

**Civil Rights & Equal Opportunity Department  
Economic Equity & Inclusion  
Request for Modification/Substitution Approval Form**

**Date:** 6-6-2023  
**Form Prepared By:** Leona Walton

<b>Contract/Project Number:</b> 1682 / 81000817	<b>Project Name:</b> Water Services Administration Building and IT Improvements and ADA Compliance
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<b>Owning Department:</b> Water Services	<b>Project Manager:</b> Debra Smith / debra.smith@kcmo.org / 816-513-0293
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Funding:  City  State  Federal  CO-OP  Grant:  Other:

Project Requirements:  M/WBE  DBE  Section 3  N/A

Tax Incentive:  LCRA  TIF  PIEA  N/A  Other:

<b>Developer/Prime:</b> Hartline Construction, LLC	<b>Address:</b> 751 E, 63rd Street, Suite 107, KCMO 64110
<b>Contact:</b> Jennifer Hartline	<b>Phone:</b> 816-921-6002
<b>Contact Email:</b> jhart@hartlinecon.com	<b>Fax:</b> 816-920-0502

**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:

**Reason for Modification/Substitution Request:**  
Contractor is increasing MBE and WBE percentages on this project.

**CONTRACT SUMMARY\***

Original Contract Maximum Obligation:	\$ 3,864,415.00
Amendment/Change Order No. 1:	\$
Amendment/Change Order No. 2:	\$
Amendment/Change Order No. 3:	\$
Amendment/Change Order No. 4:	\$
Amendment/Change Order No. 5:	\$
Current Maximum Obligation:	\$
Proposed Amendment/Change Order No.	\$
Proposed Revised Contract Maximum Obligation:	\$

**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 Request for Modification/Substitution is:**

Approved  Disapproved

12 % MBE 44 % WBE \_\_\_\_\_ % DBE

**The Request for Good Faith Efforts Waiver is:**

Approved  Disapproved  Not Applicable

**RFM/S Affidavit Attached?**  Yes  No

DocuSigned by: Mark Runge Date: 6/7/2023

CREO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The CONTRACT SUMMARY information should match information and calculations gathered and computed on the Contract Amendment or Change Order Preparation Checklist. The Checklist forms are found on Contract Central.



**Inter-Departmental Communication**

Date: May 22, 2023

To: Mayor Quinton Lucas; Chair; Transportation, Infrastructure & Operations Committee

From: Edwina Jones; Interim Director; Civil Rights & Equal Opportunity Department

Subject: Revised CUP Summary for RFM-1 #:

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**CONTRACTOR:** Hartline Construction, LLC  
Address: 751 E. 63<sup>rd</sup> St., Suite 107  
Kansas City, MO 64110  
Contract # 1682 / 81000817- WSD Administration Building & IT Improvements & ADA Compliance  
Contract Amount: \$3,864,415.00  
MBE Goal 11%  
WBE Goal: 11%  
Total MBE Achieved: 12%  
Total WBE Achieved: 44%

**MBE SUBCONTRACTORS:**

Name: Alpha Energy & Electric, Inc.  
Address: 1100 E. 34<sup>th</sup> St.  
Kansas City, MO 64109  
Scope of Work: Electrical / Lighting  
Subcontract Amount: \$73,994.91  
Ownership: Nwabuonwu, Ike  
Structure: African-American Male Code: 15

**MBE SUBCONTRACTORS:**

Name: City Cement Concrete Construction Co.  
Address: 1138 W. Cambridge  
Kansas City, KS 66103  
Scope of Work: Concrete  
Subcontract Amount: \$90,545  
Ownership: Giarrantana, Anthony  
Structure: Hispanic-American Male Code: 16

**MBE SUBCONTRACTORS:**

Name: Best AV Solution, LLC  
Address: 917 Splitlog Ave.  
Kansas City, KS 66101  
Scope of Work: AV / Programming  
Subcontract Amount: \$281,000  
Ownership: Temple-Holliday, CaTia  
Structure: African-American Female Code: 19

**WBE SUBCONTRACTORS:**

Name: Hartline Construction, LLC  
Address: 751 E. 63<sup>rd</sup> St., Suite 107  
Kansas City, MO 64110  
Scope of Work: Demolition / Finishes / Construction  
Management  
Subcontract Amount: \$1,556,300  
Ownership: Hart, Jennifer  
Structure: Caucasian Female Code:27

**WBE SUBCONTRACTORS:**

Name: AGP, Inc.  
Address: 12900 2<sup>nd</sup> St.  
Grandview, MO 64030  
Scope of Work: Aluminum Storefronts / Glazing  
Subcontract Amount: \$144,900  
Ownership: Hankinson, Sherry  
Structure: Caucasian Female Code:27

**WBE SUBCONTRACTORS:**

Name: DiverseID Products of Florida, LLC  
Address: 8121 NW 80<sup>th</sup> Terrace  
Kansas City, MO 64152  
Scope of Work: Signage  
Subcontract Amount: \$4,600  
Ownership: Derra, Martina  
Structure: Caucasian Female Code:27

**Comments:**

Note: The prime contractor is a certified WBE who is self-performing scopes of work included in the project for WBE participation credit.

The prime contractor's Request for Modification was approved.



# 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:** HARTLINE CONSTRUCTION, LLC  
**ADDRESS:** 75 E. 13th ST, SUITE 107, KCMO 64110  
**PROJECT NUMBER OR TITLE:** 61000817/1602 NSD ADMIN ITA ADA IMPRO  
**AMENDMENT/CHANGE ORDER NO: (if applicable)** N/A

**Project Goals:** 11 % MBE 11 % WBE  
**Contractor Utilization Plan:** 12.2 % MBE 15.6 % 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

2 % MBE 11 % WBE (Fill in % of MBE/WBE Participation currently listed on Contractor Utilization Plan)

TO

12.2 % MBE 15.6 % 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:

\* HARTLINE WAS ABLE TO FIND CERTIFIED MBE'S THAT COULD SELF PERFORM WORK THAT WBE'S WERE GOING TO SELF PERFORM CHANGING THE MBE TO INCREASE OVER THE PROJECT GOALS.

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

Dated: 5/16/2023

HARTLINE CONSTRUCTION, LLC  
(Bidder/Proposer/Contractor)

JENNIFER B. HART  
By: (Authorized Representative)  
JENNIFER B. HART



# LETTER OF INTENT TO SUBCONTRACT

Project Name/Title WSD Administration Bldg. & IT Improvements & ADA Compliance

Project Location/Number 81000817/1682

Check one:
Original LOI: <input checked="" type="checkbox"/>
Updated LOI: <input type="checkbox"/>

**PART I:** Prime Contractor Hartline Construction, LLC agrees to enter into a contractual agreement with M/W/DBE Subcontractor Best A/V Solution 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.]  
AV Equipment and Installation/Programing

for an estimated amount of \$ 281,000.00 (or 7.5 % of the total estimated contract value.)

- M/WBE Vendor type:
- Subcontractor/manufacturer (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 II:** 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: BEST A/V Solution  
 Full address: 4121 S Shrank Dr. Ste. 13, Independence, MD 64055  
Street number and name City, State and Zip Code  
 Primary contact: Ch'ia Temple-Holliday  
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: AV equipment, Installation & Programming

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:** Hartline Construction, LLC

Jennifer G. Hart  
Signature: Prime Contractor  
**Owner and President**  
Title

Jennifer G. Hart  
Print Name  
5/10/2023  
Date

State of Missouri )

County of Jackson )

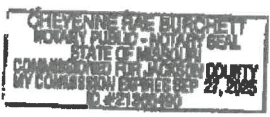
I, Cheyenne Burchett state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this day of May, 2023

My Commission Expires: 9/27/2025

Cheyenne Burchett  
Notary Public

**STAMP:**



**MWDBE SUBCONTRACTOR BUSINESS NAME:** Best AV Solution

Ca'Tia Temple-Holliday  
Signature: Subcontractor  
**CEO, CTS**  
Title

Ca'Tia Temple-Holliday  
Print Name  
5/10/2023  
Date

State of )

County of )

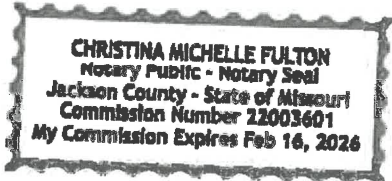
I, Christina Michelle Fulton state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this 11<sup>th</sup> day of May, 2023

My Commission Expires: Feb 16, 2026

Christina Michelle Fulton  
Notary Public

**STAMP:**





# LETTER OF INTENT TO SUBCONTRACT

Project Name/Title WSD Administration Bldg. & IT Improvements & ADA Compliance

Project Location/Number 81000817/1682

Check one:

Original LOI:

Updated LOI:

**PART I:** Prime Contractor Hartline Construction, LLC agrees to enter into a contractual agreement with M/W/DBE Subcontractor The City Cement Co 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.]

Concrete

for an estimated amount of \$ 80,545.00 (or 2.4 % of the total estimated contract value.)

- M/WBE Vendor type:
- Subcontractor/manufacturer (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: \_\_\_\_\_

Full address: \_\_\_\_\_

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: Hartline Construction, LLC

Jennifer G. Hart  
Signature: Prime Contractor  
**Owner and President**  
Title

Jennifer G. Hart  
Print Name  
5/11/2023  
Date

State of Missouri )  
County of Jackson )

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

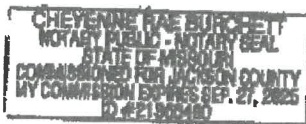
Subscribed and sworn to before me, a notary public, on this 11<sup>th</sup> day of May, 2023

My Commission Expires: 9/27/2025

Cheyenne Rae Burchett

Notary Public

STAMP:



MWDBE SUBCONTRACTOR BUSINESS NAME: The City Cement Co

Dino Giarratana  
Signature: Subcontractor  
**President**  
Title

Dino Giarratana  
Print Name  
5-11-2023  
Date

State of Missouri )  
County of Jackson )

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

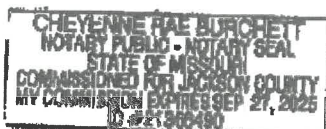
Subscribed and sworn to before me, a notary public, on this 11<sup>th</sup> day of May, 2023

My Commission Expires: 09/27/2025

Cheyenne Rae Burchett

Notary Public

STAMP:





# LETTER OF INTENT TO SUBCONTRACT

Project Name/Title WSD Administration Bldg. & IT Improvements & ADA Compliance

Project Location/Number 81000817/1682

Check one:
Original LOI: <input checked="" type="checkbox"/>
Updated LOI: <input type="checkbox"/>

**PART 1:** Prime Contractor Mark One Electric Inc. agrees to enter into a contractual agreement with M/W/DBE Subcontractor Alpha Energy and Electric 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 Power, Lighting and AV

for an estimated amount of \$ 73,994.91 (or 11 % of the total estimated contract value.)

- M/WBE Vendor type:
- Subcontractor/manufacturer (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: \_\_\_\_\_

Full address: \_\_\_\_\_

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:** Mark One Electric Inc.

Rosana Prvitera Blondo  
Signature: Prime Contractor Print Name  
President 4/4/2023  
Title Date

State of Missouri )  
County of Jackson )

I, Keli Renee Kline, 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 5th day of April, 2023

My Commission Expires: 08-22-2023 Keli Renee Kline  
Notary Public

STAMP:



**MWDBE SUBCONTRACTOR BUSINESS NAME:** ALPHA ENERGY AND ELECTRIC, INC

Gabriel Okafor GABRIEL OKAFOR  
Signature: Subcontractor Print Name  
President 4/5/23  
Title Date

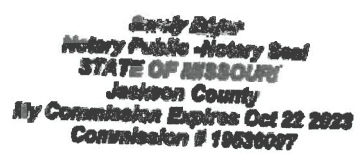
State of Missouri )  
County of Jackson )

I, Surely Edgar, 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 5th day of April, 2023

My Commission Expires: Oct 22, 2023 Surely Edgar  
Notary Public

STAMP:





# LETTER OF INTENT TO SUBCONTRACT

Project Name/Title WSD Administration Bldg. & IT Improvements & ADA Compliance

Project Location/Number 81000817/1682

Check one:
Original LOI: <input type="checkbox"/>
Updated LOI: <input type="checkbox"/>

**PART I** Prime Contractor Hartline Construction, LLC agrees to enter into a contractual agreement with M/W/DBE Subcontractor AGP 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.]  
Aluminum Storefront and Glazing

for an estimated amount of \$ 144,900.00 (or 39 % of the total estimated contract value.)

- M/WBE Vendor type:
- Subcontractor/manufacturer (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.

**WARNING** 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: \_\_\_\_\_

Full address: \_\_\_\_\_

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:** Hartline Construction, LLC

Signature: Prime Contractor  
**Owner and President**  
Title

Jennifer G. Hart  
Print Name  
4/4/2023  
Date

State of Missouri )  
County of Jackson )

I, Cheyenne Burchett, 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 April, 2023

My Commission Expires: 9/27/2025

STAMP:

Notary Public

**MWDDBE SUBCONTRACTOR BUSINESS NAME:** AGP, Inc.

Signature: Subcontractor  
**President**  
Title

Sherry Hankinson  
Print Name  
4/5/2023  
Date

State of MO )  
County of Newton )

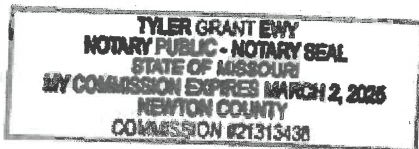
I, Tyler Ewy, state that the above and foregoing is based on my best knowledge and belief.

Subscribed and sworn to before me, a notary public, on this day of April, 2023

My Commission Expires: March 2, 2025

STAMP:

Notary Public





# LETTER OF INTENT TO SUBCONTRACT

Project Name/Title WSD Administration Bldg. & IT Improvements & ADA Compliance

Project Location/Number 81000817/1682

Check one:

Original LOI:

Updated LOI:

**PART 1:** Prime Contractor Hartline Construction, LLC agrees to enter into a contractual agreement with M/W/DBE Subcontractor DiverseID, 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.]  
 Signage

for an estimated amount of \$ \$ 4,600.00 (or \_\_\_\_\_ % of the total estimated contract value.)

- M/WBE Vendor type:
- Subcontractor/manufacturer (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: DiverseID LLC

Full address: 8121 NW 80th Terrace, Kansas City, MO 64152

Primary contact: Martina Derra 816.596.2141

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: Signage

c) The dollar value of this agreement is: \$4600.00



**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: Hartline Construction, LLC

Signature: Prime Contractor  
Owner and President  
Title

Jennifer G. Hart  
Print Name  
4/4/2023  
Date

State of Missouri )

County of Jackson )

I, Cheyenne Burchett 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 April, 2023

My Commission Expires: 9/27/2025

\_\_\_\_\_  
Notary Public

STAMP:

MWDBE SUBCONTRACTOR BUSINESS NAME: DiverseID, LLC

*Martina Derra*  
Signature: Subcontractor  
President/Owner  
Title

Martina Derra  
Print Name  
4 5 2023  
Date

State of )

County of )

I, \_\_\_\_\_ 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 \_\_\_\_\_, 20\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

STAMP: