



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:

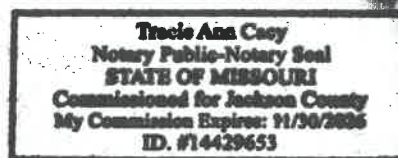
Bidder/Proposer primary contact: Justin Ricketts
Address: 1215 W 12th Street Ste 225
Kansas City, MO 64101
Phone Number: 816-241-4442
Facsimile number: _____
E-mail Address: JRicketts@lippertmechanical.com

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

Trecie 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 Service 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

Primary contact: Bill Alexander 816-833-0700

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 service & repair

c) The dollar value of this agreement is: \$112,000



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 Suite 225 KCMO 64111
Phone Number: 816-872-6916
Facsimile number: _____
E-mail Address: Jricketts@LippertMechanical.COM

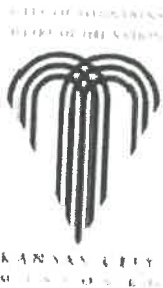
By: William H. Ricketts
Title: President
Date: 6/2/2026
(Attach corporate seal if applicable)

Subscribed and sworn to before me this 2 day of June, 2020

My Commission Expires: 9/29/29

[Signature]
Notary Public





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

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)

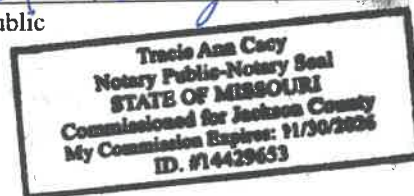
I, Justin Ricketts, state that the above and foregoing is based on my best knowledge and belief.

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)

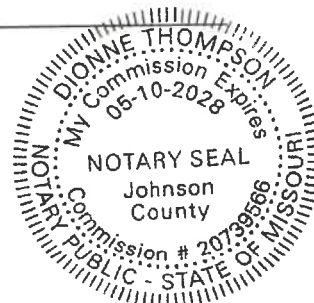
I, Sandy Walker, state that the above and foregoing is based on my best knowledge and belief.

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:





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
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

Justin Ricketts
Signature: Prime Contractor
Service Director
Title

Justin Ricketts
Print Name
5/29/2026
Date

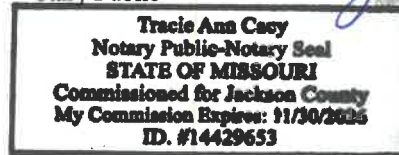
State of Missouri)
County of Jackson)

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)

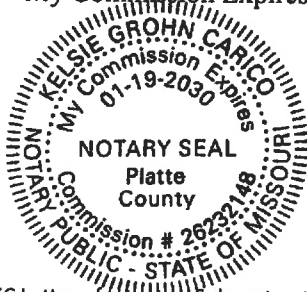
I, Kelsie, state that the above and foregoing is based on my best knowledge and belief.

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

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: 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)

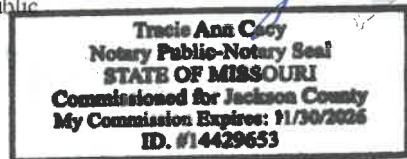
I, Justin Ricketts, state that the above and foregoing is based on my best knowledge and belief.

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)

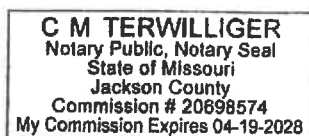
I, Ant Terwilliger, state that the above and foregoing is based on my best knowledge and belief.

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

My Commission Expires: 4/19/2028

Notary Public

STAMP:



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


(Signature)

Account Manager

(Position with Firm)

6/2/2026

(Date)