. 9. Check oil supply and refrigerant charge
- 10. Check operation of refrigerant controls.
- 11. Check general operation and condition of compressors 12. Check oil pump operation and oil level (if applicable)
- 13. Check discharge pressure and suction pressure.

14. Make pump down capacity check.
15. Check operation of damper motors and controls
16. Check operation of expansion valves
17. Check and calibrate operation of system microprocessor controls.
18. Check wiring for loose connections
19. Adjust and tighten linkages on all dampers
20. Check voltage and amperage of compressors
21. Check operation and setting of unloaders (if applicable)

MID-SEASON INSPECTION – The following services will be performed during the operating season, if applicable.

1. Check filters. Replace quarterly
2. Check evaporator coil condition.
3. Check and clean drain pan as required.
4. Check and clean condenser coils.
5. Check fan and motor bearings. Lubricate as required.
6. Check belt condition and tension. Change if applicable.
7. Check drives and pulleys for tightness.
8. Check general operation of unit and controls.
9. Check refrigerant charge.
10. Check for vibration and noise.
11. Check for loose connections.
12. Check oil pressure and level (if applicable)
13. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

FALL START-UP INSPECTION – The following services will be performed during or shortly after seasonal start-up.

1. Check filters. Replace quarterly
2. Check fan motors and bearings. Lubricate as required.
3. Check belt condition and tension. (change if applicable)
4. Check drives and pulleys for tightness.
5. Check operation of damper motors and controls.
6. Check and tighten linkages as required.
7. Check burner condition.
8. Check heat exchanger condition.
9. Check operation of heating controls.
10. Check gas pressure for proper burner operation
11. Check flame signals and all safety devices.
12. Check fan / limit switch operation
13. Check fan and limit switch operation.
14. Check economizer controls
15. Check operation of combustion blower motor.
16. Check and tighten electrical conditions.

MID-SEASON INSPECTION – The following services will be performed during the operating season, if applicable.

1. Check filters. Replace quarterly
2. Check fan and motor bearings. Lubricate as required.

3. Check belt condition and tension. (change if applicable)
4. Check fan and limit operation.
5. Check burner condition.
6. Check heat exchanger condition.
7. Check operation of safeties and ventor motors.
8. Check flame safety operation
9. Check general operation of heating system.
10. Tighten all electrical connections.
11. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR ALL WASTEWATER SITE **POWER ROOF VENTILATORS (PRV)** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED"

OPERATING INSPECTION –

1. Check/Adjust fan belts as required. Change as needed.to be provided By Water S or invoiced separately
2. Lubricate fan motor and shaft bearings
3. Check operation of starters and tighten electrical connections
4. Check all pulleys for wear
5. Check motor voltage and amperes
6. Check for excessive noise and vibration
7. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **PTAC UNITS** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED * due to the nature of the atmosphere_& environment at waste water sites all belts and filters will be checked quarterly but change as needed and provided by WWS or invoiced separately.

PTAC UNIT MAINTENANCE:

1. Lubricate fan and motor bearings
2. Replace all air filters as needed *
3. Check and clean drain pan as required
4. Check unit operating condition
5. Wash condenser coils if required
6. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

THE SERVICES PROVIDED BELOW WILL BE FOR THE **ROOF TOP UNITS** LISTED ON THE "SCHEDULE OF EQUIPMENT COVERED"

SPRING INSPECTION PROGRAM--- The following services will be performed during or shortly after seasonal start-up of the equipment:

1. Check and change filters
2. Check/clean condensing coil
3. Check/clean drain pan
4. Clean condensate pump
5. Check economizers linkages
6. Lubricate and adjust air dampers in economizers
7. Tighten and adjust linkages for exhaust air dampers
8. Thoroughly flush condensate pans and interconnecting drains and lines
9. Check for loose wiring and secure as necessary
10. Check fan and motor bearings. Lubricate as required
11. Check belt condition and tension
12. Check drives and pulleys for tightness
13. Check system for oil and refrigerant leaks by visual inspection
14. Check oil supply and refrigerant charge
15. Check operation of refrigeration controls
16. Check general condition and operation of compressor(s)
17. Check oil pump operation and oil level
18. Check discharge and suction pressures
19. Make pump down capacity check
20. Check operation of damper motors and controls
21. Check operation of expansion valves
22. Check and calibrate thermostat operation
23. Check operation of starters and controls
24. Check wiring for loose connections
25. Adjust and tighten linkages on all dampers (if applicable)
26. Check operation and settings of unloaders (if applicable)
27. Check amperage and voltage of compressors
28. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

FALL INSPECTION PROGRAM---The following services will be performed during or shortly after seasonal start-up of the equipment:

1. Change filters
2. Clean condensing coils
3. Clean condensate pump
4. Check economizers linkages
5. Lubricate and adjust air dampers in economizers
6. Tighten and adjust linkages for exhaust air dampers
7. Thoroughly flush condensate pans and interconnecting drains and lines
8. Check for loose wiring and secure as necessary
9. Check fan motor bearings. Lubricate as required
10. Check belt condition and tension
11. Check drives and pulleys for tightness
12. Check operation of damper motors and controls
13. Check and tighten linkages as required
14. Check burner condition
15. Check heat exchanger condition

16. Check gas pressure
17. Check flame signal
18. Check fan and limit operation
19. Check stack and flue condition
20. Check and tighten all electrical connections
21. Check operation of ventor motors
22. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR ALL **SPLIT SYSTEM AIR-CONDITIONING**

SPRING, SUMMER, FALL, WINTER INSPECTION – The following services will be performed during or shortly after seasonal start-up.

1. Check filters. Replace as needed
2. Check/clean evaporator coil as required
3. Check/clean drain pan as required
4. Check/clean condenser coils as required
5. Check fan and motor bearings. Lubricate as required.
6. Check belt condition and tension.
7. Check drives and pulleys for tightness.
8. Check system for oil and refrigerant leaks by visual inspection.
9. Check oil supply and refrigerant charge
10. Check operation of refrigerant controls.
11. Check general operation and condition of compressors
12. Check oil pump operation and oil level (if applicable)
13. Check discharge pressure and suction pressure.
14. Make pump down capacity check.
15. Check operation of damper motors and controls
16. Check operation of expansion valves
17. Check and calibrate operation of system microprocessor controls.
18. Check wiring for loose connections
19. Adjust and tighten linkages on all dampers
20. Check voltage and amperage of compressors
21. Check operation and setting of unloaders (if applicable)

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **SUPPLY AND EXHAUST FANS** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED"

OPERATING INSPECTION –Check/Adjust fan belts as required. Change if needed.

1. Lubricate fan motor and shaft bearings
2. Check operation of starters and tighten electrical connections
3. Check all pulleys for wear
4. Check motor voltage and amperes
5. Check for excessive noise and vibration
6. Remove and wash filters on each fan if applicable
7. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **POWER ROOF VENTILATORS (PRV)** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED"

OPERATING INSPECTION –

1. Check/Adjust fan belts as required. Change if needed.
2. Lubricate fan motor and shaft bearings
3. Check operation of starters and tighten electrical connections
4. Check all pulleys for wear
5. Check motor voltage and amperes
6. Check for excessive noise and vibration
7. Review maintenance procedures with building engineer and make recommendations for additional service or repair, if required.

THE SERVICES DESCRIBED BELOW WILL BE FOR THE **Ventilation louvers** LISTED ON THE "SCHEDULE OF EQUIPMENT TO BE COVERED"

OPERATING INSPECTION –4x/year

1. Check louver for debris clean as possible and report any need for deep cleaning
2. Check any applicable actuator function
3. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

The services provided below will be for the **WINDOW UNITS** listed on the "schedule of equipment to be covered"

WINDOW UNIT MAINTENANCE: The following services will be performed:

1. Lubricate fan and motor bearings
2. Replace all air filters
3. Check and clean drain pan as required
4. Check unit operating condition
5. Wash condenser coils if required
6. Review maintenance procedures with building engineer and make recommendations for additional service or repairs, if required.

ATTACHMENT B

Facility Repair & Maintenance Bid Form/Contract

and

00412 Unit Prices

Bidder: Lippert Mechanical Service

CITY OF LOUISIANA
HEART OF THE NATION



KANSAS CITY
MISSOURI

**FACILITY REPAIR & MAINTENANCE
BID FORM/CONTRACT**

Contract/Project No.: WSDEV4575/60XXX038

Title: PDW HVAC Preventative Maintenance & Repair

1. The undersigned Bidder, having examined the Bidding Documents, related documents and the Site of the Work, and being familiar with all the conditions affecting the provision of services of the proposed Specification/Scope of Work, including Laws and Regulations and the availability of labor, materials and equipment, agrees, if this Bid is selected by City, this Bid Form/Contract will become the Contract between Bidder and City for Bidder to furnish all labor, materials, equipment and services necessary for the proper completion of the Work in accordance with the contract documents, at the price(s) stated below, which stated sum(s) include(s) all fees and other charges applicable to materials, appliances, labor and all things subject to and upon which other charges may be levied.
2. Bidder agrees the Contract will comprise the entire agreement between City and Bidder. The Contract documents are identified in the Part I Special Terms and Conditions and Part II Standard Terms and Conditions and are incorporated into and made a part of this Bid Form/Contract by reference.
3. Bidder agrees that if this Bid Form/Contract is executed by City, Bidder's offer is accepted and this Bid Form/Contract that incorporates all other Contract Documents shall constitute the Contract between the parties. Bidder authorizes the City to fill in the Contract Price on this Bid Form/Contract in accordance with Bidder's Bid. Bidder agrees that this Bid Form/Contract may be executed in one or more counterparts, each of which will be deemed an original copy of this Bid Form/Contract and all of which, when taken together, will be deemed to constitute one and the same Bid Form/Contract. This Bid Form/Contract shall be effective upon the execution of counterparts by both parties, notwithstanding that both parties may not sign the same counterpart. The parties' signatures transmitted by facsimile or by other electronic means shall be proof of the execution of this Bid Form/Contract and shall be acceptable in a court of law. A copy of this Bid Form/Contract shall constitute an original and shall be acceptable in a court of law.
4. The maximum obligation of the CITY for the Work is \$2,800,000.00, includes Unit Prices. The sum of the extensions of the Unit Prices from Section 00412 is \$1243,337.⁰⁰. The actual number of units worked and paid under this Contract may be more or less than the estimated Quantity given or maybe none.

The undersigned Bidder has given City written notice of all conflicts, errors or discrepancies that it has discovered in the bidding and contract documents and the written resolution thereof by City is acceptable to Bidder.
5. The undersigned Bidder agrees that this Bid shall remain subject to selection by City, and may not be withdrawn for ninety (90) days after the day Bids are opened.

6. The undersigned Bidder certifies that this Bid contains no modifications, deviations, riders or qualifications.
7. Form(s) 00411 Itemized Prices and 00413 Allowances contain prices included in the Base Bid, and are incorporated into this Bid. Form(s) must be completed and returned with this Bid.
8. The undersigned Bidder acknowledges receipt of the following addenda listed by number and date appearing on each addendum:

Addendum Number	Dated	Addendum Number	Dated
(Addendum 1)	(5/19/2026)	()	()
()	()	()	()

9. By submitting its bid, Bidder is agreeing to meet or exceed the minimum employment goals of 10% minority and 2% women during the term of its contract with the City, or request a waiver of the goals. If a waiver is requested, Bidder must establish good faith efforts towards meeting the goals as set forth in the CREO Instructions for Construction Contracts and the City's Workforce Ordinance. Should Bidder fail to meet or exceed the minimum employment goals or otherwise establish that Bidder is entitled to a waiver under circumstances in which Bidder has previously failed to meet or exceed the goals on one or more occasions with the twenty-four month period immediately preceding the completion of the Work under this Bid Form/Contract, Bidder may be suspended from participating, either as a contractor or subcontractor, on any future contract with the City for a period ranging from thirty days to six months as further specified in the Contract Documents.
10. By submitting its bid, Bidder warrants that if its bid should exceed \$300,000.00 and Bidder employs fifty (50) or more people, Bidder has an affirmative action program in place and will maintain the affirmative action program in place for the duration of its contract with the City. Bidder further warrants that it will comply with the affirmative action requirements contained in Part II Standard Terms and Conditions as incorporated by reference into this Bid Form/Contract.
11. The following Sections constitute the Affidavit of Intended Utilization, required to be submitted by Bidders. The City's CREO Forms and Instructions are incorporated hereto and made part of this Bid Form.
12. By submitting its bid, Bidder is agreeing to the following: (1) Bidder has made by bid opening a good faith effort to meet the MBE/WBE/DBE goals established for the project; or Bidder will continue to make during the 48 hours after bid opening a good faith effort to meet the MBE/WBE/DBE goals established for the project; and (2) Bidder will timely submit its **00450 CREO 08 Contractor Utilization Plan/Request for Waiver** and **00450.01 Letter of Intent to Subcontract** for each MBE/WBE listed on the 00450 CREO 08 Construction Contractor Utilization Plan/Request for Waiver;; and (3) Bidder will submit documentation of its good faith efforts to meet the MBE/WBE/DBE goals when requested by the City. Failure to meet these requirements in good faith will result in Bidder forfeiting its bid bond.
13. By submitting its bid, Bidder is agreeing it will identify and timely submit within 48 Hours after Bid opening those MBE/WBE subcontractors with dollar amounts and scopes of work, which apply to or exceed the MBE/WBE goals for the Project on the **00450 CREO 08 Contractor Utilization Plan/Request for Waiver**.

PROJECT GOALS: 12 % MBE 12 % WBE

BIDDER PARTICIPATION: % MBE % WBE

14. To the best of Bidder's knowledge, the following are names of certified MBEs and/or WBEs with whom Bidder, or Bidder's subcontractors, presently intend to contract with if awarded the Contract on the above project: **(All firms must currently be certified by Kansas City, CREO Department)**

- a. Name of M/WBE Firm Alexander Mechanical
Address 10801 Pomona Ave Kansas City, MO 64153
Telephone No. 816-833-0700
I.R.S. No. 82-3593195
Area/Scope of work Mechanical/HVAC Repairs
Subcontract amount 4% or \$112,000.00
- b. Name of M/WBE Firm WITEC Electrical & Plumbing
Address 9709 E 56th Street Raytown, MO 64133
Telephone No. 816-743-0770
I.R.S. No. 59-3775731
Area/Scope of work Electrical & Plumbing
Subcontract amount 4% or \$112,000.00
- c. Name of M/WBE Firm Pro Mechanical
Address 107 SE 12th Street Oak Grove, MO 64075
Telephone No. 816-743-4800
I.R.S. No. 46-4670623
Area/Scope of work Mechanical/HVAC
Subcontract amount 12% or \$336,000.00

15. Bidder agrees that failure to meet or exceed the M/WBE Goals for the Bid will require the Director of Human Relations to recommend disapproval of the Bid unless the Director of Human Relations finds the Bidder established good faith efforts towards meeting the goals as set forth in the CREO Forms and Instructions and the City's MBE/WBE Ordinance.

(List additional MBE/WBEs, if any, on additional page and attach to this form)

PROJECT GOALS:

12 % MBE 12 % WBE

BIDDER PARTICIPATION:

% MBE % WBE

14. To the best of Bidder's knowledge, the following are names of certified MBEs and/or WBEs with whom Bidder, or Bidder's subcontractors, presently intend to contract with if awarded the Contract on the above project: **(All firms must currently be certified by Kansas City, CREO Department)**

- a. Name of M/WBE Firm Vazquez Commercial Contracting
Address 3303 Gillham Road Kansas City, MO 64109
Telephone No. 816-841-2213
I.R.S. No. 80-0455983
Area/Scope of work Mechanical/HVAC Repairs
Subcontract amount 4% or \$112,000.00
- b. Name of M/WBE Firm _____
Address _____
Telephone No. _____
I.R.S. No. _____
Area/Scope of work _____
Subcontract amount _____
- c. Name of M/WBE Firm _____
Address _____
Telephone No. _____
I.R.S. No. _____
Area/Scope of work _____
Subcontract amount _____

15. Bidder agrees that failure to meet or exceed the M/WBE Goals for the Bid will require the Director of Human Relations to recommend disapproval of the Bid unless the Director of Human Relations finds the Bidder established good faith efforts towards meeting the goals as set forth in the CREO Forms and Instructions and the City's MBE/WBE Ordinance.

(List additional MBE/WBEs, if any, on additional page and attach to this form)

Bidder: Lippert Mechanical Services LLC

Business Entity Type:

☒ Missouri Corporation

☐ Foreign Corporation

☐ Fictitious Name Registration

☐ Sole Proprietor

☒ Limited Liability Company

☐ Partnership

☐ Joint Venture

☐ Other: _____

(Specify)

Legal name and address of Bidder:
Lippert Mechanical Services LLC

1215 W 12th Street Ste. 225

Kansas City, MO 64101

Telephone No. 816-241-4442

Facsimile No: _____

E-Mail Address: Jricketts@lippertmechanical.com

Federal Identification Number 36-3939580

I hereby certify that I have authority to execute this document on behalf of Bidder, person, firm, partnership, corporation or association submitting Bid.

By: _____

(Signature)

Justin Ricketts

(Print Name)

Title: Account Manager - Project Estimator

Date: 6/2/2026

(Attach corporate seal if applicable)

ACCEPTANCE OF BID

City, by executing this Bid Form/Contract, hereby accepts Bidder's Bid and this Bid Form/Contract that incorporates all other Contract documents shall constitute the Contract between the Parties.

City shall pay Contractor for completion of the Work in accordance with the Contract documents a maximum amount of Two Million Eight Thousand Dollars (\$2,800,000.00). The Contract Price includes:

00411 Itemized Prices, included in the Bid, a copy of which is attached

KANSAS CITY, MISSOURI

Effectiveness; Date. CITY shall order all services to be provided by CONTRACTOR under this Contract by means of a Purchase Order issued by the CITY's Chief Procurement Officer of Procurement Services for which funds have been certified and encumbered by the City's Director of Finance. CITY shall not have any financial obligations to CONTRACTOR under this Contract until the CITY issues a Purchase Order to CONTRACTOR. CONTRACTOR shall not provide any services in excess of the dollar amount contained in any Purchase Order and CONTRACTOR shall not be entitled to any payment in excess of the dollar amount of the Purchase Orders from CITY.

City of Kansas City, Chief Procurement Officer
(Date)_____

Approved as to form:

Assistant City Attorney (Date)

CITY OF KANSAS
DEPT. OF THE SANITARY



KANSAS CITY
MISSOURI

Unit Prices

Project /Contract NO.# 60XXX038/EV4575

Project Title: PDW HVAC Preventative Maintenance & Repair



	WATER SERVICES ADMIN. CAMPUS, 4700 and 4800 E. 63rd St	
A	A Water Services Annex Building, 4700 E. 63rd St.	\$2,164.00
B	B Water Services Dept. Admin. Building, 4800 E. 63rd St.	\$8,051.00
	RUSKIN PUMP STATION, 11231 Bennington Ave.	
C	Ruskin Pump Station, 11231 Bennington Ave.	\$1,392.00
D	Ruskin Pump Station Garage, 11231 Bennington Ave.	\$144.00
	18TH ST. SERVICE CENTER	
E	Wastewater Building, Bldg. #1, 1800 Prospect	\$1,478.00
F	Wastewater Garage, Bldg #2, 2509 E. 18th St.	\$1,296.00
G	Pipeline (Lower) Garage, Bldg. #3, 2453 E. 18th St.	\$1,296.00
H	Pipeline Office, Central Stores, Bldg #4, 2409 E. 18th St.	\$1,957.00
I	Central Fleet Maintenance Garage, 1901 Brooklyn	\$2,012.00
J	Meter Field Services Building, 1720 Wabash	\$2,832.00
K	KC Water Field Inspectors Office, 1001 Harrison	\$1,440.00
	WATER TREATMENT PLANT, 1 NW Briarcliff Rd. and 2 NE 32nd St.	
L	L Lab, including UPS room and Metasys Automation Building system	\$9,725.00
M	M Chemical Bldg. Admin. Area and Boilers	\$7,672.00
N	N Secondary Building	\$3,062.00
O	O Intake Building, Water Treatment Plant	\$2,784.00
P	P SCADA Building	\$936.00

MM M	Gooseneck Creek Pump Station, 6807 Winner Rd.	\$864.00
NN N	Trolley Trail Pump Station, 246 E. 85th St.	\$864.00
OO O	Round Grove Pump Station, 6257 Coal Mine Rd.	\$2,808.00
PP P	Pied Creek Treatment Plant, 6615 NW Eastside Drive	\$972.00
QQ Q	Buckeye Pump Station, 5201 NE Burlington Rd.	\$1,728.00
RR R	Harlem Pump Station, 230 NE Harlem KCMO	\$216.00
SS S	Lawndale Pump Station, 5799 E 118th St. Grandview MO	\$216.00
TT T	Wildwood West 8727 N Windfield Ave KCMO	\$864.00
UU U	12th St Pump Station 7879 E 12th KCMO	\$864.00
Total Maintenance=		\$243,337.00

JJ	Blue River Secondary Chemical Feed Building, 7600 Front St.	\$2,268.00
KK	Blue River Chemical Storage Bldg., 7601 Front St.	\$3,888.00
LL	Birmingham Treat. Plant, Disinfect. Bldg, Sludge Houses, Shop, 10801 NE 2	\$4,968.00
MM	Birmingham Pumping Station, 11011 NE Birmingham Rd.	\$2,160.00
NN	Blue River Annex, 950 N. Century	\$12,960.00
OO	25th St. Pumping Station, 2501 West Allen Terrace	\$2,484.00
PP	87th St. Pumping Station, 8700 Prospect Ave	\$5,184.00
QQ	Turkey Creek Wastewater Pumping Station, 2301 State Line Rd.	\$2,916.00
RR	Line Creek Pump Station, 2599 NW Tullison Rd.	\$1,836.00
SS	1st Creek Pump Station, 2430 NW 134th St.	\$2,268.00
TT	2nd Creek Pump Station, 5757 NW Cookingham Rd.	\$648.00
UU	Rocky Branch Treatment Plant, 500 NE 132nd St.	\$9,720.00
VV	Fishing River Treatment Plant, 10600 NE 118th St.	\$5,184.00
W W	Santa Fe Pump Station, 1201 Woodswether Rd.	\$3,240.00
XX	Southwest Blvd Pump Station, 2816 Southwest Blvd.	\$1,296.00
YY	Todd Creek Treatment Plant, 7600 NW 144th St.	\$2,376.00
ZZ	Westside Treatment Plant, 1549 Woodswether Rd.	\$3,024.00

ATTACHMENT C

Non-Construction Application

And

01290.02 Schedule of Values



NON-CONSTRUCTION APPLICATION FOR PAYMENT

Project Number _____
Contract Number _____
Project Title _____

Application Number: _____
Ordinance Number: _____
City PO Number: _____

Final Payment ☐
Date: _____
Ordinance Date: _____

Design Professional/Contractor:

Legal Name: _____
Mail Address: _____
City, ST Zip: _____
Vendor Number: _____
Application for Work Accomplished: From _____ To: _____
Name of Kansas City, MO Project Mgr: _____
Kansas City, MO Contract Administrator: _____

Original Contract Amount	[1]	\$0.00	
Net by Amendments ____ through ____	[2]	\$0.00	
Optional Services Amount in Contract	[3]	\$0.00	
Net by Optional Services Authorizations ____ through ____	[4]	\$0.00	
Unathorized Optional Services Amount Remaining (3-4)	[5]	\$0.00	
Maximum Obligation Authorized ([1+2+4] - [3])	[6]	\$0.00	
Total Work Completed to Date	[7]	\$0.00	
Total Previous Payment Applications	[8]	\$0.00	
PAYMENT DUE CONTRACTOR (7-8)	[9]	\$0.00	

Instructions to Design Professional/Contractor:

1. Complete and sign this Application and attach the following items: A) **documentation** of expenses (direct payroll, direct expenses, and sub-consultants) per contract (ie.services performed; actual salary of personnel for time charges directly to the project; and/or actual reasonable expenses incurred, AND, B) a **photocopy** of your most recent **00485.01 HRD MWBE Monthly Utilization Report** submitted to Human Relations Dept., if required by contract, AND C) Monthly Progress Report, if required by contract.
2. If this is the **First** application for payment and if Contract amount exceeds \$150,000.00, then also attach proof of tax compliance (**Revenue Clearance Letter**).
3. If this is the **Final** application for payment, then also attach: **01290.14 Contractor Affidavit for Final Payment; 01290.15 Subcontractor Affidavit for Final Payment**, if required by contract; and proof of tax compliance (**Revenue Clearance Letter**).
4. Submit current insurance certificate for the following policies General Liability, Automobile, Workers Compensation and Professional Liability upon renewal.

5. Submit Application to: Water Services Department
Name, Project Manager
4800 E 63rd St
Kansas City, MO 64130

Contractor:

Submitted By: _____ Signature: _____ Date: _____
Phone: _____ Fax: _____ E-mail: _____

Kansas City:

Approved By: _____ Project Manager Date: _____

Approved By: _____ Director or Designee Date: _____



Project Title DW HVAC Preventative Maintenance & Repair

HRD APPROVED CUP		
MBE	WBE	DBE
\$0.00	\$0.00	\$0.00
%	%	%

[illegible]

ATTACHMENT D

CREO DOCUMENTS

CREO INSTRUCTIONS FOR NON-CONSTRUCTION BIDS

MINORITY/WOMEN BUSINESS ENTERPRISE REQUIREMENTS

I. City's MBE/WBE Program.

- A. The City has adopted a Minority/Women Business Enterprise Program (Sections 3-421 through 3-429, Code of Ordinances) (the "Program") to implement the City's policy of supporting the fullest possible participation in City contracts and change orders of firms owned and controlled by minorities and women. Each contract may have an MBE and/or WBE goal for participation. An MBE or WBE goal is a numerical objective the City has set for the contract, which may be awarded pursuant to these bid specifications. Goals are stated as a percentage of contract dollars. For example, if an MBE goal for a contract is 10% and a Bidder submits a bid of \$100,000, the goal for MBE participation would equal \$10,000. The specific MBE/WBE goals on this contract are set forth elsewhere in the bid specifications.
- B. By submitting a Bid, the Bidder agrees, as a material term of the contract, to carry out the City's MBE/WBE Program by making good faith efforts to include certified MBE/WBEs in the contract work to the extent of the goals listed for the contract and to the fullest extent consistent with submitting the lowest and best bid to the City. Bidder agrees that the Program is incorporated into this document and agrees to follow the Program. **Although it is not a requirement for approval of the bid that a Bidder in fact meet or exceed both the MBE and WBE Goals, it is a requirement for approval of the Bid that a Bidder objectively demonstrate to the City that good faith efforts have been made to meet the Goals. Bidders must attempt to meet both the MBE and WBE goals and request a waiver if either is not met.**
- C. The following CREO Forms are attached and must be used for MBE/WBE submittals:
 - 1. Contractor Utilization Plan/Request for Waiver (CREO Form 8: 00450); and
 - 2. Letter of Intent to Subcontract (CREO Form 00450.01); and
 - 3. Timetable for MBE/WBE Utilization (CREO Form 10: 00460); and
 - 4. Request for Modification or Substitution (CREO Form 1: 00470); and
 - 5. Contractor Affidavit for Final Payment (Form 01290.14); and
 - 6. Subcontractor Affidavit for Final Payment (Form 01290.15).

Warning: The City only gives MBE/WBE credit for a bidder's use of certified MBE/WBEs. A certified MBE/WBE firm is a firm that has been certified by the City's Human Relations Department as such. An MBE/WBE firm must be certified **before** the date on which the bid is due. Certified MBEs and WBEs are listed in the M/W/DBE Kansas City Mo. Online Directory, which is available on the City's website at www.kcmo.org. Before a Bidder submits a bid, Bidder should contact CREO and consult the directory to make sure any firm proposed for use for MBE/WBE participation has been certified.

II. Required Submissions Following Bid Opening.

- A. Bidder must submit the following documents within forty-eight (48) hours of bid opening:

1. **Contractor Utilization Plan/Request for Waiver (CREO Form 8: 00450).** This form states a Bidder's plan to use specific certified MBE/WBEs in the performance of the contract and includes the following:
 - a. The work to be performed by each MBE/WBE and the amounts each is to be paid for the work; and
 - b. The name, address, race or ethnic origin, gender and employer identification number or social security number of each MBE/WBE that will perform the work.
 - c. An automatic request for waiver in the event Bidder has not met or exceeded the MBE and/or WBE goals for the contract but believes that it has made good faith efforts to meet or exceed the goals and desires a waiver of the goals. **If a waiver is requested, CREO will examine the Bidder's documentation of good faith efforts and make a recommendation to grant or deny the waiver. CREO will recommend a waiver be granted only if the Bidder has made good faith efforts to obtain MBE/WBE participation.**
2. **Letter(s) of Intent to Subcontract (CREO Form 00450.01).** A letter must be provided from each MBE/WBE listed on the Contractor Utilization Plan. These letters verify that the MBE/WBE has agreed to execute a formal agreement for the work and indicate the scope of work to be performed and the price agreed upon for the work.

III. Required Submission when Requested by City.

- A. Bidder must submit the following documents when requested by City:
 1. **Timetable for MBE/WBE Utilization (CREO Form 10: 00460).**
 2. **Documentation of good faith efforts.**

IV. Required Monthly Submissions during term of Contract.

- A. Bidder must submit the following document on a monthly basis if awarded the contract:
 1. **M/WBE Monthly Utilization Report (CREO Form 00485.01).** This report must be submitted to the Director by the 15th of each month. Failure to submit timely reports may result in delays in processing of current and future contract approvals and payment applications.

V. Required Submittals for Final Contract Payment.

- A. Contractor must submit the following document with its request for final payment under the contract:
 1. **Contractor Affidavit for Final Payment (Form 01290.14)**
 2. **Subcontractor Affidavit(s) for Final Payment (Form 01290.15)**

VI. Additional Submittals.

- A. Contractor may be required to make additional submittals during the term of the Contract, including **Request for Modification or Substitution (CREO Form 11: 00470).** Refer to Section IX, Modification of the Contractor Utilization Plan or Substitution of an MBE/WBE,

for additional instructions on when this form must be submitted.

VII. MBE/WBE Participation Credit.

A. The following shall be credited towards achieving the goals:

1. The total contract dollar amount that a prime contractor has paid or is obligated to pay to a subcontractor that is a certified MBE or WBE, except as otherwise expressly provided for herein.
2. The total contract dollar amount that a prime contractor that is a certified MBE or WBE performed itself.
3. Sixty percent (60%) of the total dollar amount paid or to be paid by a prime contractor to obtain supplies or goods from a supplier who is a certified MBE or WBE.
4. Ten percent (10%) of the total dollar amount paid or to be paid by a prime contractor to obtain supplies or goods from a supply broker who is a certified MBE or WBE.
5. Subcontractor participation with a lower tier MBE/WBE subcontractor using one of the above methods of participation.

B. **NO CREDIT**, however, will be given for the following:

1. Participation in a contract by a MBE or WBE that does not perform a commercially useful function as defined by the Program; and
2. Any portion of the value of the contract that an MBE or WBE subcontractor subcontracts back to the prime contractor or any other contractor who is not a qualified MBE/WBE; and
3. Materials and supplies used on the contract unless the MBE/WBE is responsible for negotiating the price, determining quality and quantity, ordering the materials and installing (where applicable) and paying for material itself; and
4. Work performed by an MBE or WBE in a scope of work other than that in which the MBE or WBE is currently certified.

VIII. Methods for Securing Participation of MBE/WBEs and Good Faith Efforts.

A. Good faith efforts are efforts that, given all relevant circumstances, a Bidder actively and aggressively seeking to meet the goals can reasonably be expected to make. Good faith efforts must be made **before** the Bidder submits a Contractor Utilization Plan, in other words, within 48 hours of bid opening. However, efforts made to increase participation of MBEs and WBEs following submission of the CUP can be considered as evidence of good faith efforts to meet goals.

B. In evaluating good faith efforts, the Director of CREO will consider whether the Bidder has performed the following, along with any other relevant factors:

1. Advertised for at least 15 calendar days prior to the bid or proposal due date opportunities to participate in the contract in general circulation media, trade and professional association publications, small and minority business media, and publications of minority and women's business organizations which are included in a list along with their current contact information identified on the directory as the list of publications available to publish such advertisements, which list shall be updated by CREO no less than every three (3) months.

2. Sent written notices at least fifteen (15) calendar days prior to the bid or proposal due date containing the information required in section (9) below, by certified mail, e-mail, or facsimile, to at least 80% of MBEs and WBEs which are included in a list along with their contact information identified on the directory as the list of organizations available to receive such notices, which list shall be updated by CREO no less than every three (3) months.
3. Sent written notices, containing the information required by section (9) below, by certified mail, e-mail or facsimile, to at least 80% of MBEs and WBEs listed on the directory certified in the applicable scopes of work for the particular bid soliciting their participation in the contract at least 15 calendar days prior to the bid or proposal due date.
4. Attempted to identify portions of the work for qualified MBE and/or WBE participation in order to increase the likelihood of meeting the goals, including breaking down contracts into economically feasible units that take into consideration the capacity of available MBEs/WBEs appearing on the CREO directory.
5. At any time prior to submission of the CUP or submittal of a request for modification of a CUP, requested assistance in achieving the goals from the Director and acted on the Director's recommendations.
6. Conferred with certified MBEs and WBEs which inquired about or responded to the bid solicitation and explained to such MBEs and WBEs the scope and requirements of the work for which their bids or proposals were solicited, and if not all certified MBEs and WBEs in the particular scopes listed on the directory have inquired about or responded to the bid solicitation for each scope of work, then contact by certified mail, e-mail or telephone the greater of ten (10) or 80% of additional certified MBEs and WBEs in the particular scopes of work listed on the directory and offer to confer with such MBEs and WBEs for such particular scope of work and request such MBEs and WBEs to submit a proposal.
7. Attempted to negotiate in good faith with certified MBEs and WBEs which responded to the bid solicitation or those certified MBEs and WBEs that were conferred with as contemplated in section (6) above, and other qualified MBEs and WBEs, at the option of the bidder, proposer, or contractor, as applicable, to perform specific subcontracts; not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities by the bidder, proposer, or contractor; in the event an MBE or WBE is the low bid, but rejected as unqualified, the bidder, proposer, or contractor and the director or board, as applicable, shall provide sound reasons for rejecting such MBE or WBE.
8. Attended pre-bid meeting when such meetings were indicated in the solicitation of bids or otherwise by the bidder, proposer, or contractor, as applicable or by the director provided the director provides written direction to the bidder, proposer, or contractor at the time the goals are recommended.
9. Written notices and advertisements to be provided pursuant to sections (1), (2) and (3) above shall include the following information:
 - a. The bid due date;
 - b. The name of the project;
 - c. The address or general location of the project;

- d. The location of plans and specifications for viewing;
 - e. Contact information of the prime contractor;
 - f. A general description of the scopes of work that are the subject of the solicitation;
 - g. The goals established for the applicable contract, and if the goals are still subject to board approval, then a statement that the goals as stated are preliminary and are subject to board approval;
 - h. If the project or any portion of the project is subject to prevailing wage then a statement that all or a portion of the project will be subject to the prevailing wage, as applicable; and if only a portion of the scopes are subject to prevailing wage, then identification of such scopes provided that such scopes are known as of the time of bid solicitation;
 - i. The date and time of any pre-bid meeting(s), if any, which have been scheduled by the bidder, proposer, or contractor as of the bid solicitation; and
 - j. Any other information deemed relevant by the bidder, proposer, or contractor, as applicable, or the director to the extent the director provides written direction to the bidder, proposer, or contractor of such additional information at the time the goals are recommended by the director.
- C. A Bidder will be required to give the City documentation to prove that it made good faith efforts. The Bidder will be contacted by the City with further instructions about when this documentation must be submitted.

IX. Modification of the Contractor Utilization Plan or Substitution of an MBE/WBE.

- A. After bid opening, a Bidder or Contractor may need to substitute an MBE and/or WBE or request that the amount of MBE/WBE participation listed in its Contractor Utilization Plan be modified. Bidder or Contractor must file a **Request for Modification or Substitution (CREO Form 11) prior to actual substitution and within a reasonable time after learning that a modification or substitution is necessary.** The Director may approve substitutions or modifications and upon approval, the modifications and substitutions will become an amendment to the Contractor Utilization Plan. Modifications or substitutions may be approved when:
- 1. The Director finds that the Bidder or Contractor made and provided evidence of good faith efforts to substitute the MBE/WBE listed on the Contractor Utilization Plan with other certified MBE/WBEs for the scope of work or any other scope of work in the contract;
AND
 - 2. The Bidder or Contractor has not attempted intentionally to evade the requirements of the program and it is in the best interests of the City to allow a modification or substitution; and
 - 3. The Director also finds one of the following:
 - a. The listed MBE/WBE is non-responsive or cannot perform; or
 - b. The listed MBE/WBE has increased its previously quoted price to the bidder or contractor without a corresponding change in the scope of the work; or

- c. The listed MBE/WBE has committed a material default or breach of its contract with the contractor; or
 - d. Requirements of the scope of work of the contract have changed and render subcontracting not feasible or not feasible at the levels required by the goals established for the contract; or
 - e. The listed MBE/WBE is unacceptable to the contracting department; or
 - f. The listed MBE/WBE thereafter had its certification revoked; or
- B. A modification shall not be made unless the modification or substitution has first been requested and approved by the Director.

X. Access to Documents and Records.

- A. By submitting a Bid, each Bidder agrees to permit the City, its duly authorized agents or employees, access at all reasonable times to all books and business records of Bidder as may be necessary to ascertain compliance with the requirements of this document and the Program, within ten (10) days of the date of the written request.
- B. All Bidders agree to cooperate with the contracting department and CREO in studies and surveys regarding the MBE/WBE program.

XI. Miscellaneous.

- A. In the event of any conflict between this document and the Program, the provisions of the Program shall control. The terms used in this document are defined in the Program.
- B. Verbal representations are not binding on the City.
- C. The City Council may waive the requirements of this document and the Program and award the contract to the lowest and best bidder if the City Council determines a waiver is in the best interests of the City.
- D. The Director may grant extensions of time to Bidders to submit Letters of Intent to Subcontract (CREO Form 00450.01).

XII. Liquidated Damages – MBE/WBE Program.

- A. If Contractor fails to achieve the MBE/WBE goals stated in its Contractor Utilization Plan, as amended, the City will sustain damages, the exact extent of which would be difficult or impossible to ascertain. Therefore, in order to liquidate those damages, the monetary difference between either (1) the amount of the MBE/WBE goals set forth in the Contractor Utilization Plan, as amended, or (2) the goals established (whichever is lower) and the amount actually paid to qualified MBEs and WBEs for performing a commercially useful function will be deducted from the Contractor's payments as liquidated damages. In determining the amount actually paid to qualified MBEs and WBEs, no credit will be given for the portion of participation that was not approved by the Director, unless the Director determines that the contractor acted in good faith. No deduction for liquidated damages will be made when, for reasons beyond the control of the Contractor, the MBE/WBE participation stated in the Contractor Utilization Plan, as amended and approved by the Director is not met.



KANSAS CITY
MISSOURI

CONTRACTOR UTILIZATION PLAN/REQUEST FOR WAIVER

Project Number 60XXX038/WSDEV4575

Project Title PDW HVAC Preventative Maintenance & Repair

Preventative Maintenance & Repair
(Department Project)

Water Services
Department

Lippert Mechanical Services LLC
(Bidder/Proposer)

STATE OF Missouri)
COUNTY OF Jackson) ss

I, Justin Ricketts, of lawful age and upon my oath state as follows:

1. This Affidavit is made for the purpose of complying with the provisions of the MBE/WBE submittal requirements on the above project and the MBE/WBE Program and is given on behalf of the Bidder/Proposer listed below. It sets out the Bidder/Proposer's plan to utilize MBE and/or WBE contractors on the project.
2. The project target goals are 12 % MBE and 12 % WBE.
3. Bidder/Proposer assures that it will utilize a minimum of the following percentages of MBE/WBE participation in the above project:

| **BIDDER/PROPOSER PARTICIPATION:** 12 % MBE 12 % WBE

| **POST-BID/POST-RFP ESTIMATED BUDGET:** \$ 672,000.00

4. The following are the M/WBE subcontractors whose utilization Bidder/Proposer warrants will meet or exceed the above-listed Bidder/Proposer Participation. Bidder/Proposer warrants that it will utilize the M/WBE subcontractors to provide the goods/services described in the applicable Letter(s) of Intent to Subcontract, copies of which shall collectively be deemed incorporated herein). (*All firms must currently be certified by Kansas City, Missouri*)

| Name of M/WBE Firm Alexander Mechancial

Address 10801 Pomona Ave Kansas City, MO 64153

Telephone No. 816-833-0700

I.R.S. No. 52-3593195



Name of ☒ M/☐ WBE Firm WITEC Electrical & Plumbing
Address 9709 E 56th Street Raytown, MO 64133
Telephone No. 816-743-0770
I.R.S. No. 59-3775731

Name of M/☒ WBE Firm Pro Mechanical
Address 107 SE 12th Street Oak Grove, MO 64075
Telephone No. 816-743-4800
I.R.S. No. 46-4670623

Name of ☒ M/☐ WBE Firm Vazquez Commercial Contracting
Address 3303 Gillham Road Kansas City, MO 64109
Telephone No. 816-541-2213
I.R.S. No. 80-0455983

Name of M/WBE Firm _____
Address _____
Telephone No. _____
I.R.S. No. _____

Name of M/WBE Firm _____
Address _____
Telephone No. _____
I.R.S. No. _____

(List additional M/WBEs, if any, on additional page and attach to this form)

4. The following is a breakdown of the percentage of the total contract amount that Bidder/Proposer agrees to pay to each listed M/WBE:

MBE/WBE BREAKDOWN SHEET

MBE FIRMS:

Name of MBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
Alexander Mechancial		\$112,000		4%
WITEC		\$112,000		4%
Vasquez		\$112,000		4%



TOTAL MBE \$ / TOTAL MBE %: \$ 336,000 12 %

WBE FIRMS:

Name of WBE Firm	Supplier/Broker/Contractor	Subcontract Amount*	Weighted Value**	% of Total Contract
Pro Mechanical		\$336,000		12%
TOTAL WBE \$ / TOTAL WBE %:		<u>\$ 336,000</u>		<u>12</u> %

*"Subcontract Amount" refers to the dollar amount that Bidder/Proposer has agreed to pay each M/WBE subcontractor as of the date of contracting and is indicated here solely for the purpose of calculating the percentage that this sum represents in proportion to the total contract amount. Any contract amendments and/or change orders changing the total contract amount may alter the amount due an M/WBE under their subcontract for purposes of meeting or exceeding the Bidder/Proposer participation.

***"Weighted Value" means the portion of the subcontract amount that will be credited towards meeting the Bidder/Proposer participation. See CREO KC Forms and Instructions for allowable credit and special instructions for suppliers.

5. Bidder/Proposer acknowledges that the monetary amount to be paid each listed M/WBE for their work, and which is approved herein, is an amount corresponding to the percentage of the total contract amount allocable to each listed M/WBE as calculated in the MBE/WBE Breakdown Sheet. Bidder/Proposer further acknowledges that this amount may be higher than the subcontract amount listed therein as change orders and/or amendments changing the total contract amount may correspondingly increase the amount of compensation due an M/WBE for purposes of meeting or exceeding the Bidder/Proposer participation



6. Bidder/Proposer acknowledges that it is responsible for considering the effect that any change orders and/or amendments changing the total contract amount may have on its ability to meet or exceed the Bidder/Proposer participation. Bidder/Proposer further acknowledges that it is responsible for submitting a Request for Modification or Substitution if it will be unable to meet or exceed the Bidder/Proposer participation set forth herein.
7. If Bidder/Proposer has not achieved both the M/WBE goal(s) set for this Project, Bidder/Proposer hereby requests a waiver of the MBE and/or WBE goal(s) that Bidder/Proposer has failed to achieve
8. Bidder/Proposer will present documentation of its good faith efforts, a narrative summary detailing its efforts and the reasons its efforts were unsuccessful when requested by the City.
9. I hereby certify that I am authorized to make this Affidavit on behalf of the Bidder/Proposer named below and who shall abide by the terms set forth herein:

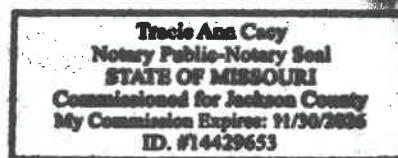
Bidder/Proposer primary contact: Justin Ricketts
Address: 1215 W 12th Street Ste 225
Kansas City, MO 64101
Phone Number: 816-241-4442
Facsimile number: _____
E-mail Address: JRicketts@lippertmechanical.com

By: Justin Ricketts
Title: Account Manager
Date: 6/8/26
(Attach corporate seal if applicable)

Subscribed and sworn to before me this 8th day of June, 2026.

My Commission Expires: 11/30/2026

Tracie Ann Casey
Notary Public





LETTER OF INTENT TO SUBCONTRACT

Project Name/Title PDW HVAC Preventative Maintenance & Repair

Project Location/Number 60XXX038/WSDEV4575

Check one:

Original LOI: ☐

Updated LOI: ☐

PART 1: Prime Contractor Lippert Mechanical Services LLC agrees to enter into a contractual agreement with M/W/DBE Subcontractor Alexander Mechanical who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]
Mechanical / HVAC

for an estimated amount of \$ 112,000.00 (or 4 % of the total estimated contract value.)

M/WBE Vendor type: ☒ Subcontractor/manufacture (counts as 100% of contract value towards goals)
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

PART 2: This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one: ☐ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)
☒ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: Alexander Mechanical, Inc.

Full address: 10801 Pomona

Kansas City, MO 64153

Street number and name

City, State and Zip Code

Primary contact: Bill Alexander

816-833-0700

Name

Phone

a) This subcontractor is (select one): ☒ MBE ☐ WBE ☐ DBE ☐ N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: HVAC Services & Repairs

c) The dollar value of this agreement is: \$112,000.00

PART 3:

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: Lippert Mechanical Services LLC

Justin Ricketts
Signature: Prime Contractor

Justin Ricketts
Print Name

Account Manager
Title

7/7/2026
Date

State of Missouri)

County of Jackson)

I, Tracie Ann Cacy
and belief.

state that the above and foregoing is based on my best knowledge

Subscribed and sworn to before me, a notary public, on this 7th
day of July, 20 26

My Commission Expires: 11/30/2026

Tracie Ann Cacy
Notary Public

STAMP:



MWD BE SUBCONTRACTOR BUSINESS NAME: Alexander Mechanical INC

William H. Alexander
Signature: Subcontractor

William H. Alexander
Print Name

President
Title

7/7/2026
Date

State of Missouri)

County of Clay)

I, Brandi Clark
and belief.

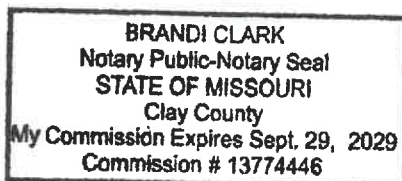
state that the above and foregoing is based on my best knowledge

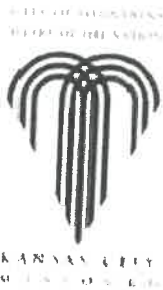
Subscribed and sworn to before me, a notary public, on this 7
day of June, 20 26

My Commission Expires: 9/29/29

[Signature]
Notary Public

STAMP:





LETTER OF INTENT TO SUBCONTRACT

Project Name/Title PDW HVAC Preventative Maintenance & Repair

Project Location/Number 60XXX038/WSDEV4575

Check one:

Original LOI: ☒

Updated LOI: ☐

PART 1: Prime Contractor Lippert Mechanical

agrees to enter into a contractual agreement with M/W/DBE Subcontractor Whatever It Takes Electrical Contractors, LLC who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]
Electrical Services

for an estimated amount of \$ 112,000.00 (or 4 % of the total estimated contract value.)

M/WBE Vendor type:



Subcontractor/manufacture (counts as 100% of contract value towards goals)



Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)



Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

PART 2: This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one:



The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)



The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: Whatever I+Take Electrical Contractors LLC

Full address: 9709 E. 56th St. Raytown MO 64133
Street number and name City, State and Zip Code

Primary contact: _____
Name Phone

a) This subcontractor is (select one): ☒ MBE ☐ WBE ☐ DBE ☐ N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: _____

c) The dollar value of this agreement is: _____

PART 3:

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: Lippert Mechanical Service LLC

Justin Ricketts
Signature: Prime Contractor

Justin Ricketts
Print Name

Account Manager
Title

6/8/2026
Date

State of Missouri)

County of Jackson)

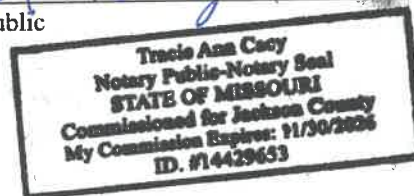
I, Justin Ricketts, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this
8th day of June, 2026

My Commission Expires: 11/30/2026

Tracie Ann Casey
Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: Whatever It Takes Electrical Contractors, LLC

Sandy Walker
Signature: Subcontractor

Sandy Walker
Print Name

Project Manager
Title

6/3/2026
Date

State of Missouri)

County of Johnson)

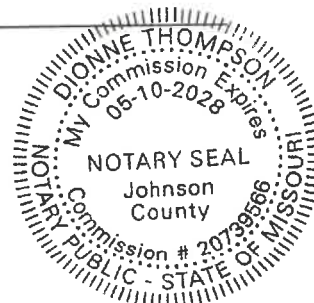
I, Sandy Walker, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 3rd
day of June, 2026

My Commission Expires: 5-10-28

Dionne Thompson
Notary Public

STAMP:





KANSAS CITY
MISSOURI

LETTER OF INTENT TO SUBCONTRACT

Check one:

Original LOI: ☒

Updated LOI: ☐

Project Name/Title PDW HVAC Preventative Maintenance & Repair

Project Location/Number 60XXX038/WSDEV4575

PART 1: Prime Contractor Lippert Mechanical Service agrees to enter into a contractual agreement with M/W/DBE Subcontractor Vazquez Commercial Contracting who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]

Provide Mechanical HVAC service and PM for various KCMO water treatment bldgs

for an estimated amount of \$ 112000 (or 4 % of the total estimated contract value.)

M/WBE Vendor type: ☒ Subcontractor/manufacture (counts as 100% of contract value towards goals)
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

PART 2: This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one: ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)
☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: Vazquez
 Full address: 3303 Gillham Road Kansas City MO 64075
 Primary contact: Trevor Standish 816-541-2213

a) This subcontractor is (select one): ☒ MBE ☐ WBE ☐ DBE ☐ N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: _____

c) The dollar value of this agreement is: _____

PART 3:

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: Lippert Mechanical

Justin Ricketts
Signature: Prime Contractor
Service Director
Title

Justin Ricketts
Print Name
5/29/2026
Date

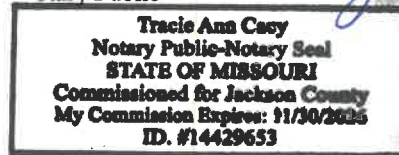
State of Missouri)
County of Jackson)

I, Justin Ricketts, state that the above and foregoing is based on my best knowledge and belief.

8 Subscribed and sworn to before me, a notary public, on this
day of June, 20 26
My Commission Expires: 11/30/2026

Tracie Ann Cary
Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: Vazquez Commercial Contracting

Trevor Standish
Signature: Subcontractor
Mechanical Director
Title

Trevor Standish
Print Name
5/29/2026
Date

State of Missouri)
County of Platte)

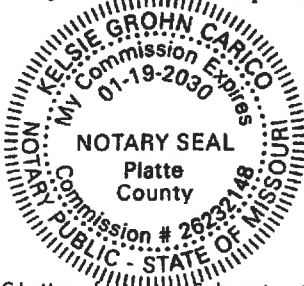
I, Kelsie, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this
day of 29th, 20 26, May

My Commission Expires: 1-19-2030

Kelsie Grohn Carico
Notary Public

STAMP:





LETTER OF INTENT TO SUBCONTRACT

Check one:

Original LOI: ☒

Updated LOI: ☐

Project Name/Title Water Dept Maintenance and Repair

Project Location/Number _____

PART 1: Prime Contractor _____ agrees to enter into a contractual agreement with M/W/DBE Subcontractor Pro Mechanical, LLC who will provide the following goods/services in connection with the above-reference contract: [Insert a brief narrative describing goods/services to be provided. Broad Categorizations (e.g., "electrical," "plumbing," etc.) or the listing of NAICS Codes in which M/W/DBE Subcontractor is certified are insufficient and may result in denial of this Letter of Intent to Subcontract.]

for an estimated amount of \$ _____ (or _____ % of the total estimated contract value.)

M/WBE Vendor type: ☒ Subcontractor/manufacture (counts as 100% of contract value towards goals)
☐ Supplier (counts as 60% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)
☐ Broker (counts as 10% of the total dollar amount paid or to be paid by a prime contractor for supplies or goods towards goals)

M/W/DBE Subcontractor is, to the best of Prime Contractor's knowledge, currently certified with the City of Kansas City's Civil Rights & Equal Opportunity Department to perform in the capacities indicated herein. Prime Contractor agrees to utilize M/W/DBE Subcontractor in the capacities indicated herein, and M/W/DBE Subcontractor agrees to work on the above-referenced contract in the capacities indicated herein, contingent upon award of the contract to Prime Contractor.

PART 2: This section is to be completed by the M/W/DBE subcontractor listed above. Please attach additional sheets as needed for more than one intended sub-tier contract. **IMPORTANT: Falsification of this document will result in denial and other remedies available under City Code.**

Select one: ☒ The M/W/DBE Subcontractor listed above **IS NOT** subcontracting any portions of the above-stated scope of work(s). (Continue to Part 3.)
☐ The M/W/DBE Subcontractor listed above **IS** subcontracting certain portions of the above stated scope of work(s) to:

(1) Company name: Pro Mechanical, LLC

Full address: PO Box 903/107 SE 10th St Oak Grove, MO 64075

Primary contact: Susan Remington 816 743 4800

a) This subcontractor is (select one): ☐ MBE ☒ WBE ☐ DBE ☐ N/A

i: If this subcontractor is an M/W/DBE certified with the City of Kansas City, Missouri, a separate Letter of Intent must be attached to this document.

ii. If this subcontractor is NOT a certified M/W/DBE certified with the City of Kansas City, Missouri, the firm must still be listed for reporting purposes but a Letter of Intent is not required.

b) Scope of work to be performed: ongoing mechanical and plumbing maintenance and repair

c) The dollar value of this agreement is: _____

PART 3:

**NOTE: SIGNATURES AND NOTARIZATIONS REQUIRED FOR NEW LETTERS OF INTENT (LOI);
SIGNATURES ONLY FOR UPDATED LOI (ADDING VALUE TO EXISTING CONTRACT).**

PRIME CONTRACTOR BUSINESS NAME: Support Mechanical Service LLC
Signature: Prime Contractor Justin Ricketts Print Name
Account Manager Date 6/8/2026
Title

State of Missouri)
County of Jackson)

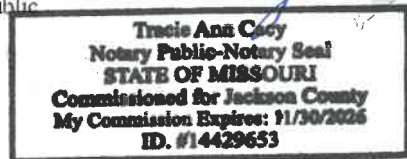
I, Justin Ricketts, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this
8th day of June, 2026

My Commission Expires: 11/30/2026

Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: Pro Mechanical, LLC

Signature: Subcontractor Susan Remington Print Name
President Date 6/3/26
Title

State of Missouri)
County of Jackson)

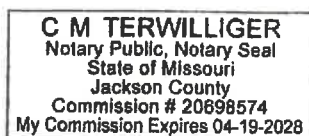
I, Ann Terwilliger, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this
3rd day of June, 2026

My Commission Expires: 4/19/2028

Notary Public

STAMP:





Project Number-60XXX038
PDW HVAC Preventative Maintenance & Repair

CREO Document Upload:#1

Subject: CUP/LOI Document Upload | Contract WSDEV4575
Initiator: Newman-Buckner, Marzella
Date Created: 06.29.2026 11:49AM
Department: Water Services

Process Information

Document Type: CUP/LOI
Date Submitted: 06.29.2026
Date Received: 06.11.2026
Contract Number: WSDEV4575
Prime Contractor: LIPPERT MECHANICAL SERVICE COR
Amount of Project: 2800000.00
%MBE 12
%WBE 12
%DBE

Special Instructions:
see Scope attached

Civil Rights & Equal Opportunity Department
Economic Equity & Inclusion
Contractor Utilization Plan Approval Form

Date: 06-29-26

Form Prepared By: Marzella N. Buckenr

Contract/Project Number: EV4575/60XXX038		Developer/Prime: Lippert Mechanical Services	
Project Name: PDW HVAC Preventative Maintenance & Repair		Contact Information: Justin Ricketts	
Final Contract Value: 2,800,000.00		Address: 1215 W.12th St. Ste. 225 KCMO 64101	
Funding:	☒ City	☐ State	☐ Federal
Project Requirements:	☒ M/WBE	☐ DBE	☐ Section 3
Tax Incentive:	☐ LCRA	☐ TIF	☐ PIEA
Prevailing Wage:	☐ Yes	☒ No	
Davis-Bacon:	☐ Yes	☒ No	
Construction Employment Program:	☒ Yes: Workforce goals are 10% Minority & 2% Women. There are over 800 Workforce hours and project cost is \$300,000 or more.		
	☐ No: Workforce hours are less than 800 and project cost is less than \$300,000.		

Contract Goals:	Contractor Utilization Plan Achievement:
Self-Perform: ____%	Self-Perform: ____%
MBE: <u>12</u> %	MBE: <u>12</u> %
WBE: <u>12</u> %	WBE: <u>12</u> %
Non-certified firms: ____%	Non-certified firms: ____%

Contract Type:

- ☐ Construction ☐ Design-Build ☐ Design Professional ☐ Professional Services
☐ General Service ☐ Concession ☐ Other Goods & Services ☐ Non-Municipal Agency
☐ Co-Operative ☐ Revenue Sharing ☒ Facilities Maintenance/Repair/Renovation
☐ Other:

Additional Information:

Repair services will be handled on an as-needed basis. Contractor will inspect the equipment in need of repair, prepare an estimate of services including labor and materials needed, submit to WSD project manager for review and approval to proceed. No work shall proceed without prior approval by the WSD project manager, or his/her designee, for this contract. The maintenance for HVAC will be used for Water Dept. facilities.

This document is submitted with all available facts. Intentionally falsifying this document or omitting pertinent facts is grounds for disciplinary action pursuant to KCMO Human Resources Rules & Policy Manual (eff. August 4, 2014).

FOR CIVIL RIGHTS & EQUAL OPPORTUNITY DEPARTMENT (CREO) USE ONLY:**The Contractor Utilization Plan is:**☒ Approved☐ Disapproved12 % MBE12 % WBE

____ % DBE

The Request for Good Faith Efforts Waiver is:☐ Approved☐ Disapproved☒ Not Applicable**Appeal Sent to FICB or Incentive Agency?**☐ Yes

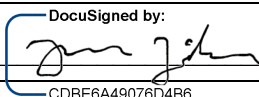
____ FICB

____ Incentive Agency

☐ No

CREO Signature: _____

DocuSigned by:


Date: 7/9/2026**Comments:**

CREO EEI CM approves this CUP at 12% MBE and 12% WBE.




Inter-Departmental Communication

Date: July 9, 2026

To: Councilman Kevin O'Neill; Chair; Transportation. Infrastructure & Operations Committee

From: Jaime Guillen; Director; Civil Rights & Equal Opportunity Department

Subject: CUP Summary – PDW HVAC Preventative Maintenance & Repair

CONTRACTOR:	Lippert Mechanical Services
Address:	1215 W 12 th St., Ste. 225 Kansas City, MO 64101
Contract #	EV4575 / 60XXX038
Contract Type:	Facilities Maintenance/Repair/Renovation
Project Title:	PDW HVAC Preventative Maintenance & Repair
Contract Amount:	\$2,800,000.00
MBE Goal	12%
WBE Goal:	12%
Total MBE Achieved:	12%
Total WBE Achieved:	12%

MBE SUBCONTRACTORS:

Name:	Alexander Mechanical, Inc.	
Address:	10801 N Pomona Ave. Kansas City, MO 64153	
Scope of Work:	Mechanical and HVAC Services	
Subcontract Percentage:	4% / \$112,000.00	
Ownership:	Alexander, William	
Structure:	African American Male	Code: 15

MBE SUBCONTRACTORS:

Name:	Whatever It Takes Electrical Contractors, LLC	
Address:	9709 E 56 th St. Raytown, MO 64133	
Scope of Work:	Electrical Services	
Subcontract Percentage:	4% / \$112,000.00	
Ownership:	Rolls, John	
Structure:	African American Male	Code: 15

MBE SUBCONTRACTORS:

Name: Vazquez Commercial Contracting, LLC
Address: 3303 Gillham Rd.
Kansas City, MO 64109
Scope of Work: Mechanical HVAC Services, and Project Management
Subcontract Percentage: 4% / \$112,000.00
Ownership: Vazquez, Joe
Structure: African American Male Code: 2

WBE SUBCONTRACTORS:

Name: Pro Mechanical
Address: 107 SE 12th St.
Oak Grove, MO 64075
Scope of Work: HVAC Maintenance and Repair Services
Subcontract Percentage: 12% / \$336,000.00
Ownership: Remington, Susan
Structure: Caucasian Female Code: 13

Note:**Comments:**

The prime contractor has submitted a CUP (Contractor Utilization Plan) meeting the project goals of 12% MBE and 12% WBE. The Prime Contractor is meeting the MBE goal of 12% with 12% MBE participation. The Prime Contractor is meeting the WBE goal of 12% with 12% WBE participation. Based on the preceding information, CREO KC EEI approves this CUP with 12% MBE and 12% WBE.

TIMETABLE FOR MBE/WBE UTILIZATION

(This form should be submitted to the City after contract award.)

I, Justin Ricketts, acting in my capacity as Account Manager
(Name) (Position with Firm)
of Lippert Mechanical Services LLC, with the submittal of this Timetable, certify that
(Name of Firm)
the following timetable for MBE/WBE utilization in the fulfillment of this contract is correct and true to the best of my knowledge.

ALLOTTED TIME FOR THE COMPLETION OF THIS CONTRACT

(Check one only)

15 days	___	75 days	___	135 days	___
30 days	___	90 days	___	150 days	___
45 days	___	105 days	___	165 days	___
60 days	☐	120 days	☐	180 days	☐
Other	<u>1 Year</u> (Specify)				

Throughout 1 Year Beginning 1/3 _____
Middle 1/3 _____ Final 1/3 _____
Beginning 1/3 _____ % Middle 1/3 _____ % Final 1/3 _____ %

PLEASE NOTE: Any changes in this timetable require approval of the Civil Rights & Equal Opportunity Department in advance of the change.

If you have any questions regarding the completion of this form, please contact the Civil Rights & Equal Opportunity Department at: (816) 513-1836.

Justin Ricketts

Justin Ricketts
(Signature)

Account Manager

(Position with Firm)

6/2/2026

(Date)



REQUEST FOR MODIFICATION OR SUBSTITUTION

(This Form **must** be submitted to CREO KC to request substitutions for an MBE/WBE listed in the Contractor Utilization Plan or for modification of the amount of MBE/WBE participation listed in the Contractor Utilization Plan. This Form shall be an amendment to the Contractor Utilization Plan.)

BIDDER/PROPOSER/CONTRACTOR: _____

ADDRESS: _____

PROJECT NUMBER OR TITLE: _____

AMENDMENT/CHANGE ORDER NO: (if applicable) _____

Project Goals:	_____ % MBE	_____ % WBE
Contractor Utilization Plan:	_____ % MBE	_____ % WBE

1. I am the duly authorized representative of the above Bidder/Contractor/Proposer and am authorized to request this substitution or modification on behalf of the Bidder/Contractor/Proposer.

2. I hereby request that the Director of CREO KC recommend or approve: (check appropriate space(s))

a. _____ A substitution of the certified MBE/WBE firm _____,
(Name of new firm)
to perform _____,
(Scope of work to be performed by new firm)

for the MBE/WBE firm _____ which is currently
(Name of old firm)
listed on the Bidder's/Contractor's/Proposer's Contractor Utilization Plan to
perform the following scope of work: _____.
(Scope of work of old firm)

b. _____ A modification of the amount of MBE/WBE participation currently listed on the Bidder's/Contractor's/Proposer's Contractor Utilization Plan from
_____ % MBE _____ % WBE (Fill in % of MBE/WBE Participation currently listed on Contractor Utilization Plan)

TO

_____ % MBE _____ % WBE (Fill in New % of MBE/WBE Participation requested for Contractor Utilization Plan)

- c. Attach 00450.01 Letter of Intent to Subcontract letter for each new MBE/WBE to be added.
- d. Attach a copy of the most recent 00485.01 or on-line M/WBE Monthly Utilization Report

3. Bidder/Contractor/Proposer states that a substitution or modification is necessary because: (check applicable reason(s))



___The MBE/WBE listed on the Contractor Utilization Plan is non-responsive or cannot perform.

___The MBE/WBE listed on the Contractor Utilization Plan has increased its previously quoted price without a corresponding change in the scope of work.

___The MBE/WBE listed on the Contractor Utilization Plan has committed a material default or breach of its contract.

___Requirements of the scope of work of the contract have changed and make subcontracting not feasible or not feasible at the levels required by the goals established for the contract.

___The MBE/WBE listed on the Contractor Utilization Plan is unacceptable to the City contracting department.

___Bidder/Contractor/Proposer has not attempted intentionally to evade the requirements of the Act and it is in the best interests of the City to allow a modification or substitution.

4. The following is a narrative summary of the Bidder's/Contractor's/Proposer's good faith efforts exhausted in attempts to substitute the MBE/WBE firm named above which is currently listed on the Contractor Utilization Plan with other qualified, certified MBE/WBE firms for the listed scope of work or any other scope of work in the project:

5. Bidder/Proposer/Contractor will present documentation when requested by the City to evidence its good faith efforts.

Dated:_____

(Bidder/Proposer/Contractor)

By: _____
(Authorized Representative)



CITY OF KANSAS CITY, MISSOURI
Human Relations Department
M/WBE MONTHLY UTILIZATION REPORT

Report Date:		Project Name:		City Project Number:				
Project Address:				Contract Award Date:			City Vendor ID:	
General Contractor (GC):				City Contract Number:			City Department Name	
Contact Person/Phone:				General Contract Amount: \$		Total Amount Paid By City To Date: \$		
General Contractor Address:				Contract Goals: _____% DBE _____% MBE _____% WBE				
Email Address:				Total Contract Days:			Completion Date:	
MBE/DBE Subcontractor	Date of Certification	Date of Subcontract	Subcontract Amount	% of Total Contract	Estimated Start date	Amount Paid This Period	Amount Paid To Date	% of Contract Paid to Date
WBE/DBE Subcontractor								
Totals								

Contractor should submit report by the 15th of each month.

Phillip Yelder, Director
Human Relations Department
414 E. 12th Street, 4th Floor
Kansas City, MO 64106
Phone: 816-513-1836
FAX: 816-513-1805

Narrative:

Report Submitted By: _____ **Date** _____

REMINDER: CONTRACTOR is responsible for meeting or exceeding the the D/M/WBE participation amounts in its Contractor Utilization Plan (CUP) as amended by any previously approved Request for Modification/Substitution. Any Change Orders or amendments modifying the amount CONTRACTOR is to be compensated will have correspondingly impacted the amount of compensation due D/M/WBEs for purposes of meeting or exceeding the Bidder/Proposer participation. CONTRACTOR is again advised to consider the effect of any Change Order or amendment, and to submit a Request for Modification/Substitution if appropriate.

CREO KC MONTHLY REPORTING INSTRUCTIONS

M/WBE Monthly Utilization Report Instructions

1. MBE/WBE Reporting applies to Contracts that have approved MBE/WBE goals assigned.
2. The City will utilize a web-based MBE/WBE Reporting System in the administration of this Contract. This web-based application database is a collaboration tool selected and provided by the City, which will allow Contractors and Consultants/Subcontractors and Subconsultants to enter data and report on compliance.

Prevailing Wage Certified Payroll Report Instructions

1. Prevailing Wage Certified Payroll Report applies to Contracts that include Prevailing Wage or Davis Bacon Provisions.
2. This web-based application database is provided by the City for reporting certified payrolls and other related prevailing wage data.
3. Computer Requirements: Minimum Intel Pentium® 4 Processor 2.4 GHz or equivalent processor with 512MB of RAM; recommended Centrino Duo® Processors 1.6 GHz or equivalent with 2GB of RAM, or higher.
 - a. Computer Operation System: Windows XP, Windows Vista, or Windows 7
 - b. Web Browser: Google Chrome
 - c. Connection Speed/Minimum Bandwidth: DSL, ADSL or T1 Line for transferring a minimum of 3 Mbps Downstream and 512 Kbps Upstream
4. City will assist Contractor in providing training of personnel and Subcontractor's personnel.
5. Contractor and Subcontractors shall have the responsibility for visiting the web site and entering data in on timely basis, and as necessary to be in compliance with Prevailing Wage Requirements included in their contracts.

Workforce Monthly Report Instructions

1. Workforce Monthly Reporting only applies to Construction Contracts greater than \$300,000 and greater than 800 projected labor hours.
2. The City will utilize a web-based Reporting System in the administration of this Contract. This web-based application database is a collaboration tool selected and provided by the City, which will allow Contractors and Subcontractors to enter data and report on Workforce compliance.



Project Specific Monthly Report

Human Relations Department - City of Kansas City Missouri

Report Date:		Reporting Period:		Project Description:	
Project Name:		Contractor:		Contract Awarded Date:	
City Project Number:		Contractor Address:		City Contract Number:	
Project Address:				City Vendor ID:	
		Contact Person/Phone:		Contractor Report ☐	Subcontractor Report ☐
E-mail Address:				Final Cumulative Report:	☐ Yes ☐ No

Report the total monthly hours of work performed by all workers on the City Construction Contract. Enter the total hours on all lines and in all columns. Reported workforce hours should be based on payroll records.

JOB CATEGORIES	OVERALL TOTAL (Sum of all Columns, A thru F Male & Female)	A Total Hours White Employees		B Total Hours Black Employees		C Total Hours Hispanic Employees		D Total Hours Asian/Pacific Islander		E Total Hours Native American Employee		F Total Hours Other/Unknown Race Employee		G KCMO Resident Hours
		M	F	M	F	M	F	M	F	M	F	M	F	Total #
Foreman/Supervisor														
Asbestos Worker														
Journeyman														
Asbestos Worker														
Apprentice														
Boilermaker Journeyman														
Boilermaker Apprentice														
Bricklayer Journeyman														
Bricklayer Apprentice														
Carpenter Journeyman														
Carpenter Apprentice														
Cement Mason														
Journeyman														
Cement Mason Apprentice														
Electrician Journeyman														
Electrician Apprentice														
Elevator Constructor														
Journeyman														
Elevator Constructor														
Apprentice														
Glazier Journeyman														
Glazier Apprentice														
Iron Worker Journeyman														
Iron Worker Apprentice														
Laborer Journeyman														
Laborer Apprentice														
Operating Engineer														
Journeyman														
Operating Engineer														
Apprentice														
Painter Journeyman														
Painter Apprentice														
Pipe Fitter/Plumber														
Journeyman														
Pipe Fitter/Plumber														
Apprentice														
Plasterer Journeyman														
Plasterer Apprentice														
Roofer Journeyman														
Roofer Apprentice														
Sheet Metal Journeyman														
Sheet Metal Apprentice														
Sprinkler Fitter														
Sprinkler Fitter Apprentice														
Truck Driver Journeyman														
Truck Driver Apprentice														
Welder Journeyman														
Welder Apprentice														
Other														
Monthly Total Hours														-
Total % of Monthly Hrs.														

Contractor shall submit report by the 15th of each month.														
Phillip Yelder, Director Human Relations Department														Report Submitted By:
414 E. 12th Street, 4th Floor		Kansas City, MO 64106												
Phone: 816-513-1836		Email: HRDcontractcompliance@kcmo.org												Date:

Workforce Monthly Report Forms only apply to Construction Contracts greater than \$300,000.00 with greater than 800 projected labor hours.

Workforce Monthly Report Instructions

(Instructions for online reporting)

Completing a Workforce Audit:

To report your workforce hours:

1. Log into B2GNow Diversity Management System (B2GNow)
2. Click on the red underlined number of 'Incomplete audits' under Workforce Audits
3. Click View for the incomplete audit that needs to be completed.
4. Click Fill in Audit
5. Complete the form including the Payroll Number. Select Add to Audit to report hours worked for specific Craft/Trade.

* required entry

Summary Information	
CONTRACTOR	KCMO Test Vendor Sample
PAYROLL START DATE	11/1/2021
PAYROLL END DATE	11/30/2021
PAYROLL NUMBER	
SPECIAL STATUS	☐ No Work (all fields will be filled with zeros) ☐ Suspended ☐ Final

Enter values below as hours worked. There is no need to fill in zeros; all blank fields will be saved as zero.

Craft/Trade List														
Craft/Trade	Caucasian		Black/African American		Hispanic/Latino		Asian		Native American		Other/Unknown Ethnicity		Local Resident	Comments
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Foreman/Supervisor														Not included in audit Add to Audit
Asbestos Worker (Journeyman)														Not included in audit Add to Audit

6. Scroll down and select review once hours have been reported.
7. Save and Certify to submit OR Save but Certify Later (to save a draft of your audit response). Audit must be certified for the workforce audit to be submitted for review. If there is an audit where no work was performed, and have 0 hours to report, select the Mark as No Work Audit button on step 4 to report 0 hours for all your employees. Select Certify & Release to Organization to complete. Mark Final for Special Status if the audit being completed is the last month of work, this will notify the system to stop generating monthly audits.

NOTE: If subcontractor has completed Workforce Audit, Prime MUST either accept audit and release to the organization or reject audit back to Subcontractor for correction.

An email notice will be sent from our organization monthly to notify Prime & Subcontractor users of incomplete audits.



Company-Wide Workforce Monthly Report

Human Relations Department - City of Kansas City, Missouri

Report Date:		Reporting Period:		Contract Awarded Date:	
Contractor:				City Vendor ID:	
Contact Person/Phone:		Contractor Address:		Contractor Report ☐	Subcontractor Report ☐
E-mail Address:		Have you hired any new construction workers this month?	☐ Yes #: ☐ No	Final Cumulative Report: ☐ Yes ☐ No	

Report total of all hours of work performed company-wide on all projects in the KCMO Metropolitan Statistical Area (MSA). Enter the total hours on all lines and in all columns. Workforce hours should be based on payroll records.

JOB CATEGORIES	OVERALL TOTAL (Sum of all Columns, A thru F Male & Female)	A Total Hours White Employees		B Total Hours Black Employees		C Total Hours Hispanic Employees		D Total Hours Asian/Pacific Islander		E Total Hours Native American Employee		F Total Hours Other/Unknown Race Employee		G KCMO Resident Hours
		M	F	M	F	M	F	M	F	M	F	M	F	Total #
Foreman/Supervisor														
Asbestos Worker														
Journeyman														
Asbestos Worker														
Apprentice														
Boilermaker Journeyman														
Boilermaker Apprentice														
Bricklayer Journeyman														
Bricklayer Apprentice														
Carpenter Journeyman														
Carpenter Apprentice														
Cement Mason														
Journeyman														
Cement Mason Apprentice														
Electrician Journeyman														
Electrician Apprentice														
Elevator Constructor														
Journeyman														
Elevator Constructor														
Apprentice														
Glazier Journeyman														
Glazier Apprentice														
Iron Worker Journeyman														
Iron Worker Apprentice														
Laborer Journeyman														
Laborer Apprentice														
Operating Engineer														
Journeyman														
Operating Engineer														
Apprentice														
Painter Journeyman														
Painter Apprentice														
Pipe Fitter/Plumber														
Journeyman														
Pipe Fitter/Plumber														
Apprentice														
Plasterer Journeyman														
Plasterer Apprentice														
Roofer Journeyman														
Roofer Apprentice														
Sheet Metal Journeyman														
Sheet Metal Apprentice														
Sprinkler Fitter														
Sprinkler Fitter Apprentice														
Truck Driver Journeyman														
Truck Driver Apprentice														
Welder Journeyman														
Welder Apprentice														
Other														
Total Monthly Hours														-
Total % of Hours														

Contractor shall submit report by the 15th of each month.													
Phillip Yelder, Director Human Relations Department													
414 E. 12th Street, 4th Floor, Kansas City, MO 64106													
Phone: 816-513-1836 Email: HRDcontractcompliance@kcmo.org													
Report Submitted By:													
Date:													

AFFIRMATIVE ACTION PROGRAM AFFIDAVIT
(required for any contractor with 50 or more employees and
a contract with the City of Kansas City, Missouri, in excess of \$300,000.00)

STATE OF Missouri)
) ss
COUNTY OF Jackson)

On this 17 day of July, 2026 before me appeared
Lynn Gross, personally known by me or otherwise
proven to be the person whose name is subscribed on this affidavit and who, being duly sworn,
stated as follows:

I am of sound mind, capable of making this affidavit, and personally swear or affirm that
the statements made herein are truthful to the best of my knowledge. I am the
Operations Manager (title) of Lippert Mechanical Services LLC
(business entity) and I am duly authorized, directed or empowered to act with full authority on
behalf of the business entity in making this affidavit.

I hereby swear or affirm that Lippert Mechanical Services LLC
[enter business entity name] has an affirmative action
program (the "Program") in place and will maintain the Program for the duration of its contract
with the City of Kansas City, Missouri ("City") as required by Chapter 3 of the City's Code of
Ordinances.

I hereby additionally swear or affirm that attached hereto is a true copy of the Program.

I hereby additionally swear or affirm that the business entity shall not discriminate
against any employee or applicant for employment because of race, color, sex, religion, national
origin or ancestry, disability, sexual orientation, gender identity or age in a manner prohibited by
Chapter 3 of the City's Code of Ordinances.

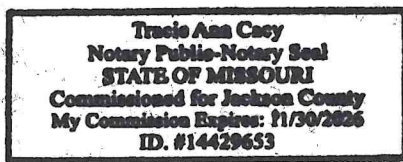
I acknowledge that I am signing this affidavit as the free act and deed of the business
entity and that I am not doing so under duress.

[Signature]
Affiant's signature

Subscribed and sworn to before me this 17th day of July, 2026.

[Signature]
Notary Public

My Commission expires: 11/30/2026





Pre Contract Bidder's Certification

Project Number 60xxx038/ WSDEV4575

Project Title PDW HVAC Maintenance & Repair

STATE OF Missouri)
COUNTY OF Jackson) SS

Before me, the undersigned authority, personally appeared, who, being by me duly sworn depose as follows:

I am authorized to make this affidavit on behalf of the named Bidder. I am of sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated:

A. Bidder is current on payment of its Federal and State Income tax withholding and unemployment insurance payments, either in Missouri for companies doing business in Missouri, or in the state in which Bidder has its principal office; and

B. Bidder declares one of the following, regarding all work performed two (2) years immediately preceding the date of the Bid (check one):

☐ Contract by contract listing of all of Bidder's written notices of violations of any Federal or State prevailing wage statute in which prevailing wage penalties were assessed against the Bidder or paid by the Bidder (Complete and attach additional sheets if necessary):

1. _____
2. _____
3. _____

☒ There have been no written notices of violations of any Federal or State prevailing wage statute in which prevailing wage penalties were assessed against the Bidder or paid by the Bidder.

C. Bidder is currently in good standing with the Missouri Secretary of State or Bidder has filed a Registration of Fictitious Name with the Missouri Secretary of State.

Justin Ricketts

(Bidder's Name)

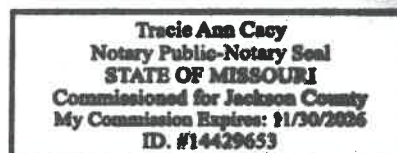
(Date) 6/2/2026

Justin Ricketts
Signature of Person Making This Affidavit

In witness whereof, I have hereunto subscribed my name and affixed my official seal this 8 day of June, 2026

11/30/2026 expires

Tracie Ann Cacy



ATTACHMENT E

BONDS



KANSAS CITY
MISSOURI

BID BOND

Project Number WSDEV4575/60XXX038

Project Title PDW HVAC Preventative Maintenance & Repair

Bond Number BID BOND

KNOW ALL MEN BY THESE PRESENTS: That Lippert Mechanical Service of 1215 W. 12th Street, Suite 225, Kansas City, MO 64101 as Principal, and Ascot Surety & Casualty Company as Surety, hereby bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents unto KANSAS CITY, MISSOURI, a constitutionally chartered municipal corporation, as Obligee, in the sum of

Five Percent of Bid Amount Dollars (\$ 5% of Amount Bid), lawful money of the United States.

WHEREAS, Principal is herewith submitting its Bid to enter into a contract with Kansas City for the above referenced project,

NOW, THEREFORE the condition of this obligation is such that if the Principal is awarded the contract the Principal will, within the time required, enter into a contract and give a good and sufficient surety bonds to secure the performance of the terms and conditions of the contract and for the prompt payment of all labor and material furnished in the prosecution thereof as required by the contract documents, then this obligation shall be void; otherwise the Principal and Surety will immediately pay unto the Obligee the full amount of this bond as liquidated damages for failure to fulfill the conditions of this obligation, but in no event shall the Surety's liability exceed the penal sum hereof.

Signed, sealed and delivered this 9th day of June, 2026

BIDDER AND PRINCIPAL

Name, address and facsimile number of Bidder and Principal

Lippert Mechanical Service

1215 W. 12th Street, Suite 225, Kansas City, MO 64101

I hereby certify that I have authority to execute this document on behalf of Bidder and Principal.

By: [Signature]

Title: GM

(Attach corporate seal if applicable)

SURETY

Name, address and facsimile number of Surety:

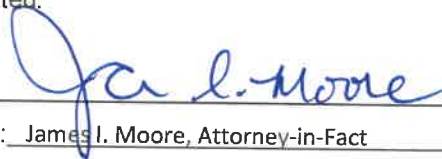
Ascot Surety & Casualty Company

P.O. Box 2240, Ridgeland, MS 39158

646-356-8101

I hereby certify that (1) I have authority to execute this document on behalf of Surety; (2) Surety has an A.M. Best rating of A- or better; (3) Surety is named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (most current revision) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury; and (4) Surety is duly licensed to issue bonds in the State of Missouri and in the jurisdiction in which the Project is located.

By:



Title: James I. Moore, Attorney-in-Fact

Date: June 9, 2026

(Attach seal and Power of Attorney)

State of Illinois

County of DuPage

SURETY ACKNOWLEDGEMENT (ATTORNEY-IN-FACT)

I, Christina T. Thompson Notary Public of DuPage County, in the State of Illinois,

do hereby certify that James I. Moore Attorney-in-Fact, of the Ascot Surety & Casualty

Company who is personally known to me to be the same person whose

name is subscribed to the foregoing instrument, appeared before me this day in person, and

acknowledged that he signed, sealed and delivered said instrument, for and on behalf of the

Ascot Surety & Casualty Company for the uses and purposes therein set forth.

Given under my hand and notarial seal at my office in the City of Downers Grove in
said County, this 9th day of June, 2026.




Notary Public

Christina Terry Thompson

My Commission expires: May 15, 2030

Commission Number: 1031811



Power of Attorney

KNOW ALL MEN BY THE PRESENTS:

That Ascot Surety & Casualty Company and Ascot Insurance Company, each a corporation organized and existing under the laws of the State of Colorado (the "Companies"), do hereby constitute and appoint:

James I. Moore, Stephen T. Kazmer, Melissa Schmidt, Kelly A. Gardner, Martin Moss, Amy Wickett, and Stasha King

of Downers Grove, IL (city, state) and each its true and lawful Attorney(s)-in-Fact, with full authority to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, or, if the following line is filled in, only within the area and up to the amount therein designated, any and all bonds, undertakings, recognizances, and other contracts of indemnity or writings obligatory in the nature thereof, issued in the course of its surety business, and to bond the Companies as follows:

Any such obligations in the United States not to exceed \$100,000,000.00.

The Companies hereby ratify and confirm all and whatsoever said Attorney(s)-in-fact may lawfully do in the premises by virtue of these presents. These appointments are made under and by authority Resolutions adopted by the Board of Directors of the Companies, which resolutions are still in effect:

RESOLVED, that any of the Chief Executive Officer, the Chief Operating Officer or the Chief Underwriting Officer, acting in conjunction with the head of the surety business line for the Corporation (each an Authorized Individual" and, collectively, the Authorized Individuals"), are authorized to jointly appoint one or more attorneys-in-fact to represent and act for and on behalf of the Corporation in the transaction of the Corporation's surety business to execute (under the common seal of the Corporation if appropriate) bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof;

RESOLVED, that in conjunction with the Corporation's transaction of surety business the signatures and attestations of the Authorized Individuals and the seal of the Corporation be affixed to any such Power of Attorney or to any certificate relating thereto (electronic or otherwise) by facsimile and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seals (electronic or otherwise) shall be valid and bonding upon the Corporation when so affixed with respect to any bond, undertaking, recognizance or tother contract of indemnity or writing obligatory in the nature thereof;

RESOLVED, that in connection with the Corporation's transaction of surety business, the facsimile electronic or mechanically reproduced signature of any Authorized Individual, whether made heretofore or hereafter, whenever appearing upon a copy of any Power of Attorney of the Corporation, with signatures affixed as next above noted, shall be valid and binding upon the Corporation with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, the Companies have caused these presents with the respective corporate seals and to be executed by the individuals named below who are duly authorized and empowered to execute the Power of Attorney on the Companies' behalf, this 13th day of March 2025.



ASCOT SURETY & CASUALTY COMPANY
 ASCOT INSURANCE COMPANY

Tara North
 Tara North (Executive Vice President, Surety)

Matthew Conrad Kramer
 Matthew Conrad Kramer (Chief Executive Officer)

STATE OF CONNECTICUT)
 COUNTY OF FAIRFIELD) ss.

On this 13th day of March 2025, before me came the above named Chief Executive Officer of each Ascot Surety & Casualty Company and Ascot Insurance Company and the head of the surety business line for each of Ascot Surety & Casualty Company and Ascot Insurance Company, to me personally known to be the individuals described herein, and acknowledged that the seals affixed to the preceding instrument and the corporate seals of each Ascot Surety & Casualty Company and Ascot Insurance Company, and that the said corporate seals and signatures were duly affixed and subscribed to said instrument by the authority and direction of said Companies.

KSENIA E. GUSEVA
NOTARY PUBLIC
 STATE OF CONNECTICUT
 My Commission Expires June 30, 2029

Ksenia E. Guseva
 Notary Public Ksenia E Guseva
 My commission expires on June 30, 2029

I, the undersigned Secretary of the Company, do hereby certify that the foregoing excerpts of the Resolution adopted by the Board of Directors of the Companies, and the Power of Attorney issued pursuant thereto, are true and correct, and further certify that both the Resolution and the Power of Attorney are still in full force and effect.

This Certificate may be signed by facsimile under and by the authority of the following resolution of the Board of Directors of the Companies.

RESOLVED, that in connection with the Corporation's transaction of surety business the signatures and attestations of the Authorized Individuals and the seal of the Corporation be affixed to any such Power of Attorney or to any certificate relating thereto (electronic or otherwise) by facsimile and any such Power of Attorney of certificate bearing such facsimile signatures or facsimile seal (electronic or otherwise) shall be valid and binding upon the Corporation when so affixed with respect to any bond, undertaking, recognizances or other contract of indemnity or writing obligatory in the nature thereof;

IN WITNESS WHEREOF; I have hereunto set my hand and affixed the seal of the Companies, this 9th day of June, 2026.

ASCOT SURETY & CASUALTY COMPANY
 ASCOT INSURANCE COMPANY

John Gill
 John Gill, Secretary



PERFORMANCE AND MAINTENANCE BOND

Project Number 60XXX038/WSDEV4575

Project Title PDW HVAC Preventative Maintenance & Repair

KNOW ALL MEN BY THESE PRESENTS: That Lippert Mechanical Service, as PRINCIPAL (CONTRACTOR), and Ascot Surety & Casualty Company, (SURETY), licensed to do business as such in the State of Missouri, hereby bind themselves and their respective heirs, executors, administrators, successors, and assigns unto Kansas City, Missouri, a constitutionally chartered municipal corporation, (OWNER), as obligee, in the penal sum of Two Million Eight Hundred Thousand & No/100 Dollars (\$ 2,800,000.00) for the payment whereof CONTRACTOR and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS,

CONTRACTOR has entered into a Contract with OWNER for PDW HVAC Preventative Maintenance & Repair which Contract, including any present or future amendment thereto, is incorporated herein by reference and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if CONTRACTOR shall promptly and faithfully perform said Contract including all duly authorized changes thereto, and including any maintenance requirements contained therein, according to all the terms thereof, including those under which CONTRACTOR agrees to pay legally required wage rates including the prevailing hourly rate of wages in the locality, as determined by the Department of Labor and Industrial Relations or by final judicial determination, for each craft or type of workman required to execute the Contract and, further, shall defend, indemnify, and hold harmless OWNER from all damages, including but not limited to, liquidated damages, loss and expense occasioned by any failure whatsoever of said CONTRACTOR and SURETY to fully comply with and carry out each and every requirement of the Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect.

WAIVER. That SURETY, for value received, hereby expressly agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the Work to be performed thereunder, shall in any way affect the obligations of this Bond; and it does hereby waive notice of any such change, extension of time, or alteration or addition to the terms of the Contract or the Work to be performed thereunder.

IN WITNESS WHEREOF, the above parties have executed this instrument the 16th day of July, 2026.

CONTRACTOR

Name, address and facsimile number of Contractor

Lippert Mechanical Service

1215 W. 12th Street, Suite 225

Kansas City, MO 64101

I hereby certify that I have authority to execute this document on behalf of Contractor.

By: _____
Title: _____

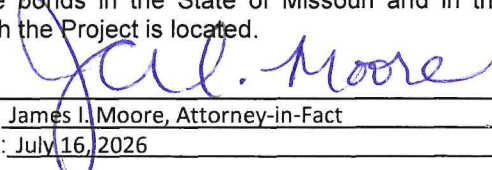
(Attach corporate seal if applicable)

SURETY

Name, address and facsimile number of Surety:

Ascot Surety & Casualty CompanyP.O. Box 2240Ridgeland, MS 39158

I hereby certify that (1) I have authority to execute this document on behalf of Surety; (2) Surety has an A.M. Best rating of A-, V, or better; (3) Surety is named in the current list of "Companies Holding Certificates of Authority as Acceptable Reinsuring Companies: as published in Circular 570 (most current revision) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury; and (4) Surety is duly licensed to issue bonds in the State of Missouri and in the jurisdiction in which the Project is located.

By: Title: James I. Moore, Attorney-in-FactDate: July 16, 2026

(Attach seal and Power of Attorney)



PAYMENT BOND

Project Number 60XXX038/WSDEV EV4575

Project Title PDW HVAC Preventative Maintenance & Repair

KNOW ALL MEN BY THESE PRESENTS: That Lippert Mechanical Service, as PRINCIPAL (CONTRACTOR), and Ascot Surety & Casualty Company, (SURETY), licensed to do business as such in the State of Missouri, hereby bind themselves and their respective heirs, executors, administrators, successors, and assigns unto Kansas City, Missouri, a constitutionally chartered municipal corporation, (OWNER), as obligee, in the penal sum of Two Million Eight Hundred Thousand & No/100--- Dollars (\$ --2,800,000.00--) for the payment whereof CONTRACTOR and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS,

CONTRACTOR has entered into a contract with OWNER for PDW HVAC Preventative Maintenance & Repair, which Contract, including any present or future amendment thereto, is incorporated herein by reference and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if in connection with the Contract, including all duly authorized modifications thereto, prompt payment shall be made to all laborers, subcontractors, teamsters, truck drivers, owners or other suppliers or for equipment employed on the job, and other claimants, for all labor performed in such work whether done for CONTRACTOR, a subcontractor, SURETY, a completion contractor or otherwise (at the full wage rates required by any law of the United States or of the State of Missouri, where applicable), for services furnished and consumed, for repairs on machinery, for equipment, tools, materials, lubricants, oil, gasoline, water, gas, power, light, heat, oil, telephone service, grain, hay, feed, coal, coke, groceries and foodstuffs, either consumed, rented, used or reasonably required for use in connection with the construction of the work or in the performance of the Contract and all insurance premiums, both for compensation and for all other kinds of insurance on the work, for sales taxes and for royalties in connection with, or incidental to, the completion of the Contract, in all instances whether the claim be directly against CONTRACTOR, against SURETY or its completion contractor, through a subcontractor or otherwise, and, further, if CONTRACTOR shall defend, indemnify and hold harmless OWNER from all such claims, demands or suits by any such person or entity, then this obligation shall be void; otherwise, it shall remain in full force and effect.

Any conditions legally required to be included in a Payment Bond on this Contract, including but not limited to those set out in §107.170 RSMo. are included herein by reference.

SURETY agrees that, in the event that CONTRACTOR fails to make payment of the obligations covered by this Bond, it will do so and, further, that within forty-five (45) days of receiving, at the address given below, a claim hereunder stating the amount claimed and the basis for the claim in reasonable detail, it (a) will send an answer to the claimant, with a copy to OWNER stating the amounts that are undisputed and the basis for challenging any amounts that are disputed, and (b) will pay any amounts that are undisputed. The amount of this Bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder.

While this Bond is in force, it may be sued on at the instance of any party to whom any such payment is due, in the name of OWNER to the use for such party. OWNER shall not be liable for the payment of any costs or expenses of any such suit.

No suit shall be commenced or pursued hereunder other than in a state court of competent jurisdiction in Jackson, Clay or Platte County, Missouri, or in the United States District Court for the Western District of Missouri.

WAIVER. That SURETY, for value received, hereby expressly agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the Work to be performed thereunder, shall in any way affect the obligations of this Bond; and it does hereby waive notice of any such change, extension of time, or alteration or addition to the terms of the Contract or the Work to be performed thereunder.

IN WITNESS WHEREOF, the above parties have executed this instrument the 16th day of July, 20 26.

CONTRACTOR

Name, address and facsimile number of Contractor

Lippert Mechanical Service

1215 W. 12th Street, Suite 225

Kansas City, MO 64101

I hereby certify that I have authority to execute this document on behalf of Contractor.

By: _____
Title: _____

(Attach corporate seal if applicable)

SURETY

Name, address and facsimile number of Surety:

Ascot Surety & Casualty Company

P.O. Box 2240

Ridgeland, MS 39158

I hereby certify that (1) I have authority to execute this document on behalf of Surety; (2) Surety has an A.M. Best rating of A- or better; (3) Surety is named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (most current revision) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury; and (4) Surety is duly licensed to issue bonds in the State of Missouri and in the jurisdiction in which the Project is located.

By: James L. Moore
Title: James L. Moore, Attorney-in-Fact
Date: July 16, 2026

(Attach seal and Power of Attorney)

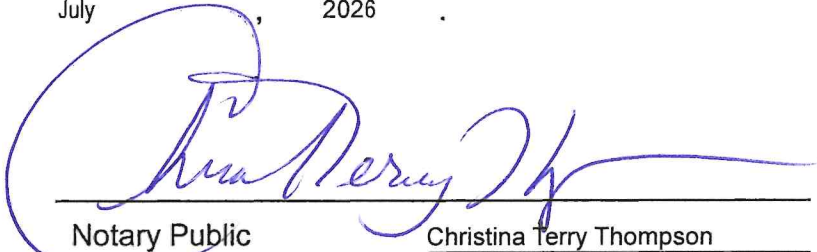
State of Illinois

County of DuPage

SURETY ACKNOWLEDGEMENT (ATTORNEY-IN-FACT)

I, Christina Terry Thompson Notary Public of DuPage County, in the State of Illinois,
do hereby certify that James I. Moore Attorney-in-Fact, of the Ascot Surety & Casualty
Company who is personally known to me to be the same person whose
name is subscribed to the foregoing instrument, appeared before me this day in person, and
acknowledged that he signed, sealed and delivered said instrument, for and on behalf of the
Ascot Surety & Casualty Company for the uses and purposes therein set forth.

Given under my hand and notarial seal at my office in the City of Downers Grove in
said County, this 16th day of July, 2026.



Notary Public

Christina Terry Thompson

My Commission expires: May 15, 2030

Commission Number: 1031811





Power of Attorney

KNOW ALL MEN BY THE PRESENTS:

That **Ascot Surety & Casualty Company** and **Ascot Insurance Company**, each a corporation organized and existing under the laws of the State of Colorado (the "Companies"), do hereby constitute and appoint:

James I. Moore, Stephen T. Kazmer, Melissa Schmidt, Kelly A. Gardner, Martin Moss, Amy Wickett, and Stasha King

of Downers Grove, IL (city, state) and each its true and lawful Attorney(s)-in-Fact, with full authority to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, or, if the following line is filled in, only within the area and up to the amount therein designated, any and all bonds, undertakings, recognizances, and other contracts of indemnity or writings obligatory in the nature thereof, issued in the course of its surety business, and to bond the Companies as follows:

Any such obligations in the United States not to exceed \$100,000,000.00.

The Companies hereby ratify and confirm all and whatsoever said Attorney(s)-in-fact may lawfully do in the premises by virtue of these presents. These appointments are made under and by authority Resolutions adopted by the Board of Directors of the Companies, which resolutions are still in effect:

RESOLVED, that any of the Chief Executive Officer, the Chief Operating Officer or the Chief Underwriting Officer, acting in conjunction with the head of the surety business line for the Corporation (each an Authorized Individual" and, collectively, the Authorized Individuals"), are authorized to jointly appoint one or more attorneys-in-fact to represent and act for and on behalf of the Corporation in the transaction of the Corporation's surety business to execute (under the common seal of the Corporation if appropriate) bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof;

RESOLVED, that in conjunction with the Corporation's transaction of surety business the signatures and attestations of the Authorized Individuals and the seal of the Corporation be affixed to any such Power of Attorney or to any certificate relating thereto (electronic or otherwise) by facsimile and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seals (electronic or otherwise) shall be valid and bonding upon the Corporation when so affixed with respect to any bond, undertaking, recognizance or tother contract of indemnity or writing obligatory in the nature thereof;

RESOLVED, that in connection with the Corporation's transaction of surety business, the facsimile electronic or mechanically reproduced signature of any Authorized Individual, whether made heretofore or hereafter, whenever appearing upon a copy of any Power of Attorney of the Corporation, with signatures affixed as next above noted, shall be valid and binding upon the Corporation with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, the Companies have caused these presents with the respective corporate seals and to be executed by the individuals named below who are duly authorized and empowered to execute the Power of Attorney on the Companies' behalf, this 13th day of March 2025.



ASCOT SURETY & CASUALTY COMPANY
ASCOT INSURANCE COMPANY

Matthew Conrad Kramer (Chief Executive Officer)

Tara North (Executive Vice President, Surety)

STATE OF CONNECTICUT)
 COUNTY OF FAIRFIELD) ss.

On this 13th day of March 2025, before me came the above named Chief Executive Officer of each Ascot Surety & Casualty Company and Ascot Insurance Company and the head of the surety business line for each of Ascot Surety & Casualty Company and Ascot Insurance Company, to me personally known to be the individuals described herein, and acknowledged that the seals affixed to the preceding instrument and the corporate seals of each Ascot Surety & Casualty Company and Ascot Insurance Company, and that the said corporate seals and signatures were duly affixed and subscribed to said instrument by the authority and direction of said Companies.

KSENIA E. GUSEVA
NOTARY PUBLIC
 STATE OF CONNECTICUT
 My Commission Expires June 30, 2029

Notary Public Ksenia E. Guseva
 My commission expires on June 30, 2029

I, the undersigned Secretary of the Company, do hereby certify that the foregoing excerpts of the Resolution adopted by the Board of Directors of the Companies, and the Power of Attorney issued pursuant thereto, are true and correct, and further certify that both the Resolution and the Power of Attorney are still in full force and effect.

This Certificate may be signed by facsimile under and by the authority of the following resolution of the Board of Directors of the Companies.

RESOLVED, that in connection with the Corporation's transaction of surety business the signatures and attestations of the Authorized Individuals and the seal of the Corporation be affixed to any such Power of Attorney or to any certificate relating thereto (electronic or otherwise) by facsimile and any such Power of Attorney of certificate bearing such facsimile signatures or facsimile seal (electronic or otherwise) shall be valid and binding upon the Corporation when so affixed with respect to any bond, undertaking, recognizances or other contract of indemnity or writing obligatory in the nature thereof;

IN WITNESS WHEREOF; I have hereunto set my hand and affixed the seal of the Companies, this 16th day of July, 2026.

ASCOT SURETY & CASUALTY COMPANY
ASCOT INSURANCE COMPANY

John Gill, Secretary

ATTACHMENT F

01290.01 Contractor Affidavit for Final Payment

01290.15 Subcontractor Affidavit for Final Payment



CONTRACTOR AFFIDAVIT FOR FINAL PAYMENT

Project Number _____

Project Title _____

STATE OF _____)
)SS
COUNTY OF _____)

The Undersigned, _____ of lawful
(Name)

age, being first duly sworn, states under oath as follows:

1. I am the _____ of _____ who is the general
(Title) (CONTRACTOR)
CONTRACTOR for the CITY on Project No. _____ and Project Title _____.

2. All payrolls, material bills, use of equipment and other indebtedness connected with the Work for this Project have been paid and all Claims of whatever nature have been satisfied, as required by the Contract.

3 (✓) _____ Prevailing wage does not apply; or

(✓) _____ All provisions and requirements set forth in Chapter 290, Section 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with these provisions and requirements and the Annual Wage Order contained in the Contract in carrying out the Contract and Work. CONTRACTOR has fully complied with the requirements of the prevailing wage law as required in the Contract and has attached affidavits from all Subcontractors on this Project, regardless of tier, affirming compliance with the prevailing wage law as stipulated in the Contract.

4. I hereby certify that (a) at project completion and pursuant to contractor's final request for payment, contractor achieved (____%) Minority Business Enterprise (MBE) participation and (____%) Women Business Enterprise (WBE) participation on this contract, and (b) listed herein are the names of all certified M/WBE subcontractors, regardless of tier, with whom I, or my subcontractors contracted.

1. Name of MBE/WBE Firm _____
Address _____

Telephone Number (____) _____
IRS Number _____
Area/Scope*of Work _____
Subcontract Final Amount _____

2. Name of MBE/WBE Firm _____
Address _____

Telephone Number (____) _____
IRS Number _____
Area/Scope*of Work _____
Subcontract Final Amount _____

List additional subcontractors, if any, on a similar form and attach to the bid.

Supplier** Final Amount: _____

*Reference to specification sections or bid item number.

- (✓) _____ Met or exceeded the Contract utilization goals; or
 (✓) _____ Failed to meet the Contract utilization goals (attach waiver, substitution or modification); or
 (✓) _____ No goals applied to this Project.

5. CONTRACTOR certifies that each Subcontractor has received full payment for its respective work in connection with the Contract.

6. If applicable, I hereby certify that (1) at project completion and pursuant to contractor's final request for payment, contractor achieved, company-wide, at least ten percent (10%) minority workforce participation and two percent (2%) women workforce participation and (2) a true and accurate copy of my final project workforce monthly report is attached. **NOTE: This paragraph is only applicable if you completed a construction contract that was estimated by the City, prior to solicitation, as requiring more than 800 construction labor hours and costing in excess of \$300,000.00. If applicable you MUST attach copies of your final monthly workforce reports.**

7. This affidavit is made in behalf of the CONTRACTOR for the purpose of securing from Kansas City, Missouri, the certification of completion of the Project and receiving payment therefore.

8. If the Contract amount exceeded \$150,000, CONTRACTOR has submitted proof of compliance with the City tax ordinances administered by the City's Commissioner of Revenue and has on file proof of tax compliance from all Subcontractors. If the Contract term exceeded one (1) year, CONTRACTOR has provided proof of compliance with the City tax ordinances administered by the City's Commissioner of Revenue prior to receiving final payment and has on file proof of tax compliance from all Subcontractors prior to the Subcontractor receiving final payment from CONTRACTOR.

CONTRACTOR _____

By _____
 (Authorized Signature)

Title _____

On this _____ day of _____, _____, before me
 appeared _____, to me personally known to be the
 _____ of the _____,

and who executed the foregoing instrument and acknowledged that (s)he executed the same on behalf of
 _____ as its free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the day and year first above written.

My commission expires:

 Notary Public



SUBCONTRACTOR AFFIDAVIT FOR FINAL PAYMENT

Project Number _____

Project Title _____

STATE OF MISSOURI)

) ss:

COUNTY OF _____)

After being duly sworn the person whose name and signature appears below hereby states under penalty of perjury that:

1. I am the duly authorized officer of the business indicated below (hereinafter Subcontractor) and I make this affidavit on behalf of Subcontractor in accordance with the requirements set forth in Section 290.290, RSMo.

Subcontractor has completed all of the Work required under the terms and conditions of a subcontract as follows:

Subcontract with: _____, Contractor

Work Performed: _____

Total Dollar Amount of Subcontract and all Change Orders: \$ _____

City Certified MBE WBE DBE NA
List certifications:

2. Subcontractor fully complied with the provisions and requirements of the Missouri Prevailing Wage Law set forth in Sections 290.210, RSMo through 290.340, RSMo.

Business Entity Type:

- ☐ Missouri Corporation
☐ Foreign Corporation
☐ Fictitious Name Corporation
☐ Sole Proprietor
☐ Limited Liability Company
☐ Partnership
☐ Joint Venture
☐ Other (Specify) _____

Subcontractor's Legal Name and Address

Phone No. _____
Fax: _____
E:mail: _____
Federal ID No. _____

I hereby certify that I have the authority to execute this affidavit on behalf of Subcontractor.

By: _____
(Signature)

(Print Name)

(Title)

(Date)

NOTARY

Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission Expires: _____ By _____

Print Name

Title

ATTACHMENT G

00560 Missouri Exemption



MISSOURI DEPARTMENT OF REVENUE
CUSTOMER SERVICES DIVISION
PROJECT EXEMPTION CERTIFICATE

FORM
5060
(REV. 1-2008)

**TO BE GIVEN TO
YOUR CONTRACTOR**

NAME OF EXEMPT ENTITY ISSUING THE CERTIFICATE		MISSOURI TAX EXEMPTION NUMBER	
ADDRESS		CITY	STATE ZIP
BEGIN DATE FOR PROJECT	PROJECTED COMPLETION DATE	PROJECT NUMBER	
DESCRIPTION OF PROJECT			
PROJECT LOCATION		EXPIRATION DATE	
THIS EXEMPTION DOES NOT APPLY TO THE PURCHASE OR RENTAL OF MACHINERY, EQUIPMENT, OR TOOLS BY THE CONTRACTOR OR SUB-CONTRACTOR.			
Give a signed copy of this certificate, along with a copy of your Missouri Sales/Use Tax Exemption Letter to each contractor and/or subcontractor who will be purchasing tangible personal property for use in this project. It is your responsibility to ensure the validity of the certificate. You must issue a new certificate if any of the information changes.			
EXEMPT ENTITY'S AUTHORIZED SIGNATURE		DATE	
The Missouri exempt entity named above hereby authorizes the purchase, without sales tax, of tangible personal property to be incorporated or consumed in the construction project identified herein and no other, pursuant to Section 144.062, RSMo. I also declare under penalties of perjury that I employ no illegal or unauthorized aliens as defined under federal law and that I am not eligible for any tax exemption, credit or abatement if I employ such aliens.			
NAME OF PURCHASING CONTRACTOR			
ADDRESS		CITY	STATE ZIP
Contractors present this to your supplier in order to purchase the necessary materials tax exempt.			
NOTE: COMPLETE AND SIGN BOTTOM PORTION IF EXTENDING CERTIFICATE TO YOUR SUBCONTRACTOR.			
NAME OF PURCHASING SUBCONTRACTOR			
ADDRESS		CITY	STATE ZIP
SIGNATURE OF CONTRACTOR		DATE	

State of Missouri

EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES

Issued to:

CITY OF KANSAS CITY
414 E 12TH ST 3RD FLOOR
KANSAS CITY MO 64106

Missouri Tax ID
Number: 12490466

Effective Date:
07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.1, RSMo. This letter is issued as documentation of your exempt status.

Purchases by your Agency are not subject to sales or use tax if within the conduct of your Agency's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your Agency only if your Agency issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMo.

Sales by your Agency are subject to all applicable state and local sales taxes. If you engage in the business of selling tangible personal property or taxable services at retail, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. If your Agency ceases to qualify as an exempt entity, this exemption will cease to be valid. This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.

Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, phone 573-751-2836.

ATTACHMENT H

00620 Insurance Certificate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 300 S Riverside Plaza STE 1500 Chicago IL 60606		CONTACT NAME: PHONE (A/C No, Ext): 312-704-0100 FAX (A/C No): 312-803-7443 E-MAIL ADDRESS:															
INSURED Lippert Mechanical Service LLC 1215 W 12th St. Ste 225 Kansas City, MO 64101		INSURER(S) AFFORDING COVERAGE <table border="1"><thead><tr><th>INSURER</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : Allied World Assurance Co (U.S.) Inc.</td><td>19489</td></tr><tr><td>INSURER B : Travelers Indemnity Company</td><td>25658</td></tr><tr><td>INSURER C : Travelers Property Casualty Company of America</td><td>25674</td></tr><tr><td>INSURER D : Indian Harbor Insurance Company</td><td>36940</td></tr><tr><td>INSURER E : Travelers Casualty Insurance Co of America</td><td>19046</td></tr><tr><td>INSURER F : Charter Oak Fire Insurance Company</td><td>25615</td></tr></tbody></table>		INSURER	NAIC #	INSURER A : Allied World Assurance Co (U.S.) Inc.	19489	INSURER B : Travelers Indemnity Company	25658	INSURER C : Travelers Property Casualty Company of America	25674	INSURER D : Indian Harbor Insurance Company	36940	INSURER E : Travelers Casualty Insurance Co of America	19046	INSURER F : Charter Oak Fire Insurance Company	25615
INSURER	NAIC #																
INSURER A : Allied World Assurance Co (U.S.) Inc.	19489																
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INSURER D : Indian Harbor Insurance Company	36940																
INSURER E : Travelers Casualty Insurance Co of America	19046																
INSURER F : Charter Oak Fire Insurance Company	25615																

COVERAGES

CERTIFICATE NUMBER: 203356539

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	Y	Y	VTC2K-5809B690-IND-26	1/1/2026	1/1/2027	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 PER PROJ. AGG. LIMIT \$4,000,000
F	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY	Y	Y	VTC20-CAP5809B708-COF-26 VTO-BAP5809B71A-COF-26	1/1/2026 1/1/2026	1/1/2027 1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$			CUP5809B721-26-25 0313-2756	1/1/2026 1/1/2026	1/1/2027 1/1/2027	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
C E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB4W271041-26-25-R UB4W272443-26-25-K	1/1/2026 1/1/2026	1/1/2027 1/1/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D C	Professional/Pollution Install. Floater Leased/Rented Equip			CEO742159003 630-4W268706-TIL-26	1/1/2026 1/1/2026	1/1/2027 1/1/2027	Professional Agg. \$10,000,000 Pollution Agg. \$10,000,000 Inst. FL. Limit \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Leased/Rented Equipment Limit: \$250,000, Insurer: C, Policy Number: 630-4W268706-TIL-26, Effective Date and Expiration Date: 1/1/2026 to 1/1/2027

The Certificate Holder along with any other additional entities required by written contract or agreement are included as additional insureds with regard to General Liability and Auto Liability on a primary non-contributory basis, subject to policy terms, conditions and exclusions. A Waiver of Subrogation applies in favor of the above noted additional insureds per written contract or agreement with regard to General Liability, Auto Liability and Workers Compensation, subject to policy terms, conditions and exclusions. Excess Liability is follow form.

RE: Contract No. 1547-5 Project #60810076 HVAC Preventative Maintenance and Repair Services for Various Water Services Facilities for the amount of See Attached...

CERTIFICATE HOLDER

CANCELLATION

City of Kansas City, Missouri
Kansas City Water Services
4800 E 63rd Street
Kansas City MO 64130

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]

AGENCY CUSTOMER ID: PREMIST-02

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Arthur J. Gallagher Risk Management Services, LLC		NAMED INSURED Lippert Mechanical Service LLC 1215 W 12th St. Ste 225 Kansas City, MO 64101
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

\$2,468,918.00.

Additional Insureds: City of Kansas City, Missouri along with any other additional entities required by written contract or agreement.



EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

DATE (MM/DD/YYYY)

7/17/2026

THIS EVIDENCE OF COMMERCIAL PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

PRODUCER NAME, CONTACT PERSON AND ADDRESS Arthur J. Gallagher Risk Management Services, LLC 300 S Riverside Plaza STE 1500 Chicago, IL 60606		PHONE (A/C, No, Ext): 312-704-0100	COMPANY NAME AND ADDRESS Travelers Property Casualty Company of America One Tower Square Hartford, CT 06183		NAIC NO: 25674
FAX (A/C, No): 312-803-7443		E-MAIL ADDRESS:		IF MULTIPLE COMPANIES, COMPLETE SEPARATE FORM FOR EACH	
CODE:		SUB CODE:		POLICY TYPE	
AGENCY CUSTOMER ID #:		LOAN NUMBER		POLICY NUMBER 630-4W268706-TIL-26	
NAMED INSURED AND ADDRESS Lippert Mechanical Service LLC 1215 W 12th St. Ste 225 Kansas City MO 64101		EFFECTIVE DATE 01/01/2026		EXPIRATION DATE 01/01/2027	CONTINUED UNTIL TERMINATED IF CHECKED
ADDITIONAL NAMED INSURED(S) SWNB		THIS REPLACES PRIOR EVIDENCE DATED:			

PROPERTY INFORMATION (ACORD 101 may be attached if more space is required) ☒ BUILDING OR ☒ BUSINESS PERSONAL PROPERTY

LOCATION / DESCRIPTION 1/1 - CORP HQ: 10 PARKWAY NORTH, SUITE 100, DEERFIELD, IL 60015 See Attached...
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION		PERILS INSURED	BASIC	☒	BROAD	SPECIAL		DED: \$10,000
COMMERCIAL PROPERTY COVERAGE AMOUNT OF INSURANCE: \$ 47,676,828								
	YES	NO	N/A					
☒ BUSINESS INCOME ☒ RENTAL VALUE	X			If YES, LIMIT: \$6,416,592		Actual Loss Sustained; # of months:		
BLANKET COVERAGE	X			If YES, indicate value(s) reported on property identified above: \$ 47,676,828				
TERRORISM COVERAGE			X	Attach Disclosure Notice / DEC				
IS THERE A TERRORISM-SPECIFIC EXCLUSION?			X					
IS DOMESTIC TERRORISM EXCLUDED?			X					
LIMITED FUNGUS COVERAGE	X			If YES, LIMIT: \$25,000		DED:		
FUNGUS EXCLUSION (If "YES", specify organization's form used)			X					
REPLACEMENT COST	X							
AGREED VALUE			X					
COINSURANCE		X		If YES, %				
EQUIPMENT BREAKDOWN (If Applicable)	X			If YES, LIMIT: \$25,000		DED:		
ORDINANCE OR LAW - Coverage for loss to undamaged portion of bldg	X			If YES, LIMIT: \$250,000		DED:		
- Demolition Costs			X	If YES, LIMIT:		DED:		
- Incr. Cost of Construction			X	If YES, LIMIT:		DED:		
EARTH MOVEMENT (If Applicable)	X			If YES, LIMIT: SEE REMARKS		DED: SEE REMARKS		
FLOOD (If Applicable)	X			If YES, LIMIT: SEE REMARKS		DED: SEE REMARKS		
WIND / HAIL INCL ☒ YES ☐ NO Subject to Different Provisions:	X			If YES, LIMIT: SEE REMARKS		DED: SEE REMARKS		
NAMED STORM INCL ☒ YES ☐ NO Subject to Different Provisions:	X			If YES, LIMIT:		DED: FL - \$250,000		
PERMISSION TO WAIVE SUBROGATION IN FAVOR OF MORTGAGE HOLDER PRIOR TO LOSS	X							

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

CONTRACT OF SALE	LENDER'S LOSS PAYABLE	LOSS PAYEE	LENDER SERVICING AGENT NAME AND ADDRESS
MORTGAGEE			
NAME AND ADDRESS City of Kansas City, Missouri KC WATER SERVICES 4800 E 63RD ST KANSAS CITY, MO 64130			AUTHORIZED REPRESENTATIVE Arthur J. Gallagher Risk Management Services, LLC

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AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Arthur J. Gallagher Risk Management Services, LLC		NAMED INSURED Lippert Mechanical Service LLC 1215 W 12th St. Ste 225 Kansas City MO 64101
POLICY NUMBER 630-4W268706-TIL-26		
CARRIER Travelers Property Casualty Company of America	NAIC CODE 25674	EFFECTIVE DATE: 01/01/2026

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 28 FORM TITLE: EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

50/52 075-CONTRACTORS - EQUIPMENT ST 2300 W 23RD ST, ERIE, PA 16506
51/54 075-CONTRACTORS - EQUIPMENT ST 4803 PITTSBURGH AVE, ERIE, PA 16509
52/55 MECHINCAL MFG & CONTRACTOR 3300 AVENUE K, RIVIERA BEACH, FL 33404-9999
53/56 MECHINCAL MFG & CONTRACTOR 3301-3303 AVENUE K, RIVIERA BEACH, FL 33404-9999
55/58 MECHINCAL MFG & CONTRACTOR 3519-3523 AVENUE K, RIVIERA BEACH, FL 33404-9999
57/60 OFFICE 7348 S ALTON WAY, STE L, CENTENNIAL, CO 80112
58/61 CONTRACTORS OFFICE/SHOP 170 FLAIR FOLD DRIVE, LUMBERTON, NC 28359
59/62 OFFICE 1639 OLD LOUISBURG ROAD, RALEIGH, NC 27604
60/63 CHADWICK SERVICE COMPANY, LLC. 362 - 364 DUNKSFERRY RD, BENSALAM, PA 19020
61/64 OFFICE / SHOP 11104 W BECHER ST, WEST ALLIS, WI 53227
62/65 OFFICE / SHOP 18 SOUTH CENTRAL AVENUE, ELMSFORD, NY 10523
63/66 WAREHOUSE / FIELD OFFICE 700 DISTRICT DR., ITASCA, IL 60143
63/67 WAREHOUSE / FIELD OFFICE 700 DISTRICT DR., ITASCA, IL 60143



ADDITIONAL REMARKS SCHEDULE

AGENCY Arthur J. Gallagher Risk Management Services, LLC		NAMED INSURED Lippert Mechanical Service LLC 1215 W 12th St. Ste 225 Kansas City MO 64101
POLICY NUMBER 630-4W268706-TIL-26		
CARRIER Travelers Property Casualty Company of America	NAIC CODE 25674	EFFECTIVE DATE: 01/01/2026

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 28 **FORM TITLE:** EVIDENCE OF COMMERCIAL PROPERTY INSURANCE

REMARKS:

EARTH MOVEMENT:

Applies at the following Building(s) numbered: 01-02,04-05,07-18,20-23,25-26,28-32,34-45,47- 49,52,54,61-67

LIMIT: \$5,000,000

DEDUCTIBLE: \$50,000

Building number 014: \$100,000 Deductible

FLOOD:

01. Applies at the following Building(s) numbered: 01-02,04-05,07- 15,20-23,25-26,28- 32,34-45,47- 49,52,54,61-67

LIMIT: \$5,000,000

DEDUCTIBLE: \$50,000

02. Applies at the following Building(s) numbered: 16-18,55-56,58

LIMIT: \$1,000,000

DEDUCTIBLE: \$250,000

WIND/HAIL:

At each of the following Building(s) numbered: 001-002,004-005,007-015,020-023,025- 026,028-032,034-045,047-049,052,054,061-067
 subject to the following minimum, in any one occurrence: \$50,000

LOCATION/DESCRIPTION:

2/2 - WAREHOUSE / FIELD OFFICE: 1600-04 N. TOPPING AVE, KANSAS CITY, MO 64120
 3/3 - WAREHOUSE / FIELD OFFICE: 22317-349 S. COMMERCE PARKWAY, FRANKFORT, IL 60423
 4/4 - WAREHOUSE / FIELD OFFICE: 18 CONGRESS WEST, ROSELLE, IL 60172
 5/5 - WAREHOUSE / FIELD OFFICE: 5732 95TH AVE #600-700, KENOSHA, WI 53144
 6/6 - WAREHOUSE / FIELD OFFICE: 150 BREADEN DRIVE A & B, MIDDLETOWN, OH 45044
 7/7 - WAREHOUSE / FIELD OFFICE: 3500 EAST 83RD PLACE #B, MERRILLVILLE, IN 46410
 8/8 - WAREHOUSE / FIELD OFFICE: 22-24 CONGRESS CIRCLE, ROSELLE, IL 60172
 9/9 - WAREHOUSE / FIELD OFFICE: 9933 N. ALPINE RD., MACHESNEY PARK, IL 61115
 10/10 - WAREHOUSE / FIELD OFFICE: 780 AEC DRIVE, WOOD DALE, IL 60191
 11/11 - WAREHOUSE / FIELD OFFICE: 16200 W. GLENDALE DRIVE, NEW BERLIN, WI 53151
 12/12 - WAREHOUSE / FIELD OFFICE: 1330 NORTH GRAND AVE. WEST, SPRINGFIELD, IL 62702
 13/13 - WAREHOUSE / FIELD OFFICE: 8410 MINNESOTA STREET, MERRILLVILLE, IN 46410
 14/14 - WAREHOUSE/FIELD OFFICE: 7094 S REVERE PARKWAY, ENGLEWOOD, CO 80112
 15/15 - WAREHOUSE / FIELD OFFICE: 4023 I-475 INDUSTRIAL BLVD, MACON, GA 31201
 16/16 - WAREHOUSE / FIELD OFFICE: 3030 SIDCO DRIVE, NASHVILLE, TN 37204
 17/17 - WAREHOUSE / FIELD OFFICE: 8634 LADURL, MEMPHIS, TN 38133, Earthquake Limit: \$100,000
 18/18 - WAREHOUSE / FIELD OFFICE: 7100 IMPERIAL DRIVE, WOODWAY, TX 76712
 19/19 - WAREHOUSE / FIELD OFFICE: 4611 CUMMINS COURT (BLDG 1), FORT MYERS, FL 33905-9999, Flood Limit: \$1,000,000
 19/20 - WAREHOUSE / FIELD OFFICE: 4611 CUMMINS COURT (BLDG 2), FORT MYERS, FL 33905-9999, Flood Limit: \$1,000,000
 20/21 - WAREHOUSE / FIELD OFFICE: 12423 62ND STREET (UNITS 401 & 402), LARGO, FL 33773-9999, Flood Limit: \$1,000,000
 21/22 - WAREHOUSE / FIELD OFFICE: 44 CONGRESS CIRCLE, ROSELLE, IL 60172, Flood Limit: \$1,000,000
 22/23 - WAREHOUSE / FIELD OFFICE: 1325 NE BOND STREET, PEORIA, IL 61603
 23/24 - WAREHOUSE / FIELD OFFICE: 201 SPRING STREET (SUITE 100), PEORIA, IL 61603
 24/25 - WAREHOUSE/FIELD OFFICE: 2020 TIMBERBROOKE, SPRINGFIELD, IL 62702
 25/26 - WAREHOUSE / FIELD OFFICE: 220 7TH ST SE, CANTON, OH 44702
 26/27 - WAREHOUSE / FIELD OFFICE: 325 5TH STREET, CANTON, OH 44702
 27/28 - WAREHOUSE / FIELD OFFICE: 404 WALNUT AVE SE, CANTON, OH 44702
 28/29 - WAREHOUSE / FIELD OFFICE: 435 WALNUT AVE SE, CANTON, OH 44702
 29/30 - WAREHOUSE / FIELD OFFICE: 608 CLEVELAND AVE SSW, CANTON, OH 44702
 30/31 - WAREHOUSE / FIELD OFFICE: 610 WALNUT AVENUT SE, CANTON, OH 44702
 31/32 - WAREHOUSE / FIELD OFFICE: 724 WALNUT AVENUE SE, CANTON, OH 44702
 32/33 - WAREHOUSE / FIELD OFFICE: 947 LONGVIEW AVENUE, CANTON, OH 44702
 34/36 WAREHOUSE/OFFICE 1215 W 12TH STREET, SUITE 225, KANSAS CITY, MO 64101
 35/37 WAREHOUSE/OFFICE 1218 HIGHLAND COURT, IOWA CITY, IA 52240
 36/38 WAREHOUSE/OFFICE 4312 INTERSTATE DRIVE, MACON, GA 31210
 37/39 WAREHOUSE/OFFICE 8110 42ND STREET WEST, ROCK ISLAND, IL 61201
 38/40 WAREHOUSE/OFFICE 1150-B CAPITAL DRIVE, CEDAR RAPIDS, IA 52404
 39/41 OFFICE / WAREHOUSE 4935 BOWLING STREET SW, SUITE G, CEDAR RAPIDS, IA 52404
 40/42 WAREHOUSE/OFFICE 5177 BELLEWOOD CT, SUITE A, BUFORD, GA 30518
 41/43 OFFICE 10820 DINEEN DRIVE, KNOXVILLE, TN 37934
 42/44 WAREHOUSE/ FIELD HOUSE 201 SPRING STREET (SUITE A), PEORIA, IL 61603
 43/45 WAREHOUSE/ FIELD OFFICE 2217 INDUSTRIAL DRIVE, MONONA, WI 53713
 45/47 WAREHOUSE/FIELD HOUSE 5198 FM1327, CREEDMOOR, TX 78610
 46/48 WAREHOUSE / FIELD HOUSE 925 PLAINFIELD ROAD, JOLIET, IL 60435
 47/49 OFFICE 63 FULLER WAY, BERLIN, CT 06037

ATTACHMENT I

00630 Revenue Clearance

FORM RD-C1

(12/20)

City of Kansas City, Missouri - Revenue Division

AUTHORIZATION TO RELEASE A REVENUE CLEARANCE LETTER

Phone: (816) 513-1120

Fax: (816) 513-1264



I authorize the City of Kansas City, Missouri, Finance Department, Revenue Division, to release a Revenue Clearance Letter for:

Name of taxpayer: _____ FEIN or SSN: _____

(PRINT)

Address: _____

Check this box and complete this section to send the Clearance Letter to a contractor.

☐ I authorize the City to provide a copy of the Taxpayer's Revenue Clearance Letter to the following:

NAME (PRINT)	BUSINESS NAME	TITLE
ADDRESS	CITY, STATE, ZIP CODE	
PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

☐ I authorize the City to provide the Taxpayer's Revenue Clearance Letter to all City Departments to certify that the Taxpayer is in compliance with the tax ordinances administered by the Commissioner of Revenue.

Please send my first Revenue Clearance Letter to: _____
(Print Name of City Department / Contact Person / Email / Fax Number)

This authorization shall expire one (1) year from the date on the bottom of this form.

The City, Commissioner of Revenue and the Revenue Division personnel (hereinafter "the City"), are hereby held harmless from any and all liability relating to unauthorized disclosure of confidential tax information resulting from release of information under all applicable confidentiality laws including federal, state, or local, including any damages sustained by wrongful transmission of confidential tax information to any other person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE EXAMINED THIS AUTHORIZATION, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT IS TRUE, CORRECT AND COMPLETE.

I hereby certify that I am the Taxpayer named herein or that I have the authority to execute this authorization on behalf of the Taxpayer and hold harmless agreement.

NAME (PRINT)	TITLE (IF APPLICABLE)	
SIGNATURE	PHONE NUMBER	DATE

A FACSIMILE OF THIS DOCUMENT SHALL CONSTITUTE AN ORIGINAL

Email completed form to business.license@kcmo.org or mail to:

City of Kansas City, Missouri, Business License Office, City Hall, 1st floor, 414 E. 12th St.,
Kansas City, MO 64106



KANSAS CITY
MISSOURI

Finance Department

Revenue Division

414 E 12th St. 1st Floor
Kansas City, MO 64106-2786

Phone: (816) 513-1120

Fax: (816) 513-1264

Email: revenue@kcmo.org

Website: kcmo.gov/tax

TAMARA HAVENS
LIPPERT MECHANICAL SERVICE, LLC
1215 W 12TH ST # 225
KANSAS CITY MO 64101-1407

Letter Id: L0391558912

Date: 17-Mar-2025

Taxpayer Id: **-***9580



TAX CLEARANCE STATUS: APPROVED

As of this date, this notice is to inform you that LIPPERT MECHANICAL SERVICE, LLC is current with all taxes and license fees with the City of Kansas City, Mo., Finance Department/ Revenue Division.

Please note this could change if we perform a full review of your accounts in the future. We will let you know if we need to review your accounts. You will need to pay any amounts that are found due at that time.

Eric Davison
Commissioner of Revenue

Visit kcmo.gov/quicktax to view the status of your account and for online filing.



TAXATION DIVISION
PO BOX 3666
JEFFERSON CITY, MO 65105-3666



Missouri
DEPARTMENT OF REVENUE

Telephone: 573-751-9268
Fax: 573-522-1265
E-mail: taxclearance@dor.mo.gov

LIPPERT MECHANICAL SERVICE CORP
1215 W 12TH ST # 225
KANSAS CITY, MO 64101-1407

DATE: 05/06/2026
VALID THROUGH: 08/04/2026

CERTIFICATE OF NO TAX DUE

MISSOURI ID: 15442527
Notice Number 2065908096

To Whom It May Concern: The Department of Revenue, State of Missouri, certifies the above listed taxpayer has filed all required returns and paid all sales or withholding tax due, including penalties and interest, and does not owe any sales and withholding tax, as of May 5, 2026. This review does not include returns that are not required to be filed as of this date or that have been filed but not yet processed by the Department.

This statement only applies to sales and withholding tax due and is not to be construed as limiting the authority of the Director of Revenue to assess, or pursue collection of liabilities resulting from final litigation, default in payment of any installment agreement entered into with the Director of Revenue, any successor liability that may become due in the future, or audits or reviews of the taxpayer's records as provided by law.

THIS CERTIFICATE REMAINS VALID FOR 90 DAYS FROM THE ISSUANCE DATE.

TAXATION DIVISION

ATTACHMENT J

00515.01 Employee Eligibility & MOU

00515 Contract Required Submissions

EMPLOYEE ELIGIBILITY VERIFICATION AFFIDAVIT

(Required for any contract with the City of Kansas City, Missouri in excess of \$5,000.00)

STATE OF Missouri)
COUNTY OF Jackson) ss

On this 8 day of June, 2024, before me appeared Justin Ricketts, personally known by me or otherwise proven to be the person whose name is subscribed on this affidavit and who, being duly sworn, stated as follows:

I am of sound mind, capable of making this affidavit, and personally swear or affirm that the statements made herein are truthful to the best of my knowledge. I am the Account Manager (title) of Lipport Mechanical Service LLC (business entity) and I am duly authorized, directed or empowered to act with full authority on behalf of the business entity in making this affidavit.

I hereby swear or affirm that the business entity does not knowingly employ any person in connection with the contracted services who does not have the legal right or authorization under federal law to work in the United States as defined in 8 U.S.C. § 1324a(h)(3).

I hereby additionally swear or affirm that the business entity is enrolled in an electronic verification of work program operated by the United States Department of Homeland Security (E-Verify) or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986, and that the business entity will participate in said program with respect to any person hired by the business entity to perform any work in connection with the contracted services. I have attached hereto documentation sufficient to establish the business entity's enrollment and participation in the required electronic verification of work program.

I am aware and recognize that unless certain contractual requirements are satisfied and affidavits obtained as provided in Section 285.530, RSMo, the business entity may face liability for violations committed by its subcontractors, notwithstanding the fact that the business entity may itself be compliant.

I acknowledge that I am signing this affidavit as the free act and deed of the business entity and that I am not doing so under duress.

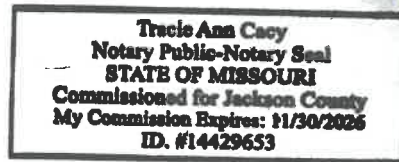
James Bucklett
Affiant's signature

Subscribed and sworn to before me this 8 day of June, 2026.

Tracie Ann Cacy
Notary Public

My Commission expires:

11/30/2026



**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the Lippert Mechanical Service, LLC (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see M-795 (Web)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI

PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

Company ID Number: 2168927

Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

Company ID Number: 2168927

Approved by:

Employer Lippert Mechanical Service, LLC	
Name (Please Type or Print) Lynn Gross	Title Office Operations Manager
Signature 	Date 6/2/26
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature	Date

Company ID Number: 2168927

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Lippert Mechanical Service, LLC
Company Facility Address	1215 W 12th Street, Suite 225 Kansas City, MO 64101
Company Alternate Address	
County or Parish	Jackson
Employer Identification Number	36-3939580
North American Industry Classification Systems Code	238
Parent Company	
Number of Employees	100-150
Number of Sites Verified for	3 sites

ATTACHMENT K

01290.09 Subcontractors & Major Material Suppliers List



SUBCONTRACTORS AND MAJOR MATERIAL SUPPLIERS LIST

Project Number 60xxx038 Project Title DW HVAC Preventative Maintenance & Repair
From Contractor _____ To _____ Date 7/17/2026

Spec. No.	Section Title	4	Firm, Address (Check box if Supplier)	Phone, FAX and e-mail	Contact
			Alexander Mechanical 10801 Pomona Ave Kansas City, MO 64153	816-833-0700	
			WITEC Electrical & Plumbing 9709 E 56th Street Raytown, MO 64133	816-743-0770	
			Pro Mechanical 107 SE 12th Street Oak Grove, MO 64075	816-743-4800	
			Vazquez Commercial Contracting 3303 Gillham Road Kansas City, MO 64109		

☐ Attachments:

Signed by: _____ Date _____

Distribution: ☐ Owner ☐ Contractor ☐ Construction Manager ☐ Design Professional ☐ Consultant ☐ Other

ATTACHMENT L

Non-Construction Addendum



ADDENDUM NUMBER ONE

Project Number 60XXX038/EV4575

Project Title HVAC Preventative Maintenance & Repair

ISSUE DATE: 05/19/2026

Bidders are hereby notified that the Bidding and Contract Documents for the above project, for which Bids are to be received on 6/09/2026, are amended as follows:

Information to Bidders The following is provided to Bidders for information only:

The 00412 Unit Price Sheet total amount will only be for the maintenance portion of the contract. The remainder of the maximum obligation of \$2,800,000.00 will be allocated for repairs per location after bid selection.

ATTACHMENT M

00410.01 Experience and Reference Form



EXPERIENCE AND REFERENCE SUMMARY

Project/Contract Numbers: 60xxx038/ WSDEV4575

Project Title: PDW HVAC Maintenance & Repair

Firm's Legal Name	Lippert Mechanical Services LLC
Mailing Address	1215 W 12th Street Ste 225 Kansas City, MO 64101
Contact – Name & Email	Justin Ricketts JRicketts@lippertmechanical.com
Contact – Phone & Fax	816-241-4442

NO.	PROJECT & LOCATION	OWNER NAME & ADDRESS CONTACT & PHONE NUMBER	PROJECT DURATION & DATE COMPLETED	\$ VALUE
1.	On Call HVAC Services & Repair	James Freed 816-513-2532 Kansas City City Hall	Current	IDIQ
2.	HVAC services, HVAC Preventative Maintenance Services & Repairs	Tammy Prater 816-299-4630 Little Blue Valley Sewer District	Current	IDIQ
3.	HVAC Services and Repair	Derek Mayden 816-228-0222 City of Blue Springs	Current	IDIQ
4.	On Call HVAC Services & Repair	Matthew Hursman 816-807-4329 State of Missouri	Current	IDIQ
5.	On Call HVAC Services and repair	Tyler Steele 660-254-6234 MWSU JOCC	Current	IDIQ
6.	On Call HVAC Services and repair	Annette Weeden 913-715-0594 Johnson County	Current	IDIQ
7.	HVAC Maintenance, Services, and Repair	April Gaeta 954-614-1009 OMNIA	Current	IDIQ
8.				
9.				

ATTACHMENT N

00410.03 List of Equipment and Staffing Available for Project



LIST OF EQUIPMENT AND STAFFING AVAILABLE FOR PROJECT

Project/ Contract Number: 60XXX038/ F WSDEV4575

Project Title: PDW HVAC Maintenance & Repair

Page ____ of ____

	EQUIPMENT AVAILABLE FOR CONSTRUCTION (OR ATTACH LIST)		STAFFING BREAKDOWN	NUMBER OF EACH CATEGORY
1.		1.	OFFICE STAFF	32
2.		2.	SUPERVISORS	2
3.	All tools and equipment required to maintain and repair HVAC Equipment	3.	FIELD STAFF – CREW FOREMEN	2
4.		4.	FIELD STAFF – OPERATORS (NOT FOREMEN) Pipefitters	100
5.		5.	FIELD STAFF – LABORERS (NOT FOREMEN)	0
6.		6.		



CONTRACT REQUIRED SUBMISSIONS

Project/Contract Number: 60XXX038/WSDEV4575

Project/Contract Title/Description: PDW HVAC Preventative Maintenance & Repair

These instructions are to assist Contractor in providing all necessary documents to enter into a contract with the City.

MISSOURI SECRETARY OF STATE BUSINESS ENTITY REGISTRATION

- ☐ For a corporation, current Certificate of Good Standing from the Missouri Secretary of State ((816) 889-2925 or (816) 889-2926 or a web site print-out, dated no more than ninety (90) days before the date furnished to the City – One Copy.
- ☐ For a business that is not a corporation and not doing business in the exact name of the proprietor, a copy from the Secretary of State, ((816) 889-2925 or (816) 889-2926 of the filed Registration of Fictitious Name dated no more than ninety (90) days before the date furnished to the City – One Copy.

EMPLOYEE ELIGIBILITY VERIFICATION AFFIDAVIT [Required if the contract exceeds \$5,000.00]

- ☐ 00515.01 Employee Eligibility Verification Affidavit – One Executed Affidavit
- ☐ First and last pages of the E-Verify Program Memorandum of Understanding that your company has received from the U.S. Department of Homeland Security verifying enrollment in the program. For assistance, contact E-Verify Operations at 888-464-4218 – One Copy.

SUBCONTRACTORS LISTING [Applicable form provided]

- ☐ Non-Construction Subcontractors List – One Copy
- ☐ 01290.09 Subcontractors & Major Material Suppliers List – One Copy

PAYMENT BONDS (If applicable)

- ☐ Each copy of the Payment bond must be signed and properly dated by the following, as applicable:

Corporation - A corporate officer authorized to sign on behalf of the corporation and the signature must be attested by a witness to the signature; OR

Limited Liability Company - A member of the limited liability company authorized to sign on behalf of the company and a witness to the signature must attest the signature; OR

Partnership - A partner authorized to sign on behalf of the partnership and the signature must be attested by a witness to the signature; OR

Sole Proprietor - By the proprietor and the signature must be attested by a witness to the signature; OR

Joint Venture - The parties to the Joint Venture authorized to sign on behalf of each party to the Joint Venture, or a person authorized by each party to the Joint Venture to sign on behalf of all parties to the Joint Venture; AND

Surety - A person authorized by the Surety to sign on behalf of the Surety. A power of attorney issued by the Surety Company authorizing its representative to sign the Agreement must be attached to the Agreement and each copy.

PERFORMANCE AND MAINTENANCE BOND (If applicable)

- ☐ As applicable, each copy of the Performance and Maintenance bond must be signed and properly dated by:

Corporation - A corporate officer authorized to sign on behalf of the corporation and the signature must be attested by a witness to the signature; OR

Limited Liability Company - A member of the limited liability company authorized to sign on behalf of the company and a witness to the signature must attest the signature; OR

Partnership - A partner authorized to sign on behalf of the partnership and the signature must be attested by a witness to the signature; OR

Sole Proprietor - By the proprietor and the signature must be attested by a witness to the signature; OR

Joint Venture - The parties to the Joint Venture authorized to sign on behalf of each party to the Joint Venture, or a person authorized by each party to the Joint Venture to sign on behalf of all parties to the Joint Venture; AND

Surety - A person authorized by the Surety to sign on behalf of the Surety. A power of attorney issued by the Surety Company authorizing its representative to sign the Agreement must be attached to the Agreement and each copy.

CERTIFICATES OF INSURANCE [Sample form provided] - If you have any questions regarding requirements for insurance certificates, please contact the City's Risk Management Office, 816 513-1299.

- ☐ Provide a certificate of insurance for all insurance that may be required in the contract such as:
 - Commercial General Liability
 - Workers' Compensation and Employers' Liability
 - Commercial Automobile Liability
 - Railroad Protective Liability
 - Environmental Liability
 - Asbestos Liability
 - Longshoremen's Insurance
 - Property Insurance
- ☐ List the NAIC Number (National Association of Insurance Commissioners) or A.M. Best Number for each Insurer listed on the Certificate of Insurance.
- ☐ Certificate "Kansas City, Missouri" must named as an Additional Insured.
- ☐ Check the insurance requirements of the Contract. If Contract Documents require that other entities be included as additional insureds, each entity shall be listed on the certificate(s).
- ☐ Description of Operations must include Project/Contract Number and Project/Contract Title/Description as contained in the Contract Documents. The Certificate Holder and address block shall be completed as follows:

Kansas City, Missouri
Water Services Department]
Jason Wright Utility Manager
4800 E. 63rd St.
Kansas City, Missouri 64130]
- ☐ If your insurance agent prepares an ACORD form, the automobile insurance must be "any auto" or better for acceptance by the City.

AFFIRMATIVE ACTION REQUIREMENTS

- ☐ Proposed Affirmative Action Program or a copy of a Certificate of Affirmative Action Compliance – One copy.

PRE-CONTRACT BIDDER'S CERTIFICATION (Prevailing Wage Contracts; Form provided)

- ☐ Submit form 00490 - Bidder's Pre-Contract Certification (provided).

HEALTH AND SAFETY PLAN (If applicable)

- ☐ Bidder's Health and Safety Plan – One copy or one CD Rom.

STATE OF MISSOURI



John R. Ashcroft
Secretary of State

CORPORATION DIVISION
CERTIFICATE OF GOOD STANDING

I, JOHN R. ASHCROFT, Secretary of State of the State of Missouri, do hereby certify that the records in my office and in my care and custody reveal that

LIPPERT MECHANICAL SERVICE CORP.
00395497

was created under the laws of this State on the 3rd day of May, 1994, and is in good standing, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 15th day of July, 2024.


Secretary of State



Certification Number: CERT-07152024-0075