

INDEPENDENCE CITY COMMISSION

**SPECIAL SESSION AGENDA**

June 15, 2023

10:00 AM

Civic Center Memorial Hall

To participate by conference call:  
1 785-289-4727 Conference ID: 161 342 420#

The Agenda shall be as follows:

I. SPECIAL SESSION

A. Call to Order

II. ITEMS FOR COMMISSION ACTION

A. Consider a request to close 1/2 block in the 700 block of East Maple from 9 AM to 9 PM for a neighborhood block party.

B. Consider Change Order for City Hall Phase II project.

C. Consider moving services for relocation of City Hall

D. Consider a proposal for the repair of several City buildings' roofs.

E. Consider authorizing the award of the contract for engineering services for the KAIP Airport Beacon project to H.W. Lochner, Inc.

F. Consider change order requests for the CDBG sewer improvements grant.

III. ITEMS FOR DISCUSSION

A. Budget Discussion

IV. REPORTS

A. May 2023 Sales Tax Report

B. City Board Minutes

V. EXECUTIVE SESSION

A. Discussions prior to acquisition of real estate.

B. Consultation with an attorney on matters that would be deemed privileged in an attorney-client relationship.

VI. ADJOURNMENT



**REQUEST FOR COMMISSION ACTION  
CITY OF INDEPENDENCE  
June 15, 2023**

**Department Admin**

**Director Approval Kelly Passauer**

**AGENDA ITEM** Consider a request to close 1/2 block in the 700 block of East Maple from 9 AM to 9 PM for a neighborhood block party.

**SUMMARY RECOMMENDATION** Approve the request on the condition that the sidewalk and alley are not blocked, the City assumes no liability for the event, and all trash and debris are picked up promptly.

**BACKGROUND** We received a request from Stephanie Baughman who resides at 200 S. 1st Street. Ms. Baughman is requesting approval to close a portion of the street adjoining their house for a neighborhood block party. Initially, they requested the street be closed for four days, and staff suggested they limit it to one day during the daylight hours.

**FINANCIAL INFORMATION** The Street Department will provide the barricades, and the requestor will put them up and take them down.

**SUGGESTED MOTION** I move to authorize closing East Maple from 1st Street to the alley east on Saturday, June 17, 2023 from 9 AM to 9 PM for a neighborhood block party on the conditions that the barricades shall not obstruct the public sidewalk or alley access, the City assumes no liability for the event, and all trash and debris will be removed promptly.

**SUPPORTING DOCUMENTS**

1. Request from Resident
2. Photo Provided by Requestor
3. 200 S 1st Sketch



**From:** [Stephanie Baughman](#)  
**To:** [Kelly Passauer](#)  
**Subject:** Request for agenda  
**Date:** Wednesday, June 07, 2023 3:05:41 PM

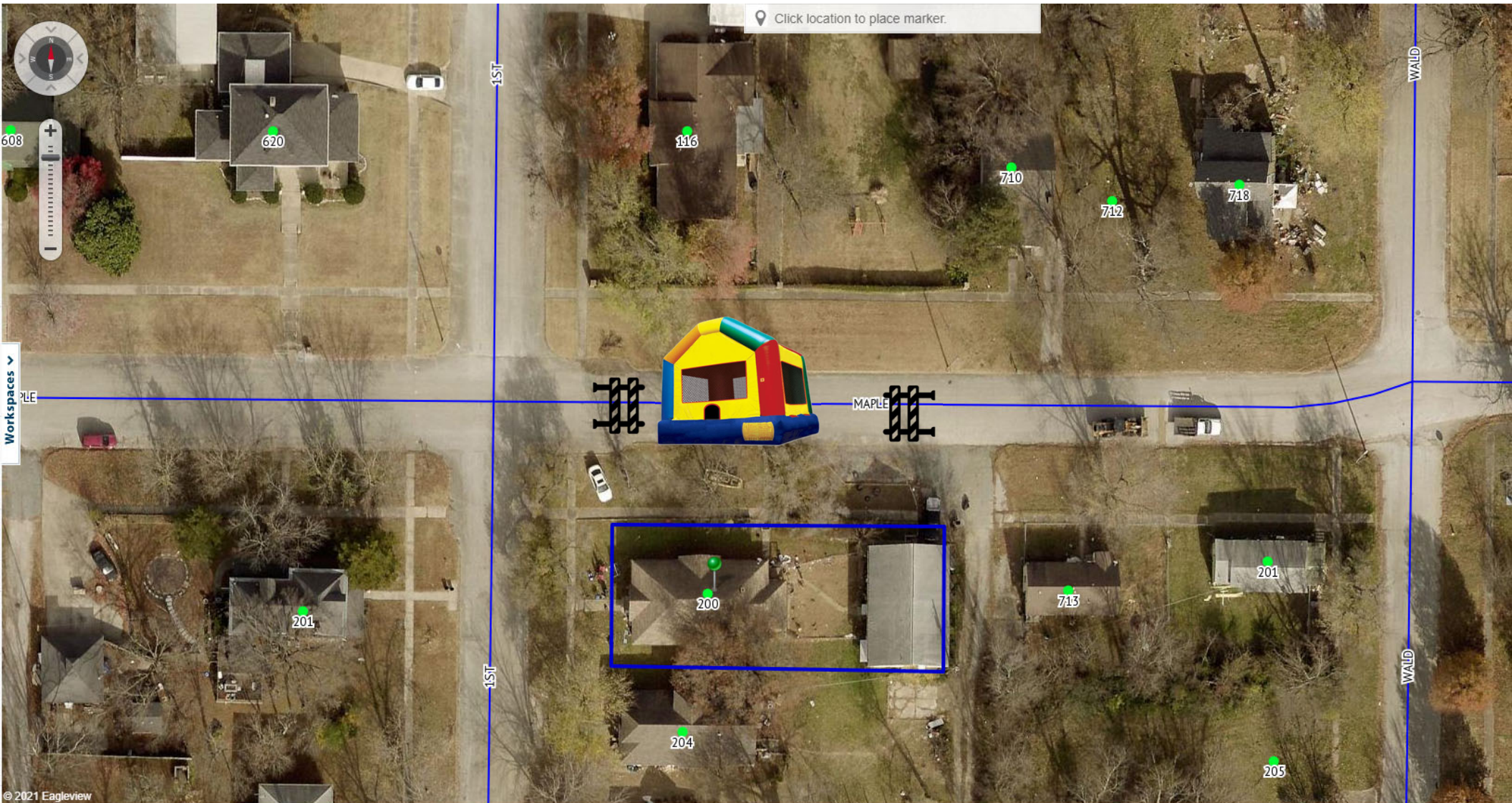
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I am requesting shutting off half of the road on the 700 block of east maple on Saturday June 17th from 9am to 9pm the area where I would like to do it is on the north side of my house at 200 S 1st St, Independence, KS we rented an inflatable for that day and are having a neighborhood cookout for father's day/ my birthday.. Where I would like to do it won't effect any of my neighbors being able to get to and from their driveways or entrances to their homes  
Sincerely,

Stephanie Baughman









**REQUEST FOR COMMISSION ACTION  
CITY OF INDEPENDENCE  
June 15, 2023**

**Department Admin**

**Director Approval David Cowan, John Garris**

**AGENDA ITEM** Consider Change Order for City Hall Phase II project.

**SUMMARY RECOMMENDATION** City staff recommends authorizing the change order.

**BACKGROUND** The following change orders are part of the Phase II renovation of City Hall. CO#66 is the concrete curb in the south alley between City Hall and the drive-thru. While preparing the subbase for the alley, a portion of an asphalt curb collapsed and is not repairable. The change order will install a concrete curb to replace it. CO #58 and CO #69, City Staff previously received permission to install inset parking on the north side of City Hall and a sidewalk connecting the drive to the front sidewalk. This sidewalk was removed for utility installation into the building. McCown Gordon sub is mobilized, and their cost to install this work is less than the engineer's estimate for the work and will be funded from the General Fund as previously approved by the Commission.

| Change Order | Description    | Funding Source                | Amount      | Balance      |
|--------------|----------------|-------------------------------|-------------|--------------|
| CO # 66      | Concrete Curb  | Owner Contingency             | \$4,953.96  | \$120,061.84 |
| CO #58       | North Sidewalk | Budgeted General Fund Dollars | \$8,554.70  | N/A          |
| CO #69       | Inset Parking  | Budgeted General Fund Dollars | \$35,859.99 | N/A          |

**FINANCIAL INFORMATION** The contingency fund balance will be \$120,061.84 if approved.

**SUGGESTED MOTION** I move to approve the change order #58, #66 and #69.

**SUPPORTING DOCUMENTS**

1. COR 68 North Sidewalk
2. COR 69 Inset Parking
3. COR 66
4. MYRTLE STREET PLANS (005)
5. Contingency Tracker



McCownGordon  
255 N. Mead, Suite #200  
Wichita, Kansas 67202  
Phone: +13162025611

**Project:** 1-07-1388 - Independence City Hall & Fire/EMS Add'n/Remodel  
217 E Myrtle St, (City Hall), 900 Block of Myrtle St (Fire/EMS)  
Independence, Kansas 67301

**DRAFT**

**Prime Contract Change Order Request #068: CE #142 - North Sidewalk**

|                                                |                                                                                |                                           |                                                                                  |
|------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------|
| <b>TO:</b>                                     | City of Independence Kansas<br>811 W. Laurel St.<br>Independence, Kansas 67301 | <b>FROM:</b>                              | McCownGordon Construction, LLC<br>850 Main Street<br>Kansas City, Missouri 64105 |
| <b>CHANGE ORDER REQUEST NUMBER / REVISION:</b> | 068 / 0                                                                        | <b>PRIME CONTRACT CHANGE ORDER:</b>       | None                                                                             |
| <b>STATUS:</b>                                 | Draft                                                                          | <b>CREATED BY:</b>                        | Brandon Brinker (McCownGordon - Wichita)                                         |
| <b>SCHEDULE IMPACT:</b>                        |                                                                                | <b>DATE CREATED:</b>                      | 6/7/2023                                                                         |
| <b>EXECUTED:</b>                               | No                                                                             | <b>SIGNED CHANGE ORDER RECEIVED DATE:</b> |                                                                                  |
|                                                |                                                                                | <b>TOTAL AMOUNT:</b>                      | \$8,544.70                                                                       |

**CHANGE ORDER REQUEST TITLE:** CE #142 - North Sidewalk

**CHANGE ORDER REQUEST DESCRIPTION:**

CE #142 - North Sidewalk  
Add a 8' sidewalk on the north side of the City Hall building.

**ATTACHMENTS:**

**POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:**

| PCO #         | Contract Company            | Title                    | Schedule Impact | Amount            |
|---------------|-----------------------------|--------------------------|-----------------|-------------------|
| 068           | City of Independence Kansas | CE #142 - North Sidewalk |                 | \$8,544.70        |
| <b>Total:</b> |                             |                          |                 | <b>\$8,544.70</b> |

**CHANGE ORDER REQUEST LINE ITEMS:**

**PCO # 068: CE #142 - North Sidewalk**

| #                                                                                                                  | Budget Code                                                                 | Description         | Amount            |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------|-------------------|
| 1                                                                                                                  | CH.3-05001.S City Hall Main Job.Concrete Flatwork Bid - Koehn.Subcontractor | North Side sidewalk | \$7,800.00        |
| <b>Subtotal:</b>                                                                                                   |                                                                             |                     | <b>\$7,800.00</b> |
| General Liability (0.95% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):        |                                                                             |                     | \$74.10           |
| Builders Risk (0.35% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):            |                                                                             |                     | \$27.56           |
| Bonds (0.90% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):                    |                                                                             |                     | \$71.11           |
| Subguard (1.75% Applies to Subcontractor.):                                                                        |                                                                             |                     | \$139.52          |
| Warranty (0.50% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):                 |                                                                             |                     | \$40.56           |
| Fee (2.25% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):                      |                                                                             |                     | \$183.44          |
| Construction Contingency (2.50% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.): |                                                                             |                     | \$208.41          |
| <b>Grand Total:</b>                                                                                                |                                                                             |                     | <b>\$8,544.70</b> |

**Chris Birkenmaier (TreanorHL - Topeka)**  
719 SW Van Buren St., Suite 200  
Topeka, Kansas 66603

**City of Independence Kansas**  
811 W. Laurel St.  
Independence, Kansas 67301

**McCownGordon Construction, LLC**  
850 Main Street  
Kansas City, Missouri 64105

**SIGNATURE** **DATE**

McCownGordon

**SIGNATURE** **DATE**

Page 1 of 1

**SIGNATURE** **DATE**

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McCownGordon  
255 N. Mead, Suite #200  
Wichita, Kansas 67202  
Phone: +13162025611

**Project:** 1-07-1388 - Independence City Hall & Fire/EMS Add'n/Remodel  
217 E Myrtle St, (City Hall), 900 Block of Myrtle St (Fire/EMS)  
Independence, Kansas 67301

**DRAFT**

**Prime Contract Potential Change Order #069: Inset Parking**

|                               |                                                                                |                                           |                                                                                  |
|-------------------------------|--------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------|
| <b>TO:</b>                    | City of Independence Kansas<br>811 W. Laurel St.<br>Independence, Kansas 67301 | <b>FROM:</b>                              | McCownGordon Construction, LLC<br>850 Main Street<br>Kansas City, Missouri 64105 |
| <b>PCO NUMBER/REVISION:</b>   | 069 / 0                                                                        | <b>CONTRACT:</b>                          | 07-1388 - City Hall Reno & Fire/EMS Add                                          |
| <b>REQUEST RECEIVED FROM:</b> |                                                                                | <b>CREATED BY:</b>                        | Brandon Brinker (McCownGordon - Wichita)                                         |
| <b>STATUS:</b>                | Draft                                                                          | <b>CREATED DATE:</b>                      | 6/7/2023                                                                         |
| <b>REFERENCE:</b>             |                                                                                | <b>PRIME CONTRACT CHANGE ORDER:</b>       | None                                                                             |
| <b>FIELD CHANGE:</b>          | No                                                                             | <b>CHANGE ORDER REQUEST:</b>              | #069 - Inset Parking                                                             |
| <b>LOCATION:</b>              |                                                                                | <b>ACCOUNTING METHOD:</b>                 | Amount Based                                                                     |
| <b>SCHEDULE IMPACT:</b>       |                                                                                | <b>PAID IN FULL:</b>                      | No                                                                               |
| <b>EXECUTED:</b>              | No                                                                             | <b>SIGNED CHANGE ORDER RECEIVED DATE:</b> |                                                                                  |
|                               |                                                                                | <b>TOTAL AMOUNT:</b>                      | \$35,859.99                                                                      |

**POTENTIAL CHANGE ORDER TITLE:** Inset Parking

**CHANGE REASON:** Allowance

**POTENTIAL CHANGE ORDER DESCRIPTION:** (The Contract Is Changed As Follows)

CE #143 - Inset Parking

All demo, haul off, concrete curbs and gutters, concrete parking stalls, 3' of road tear out and patch back with concrete included within the highlighted area on the attached drawing.

**ATTACHMENTS:**

[thumbnail\\_image002.png](#)

| #                                                                                                                  | Budget Code                                                                 | Description                  | Amount             |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------|--------------------|
| 1                                                                                                                  | CH.3-05001.S City Hall Main Job.Concrete Flatwork Bid - Koehn.Subcontractor | Insett parking               | \$29,000.00        |
| 2                                                                                                                  | 1-05004.L Project Manager.Labor                                             | Coordination and supervision | \$3,800.00         |
| <b>Subtotal:</b>                                                                                                   |                                                                             |                              | <b>\$32,800.00</b> |
| General Liability (0.95% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):        |                                                                             |                              | \$311.60           |
| Builders Risk (0.35% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):            |                                                                             |                              | \$115.89           |
| Bonds (0.90% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):                    |                                                                             |                              | \$299.05           |
| Subguard (1.75% Applies to Subcontractor.):                                                                        |                                                                             |                              | \$518.74           |
| Warranty (0.50% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):                 |                                                                             |                              | \$170.23           |
| Fee (2.25% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):                      |                                                                             |                              | \$769.85           |
| Construction Contingency (2.50% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.): |                                                                             |                              | \$874.63           |
| <b>Grand Total:</b>                                                                                                |                                                                             |                              | <b>\$35,859.99</b> |

**Chris Birkenmaier (TreanorHL - Topeka)**  
719 SW Van Buren St., Suite 200  
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**City of Independence Kansas**  
811 W. Laurel St.  
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**McCownGordon Construction, LLC**  
850 Main Street  
Kansas City, Missouri 64105

SIGNATURE DATE

SIGNATURE DATE

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McCownGordon  
255 N. Mead, Suite #200  
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Phone: +13162025611

**Project:** 1-07-1388 - Independence City Hall & Fire/EMS Add'n/Remodel  
217 E Myrtle St, (City Hall), 900 Block of Myrtle St (Fire/EMS)  
Independence, Kansas 67301

**DRAFT**

**Prime Contract Change Order Request #066: CE #141 - Curb Replacement**

|                                                |                                                                                |                                           |                                                                                  |
|------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------|
| <b>TO:</b>                                     | City of Independence Kansas<br>811 W. Laurel St.<br>Independence, Kansas 67301 | <b>FROM:</b>                              | McCownGordon Construction, LLC<br>850 Main Street<br>Kansas City, Missouri 64105 |
| <b>CHANGE ORDER REQUEST NUMBER / REVISION:</b> | 066 / 0                                                                        | <b>PRIME CONTRACT CHANGE ORDER:</b>       | None                                                                             |
| <b>STATUS:</b>                                 | Draft                                                                          | <b>CREATED BY:</b>                        | Brandon Brinker (McCownGordon - Wichita)                                         |
| <b>SCHEDULE IMPACT:</b>                        |                                                                                | <b>DATE CREATED:</b>                      | 6/2/2023                                                                         |
| <b>EXECUTED:</b>                               | No                                                                             | <b>SIGNED CHANGE ORDER RECEIVED DATE:</b> |                                                                                  |
|                                                |                                                                                | <b>TOTAL AMOUNT:</b>                      | \$0.00                                                                           |

**CHANGE ORDER REQUEST TITLE:** CE #141 - Curb Replacement

**CHANGE ORDER REQUEST DESCRIPTION:**

CE #141 - Curb Replacement

Demo damaged curb and replace with new on the south side of the ally. Curb was ran into by citizen while visiting the bank.

**ATTACHMENTS:**

**POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER REQUEST:**

| PCO #         | Contract Company            | Title                      | Schedule Impact | Amount        |
|---------------|-----------------------------|----------------------------|-----------------|---------------|
| 067           | City of Independence Kansas | CE #141 - Curb Replacement |                 | \$0.00        |
| <b>Total:</b> |                             |                            |                 | <b>\$0.00</b> |

**CHANGE ORDER REQUEST LINE ITEMS:**

**PCO # 067: CE #141 - Curb Replacement**

| #                                                                                                                     | Budget Code                                                                 | Description             | Amount            |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------|-------------------|
| 1                                                                                                                     | CH.3-05001.S City Hall Main Job.Concrete Flatwork Bid - Koehn.Subcontractor | Remove and replace curb | \$4,750.00        |
| 2                                                                                                                     | CH.80-10007.C City Hall Main Job.Owner Contingency.Contingency              | Owner Contingency       | \$(4,953.96)      |
| <b>Subtotal:</b>                                                                                                      |                                                                             |                         | <b>\$(203.96)</b> |
| General Liability (0.00% Applies to Contingency, Labor Overtime, Labor, Subcontractor, Material, and Fee.):           |                                                                             |                         | \$0.00            |
| Builders Risk (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):               |                                                                             |                         | \$0.00            |
| Bonds (0.00% Applies to Material, Subcontractor, Labor, Labor Overtime, Fee, and Contingency.):                       |                                                                             |                         | \$0.00            |
| Subguard (1.75% Applies to Subcontractor.):                                                                           |                                                                             |                         | \$83.13           |
| Warranty (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):                    |                                                                             |                         | \$0.00            |
| Fee (0.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.):                         |                                                                             |                         | \$0.00            |
| Construction Contingency (-100.00% Applies to Fee, Contingency, Labor Overtime, Labor, Subcontractor, and Material.): |                                                                             |                         | \$120.83          |
| <b>Grand Total:</b>                                                                                                   |                                                                             |                         | <b>\$0.00</b>     |



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719 SW Van Buren St., Suite 200  
Topeka, Kansas 66603

**City of Independence Kansas**  
811 W. Laurel St.  
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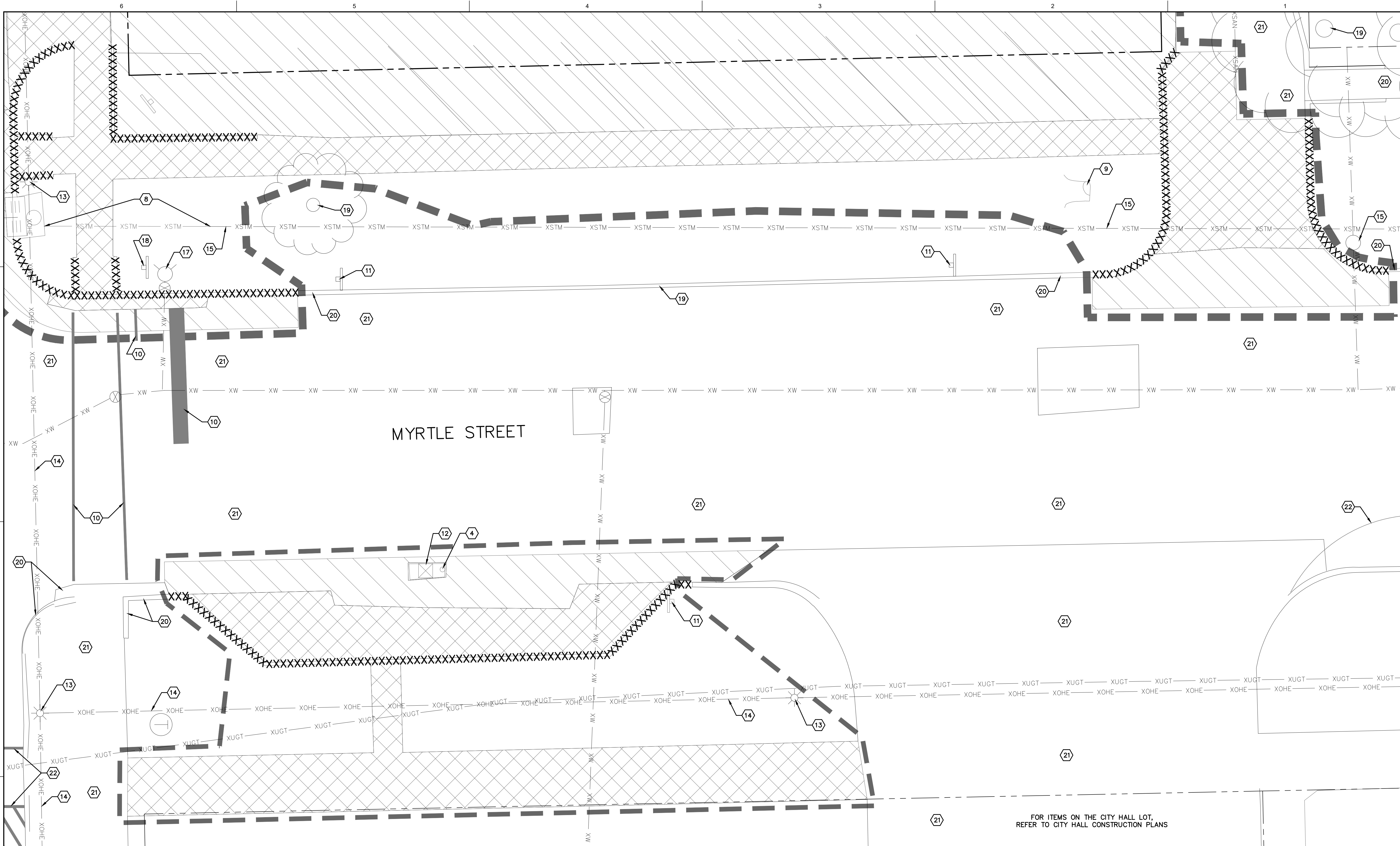
**McCownGordon Construction, LLC**  
850 Main Street  
Kansas City, Missouri 64105

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J:\LW\CE0559.2101.00 INDEPENDENCE, KS ROW AND MYRTLE STREET\06\_DRAWING\03\_AUTOCAD\03\_SHEETS\PL100-PL101 DEMOLITION PLANS.DWG  
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**DEMOLITION KEYNOTES**

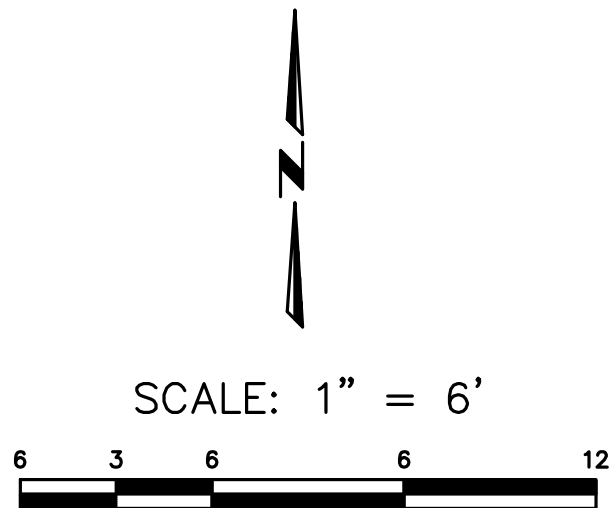
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| 1 EXISTING LIGHT POLE TO BE RELOCATED. COORDINATE WITH EVERY.                     | 8 EXISTING STORM SEWER PIPE TO BE REMOVED.                  | 16 EXISTING WATER METER TO REMAIN.       |
| 2 EXISTING UTILITY POLE TO BE REMOVED COORDINATE WITH EVERY.                      | 9 EXISTING TREE STUMP TO BE REMOVED.                        | 17 EXISTING FIRE HYDRANT TO REMAIN.      |
| 3 EXISTING OVERHEAD WIRES TO BE REMOVED. COORDINATE WITH EVERY.                   | 10 EXISTING PAVEMENT STRIPING TO BE REMOVED.                | 18 EXISTING SIGN TO REMAIN.              |
| 4 EXISTING BOLLARD TO BE REMOVED.                                                 | 11 EXISTING SIGN TO BE SALVAGED FOR REUSE.                  | 19 EXISTING TREE TO REMAIN.              |
| 5 EXISTING SIGN TO BE REMOVED AND RETURNED TO CITY OF INDEPENDENCE.               | 12 EXISTING UTILITY BILL DROP-BOX TO BE SALVAGED FOR REUSE. | 20 EXISTING CURB TO REMAIN.              |
| 6 EXISTING WATER METER TO BE REMOVED. COORDINATE WITH CITY OF INDEPENDENCE.       | 13 EXISTING LIGHT POLE OR UTILITY POLE TO REMAIN.           | 21 EXISTING PAVEMENT TO REMAIN.          |
| 7 EXISTING STORM SEWER INLET TO BE REMOVED. COORDINATE WITH CITY OF INDEPENDENCE. | 14 EXISTING OVERHEAD WIRES TO REMAIN.                       | 22 EXISTING PAVEMENT STRIPING TO REMAIN. |
|                                                                                   | 15 EXISTING STORM SEWER PIPE TO REMAIN.                     |                                          |

**DEMOLITION LEGEND**

- EXISTING ASPHALT PAVEMENT TO BE SAWCUT AND REMOVED
- EXISTING CONCRETE PAVEMENT TO BE SAWCUT AND REMOVED
- EXISTING CURB TO BE SAWCUT AND REMOVED
- LIMITS OF DISTURBANCE

**UTILITY LEGEND**

- EXISTING OVERHEAD ELECTRIC LINE
- EXISTING UNDERGROUND TELECOMMUNICATIONS LINE
- EXISTING SANITARY SEWER LINE
- EXISTING STORM SEWER LINE
- EXISTING WATER LINE
- EXISTING FIRE HYDRANT
- EXISTING LIGHT POLE
- EXISTING TELECOMMUNICATION VAULT
- EXISTING WATER VALVE



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**TREANORHL**  
1040 Vermont Street  
Lawrence, Kansas 66044  
Office: 785.842.7335  
Fax: 785.842.7336  
www.TreanorHL.com

CITY OF INDEPENDENCE, KANSAS  
**BLOCK 29 PARKING LOT**  
LOTS 6 THRU 9, BLOCK 29, ORIGINAL INDEPENDENCE TOWN PLAT  
NW 1/4 SEC. 31, T 32 S, R 16 E, 6TH PM  
214 NORTH 6TH STREET  
INDEPENDENCE, MONTGOMERY COUNTY, KANSAS 67301

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| Issued For: | REVIEW   |
|-------------|----------|
| Date:       | 05/20/22 |

| REVISIONS |             |      |
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MYRTLE STREET  
DEMOLITION PLAN

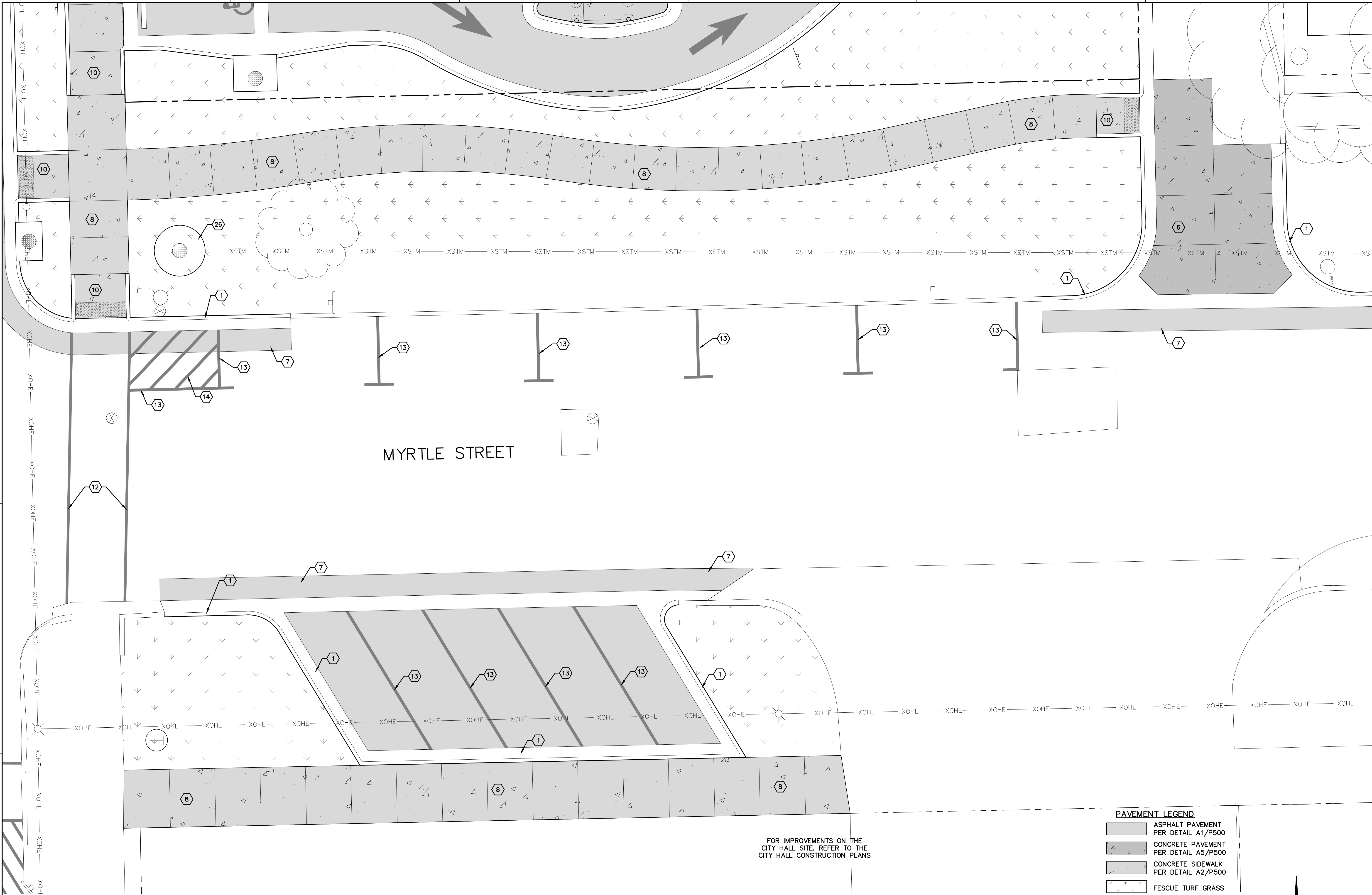
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SITE PLAN KEYNOTES

- 1 FULL-HEIGHT CONCRETE CURB & GUTTER PER DETAIL D3/P500. SEE GRADING PLAN FOR WET/DRY DESIGNATION.
- 2 LAY-DOWN CONCRETE CURB & GUTTER PER DETAIL D1/P500. SEE GRADING PLAN FOR WET/DRY DESIGNATION.
- 3 STAND-UP CURB AT BACK OF SIDEWALK BETWEEN RAMPS PER DETAIL B6/P500.

- 4 VALLEY GUTTER PER DETAIL B5/P500.
- 5 CURB FLUME PER DETAIL B1/P501.
- 6 REINFORCED CONCRETE PAVEMENT PER DETAIL A5/P500.
- 7 ASPHALT PAVEMENT PER DETAIL A1/P500.
- 8 CONCRETE SIDEWALK PER DETAIL A2/P500.
- 9 TYPE 1 SIDEWALK RAMP PER DETAIL C5/P500.

- 10 TYPE 3 SIDEWALK RAMP PER DETAIL B1/P501.
- 11 DIRECTIONAL ARROW PAVEMENT MARKING PER DETAIL C1/P501.
- 12 WHITE PAINTED CROSSWALK MARKING. MATCH EXISTING LINE WIDTH.
- 13 4" WIDE WHITE PARKING STALL STRIPE (TYP.)
- 14 4" WIDE WHITE "NO PARKING" STRIPES AT 45° ANGLE, SPACED 30" O.C.

- 15 CONCRETE PARKING BLOCK PER DETAIL A1/P501.
- 16 ADA PARKING STALL PAVEMENT MARKING PER DETAIL A3/P501.
- 17 ADA PARKING SIGN PER DETAIL A5/P501.
- 18 "NO U-TURN" SIGN, REUSE EXISTING.
- 19 BOLLARD PER DETAIL D1/P501.
- 20 LIGHT POLE WITH CONCRETE BASE. COORDINATE WITH EVERGY.

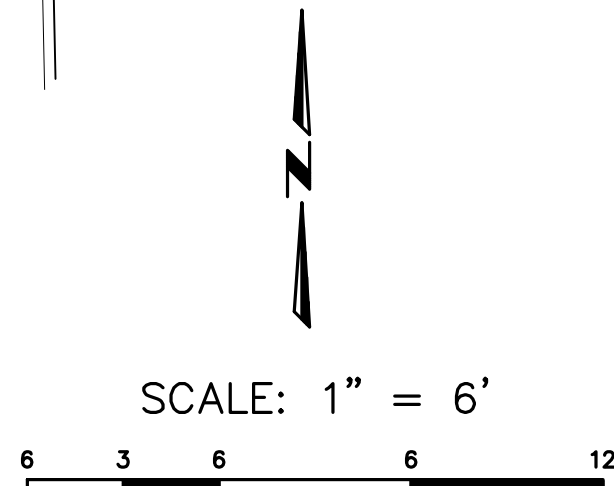
- 21 RELOCATED EXISTING LIGHT POLE. COORDINATE WITH EVERGY.
- 22 RELOCATED OVERHEAD ELECTRICAL WIRE FOR STREET LIGHTING. COORDINATE WITH EVERGY.
- 23 RELOCATED BILL PAY DROP-BOX.
- 24 SETBACK STORM SEWER CURB INLET PER DETAIL A3/P502.
- 25 NON-SETBACK STORM SEWER CURB INLET PER DETAIL B3/P501.

- 26 CONCRETE STORM SEWER MANHOLE PER DETAIL A1/P502.
- 27 6' HEIGHT CHAIN LINK FENCE.
- 28 COMMUNICATIONS TOWER AND SERVICE SHED BY OWNER.

PAVEMENT LEGEND

- ASPHALT PAVEMENT PER DETAIL A1/P500
- CONCRETE PAVEMENT PER DETAIL A5/P500
- CONCRETE SIDEWALK PER DETAIL A2/P500
- FESCUE TURF GRASS

FOR IMPROVEMENTS ON THE CITY HALL SITE, REFER TO THE CITY HALL CONSTRUCTION PLANS



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TREANORHL

1040 Vermont Street  
Lawrence, Kansas 66044  
Office: 785.842.7338  
Fax: 785.842.7339  
www.TreanorHL.com

CITY OF INDEPENDENCE, KANSAS  
**BLOCK 29 PARKING LOT**  
LOTS 6 THRU 9, BLOCK 29, ORIGINAL INDEPENDENCE TOWN PLAT  
NW 1/4 SEC. 31, T 32 S, R 16 E, 6TH PM  
214 NORTH 6TH STREET  
INDEPENDENCE, MONTGOMERY COUNTY, KANSAS 67301



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Issued For: REVIEW

Date: 05/20/22

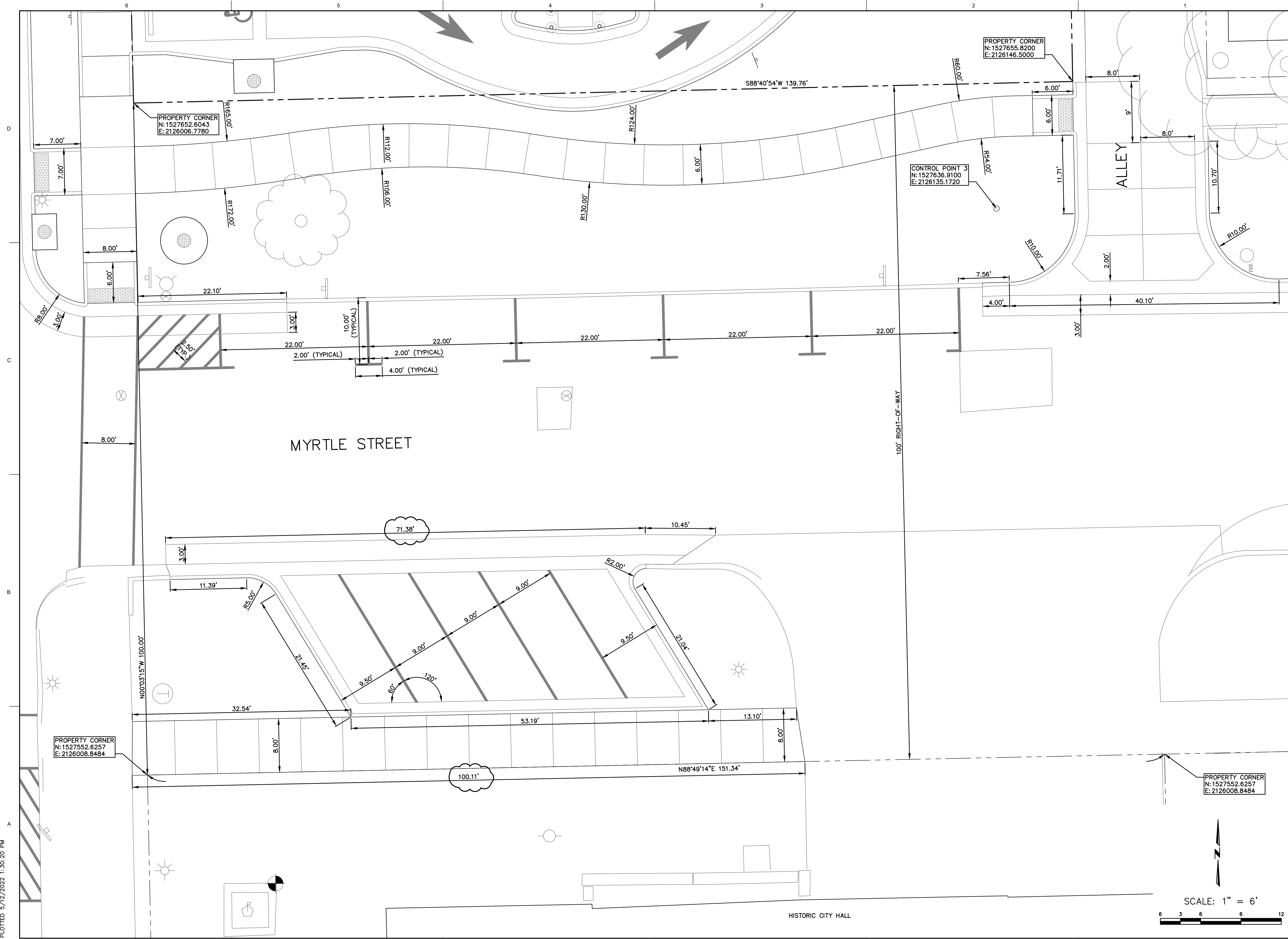
| REVISIONS |             |      |
|-----------|-------------|------|
| NO        | DESCRIPTION | DATE |
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MYRTLE STREET  
SITE PLAN

**PL201**

TreanorHL NO. CE0559.2101.00





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**TREANOR****HIL**

1040 Vermont Street  
Lawrence, Kansas 66044  
Office: 785.842.4858  
Fax: 785.842.7536  
[www.TreanorHil.com](http://www.TreanorHil.com)

**CITY OF INDEPENDENCE, KANSAS**  
**BLOCK 29 PARKING LOT**

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NW 1/4 SEC. 31, T 32 S, R 16 E, 6TH PM  
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INDEPENDENCE, MONTGOMERY COUNTY, KANSAS 67301



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| Issued For: | REVIEW |
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| Date: | 05/20/22 |
|-------|----------|

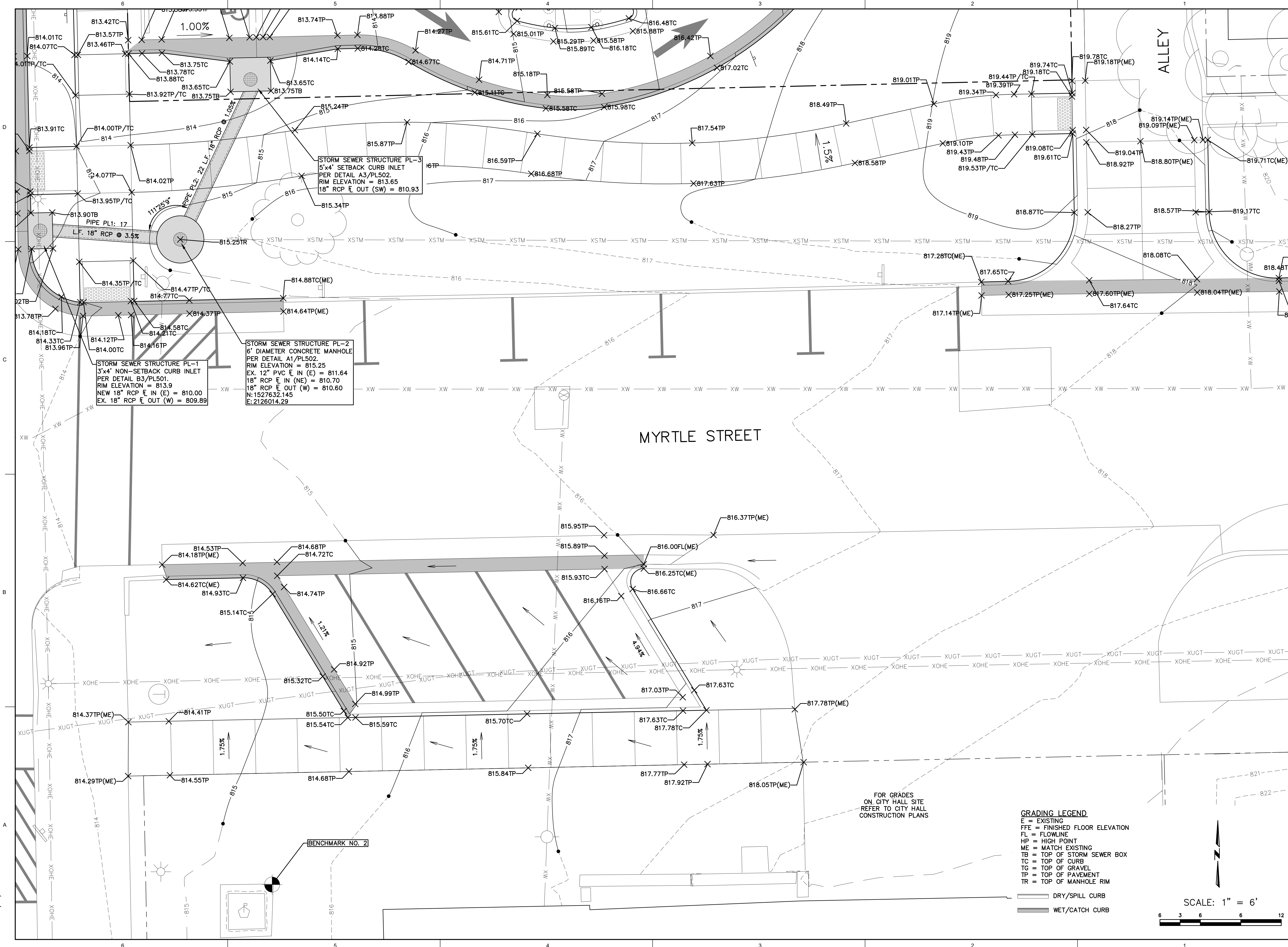
[illegible]

MYRTLE STREET  
DIMENSIONAL  
CONTROL PLAN

**P211**

|               |                |
|---------------|----------------|
| TreanorHL NO. | CE0559.2101.00 |
|---------------|----------------|





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**TRANSNORHL**  
1040 Vermont Street  
Lawrence, Kansas 66044  
Office: 785.842.4888  
Fax: 785.842.7536  
Email: [info@transnorhl.com](mailto:info@transnorhl.com)  
[www.transnorhl.com](http://www.transnorhl.com)

CITY OF INDEPENDENCE, KANSAS  
**BLOCK 29 PARKING LOT**  
LOTS 6 THRU 9, BLOCK 29, ORIGINAL INDEPENDENCE TOWN PLAT  
NW 1/4 SEC. 31, T 32 S, R 16 E, 6TH PM  
214 NORTH 6TH STREET  
INDEPENDENCE, MONTGOMERY COUNTY, KANSAS 67301



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|-------------|----------|
| Issued For: | REVIEW   |
| Date:       | 05/20/22 |

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MYRTLE STREET  
GRADING AND STORM  
DRAINAGE PLAN

# PL301

|               |               |
|---------------|---------------|
| TreanorHL NO. | CE0559.2101.0 |
|---------------|---------------|

# Independence Projects - Owner Contingency



Amount from  
Contract:

\$367,762

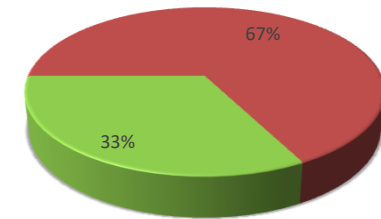
Current Amount:

\$120,061.84

Executed OCO

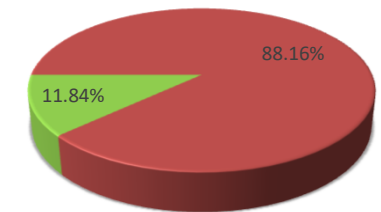
| PCCO | COR # | Executed | Date      | (+ / -) | COR Total     | Description                                                        |
|------|-------|----------|-----------|---------|---------------|--------------------------------------------------------------------|
| 4    | 4     | y        |           |         | \$320,279.81  | City Hall VE Items                                                 |
| 3    | 5     | y        | 4/27/2022 |         | \$386.61      | April Misc Changes (metal building, door hardware, ASI-02, ASI-03) |
| 4    | 12    | y        |           |         | (\$13,000.00) | City Hall Generator                                                |
| 3    | 6     | y        | 8/22/2022 |         | \$37,965.77   | Fire and EMS VE items                                              |
|      |       |          |           |         | (\$65,000.00) | Per City - Reserved for Networking                                 |
| 4    | 13    | y        | 10/4/2022 |         | (\$8,900.00)  | City Hall Mow Strip/Sidewalk                                       |
| 4    | 17    | y        | 11/3/2022 |         | (\$579.98)    | PR-03 Plumbing and Electrical                                      |
| 4    | 18    | y        | 11/3/2022 |         | (\$2,021.00)  | PR-002 Dumbwaiter shaft modificaions                               |
| 4    | 19    | y        | 11/3/2022 |         | (\$2,775.77)  | PR-001 Rest Room Drain                                             |
| 4    | 20    | y        | 11/3/2022 |         | \$1,530.23    | ASI-01                                                             |
| 4    | 22    | y        | 11/8/2022 |         | (\$14,652.00) | Sidewall Sprinklers                                                |
| 4    | 14    | y        | 10/6/2022 |         | (\$600.00)    | ASI-08 Exterior Concrete                                           |
| 4    | 15    | y        | 10/6/2022 |         | (\$500.00)    | Extra Curb                                                         |
| 4    | 16    | y        | 10/6/2022 |         | (\$317.90)    | Shower Floor Tile                                                  |
| 4    | 24    | y        | 12/6/2022 |         | (\$2,067.06)  | Drywall patches for card readers                                   |
| 4    | 21    | y        | 12/6/2022 |         | (\$407.00)    | Corner Trim damage                                                 |
| 4    | 25    | y        | 12/6/2022 |         | \$7,600.00    | locker allowance                                                   |
| 4    | 29    | y        | 1/3/2023  |         | (\$10,262.47) | CH ASI-02                                                          |
| 4    | 27    | y        | 1/3/2023  |         | (\$3,942.81)  | Millwork Changes                                                   |
| 4    | 26    | y        | 1/3/2023  |         | (\$1,722.00)  | Wood Trim Changes                                                  |
| 4    | 23    | y        | 1/3/2023  |         | (\$468.00)    | Powder Coat Overhead Door                                          |
| 4    | 30    | y        | 1/3/2023  |         | (\$19,843.04) | Owner contingency true up                                          |
|      |       |          |           |         | (\$3,340.00)  | Per City - Data changes                                            |
|      | 31    | y        | 1/24/2023 |         | (\$2,190.17)  | EMS access control - electrical                                    |
|      | 32    | y        | 1/24/2023 |         | (\$1,214.97)  | EMS Floor sink                                                     |
|      | 33    | y        | 1/24/2023 |         | (\$16,269.83) | City Hall Generator                                                |
|      | 34    | y        | 1/24/2023 |         | (\$2,885.38)  | Fire Pole infil                                                    |
|      | 35    | y        | 1/24/2023 |         | (\$10,060.00) | Replace Roof Decking                                               |
|      | 36    | y        | 2/15/2023 |         | (\$7,406.95)  | Plaster in Rooms 211 & 215                                         |
|      | 37    | y        | 2/15/2023 |         | (\$4,380.34)  | RTU Support                                                        |
|      | 38    | y        | 2/15/2023 |         | (\$1,344.16)  | Fur out walls in 115 & 219B                                        |
|      | 39    | y        | 2/15/2023 |         | (\$936.56)    | 2nd Floor skylight                                                 |
|      | 40    | y        | 2/15/2023 |         | \$1,535.00    | PR-04                                                              |
|      | 41    | y        | 2/15/2023 |         | (\$3,969.43)  | ASI-04                                                             |
|      | 42    | y        | 2/15/2023 |         | \$1,907.00    | Remove drywall in basement                                         |
|      | 43    | y        | 2/15/2023 |         | (\$10,496.98) | 3/4" plywood over sallyport roof decking                           |
|      | 44    | y        | 2/22/2023 |         | (\$12,291.02) | ASI-05 911 center                                                  |
|      | 45    | y        | 3/17/2023 |         | (\$5,186.53)  | Sanitary Sewer                                                     |
|      | 46    | y        | 3/17/2023 |         | (\$469.33)    | Data runs                                                          |
|      | 47    | y        | 3/17/2023 |         | \$3,125.00    | Fire and EMS Crab Returns                                          |
|      | 48    | y        | 3/17/2023 |         | \$19,650.53   | Storm Line                                                         |

Owner Contingency



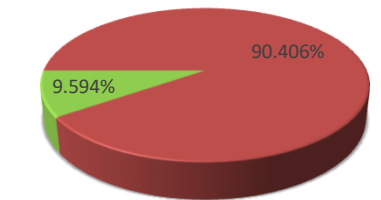
■ Used ■ Remaining

Project Duration (Months)



■ On-Site ■ Remaining

% Billed



■ % Billed ■ % Remaining





**McCOWN  
GORDON**  
CONSTRUCTION

\$367,762

\$120,061.84

Executed OCO

### Owner Contingency





**REQUEST FOR COMMISSION ACTION  
CITY OF INDEPENDENCE  
June 15, 2023**

**Department Admin**

**Director Approval David Cowan, John Garris**

**AGENDA ITEM** Consider moving services for relocation of City Hall

**SUMMARY RECOMMENDATION** City Staff recommends approving the moving expense

**BACKGROUND** The City Hall Phase II project is scheduled for a Temporary Certificate of Occupancy by Mid July 2023. At this time, City Staff will start installing our network and 911 radio infrastructure with a tentative date of the 1st week of August for the 911-Tiger team here to relocate 911 services. As soon as the Tiger team installs the equipment, we will need to immediately move our 911 center furniture, equipment, and supplies to the new center and begin providing 911 services from that location. A certificate of Occupancy should be completed before August 14th, and City Hall can relocate all offices to the new building by mid-August. The City did an RFP for moving services and received four proposals back.

| <u>Company</u>           | <u>Total</u> |
|--------------------------|--------------|
| On-Demand Services, LLC  | 73,688.30    |
| It's Your Move           | 26,000.00    |
| E-Logic Solutions        | 67,483.00    |
| Studdard Moving Services | 62,594.51    |

The City Staff recommends approving the bid of \$26,000 by "It's Your Move". This move requires the ability to move the 911 center when ready, to disassemble and reassemble desks and equipment and move items to storage on the 3rd floor of City Hall.

**FINANCIAL INFORMATION** The contingency fund balance is \$120,061.84 and will be \$94,061.84 if approved.

**SUGGESTED MOTION** I move to approve the bid of \$26,000 to It's Your Move to move the City offices and the police department back to Historic City Hall.

**SUPPORTING DOCUMENTS**

1. Revised Cost Proposal - It's Your Move
2. IT'S YOUR MOVE - JON KELLY
3. E-LOGIC SOLUTIONS
4. ON DEMAND SERVICES LLC
5. Studdard Moving Group

## It's Your Move

*"It's your Move, Trust Us!"*

Jonathan Kelly  
1820 Felix Ave.  
Parsons, Ks, 67357  
Phone [620-313-0695]  
ltsyourmovejon@gmail.com

## Cost Proposal

DATE: 5.31.23

**TO:**

David Cowan

Assistant City Manager

**FOR:**

City Hall Move

| DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <p><i>So to break down what our services will include. We will bring three 26 foot box trucks &amp; 5 movers to complete each section of the move. Having the right amount of equipment &amp; manpower will help things on schedule which I know is very important. Especially the first couple days while we are relocating the 911 offices. Everything will be disassembled as needed to be moved out to our trucks &amp; then wrapped in blankets &amp; strapped in safe &amp; ready to transport to the new building. Once there we will unload &amp; carry back in all items to be placed &amp; reassembled where we are directed. We are a licensed &amp; insured company &amp; take accountability for anything we put our hands on. Payment does not need to be made until the move is complete &amp; the city is happy with the move.</i></p> <p><i>Total price for all days &amp; all moving will be \$26,000</i></p> |  |  |  |

|  |  |       |                 |
|--|--|-------|-----------------|
|  |  |       |                 |
|  |  | TOTAL | <b>\$26,000</b> |

**If you have any questions call Jon at (620-313-0695). Thank You!**



## It's Your Move

*"It's your Move. Trust Us!"*

Jonathan Kelly  
1820 Felix Ave.  
Parsons, Ks, 67357  
Phone [620-313-0695]  
Itsyourmovejon@gmail.com

## Cover Letter

DATE: 5.31.23

**TO:**  
**David Cowan**

**FOR:**  
City Hall Move

**Assistant City Manager**

| DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <p><i>Hello, this is Jon Kelly, owner of It's Your Move. We are a moving company located in Parsons, KS. This letter will serve as our intent to quote &amp; move your city offices later this summer. I will also be primary contact for our company.</i></p> <p><i>We are a licensed &amp; insured company in the state of Kansas &amp; also have our federal authority to do interstate moves.</i></p> <p><i>We have been involved in numerous big commercial &amp; residential moves &amp; feel very comfortable getting everything moved &amp; setup at your new location.</i></p> <p><i>We understand the scope of work that will be entailed in this job &amp; agree to the timeline stated for the move.</i></p> <p><i>While we are not local to Independence we do the majority of our business in independence as we are the closest mover. We would be proud to have this opportunity. Please check our Facebook page with over 30 reviews as well as pictures from previous jobs.</i></p> |  |  |  |

**It's Your Move**

*"It's your Move, Trust Us!"*

Jonathan Kelly  
1820 Felix Ave.  
Parsons, Ks, 67357  
Phone [620-313-0695]  
Itsyourmovejon@gmail.com

**Cost Proposal**

DATE: 5.31.23

**TO:**  
**David Cowan**

**Assistant City Manager**

**FOR:**  
City Hall Move

| DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <p><i>So to break down what our services will include. We will bring three 26 foot box trucks &amp; 5 movers to complete each section of the move. Having the right amount of equipment &amp; manpower will help things on schedule which I know is very important. Especially the first couple days while we are relocating the 911 offices. Everything will be disassembled as needed to be moved out to our trucks &amp; then wrapped in blankets &amp; strapped in safe &amp; ready to transport to the new building. Once there we will unload &amp; carry back in all items to be placed &amp; reassembled where we are directed. We are a licensed &amp; insured company &amp; take accountability for anything we put our hands on. Payment does not need to be made until the move is complete &amp; the city is happy with the move.</i></p> <p><i>Total price for all days &amp; all moving will be \$19,000</i></p> |  |  |  |



JONAKEL-01

CMARKLEY

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/18/2023

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).

|                                                                                           |                                                        |                       |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------|-----------------------|
| <b>PRODUCER</b><br>Wood Insurance Center, LLC<br>1726 Washington Ave<br>Parsons, KS 67357 | <b>CONTACT NAME:</b> Mary C Markley                    |                       |
|                                                                                           | <b>PHONE (A/C, No, Ext):</b>                           | <b>FAX (A/C, No):</b> |
| <b>INSURED</b><br><br>Jonathan Kelly<br>1820 Felix Ave<br>Parsons, KS 67357               | <b>E-MAIL ADDRESS:</b> cmarkley@wic.insurance          |                       |
|                                                                                           | <b>INSURER(S) AFFORDING COVERAGE</b>                   |                       |
|                                                                                           | <b>INSURER A : ...</b>                                 |                       |
|                                                                                           | <b>INSURER B : United Financial Casualty Company</b>   |                       |
|                                                                                           | <b>INSURER C : Atlantic Casualty Insurance Company</b> |                       |
|                                                                                           | <b>INSURER D :</b>                                     |                       |
| <b>INSURER E :</b>                                                                        |                                                        |                       |
| <b>INSURER F :</b>                                                                        |                                                        |                       |

## COVERAGES

## CERTIFICATE NUMBER:

## 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                                                                                                                                                                                                                                  |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-------------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | 881B002498        | 8/5/2022                | 8/5/2023                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ Included |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                               |           |          | 06465605          | 1/27/2023               | 1/27/2024               | COMBINED SINGLE LIMIT (Ea accident) \$ 750,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br><b>UM/UIM MOTORIST</b> \$ 750,000                                            |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                |           |          |                   |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                                                      |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in Nh) <input type="checkbox"/> Y / N<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                               |           | N / A    |                   |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E L EACH ACCIDENT \$<br>E L DISEASE - EA EMPLOYEE \$<br>E L DISEASE - POLICY LIMIT \$                                                                           |
| C        | <b>INLAND MARINE</b>                                                                                                                                                                                                                                                                                                       |           |          | 790-02-51-13-0005 | 4/27/2023               | 4/27/2024               | <b>CARGO INSURANCE</b> 25,000                                                                                                                                                                                                           |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
CARGO INSURANCE, POLICY # 7900251130004, POLICY PERIOD 4/27/2023-4/27/2024, SINGLE CONVEYANCE \$25,000, DEDUCTIBLE \$1,000

## CERTIFICATE HOLDER

## CANCELLATION

Jonathan Kelly dba It's Your Move  
1820 Felix Ave  
Parsons, KS 67357

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



## It's Your Move

"It's your Move, Trust Us!"

Jonathan Kelly  
1820 Felix Ave.  
Parsons, Ks, 67357  
Phone [620-313-0695]  
ltsyourmovejon@gmail.com

## Cost Proposal

DATE: 5.31.23

**TO:**

David Cowan

Assistant City Manager

**FOR:**

City Hall Move

| DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <p><i>So to break down what our services will include. We will bring three 26 foot box trucks &amp; 5 movers to complete each section of the move. Having the right amount of equipment &amp; manpower will help things on schedule which I know is very important. Especially the first couple days while we are relocating the 911 offices. Everything will be disassembled as needed to be moved out to our trucks &amp; then wrapped in blankets &amp; strapped in safe &amp; ready to transport to the new building. Once there we will unload &amp; carry back in all items to be placed &amp; reassembled where we are directed. We are a licensed &amp; insured company &amp; take accountability for anything we put our hands on. Payment does not need to be made until the move is complete &amp; the city is happy with the move.</i></p> <p><i>Total price for all days &amp; all moving will be \$26,000</i></p> |  |  |  |



"Delivering Excellence"

Response Due: Prior to 2 PM, June 01, 2023

## BID TAB

**COST PROPOSAL MUST BE SUBMITTED ON THIS FORM**

**Base Bid**

Please list items included in base bid, including number of personnel, trucks etc.

\$ 19,000 / \$ 24,000  
3- 26ft Box trucks, + All Equipment need to  
move & secure all furniture & equipment during the move.  
5 movers

**Other Costs**

Please indicate other cost not listed that are normally part of your service.

**Description**

**Cost**

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**Submitted by:**

Jon Kelly

**Name of Contractor**

1820 Felix Ave. Parsons, Ks

**Address**

[Signature]  
**Signature**

Owner

**Title**

5.31.23

**Date**

620-313-0695

**Phone Number**

Its your Move Jon@gmail.com

**Email**



"Delivering Excellence"

**Response Due: Prior to 2 PM, June 01, 2023**

## BID TAB

### COST PROPOSAL MUST BE SUBMITTED ON THIS FORM

#### Base Bid

\$ 67,483.00

Please list items included in base bid, including number of persone, trucks etc.

(4 )laborers, (2 )drivers, (2) Box truck 26 ft , boxes, wall protection, plastic wrap, tools  
for assemble/diassenble furniture, handling material such as dollies and handtrucks .

#### Other Costs

Please indicate other cost not listed that are normally part of your service.

#### Description

#### Cost

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

#### Submitted by:

Luis Padilla

#### Name of Contractor

#### Signature

CEO

#### Title

lpadilla@e-logic.us

#### Email

1025 Connecticut Ave. NW Suite 1000 Washington, D.C. 20036

#### Address

6/1/2023

#### Date

1-202-499-7837

#### Phone Number





1025 Connecticut Avenue N.W., Suite 1000  
Washington D.C. 20036  
[www.e-logic.us](http://www.e-logic.us)

### Cover Letter

June 1, 2023

TO: Office of City Clerk  
ATTN: RFP 05162023 – MOVING SERVICES  
811 W. Laurel St.  
Independence, Kansas 67301  
[davids@independenceks.gov](mailto:davids@independenceks.gov)

SUBJECT: RFP# 05162023, Moving Services – City of Independence, Kansas

Dear Sir/Madam,

E-Logic is pleased to submit this proposal in response to the above referenced RFP. This proposal is valid for a period of ninety (90) calendar days following the solicitation due date and time.

Our company information is as follows:

|                              |                                                                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Company Name                 | E-Logic, Inc.                                                                                                                           |
| Company Address              | 1025 Connecticut Avenue, N.W.<br>Suite 1000<br>Washington D.C. 20036                                                                    |
| Company POC                  | Luis F Padilla (President & CEO)<br>202-499-7837<br><a href="mailto:LPadilla@e-logic.us">LPadilla@e-logic.us</a>                        |
| Small Business               | Small Business SBA 8(a), SBA HUBZone<br>Eligible for SOLE SOURCE Contracts                                                              |
| DUNS                         | 786965876                                                                                                                               |
| FEIN                         | 51-0629765                                                                                                                              |
| CAGE                         | 4QTF4                                                                                                                                   |
| SAM Unique Entity ID         | G8SNQ1CZGNX5                                                                                                                            |
| GSA Contract Number          | GS-35F-521BA                                                                                                                            |
| Office / Warehouse Locations | <b>Washington D.C. – Head Quarters</b><br>Virginia Oklahoma<br>North Carolina Maryland<br>Texas Oklahoma<br>Florida Georgia<br>Missouri |
| Service Locations            | CONUS/OCONUS                                                                                                                            |
| RFP Number                   | 05162023                                                                                                                                |

E-Logic takes no exceptions to the solicitation, or to the final revised solicitation and accepts all contract terms.

E-Logic, Inc. is an SBA Certified Small Business, 8(a) and HUBZone firm. E-Logic is headquartered in Washington D.C., and currently serves multiple Professional Service Delivery contracts across 15+ states including California, Connecticut, Texas, Colorado, Washington, Missouri, Florida, Georgia, South Carolina, Utah, Virginia, Maryland, and Washington D.C. and over 10+ countries including Mexico, Costa Rica, Guatemala, Bolivia, Haiti, and India.

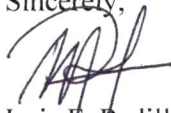
E-Logic currently manages several BPA/IDIQ type contracts for various State, Local, Federal Government Agencies. Through these contracts, E-Logic has gained experience in managing and implementing logistic, relocation and warehousing management services.

E-Logic's Quality Assurance implementation is used to quantify customer satisfaction and project success. E-Logic's success is based on the dedication, experience and creativity of E-Logic's human capital and adherence to industry best practices.

E-Logic's human capital is captured through its recruitment process and nurtured by E-Logic's retention plan. For E-Logic, its employees are the secret sauce for project success. Over the years E-Logic has developed a strategic resource pool of Logisticians, Drivers, Laborers and support staff with unique backgrounds and certifications that enables highly skilled and specialized services to all state, local federal government customers.

Thank you for your review of our proposal response. If you have any questions, please call me at 202-499-7837 or email me at [LPadilla@E-Logic.us](mailto:LPadilla@E-Logic.us)

Sincerely,

A handwritten signature in black ink, appearing to read 'Luis F. Padilla', written over a horizontal line.

Luis F. Padilla  
President & CEO

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**Response to Request for Proposal  
RFP # 05162023**

City of Independence, Kansas  
***MOVE SERVICES***

June 1, 2023

**PROPOSAL OF CAPABILITY AND EXPERIENCE**

**Submitted to:**  
Office of City Clerk  
[davids@independencesks.gov](mailto:davids@independencesks.gov)



**Submitted By:**  
E-Logic, Inc.  
1025 Connecticut Avenue N.W., Suite 1000  
Washington D.C. 20036  
[www.e-logic.us](http://www.e-logic.us)

SBA 8(a) Certified / SBA HubZone Certified  
CAGE Code: 4QTF4 • DUNS: 786965876 • FEIN: 51-0629765  
UNIQUE ENTITY ID: G8SNQ1CZGNX5

***SAM Registered/Certified –Provisions/Clauses Completed, No Active Exclusions***

Primary POC/Authorized Official for Contract Administration and Negotiation:  
Mr. Luis F. Padilla, President/CEO  
Email: [LPadilla@e-logic.us](mailto:LPadilla@e-logic.us) / Cell: 202-499-7837/ Fax: 703-349-6228

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*This response includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this response. If, however, a contract is awarded to this Offeror as a result of—or in connection with—the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction.*

*Source Selection Information FAR 2.101 and FAR 3.104*

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## I. QUALIFICATIONS

### *1. Technical Experience*

E-Logic, Inc. (E-Logic) is an experienced moving and logistics management service company. Since 2007, the company has been delivering a wide range of services to support its federal government (Civilian and Defense) customers. E-Logic's logistical, moving, and warehousing projects range from local, regional and overseas support services.

Company leadership (including Executive Team and CEO) are involved in all areas of project management and delivery, guaranteeing customers a dependable and reliable solution for their warehousing and material logistical needs.

Since 2007, E-Logic operates its own facilities. E-Logic has four warehouse locations. The warehouse locations are as follows: Manassas, Virginia; Doral, Florida; Houston, Texas and Oklahoma City, Oklahoma. From these locations, the company provides all of its in-house support services. The company also has the option of managing and supporting customers' warehouse at its own facilities throughout the United States.

E-Logic provides assurance for all of its workmanship and deliverables by providing a 100% satisfaction guarantee to its customers.

### *1.1 Corporate Material Receipt and Inspection Services Experience*

E-Logic understands that its customers' needs are unique and require specific tailoring to meet their material logistical and warehouse challenges. E-Logic has logistics and warehousing experts and resources to deliver custom solutions to our customers.

E-Logic performs material management functions including material receipt at the warehouse, issue, Care of Supply in Storage (COSIS), and disposal actions, as well as control and processing of material management documents; supervision; and clerical effort related to material management.

E-Logic utilizes industry best practices to maintain daily, weekly and monthly log of incoming and outgoing shipments documents prepared and received. E-Logic utilizes industry best practices to record receipt of custody of any unordered or frustrated material (items that cannot be cross-referenced to purchase orders, items without identifying information or items with incorrect information). Non-conforming or discrepant material are documented material receipt.



When damage is reported by receiving personnel, E-Logic prepares and submits Transportation Discrepancy Reports (TDRs), other applicable documents per customer requirements, including all necessary supporting documentation and photographs.

As a turkey service support customers as required with reference to warranty coverage claims at any time after receipt. Each completed TDR is filed by E-Logic in the appropriate folder. Resolved TDRs are maintained by E-Logic and transferred to the Government at the completion of each task order.

### ***1.2 Corporate Shipping, Packing and Crating Experience***



E-Logic has been performing kitting functions since 2007. E-Logic follows industry best practices to manage equipment kitting and shipping.

E-Logic has experience in shipment coordination including preparing of shipment documents (example: Form DD1149) and preparing material for scheduled pick-up (local material movement). Services include material and shipment planning, as well control and processing of documents, and supervision and clerical effort related to coordination of shipment. E-Logic interfaces with customer and material receivers. E-Logic provides shipping information to the customer and assists in resolving misrouted shipments. Provide status as part of E-Logic Status Report for each task order.

E-Logic maintains a monthly log of incoming and outgoing shipping documents received. All information is shared with customer and its stakeholders by the assigned E-Logic Project Manager.



### ***1.3 Corporate Inventory Management Experience***

E-Logic performs physical inventory counts and labeling of material. The physical inventory process covers a broad spectrum of processes ranging from warehouse counts to comparing the counts to the appropriate APSR records. E-Logic physically execute the Government provided Physical Inventory/ Location Audit Plan (LAP); perform scheduled and non-scheduled inventories; and label material using industry best practices and customer references.

E-Logic organizes, stores, and retrieves information using a wide range of techniques utilizing government and database systems for information management and interaction internally and between other entities/customers. E-Logic provides inventory management functions, including but not limited to, processing on station requirements, extracting and reviewing data for management reports to update and change inventory records including consolidating records. Inventory Management functions will also include inventory counting and labeling material.

### ***1.4 Corporate Material Movement and Transportation Experience***

E-Logic monitors and provides analysis of material movements to ensure accurate accountability of material, to include tracking and maintaining of manifest information to prevent misrouted deliveries and lost material. E-Logic assists the Government dispatcher in receiving requests for material movement, scheduling pickups and deliveries, creating material movement manifests, and providing Motor Vehicle Operators (MVOs) for delivery of material.





E-Logic has a small fleet of trucks that is available to meet customer requirements. E-Logic's trucks have the required tools/equipment to support the pick-up and delivery per customer requests.

E-Logic services include the movement of property, material, supplies, equipment, work-in-process, and related logistics support within the boundaries of the installations (removal, dismantling and assembly) identified in government request task orders. Transportation of components, equipment, empty containers, and as required other material to and from controlled areas, production shops, and other support shops. E-Logic has the experience and resources to perform pickup and delivery of materials and supplies to prescribed locations. E-Logic loads materials onto and off the transport vehicle.

## II. RESPONSES TO RFP

### ***2.0 Project Overview***

E-Logic's Moving and Logistics team has reviewed the requirements listed in the Scope of Work (SOW) for the City of Independence, Kansas to acquire Moving Services from the current temporary City Hall located at 811 W. Laurel to the new remodeled City Hall at 120 N. Sixth Street.

E-Logic will support the City's requirement to move office furniture, materials, records, appliances, and equipment. E-Logic's moving services include all labor, supervision, tools, equipment, transportation, incidentals, and materials necessary to perform this relocation. E-Logic moves all designated furniture and property from the single departure site to the destination in accordance with industry standards for removal and placement of these items. All services are performed with the skill, care and diligence of generally accepted professional practices.

E-Logic has the expertise and the financial and technical resources to continually support this requirement in accordance with industry standards for the services outlined in this solicitation. E-Logic provides management and oversight of all employees and services rendered during contract performance. Our expertise and experience include providing services for ordering agencies with multiple organizational levels and geographic locations.

E-Logic provides 100% full coverage insurance. A Certificate of Insurance (COI) is provided prior to beginning of the move to the designated Point of Contact (POC). E-Logic is responsible for any and all damage to real and personal property, or loss of such during relocation. All replacement/repair is done to the satisfaction of the agency no later than 30 days after the move.

E-Logic is knowledgeable of and complies with all applicable federal, state, and local laws, codes, permits, requirements and instructions required for the performance of the duties in this SOW. We ensure policies and procedures are established that protect the safety and welfare of customers, employees, and the community to minimize or eliminate safety or environmental risks. These policies are in compliance with Federal and Installation policies and procedures.





## **2.1 Project Approach**

E-Logic provides all labor, vehicles, equipment, supplies, transportation, tools, materials, skills, supervision, insurance, fuel, drivers, maintenance, and operating supplies/services to perform all professional move services as defined in the SOW and as necessary to provide office relocation services are required.

E-Logic's moving services include but are not limited to take down, disassembly, packing and movement/transport of furniture to the new location. Furniture includes but is not limited to standalone office furniture, conference and lobby furniture, modular systems furniture, and wall hangings. At the new location E-Logic assembles/sets up the furniture as needed and removes all packing from material from the premises once complete on a task order basis.

All phases of this project are coordinated with the designated Point of Contact (POC). E-Logic's professional move and storage services include the packing, padding and/or crating required for safe transportation of the property; picking up and loading of the property at the origin(s); uncrating as required; placing the property at the destination(s); removal of the padding and crating materials; and any other services that would normally be included in a complete moving service. E-Logic provides project management and oversight of all employees and services rendered during contract performance.

### **Period of Performance**

Dates of moving services will begin August 1, 2023, and end approximately by August 19, 2023, in accordance with the schedule and phases outlined in the SOW.

### **Place of Performance**

*Current temporary location:* City Hall located at 811 W. Laurel

*New remodeled location:* City Hall at 120 N. Sixth Street.

The locations are approximately one-half mile from each other.

### **Work Hours**

All work is performed during normal working hours excluding federal holidays unless specifically instructed to do so after hours. Normal working hours are limited to 07:00am and 5:00pm Monday through Friday, unless requirements dictate otherwise and are approved by the Contracting Officer.

### **Proposed / Tentative Schedule**

- August 1, 2023. (The State of Kansas will install 911 circuit at 120 N. Sixth) The City will work with the mover to relocate 911 offices during this week once equipment is installed. (Anticipate 2-days to relocate 911 to City Hall)
- August 14 – 19. Relocation of City offices
  - Monday 14<sup>th</sup> & 15<sup>th</sup> – Relocation of Police Department
  - Wednesday 16<sup>th</sup> -19<sup>th</sup> – Relocation of City Hall offices
    - Clerks Offices
      - Clerk Storage
    - Housing
    - Building Dept & Code Enforcement



- Animal Control
- Engineering
- Administration offices
- Meeting Rooms tables, chairs and monitors
- I.T. offices
- Mapping Room

## ***2.2 Packing/Unpacking and Moving Services***

### **Supervision and Labor**

E-Logic furnishes all the necessary supervision and labor each day that work is scheduled. On an as-needed basis, and with at least 72-hours' notice, E-Logic is prepared to demonstrate our ability to provide above standard services as necessary. This includes the ability to provide additional labor support, vehicles, and equipment based on the requirement. Our assigned Project Manager is on site to supervise the move and controls all work performed to ensure compliance with the contract requirements. E-Logic maintains a neat, orderly, and safe work site condition at all times.

### **Materials and Supplies**

E-Logic procures and delivers all furniture, equipment, records, etc. included in the individual moves. In addition, we procure all materials necessary to pack office contents and accomplish the work in the relocation, i.e boxes, bins, crates, carts, labels, tape, etc. E-Logic provides required supplies for site protection, to include blankets, shrink wrap, bubble wrap, etc. to prepare the items for the move. All materials provided by the E-Logic team are brand new, void of any defects, and covered by the standard industry warranty periods and terms. All materials are delivered prior to the move and delivered to the City by July 26, 2023.

### **Packing/Unpacking**

E-Logic is responsible for disassembly and reassembly of any necessary furniture. All furniture is carefully prepared for the move in a manner that prevents damage during transport to the new location. The City will attempt to box up as much as possible before the move. City employees will be responsible for boxing up their office contents to be moved by E-Logic to their appropriate destination where City employees will unpack them. Technological equipment items such as computers, monitors, phones, printers and scanners will be disconnected by City Employees and placed in boxes for relocation to their appropriate destination.

### **Movement of Property**

All items identified from its old location are moved to the new room locations. All property is moved in vehicles that meet the required conditions to protect it during loading and unloading operations. Appropriate padding and/or other protective material is furnished which may include corner guards, plywood, vinyl, heavy-gauge plastic, or Masonite as required to provide protection to the elevators, doorways, hallways, floors, and walls in all locations and prevent damage to the facilities.

### **Electrician Services**

If applicable, E-Logic provides a licensed electrician as required.





### **Removal of Packing Material**

Empty packing containers and related rubbish is removed from the work site daily. A complete cleanup is done within five working days after the move is complete.

### **Storage**

Temporary overnight tractor trailer storage may be utilized if during a move time or resource constraints do not permit unloading until the next workday. In this case, the trailer is secured and staged in an area approved by a City representative. If E-Logic's trucks or trailers are not unloaded at the end of each work day, all City furniture, materials, equipment, records, office equipment, etc. remain on City property.

### ***2.3 Equipment and Transportation***

All equipment furnished by E-Logic is clean, mechanically sound and sufficient size to accommodate the shipments scheduled. Vehicles are equipped with electronic/hydraulic-lift gates, and logistics strapping. Each vehicle is supplied with sufficient clean pads, covers, and other protective equipment to ensure safe transit and delivery of property. They are also equipped with furniture dollies, hand trucks, pallet jacks, a panel cart, computer cart and all basic and necessary tools required for assembly and disassembly of property (e.g., drills, screwdrivers, hammers, wrenches, etc.) if applicable.

All equipment furnished is well maintained and functions without defect and is operated in a safe manner in adherence to all OSHA standards. All property is properly pad wrapped and secured against shifting during transit. E-Logic is responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials are secured.

Drivers possess valid and applicable operator's licenses IAW with Federal, State and local government laws. E-Logic maintains a Satisfactory Carrier Rating with Federal Motor Carrier Safety Administration during the period of performance.

### ***2.4 Clean-Up and Disposal Services***

E-Logic ensures space is clean at the end of each move. All refuse, scrap, and waste materials are removed from the project sites. E-Logic "broom sweeps," the current location and ensures the vacated space is cleared and free of debris as part of the decommissioning process. Any items not relocated or excessed will be disposed of on move day by E-Logic. Items removed for disposal are disposed of offsite and away from government owned or leased property and in conformance with local, State, and federal Regulations.

E-Logic provides a countersigned and accepted tracking form listing all items, their origin, and their intended move-in location. Move-in location within the building may change as required by the AF during the period of performance.





## ***2.5 Dedicated and Qualified Personnel***

### **Project Manager**

E-Logic has a qualified project manager (PM) who is responsible for the performance of this work. He has 5+ years of experience in planning and logistics for relocations and installations and is responsible for project site management, scheduling, coordination and technical assistance to the Assistant City Manager as required throughout the project. The PM has full authority to act for E-Logic on all contract matters relating to daily operation of this contract. He has a comprehensive knowledge of furniture moving, installation, storage, repair as well as the administrative skills needed. The PM is the working lead person and has the authority to negotiate, accept, and execute job requests and instructions conveyed by the City's designated representative on E-Logic's behalf during the contract period. Before the move, the PM meets with the agency to conduct a site survey and walkthrough to understand all requirements, determine the priority of the move, and create a phased move plan. A project work phasing schedule and moving plan is submitted to the designated POC for consent one (1) week prior to the move. The PM is responsible to see that the schedule is followed so that the move is completed in a timely manner. It is his responsibility to coordinate the move with E-Logic employees. Prior to beginning any work, the PM meets with the City representative(s) to discuss any site-specific requirements at each location. The PM attends any post award conference and periodic progress meetings.

### **Workforce**

E-Logic maintains an adequate, competent workforce at all times for the uninterrupted performance of all tasks defined in the SOW when the Government facility is opened. We understand that the stability and continuity of our workforce is essential. E-Logic recruits and retains qualified personnel who are competent, productive, qualified appropriately security-cleared professionals. Certificates/licenses/training are maintained in a current status at all times. The personnel designated for this contract meet the requirements for identification. Personnel are professionally dressed in uniforms identifying their employment with E-Logic. Identification of all personnel is provided and accessible at all times with badges displayed. A list of key personnel and qualifications is provided upon award.

For the protection of employees, appropriate safety and personal protective equipment is worn during moves and precautions regarding fire and life safety are taken in compliance with all occupational, safety and health (OSHA) laws/regulations.

E-Logic's workforce abides by all safety and security policies and procedures. E-Logic follows all CDC/Federal and City COVID-19 policies and guidelines of staff required at the date of the move and for the duration of the contract. If required, masks are worn at all times during the relocation and personnel comply with all Workplace Safety Plan requirements.

### **Contractor Availability**

E-Logic understands that due to the dynamic nature of relocations, a high degree of flexibility is required to meet changing needs that occur daily. E-Logic is prepared to provide the availability of workforce within 24 hours of notification of job requests, furniture/equipment deliveries and/or moves. The 24-hour notification is applicable for business day moves.



### **Standards of Conduct**

E-Logic maintains satisfactory standards of employee competency, conduct, appearance, and integrity and is responsible for taking such disciplinary action with respect to its employees as may be necessary. E-Logic understands that any E-Logic employee found unsuitable or unfit to work on government-controlled property/facilities will be removed by the Contracting Officer/City designated representative.

### **Compliance with Security/Safety/Regulatory Requirements**

E-Logic's workforce abides by all security, safety, and regulatory policies and procedures. E-Logic is knowledgeable of and complies with federal, state, local and all other applicable laws, policies, rules, regulations, codes, permits, licenses, and certifications required for the performance of the duties in this SOW. We ensure policies and procedures are established that protect the safety and welfare of customers, employees, and the community to minimize or eliminate safety or environmental risks. These policies are in compliance with Federal and Installation policies and procedures.

### **Insurance / Liability of Damage**

E-Logic provides 100% full coverage insurance. A Certificate of Insurance (COI) is provided upon award. E-Logic is liable for any damage to the building systems resulting from improper installation, negligence, or inexperienced technicians. E-Logic is responsible for any and all damage to real and personal property, or loss of such during relocation. All replacement/repair is done to the satisfaction of the agency no later than 30 days of discovery through replacement, repair or reimbursement.

### **2.6 Quality Assurance/Quality Control**

E-Logic provides assurance for all of its workmanship and deliverables by providing a 100% satisfaction guarantee to its customers.

One of the key elements to our Management Approach is to outline our approach to Quality Assurance (QA) and Quality Control. E-Logic maintains a complete Quality Control Plan (QCP) to ensure our performance meets applicable Inspection of Services and meets or exceeds our customers' expectations. The QA/QCP process enables our Program/Project Manager to identify and correct deficiencies in quality performance before they become unacceptable and perform continuous service improvements.

Central to E-Logic's overall QA approach is on our industry certifications including ISO 9001:2015, ISO/IEC: 20000-1:2018 and ISO 27001-2013. This approach creates transparency in identifying the overall objectives and metrics that our Program/Project Manager will ensure program/task/subtask compliance. E-Logic can ensure full compliance with all requirements regarding staff sourcing, onboarding, training, filling vacancies and performance of the service deliverables covered under this Contract.

### **Monitoring and Managing Performance**

E-Logic's Program Manager (PM), Ariel Ricaldes and E-Logic's Chief Operations Officer (COO), Veronica Espinosa, support Program and Project Managers in all areas of Contract Management.



Mr. Ricaldes and Ms. Espinosa provide oversight on contract day-to-day performance and deliverables. E-Logic's Program Manager collects, monitors, and prepares documents for performance metrics and reports related to this contract and ensures that they are timely, accurate, and complete.

### 3.0 Relevant Experience References (5)

#### Reference 1.

|                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Prime                                                                                                                                                                                                                                                                                                           | E-Logic, Inc.                                                                                                                                                        |
| Customer Name                                                                                                                                                                                                                                                                                                   | District of Columbia Public Schools (DCPS)                                                                                                                           |
| Customer POC Contact Details                                                                                                                                                                                                                                                                                    | Zahra Hashmi<br>District of Columbia Public Schools Office of Contracts and Acquisitions<br>Ph: (202) 442-5120; Fax (202) 442-6105<br>Email: zahra.hashmi@k12.dc.gov |
| Contract Number                                                                                                                                                                                                                                                                                                 | DPCS SOW GAGA-2023-P-010                                                                                                                                             |
| Contract Title                                                                                                                                                                                                                                                                                                  | DCPS Moving and Logistics BPA                                                                                                                                        |
| Contract Period                                                                                                                                                                                                                                                                                                 | October 28, 2020 – September 30, 2023                                                                                                                                |
| Contract Type                                                                                                                                                                                                                                                                                                   | Firm Fixed Price                                                                                                                                                     |
| Contract Value                                                                                                                                                                                                                                                                                                  | \$500,000.00                                                                                                                                                         |
| <b>Service Descriptions</b><br>The main objective of the contract was to provide moving and logistics professional support services. Key Task Assigned to E-Logic under this Contract: Providing Moving Trucks and Drivers for transport services and Truck laborers for manual movement and moving operations. |                                                                                                                                                                      |

#### Reference 2.

|                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Customer Name                                                                                                                                                                                                                                                                                                                                                | Chemonics International, Inc.                                                                                                 |
| Contract Number                                                                                                                                                                                                                                                                                                                                              | Subcontract # HFM1506 under Prime # (Chemonics) AID-OAA-I-12-00035 (USAID)                                                    |
| Customer Point of Contact                                                                                                                                                                                                                                                                                                                                    | Joseph Triplett, Procurement Director<br>202-955-6575<br><a href="mailto:JTriplett@chemonics.com">JTriplett@chemonics.com</a> |
| Contract Title                                                                                                                                                                                                                                                                                                                                               | Haiti Integrated Financial Management System (IFMS)                                                                           |
| Contract Value                                                                                                                                                                                                                                                                                                                                               | \$1,766,682.55                                                                                                                |
| Type of Contract                                                                                                                                                                                                                                                                                                                                             | Firm Fixed Price (FFP)                                                                                                        |
| Period of Performance                                                                                                                                                                                                                                                                                                                                        | 01/31/2016 – 03/25/2018                                                                                                       |
| Chemonics International, acting for the Haiti Integrated Financial Management System (IFMS) Project, for the Haitian Ministère de l'Économie et des Finances (MEF) awarded a Task Order to E-Logic to provide Material Handling and Logistics Support (OCONUS) which included International Transportation, Custom Clearance and Temporary Storage in Haiti. |                                                                                                                               |



**On-Demand Services, LLC**  
**dba On-Demand Logistics Services**

**Main Office: 18045 West Little York Road, Suite R-18, Katy, TX 77449**

**Tel: 1 888-208-1989 , email: [info@ondemand-services.com](mailto:info@ondemand-services.com)**

**Website: <http://www.ondemand-services.com/>**

**RFP INFO:**

RFP - City Hall Relocation RFP - 05162023

**VENDOR INFORMATION:**

**Contact Name:** Lanre Akinola

**Vendor (Business Name):** On-Demand Services, LLC

**Telephone:** (302) 388-1215

**Email:** [info@ondemand-services.com](mailto:info@ondemand-services.com)

**CCR Cage No./ DUNS No.:** 7SQ90 / 079910719

**Tax Identification No.:** 46-3328338

**SAM Unique Entity ID:** PCPAL5LQYNV1

**MAS GSA Contract #:** 47QSMA20D08Q5

**Payment Terms:** 15 - 30 days

**From:** 811 W Laurel St, Independence, KS 67301

**To:** 120 N 6th St, Independence, KS 67301

**Description:**

**Cost**

|                   |             |
|-------------------|-------------|
| 911 circuit       | \$17,477.10 |
| Police Department | \$18,241.38 |
| City Hall offices | \$37,969.82 |

**TOTAL COST OF MOVE:**

**\$73,688.30**

**Total # of days to complete move: 8**



"Delivering Excellence"

**Response Due: Prior to 2 PM, June 01, 2023**

## BID TAB

### COST PROPOSAL MUST BE SUBMITTED ON THIS FORM

**Base Bid** \$ 73,688.30

Please list items included in base bid, including number of personnel, trucks etc.

refer to the provided price breakdown sheet

The personnel consist of a (1) project manager, (1) supervision, (3) truck drivers, (5) installers/movers

### **Other Costs**

Please indicate other cost not listed that are normally part of your service.

### Description

### Cost

|       |       |
|-------|-------|
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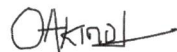
### **Submitted by:**

Lanre Akinola

18045 W Little York Rd, Katy TX 77449

**Name of Contractor**

**Address**



06/01/2023

**Signature**

**Date**

Manager

888.208.1989

**Title**

**Phone Number**

info@ondemand-services.com

**Email**



**On-Demand Services, LLC**  
dba On-Demand Logistics Services  
18045 West Little York Road, Suite R-18, Katy, TX 77449

DUNs: 079910719

Ownership Type: Limited Liability Company.

Small Business Designation

**State**

Minority Owned (DBE, MBE)

**Federal**

SBA Certified 8(a) Small Business  
GSA MAS (Multiple Award Schedule)

Year Established: Jan 2014

**Principal Officer:**

**Lanre Akinola (Manager)**

Cell#: (302) 388-1215

Business#: (888) 208-1989

Email: [info@ondemand-services.com](mailto:info@ondemand-services.com)

Website: [www.ondemand-services.com](http://www.ondemand-services.com)



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## **Section I: Executive Summary**

### **1. Company Mission, Experience, Capacity and Expertise.**

On-Demand Logistics Services (ODLS) proposes to provide relocation services to the City of Independence, KS. On-Demand Logistics Services, a dba of On-Demand Services, LLC is a registered State of Texas business. It is an SBA 8(a) certified firm, the federal SBA small business certification. ODLS also holds a GSA MAS (Multiple Award Schedule) contract with the U.S General Services Administration. In almost a decade of existence, the firm has conducted over 3,000 contracted relocation tasks nationwide, including relocation contract awards from various federal agencies, institutions, and establishments. The company has the experience and capacity for office, laboratory and library relocation, furniture installation, reconfiguration, comprehensive furniture management and excess furniture disposal.

## **Section II: Management Plan**

### **2. Head Count and Staffing Planning**

On-Demand Logistics Services (ODLS) proposes to provide the necessary personnel to perform tasks for all supervision, labor, materials, supplies, and equipment necessary to perform all the services required to complete the move for City of Independence, KS. ODLS experienced personnel are carefully chosen from among qualified applicants and thoroughly trained to perform safe relocation using professional moving techniques to service clients. ODLS retains a pool of on-call personnel who are available in the event of full-time employees' absence.

### **3. Staffing of Key Position**

On-Demand Logistics Services (ODLS) shall assign a minimum of ten (10) personnel staff to the project. The personnel consist of a (1) project manager, (1) supervision, (3) truck drivers, (5) installers/movers. Each worker has undergone background checks and Homeland Security Presidential Directive 12 (HSPD 12) clearances, this is a security clearance for federal government contractor. All assigned personnel are experienced packers and movers with professional appearances and attitudes. Each worker reports to the Project Manager to sign on and off work daily for time keeping. Contractor will comply with all applicable Federal, State, county and city statutes, ordinances, and regulations, including those pertaining to wages, hours, and conditions of employment.

Below is a table of personnel profile assigned to this project:

| Job Title/Task                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                         | Minimum Years of Experience |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Project Manager</b>                           | Plans and provides leadership and analysis for major office relocation/renovation projects as well as developing complex technical solutions for planning and design studies. Supervises, plans and directs project coordination and management. Actively participates in business development and responsible for timely and accurate completion of projects.                                                                      | 10 -15+ years experience    |
| <b>Supervisor</b>                                | Responsible and accountable for all facets of project performance, including technical/professional financial and client satisfaction. Comprehensive project management support and supervisory services for the design, reconfiguration, and relocation of office spaces for facilities program services to support project and task order requirements. Maintains contact with the client for planning and executing the project. | 5 years experience          |
| <b>Straight Truck (Class D) or CDL (Class A)</b> | A CDL, Class A or Class D Driver is responsible for safely operating a truck to tractor trailer in transporting the furniture, equipment and scientific equipment from one location to another in supporting all office relocations. The driver is responsible for operation, maintenance and cleanliness of his assigned vehicles                                                                                                  | 5 years experience          |
| <b>Mover</b>                                     | Movers are responsible for the following the directions of supervisors for packing and moving all office furniture, files, records, books, computer systems and other office equipment using moving equipment that includes dollies, commercial bins, panel carts, cradles, including proficient in utilizing a variety of specialized moving supplies such as computer bags, bubble wrap, shrink wrap, and containers.             | 5 years experience          |
| <b>Furniture Installer</b>                       | The installer will provide equipment, facility and office installation, relocation, assembly and disassembly services to support a variety of distribution systems, modular furniture, high density shelving and storage, laboratory equipment and computer components and systems according to the designs and plans.                                                                                                              | 5 years experience          |

### Project Manager and Primary Contract

Mr. Lanre Akinola is the On-Demand Logistics Services (ODLS) point of contact, and he is to oversee the entire project. Lanre Akinola has a bachelor's degree in marketing from Temple University and a graduate business degree from St Joseph's University in Philadelphia, PA. He has over 20 years of experience in the relocation industry. This key person is to communicate to the team on all assignments or projects deliverables assigned by the Contract Officer Representative (COR). The Project Manager shall ensure that each daily task assigned is completed by the end of the day. Should the daily team not be able to complete the work within a single business day, the PM is required to notify the assigned contracting officer representative (COR). Any questions, inquires relating to the proposed contract execution or performance should be directed to:

Cell#: (302) 388-1215  
 Business Phone & Fax#: (888) 208-1989  
 Email: [info@ondemand-services.com](mailto:info@ondemand-services.com)



All calls to the business phone line are directed or forwarded to the PM personal cell phone shown above, then to Office Manager. Call forwarding feature ensures someone during office hours is available to pick up business or client calls. There is 24/7 access to email via mobile device and from the office devices such as personal lab tops or notepads.

#### 4. Identification of Employee

- All ODLS workers will have visible name tags and carry a valid form of identification on the job site all the time.
- Workers shall be easily identifiable by uniforms or safety vest with company name on it.
- All workers have professional appearance and attitude on the job.

#### 5. Pre-Move Plan

- The project manager shall identify work path locations for where to install building protections of the floors, elevators, wall edges before every assigned move and each day prior to move etc.
- Wall surfaces, wall edges and floor protections shall be installed prior to the start move date where applicable. Floors covers such as Masonite boards or surface floor protection shall be used.
- Insurance: A certificate of insurance shall be provided upon contract award to the requirements of the SOW.

#### 6. Move Plan

- ODLS move Supervisor or Project Manager shall conduct an inspection of the pick-up and the drop-off location prior to move. The inspection shall be done to document any pre-existing damages, conditions, or safety concerns in both buildings.
- All moves shall be conducted per each department as indicated on the proposed schedule.
- Where necessary, furniture, shelves, cabinets shall be disassembled, relocated, and assembled using the City provided floor plan.
- The move vendor shall provide bulk or large speed packer boxes for efficient packing and the movement of loose and smaller items.
- Artwork and hangings shall be taken down and relocated to the new space according to the floor plan and reinstalled on the walls.
- All boxes shall be moved and placed using the provided floor plan.

| Description                                     | Move Methodology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Equipment Specifications                                                              |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| A Boxes/Crates                                  | <p><b>Moving carts.</b> Boxes shall be loaded by the movers on the carts with heavier boxes arranged at the base and the lighter boxes on the top for weight distribution. Boxes that are not sealed properly shall be closed and taped by the movers. The loaded boxes will be safely secured with <b>move rubber-bands</b> while on the carts to prevent the boxes from slipping off or falling off the carts. The boxes will be arranged inside the box truck with heavier totes or boxes placed in the bottom while lighter boxes on top.</p> |    |
| B Desk chairs                                   | <p>Each desk chair (leather, fabric upholstery) shall be wrapped in a <b>padded move blankets</b> with move rubber bands to firmly secure move blankets/pads around chairs to prevent damages. This method would guaranteed no damages or scratches to desk chairs. All desk chairs will be handled with care from pick up to destination. All chairs shall be placed in locations designated by the agency. Contractor move blankets have been washed, sanitized and free of dirt or stains. Samples of blankets shown.</p>                      |   |
| C File Cabinets/Storage Cabinets/Security Safes | <p>File cabinets shall be moved using <b>heavy duty hand trucks</b>. The equipment is a double-welded steel frame. Foot release converts to 4 wheels. (as shown in image to the right). To prevent accidental fall of file cabinets, the equipment comes with a heavy-duty ratchet tightener, which secures loads; eliminates slips and shifting (agency can choose to leave contents inside cabinets, movers can move loaded cabinets). Metal cabinets shall be transported in an enclosed box truck and securely strapped inside.</p>           |  |
| D Safes                                         | <p>Security safes shall be moved using a <b>security safe hand truck</b> (as shown). Double-welded steel frame. Foot release converts to 4 wheels. Heavy-duty ratchet tightener secures loads; eliminates slips and shifting. Our movers are trained and experienced at moving military security safes while following all safety guidelines. Safe shall be transported in an enclosed box truck with ratchet straps to secure safes inside the truck during transportation. The hand truck has a load capacity up to 1,800 to 2,500 lbs.</p>     |  |

| Description                                                            | Move Methodology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Equipment Specifications                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>E      Tables/Desk</p>                                              | <p>Where necessary tables shall be disassembled by our trained furniture movers prior to moving and loading into the truck. To prevent scratches or damages, furniture <b>pads/blankets</b> shall be placed on top of table surfaces and around the table while securely wrapped with plastic <b>stretch wraps</b>. Table will be moved on wooden <b>heavy duty furniture dollies</b> (as shown in the picture) or by hand trucks. These dollies have rubber grips to prevent furniture from slipping off. Tables shall be transported in an enclosed box truck with ratchets straps to secure inside the enclosed truck.</p> | <br><br>    |
| <p>F      Computer monitors and end points devices</p>                 | <p>Move contractor shall relocate monitors in <b>plastic crates</b> with lids to prevent damages. Crates containing sensitive or classified items shall secured with zip-ties. Crates shall be placed on <b>move carts</b> and secured with move rubber bands to prevent slipping off while loading or offloading.</p>                                                                                                                                                                                                                                                                                                        | <br><br> |
| <p>G      Small office equipment/<br/>Office cubicles panels</p>       | <p>Move contractor shall use open deck panel trucks to move small office equipment like scanners or printers, lab equipments. Panel carts are very suitable for moving cubicle panels and tables quicker and safer</p>                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                 |
| <p>H      Small office equipment/Misc items/Artwork/Picture Frames</p> | <p><b>Gondola or bulk pack box</b> are tri-wall rigid framed cardboard boxes that could be used to move small printers, scanners, monitors, lab equipments and misc items much safer and quicker.</p>                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                 |
| <p>H      Small office equipment/Misc items</p>                        | <p><b>Utility carts</b> are useful for organizing, storing and moving things around almost every kind of work environment, including: Warehouses and stockrooms. Shipping and receiving areas. Tool cribs and production areas</p>                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                 |



## **7. Post Move**

- ODLS to remove all building protection and to leave building the same way it was prior to packing and move operations not limited to dust and broom sweep of every room or floor where applicable at the pick-up and drop off locations.
- Project Manager to identify any damages and ODLS to make all repairs and amendment within 15 days.
- ODLS to remove all used boxes, pallets, and trash from both locations immediately after completion of work.

## **8. Safety Measures**

ODLS takes safety of the employees and the public very seriously. Our subcontractor and workers have undergone OSHA safety training on proper ways to use personal protective equipment (PPE) and OSHA training on material handling and storage to improve workplace safety. Warnings and Hazard signs shall be posted where necessary throughout the performance of the contract. The project manager shall make daily and routine safety inspections on work sites throughout the entire performance of the contract.

## **9. Mishap Notification**

The contractor shall notify the contract officer (COR) within one (1) hour of all mishaps or incidents or damage to property entrusted by this contract. A written or email copy of the mishap/incident notification shall be submitted to the COR within 24 hours of the event. Mishap notifications shall contain, at a minimum, the following information:

- Contract, Contract number, name, and title of the person(s) reporting
- Date, time and exact location of the accident/incident
- Brief narrative of accident/incident (events leading to accident/incident)
- Cause of accident/incident, if known
- Estimated cost of accident/incident (material and labor to repair/replace)
- Nomenclature of equipment and personnel involved in accident/incident.
- Corrective actions (taken and proposed)
- Any alternate pertinent information
- The contractor shall cooperate with all City mishap investigations.

## **10. Insurance**

Upon contract award ODLS shall provide certificate of insurance.

## **11. Equipment**

Only an enclosed boxed trucks or vehicle free of leaks or defects shall be use. All vehicles are registered, DOT approved, inspected, insured, clean and mechanically sound, and are all equipped with operational fire extinguishers. Daily trip inspections are performed on each truck.

Below is the number of box trucks ODLS will make available and put to operations:

- Three (3) 26-foot box trucks.

- One (1) pickup truck.

The trucks are equipped with tie down straps to secure loads and to prevent damage, breakage, or loss of property to be moved. There is a sufficient supply of clean pads, covers and other protective equipment on each truck to ensure safe transit and delivery of the property in an undamaged condition.

### Section III: Price

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>On-Demand Services, LLC</b><br><b>dba On-Demand Logistics Services</b><br><b>Main Office: 18045 West Little York Road, Suite R-18, Katy, TX 77449</b><br><b>Tel: 1 888-208-1989 , email: info@ondemand-services.com</b><br><b>Website: http://www.ondemand-services.com/</b>                                                                                                                                                                                                                                                                           |                    |
| <b>RFP INFO:</b><br>RFP - City Hall Relocation RFP - 05162023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |
| <b>VENDOR INFORMATION:</b><br><b>Contact Name:</b> Lanre Akinola<br><b>Vendor (Business Name):</b> On-Demand Services, LLC<br><b>Telephone:</b> (302) 388-1215<br><b>Email:</b> info@ondemand-services.com<br><b>CCR Cage No./ DUNS No.:</b> 7SQ90 / 079910719<br><b>Tax Identification No.:</b> 46-3328338<br><b>SAM Unique Entity ID:</b> PCPAL5LQYNV1<br><b>MAS GSA Contract #:</b> 47QSMA20D08Q5<br><b>Payment Terms:</b> 15 - 30 days<br><br><b>From:</b> 811 W Laurel St, Independence, KS 67301<br><b>To:</b> 120 N 6th St, Independence, KS 67301 |                    |
| <b>Description:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Cost</b>        |
| 911 circuit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | \$17,477.10        |
| Police Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$18,241.38        |
| City Hall offices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$37,969.82        |
| <b>TOTAL COST OF MOVE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>\$73,688.30</b> |
| <b>Total # of days to complete move: 8</b><br><b>Quote is valid for 60 days or through August 01, 2023.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |











## ONDEMAND LOGISTICS SERVICES

**OnDemand Logistics Services**, a dba of On-Demand Services LLC has been in business for almost a decade. The firm specializes in providing logistics support, relocation and move management solutions to private, commercial, corporate and US government agencies. Our services include local and long distance move, storage services, logistics planning and support tailored to the specific needs of our clients.

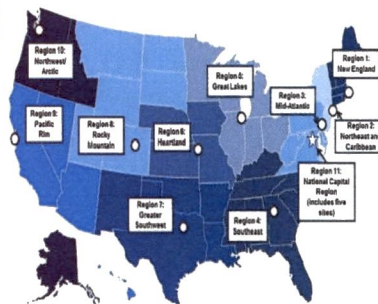
### Relocation Services

On-Demand Logistics Services can provide planning services, moving crews, trucks, and all necessary equipment to safely and efficiently complete your move to a new location. On-Demand Logistics Services is capable of performing local moves and long distance moves anywhere within the United States.

- Office Move and Relocation Services
- Commercial Relocation Services
- Packing, Unpacking and Crating
- Packaging and Labeling

### Furnishing Management

- Work Space Optimization
- Reconfiguration
- Furniture Cleaning
- Excess Furniture Disposal
- Furniture Asset Management
- Pre / Post move office
- Remodeling and Upgrades



### Installation and Reconfiguration

Our professional furniture installation staff can assist with:

- Space Planning / CAD Design Services
- Modular Furniture Reconfiguration
- Disassembly and re-assembly of furniture including cubicles, modular desks, conference tables, and shelving
- Installation of different furniture brands including Herman Miller, Steelcase, Hayworth, BPI, and many others
- Drywall and Insulation
- Plumbing, Heating, and Air-Conditioning

### Our Services

- Logistics
- Facilities Support Services
- Relocation Services
- Work Space Optimization
- Modular Furniture Installation
- Office Reconfiguration
- Project Management

Reliable

Trustworthy

Available

Supportive

18045 W Little York Rd Unit 18, Katy TX 77449

Packing Service Moving Service Moving Protection

Tel: (888) 208-1989  
 info@ondemand-services.com  
 www.ondemand-services.com

Licensed and Insured. GSA Schedule Contract Holder





## ONDEMAND LOGISTICS SERVICES

### Capability Statement

#### NAICS

On-Demand Services, LLC operates under several NAICS codes to provide a variety of services to our clients. Our primary NAICS code is 484210. Our full list of representative NAICS codes is:

- 484210 Used Household and Office Goods Moving
- 541614 Process, Physical Distribution, and Logistics Consulting Services
- 236220 Commercial and Institutional Building Construction
- 238210 Electrical Contractors and Other Wiring Installation Contractors
- 238220 Plumbing, Heating, and Air-Conditioning Contractors
- 238290 Other Building Equipment Contractors
- 238310 Drywall and Insulation Contractors
- 238320 Painting and Wall Covering Contractors
- 238330 Flooring Contractors
- 238340 Tile and Terrazzo Contractors
- 238350 Finish Carpentry Contractors
- 238990 All Other Specialty Trade Contractors
- 561910 Packaging and Labeling Services
- 337214 Office Furniture (except wood) Manufacturing
- 423210 Furniture Merchant Wholesalers
- 488991 Crating & Packing
- 493110 General Warehousing & Storage

| Company Data                 |                                                                                     |
|------------------------------|-------------------------------------------------------------------------------------|
| <b>Name of Firm</b>          | On-Demand Services, LLC                                                             |
| <b>DBA</b>                   | OnDemand Logistics Services                                                         |
| <b>CAGE Code/DUNS number</b> | 7SQ90 / 79910719                                                                    |
| <b>SAM Unique Entity ID:</b> | PCPAL5LQYNV1                                                                        |
| <b>City, State, Zip Code</b> | 10845 W. Little York Rd. Katy, TX 77449                                             |
| <b>Cell Phone</b>            | (302) 388-1215                                                                      |
| <b>Business Phone/Fax</b>    | (888) 208-1989                                                                      |
| <b>Email</b>                 | info@ondemand-services.com                                                          |
| <b>Gov. POC</b>              | Lanre Akinola                                                                       |
| <b>Instagram</b>             | @ondemandlogistics                                                                  |
| <b>Business Designation</b>  | Minority Owned, SBA Certified 8(a) Small Business                                   |
| <b>Website</b>               | <a href="https://www.ondemand-services.com/">https://www.ondemand-services.com/</a> |

## REFERENCES:

**ON-DEMAND SERVICES, LLC**  
**Db a On-Demand Logistics Services**

### Historical Government GSA and Non-GSA Contract Awards (Current and Past Clients):

Year: 2021 – 2023

NAICS: 484210 (Used Household and Office Goods Moving)

| Agency Name & Location                                        | Contract #                      | Performance Month/Year | Amount                    |
|---------------------------------------------------------------|---------------------------------|------------------------|---------------------------|
| Texas A&M University- College Station TX                      | #02-TAMU-ITB-4062 / C2023-10649 | Feb 2023 - 2026        | TBD - indefinite delivery |
| U.S. Department of Agriculture Forest Service. Everett, WA.   | 47PL0223F0104                   | August 2023            | \$55,726.07               |
| City of Hidalgo, TX<br>Hidalgo County Commissioners Court.    | C-22-0562-10-18                 | June 2023              | \$70,055.00               |
| Transportation Security Administration (TSA). Albuquerque, NM | EP-47PH1023F0007                | May 2023               | \$27,261.85               |
| U.S. Department of Agriculture. New Iberia, LA                | 12FPC123F0105/12 FPC123F0106    | May 2023               | \$23,858.63               |
| Albuquerque Historic Courthouse, Albuquerque, NM              | 47PH1023F0014                   | May 2023               | \$28,175.48               |
| Internal Revenue Services<br>Des Moines, IA                   | 205AE9-22-F-00016               | April 2023             | \$31,113.38               |
| United States of Department of Agriculture – Chilton, WI      | 12FPC123F0088/12 FPC123F0089    | March 2023             | \$18,824.70               |
| Internal Revenue Services<br>Ogden, UT                        | 47PJ0023F0049                   | January 2023           | \$29,576.16               |
| Internal Revenue Services<br>Everette, WA                     | 47PL0222F0207                   | December 2022          | \$13,192.30               |
| United States of Department of Agriculture – Ogden, UT        | 1240BG22F0040/ 1067749          | October 2022           | \$25,992.73               |
| Social Security Administration<br>Salem, Oregon               | 47PL0222F0225                   | September 2022         | \$18,377.25               |
| United States of Department of Agriculture – Bottineau, ND    | 12FPC122F0150/ 12FPC122F0149    | August 2022            | \$19,669.66               |
| Texas A&M University, College Station, TX                     | 02-TAMU-ITB-3616/ AB0725304     | July 2022              | \$45,565.43               |

|                                                               |                                  |                                   |               |
|---------------------------------------------------------------|----------------------------------|-----------------------------------|---------------|
| Food and Drug Administration (FDA),<br>Covington, LA          | 47PH1022F0025/<br>EQ7PRS-22-0015 | July 2022                         | \$5,603.53    |
| United States of Department of<br>Agriculture– Beltsville, MD | 12305B22F0056/<br>1057270        | 2022                              | \$10,926.28   |
|                                                               |                                  |                                   |               |
| <b>Agency Name &amp; Location</b>                             | <b>Contract #</b>                | <b>Performance<br/>Month/Year</b> | <b>Amount</b> |
| Department of Interior, West Valley, UT                       | 47QSMA20D08Q5<br>/140L5722F0001  | 2022                              | \$20,790.48   |
| United States of Department of<br>Agriculture - Pittsfield IL | 47QSMA20D08Q5<br>/12FPC122F0026  | 2022                              | \$9,620.11    |
| United States of Department of<br>Agriculture - Baxter, MN    | 47QSMA20D08Q5<br>/12FPC121F088   | 2021                              | \$12,408.20   |
| United States of Department of<br>Agriculture – Austin, TX    | 12FPC121F0053<br>/12FPC121F0054  | 2021                              | \$6,431.13    |
| United States of Department of<br>Agriculture - Odessa, TX    | 47QSMA20D08Q5<br>/12FPC321F0111  | 2021                              | \$9,557.63    |
| United States of Department of<br>Agriculture - Williston, VT | 12FPC121F0056<br>/12FPC121F0057  | 2021                              | \$8,000.78    |
| United States of Department of<br>Agriculture - Yakima, WA    | 147QSMA20D08Q5<br>/12RADZ21F003  | 2021                              | \$7,567.66    |
| United States of Department of<br>Agriculture - Marshall, TX  | 12FPC121F0051<br>/12FPC121F0052  | 2021                              | \$14,381.23   |
| United States of Department of<br>Agriculture - Portland, OR  | 12FPC121P0052<br>/12FPC121P0053  | 2021                              | \$9,985.11    |



## Current and Past Performances

### Project #1

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                    |                       |              |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------|
| A. | Client:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Internal Revenue Services (IRS)                                                                                                                    |                       |              |
|    | Contract #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 47PJ0023F0049                                                                                                                                      |                       |              |
|    | Point of Contact:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Gerald Silver, Contracting Officer<br>GSA   Public Buildings Service   Utah Field Office<br>125 S. State Street, Rm 5207, Salt Lake City, UT 84138 |                       |              |
|    | Telephone:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 801-524-5444                                                                                                                                       |                       |              |
|    | Email:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | gerald.silver@gsa.gov                                                                                                                              |                       |              |
|    | Facility Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Internal Revenue Services (IRS). Ogden. UT                                                                                                         |                       |              |
|    | Facility Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | UT0036 Main Service Center, 1160 West 1200 South. Ogden, Utah 84404                                                                                |                       |              |
|    | Move & Installation Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Lanre Akinola                                                                                                                                      |                       |              |
|    | Move & Installation Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Femi Owolabi                                                                                                                                       |                       |              |
|    | Start Date of Contract:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Jan 09, 2023                                                                                                                                       | End Date of Contract: | Jan 15, 2023 |
|    | Description of Scope of Work:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                    |                       |              |
|    | De-install forty-four (44) W.42.1- 6'.5" W x 6'.5" L Haworth Systems Furniture Cubicle Workstations. Palletize each unit and transport to IRS storage. Contractor shall label all parts & pieces for each workstation with a removable label. (Tape is not allowed on the furniture). Contractor shall inventory all items on each pallet and place an inventory list on the outside of each pallet for easy identification. Relocate/install seven (7) W.42.1- 6'.5" W x 6'.5" L Haworth Systems Furniture Workstations. Contractor shall relocate approximately thirty (30) 6 ft prototype tables (300 lbs. Each) |                                                                                                                                                    |                       |              |
|    | Describe how this Project is comparable to the Work required for this Project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                    |                       |              |
|    | This project involved the disassembly of 44 units of Haworth systems workstation, palletized separately and transported to the customer storage facility. Relocated/installed seven (7) W.42.1- 6'.5" W x 6'.5" L Haworth Systems Furniture Workstations within the same building.                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                    |                       |              |

### Project #2

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                            |                       |               |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------|
| <b>A.</b> | Client:                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Texas A&M University, Cushing Memorial Library & Archives, (Cushing Library),                                                                                                                              |                       |               |
|           | Contract #                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 02-TAMU-ITB-3616                                                                                                                                                                                           |                       |               |
|           | Point of Contact:                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Jeremy Brett, C.A.  He, his, him<br>Curator, Science Fiction and Fantasy Research Collection<br>Cushing Memorial Library and Archives<br>Texas A&M University<br>5000 TAMU. College Station, TX 77843-5000 |                       |               |
|           | Telephone:                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | (979) 458-7882                                                                                                                                                                                             |                       |               |
|           | Email:                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | jwbrett@library.tamu.edu                                                                                                                                                                                   |                       |               |
|           | Facility Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Texas A&M University                                                                                                                                                                                       |                       |               |
|           | Facility Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5000 TAMU. College Station, TX 77843-5000                                                                                                                                                                  |                       |               |
|           | Move & Installation Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Lanre Akinola                                                                                                                                                                                              |                       |               |
|           | Move & Installation Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Joy Akinola                                                                                                                                                                                                |                       |               |
|           | Start Date of Contract:                                                                                                                                                                                                                                                                                                                                                                                                                                                             | July 11, 2022                                                                                                                                                                                              | End Date of Contract: | July 21, 2022 |
|           | Description of Scope of Work:                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                            |                       |               |
|           | Texas A&M University, Cushing Memorial Library & Archives, (Cushing Library), awarded a delivery service consisting of packing, delivery, and shelving (by box) of a donated shipment of approximately 26,000 books and periodicals ("materials"). The materials are located at a private residence in Ft. Worth, TX. Materials shall be transported to Cushing Library's storage facility on Agronomy Road, in College Station, TX and there shelved by the movers.                |                                                                                                                                                                                                            |                       |               |
|           | Describe how this Project is comparable to the Work required for this Project.                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                            |                       |               |
|           | This project involved packing and relocating of 26,000 books and periodicals, dating from the mid-20th century through the early 21st century. These were high value rare book collections that must be packed carefully, put into 1,040 archival boxes, palletized, and transported from Fort Worth, TX to College Station TX distance of 120 miles apart. The project was scheduled for two weeks, but OnDemand Services completed it ahead of schedule with no single incidence. |                                                                                                                                                                                                            |                       |               |

### Project #3

|           |                   |                                                                                                  |
|-----------|-------------------|--------------------------------------------------------------------------------------------------|
| <b>B.</b> | Client:           | Department of Interior                                                                           |
|           | Contract #        | 47QSMA20D08Q5 / 140L5722F0001                                                                    |
|           | Point of Contact: | Melanie McDaniel<br>West Desert District – Utah- Bureau of Land Management-<br>Interior Region 7 |
|           | Telephone:        | 701-610-4220                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                   |                       |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------|--------------|
| Email:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | mmcdaniels@blm.gov                                |                       |              |
| Facility Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Bureau of Land Management West Desert District    |                       |              |
| Facility Address:                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2370 Decker Lake Blvd, West Valley City, UT 84119 |                       |              |
| Move & Installation Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Lanre Akinola                                     |                       |              |
| Move & Installation Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                | Joy Akinola                                       |                       |              |
| Start Date of Contract:                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Jan 10, 2022                                      | End Date of Contract: | Jan 21, 2022 |
| Description of Scope of Work:                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                   |                       |              |
| <p><u>Pre-move</u>: conducted site walk-through, assisted client with move plans, labeling and provided a move schedule with milestones.</p> <p><u>Move Services</u>: Office relocation consisting of over 1500 boxes, 100 chairs, 80 file cabinets, 20 security/gun safes, 200 computer monitors, 15 TVs, 20 printers, appliances &amp; mics office equipment.</p> <p><u>Post Move</u>: conducted 100% post-move inspection with client with no single recorded damages.</p> |                                                   |                       |              |
| Describe how this Project is comparable to the Work required for this Project.                                                                                                                                                                                                                                                                                                                                                                                                |                                                   |                       |              |
| <p>This is a federal government contract and the pre-move, relocation and post move services provided to client (Department of Interior) is similar in scope with statement of work. We have the experience in properly executing a complex office relocation using well detailed work breakdown structures to promote a smooth work process, safety and efficiency.</p>                                                                                                      |                                                   |                       |              |

#### Project #4

|    |                             |                                                                                                                                |
|----|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| D. | Client:                     | United States Department of Agriculture (USDA)                                                                                 |
|    | Contract #                  | 12FPC321F0111                                                                                                                  |
|    | Point of Contact:           | David Hester<br>Contract Specialist<br>Section 3 – Operations Branch<br>Acquisitions Division (AD)<br>Fort Worth, TX 76115-340 |
|    | Telephone:                  | 817-509-3207                                                                                                                   |
|    | Email:                      | David.Hester@usda.gov                                                                                                          |
|    | Facility Name:              | Farm Production and Conservation (FPAC) Business Center (BC)                                                                   |
|    | Facility Address:           | 501 W Felix Street, Bldg. 23                                                                                                   |
|    | Move & Installation Manager | Lanre Akinola                                                                                                                  |



|                                                                                                                                                                                                                                                                                                                   |                |                       |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|--------------|
| Move & Installation Supervisor                                                                                                                                                                                                                                                                                    | Joy Akinola    |                       |              |
| Start Date of Contract:                                                                                                                                                                                                                                                                                           | April 26, 2021 | End Date of Contract: | May 05, 2021 |
| Description of Scope of Work:                                                                                                                                                                                                                                                                                     |                |                       |              |
| Conducted furniture move, file cabinets, table, chairs, workstations move and reconfiguration, and security safes move for 30 to 35 agency staff. Installation of storage shelves and cubicles. Assisted with packing of files. Excess furniture removal and disposal.                                            |                |                       |              |
| Describe how this Project is comparable to the Work required for this Project.                                                                                                                                                                                                                                    |                |                       |              |
| This performance marked the number seven contract award from USDA in 2021. This project is similar in description to the move requirements in the RFQ. The technical and management experiences we have used to successfully deliver quality services to our past clients will be the same without fail or delay. |                |                       |              |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/24/2022

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).

|                                                                                                                             |                                                       |                                     |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------|
| <b>PRODUCER</b><br><br><b>McAfee Insurance Agency, LLC</b><br><b>1816 West Fourth Street</b><br><b>Wilmington, DE 19805</b> | <b>CONTACT NAME:</b> Yahira Watts                     |                                     |
|                                                                                                                             | <b>PHONE (A/C, No, Ext):</b> (302)655-7999            | <b>FAX (A/C, No):</b> (302)655-7994 |
|                                                                                                                             | <b>E-MAIL ADDRESS:</b> yahira@mcafeeinsure.com        |                                     |
| <b>INSURED</b><br><br><b>ONDEMAND SERVICES LLC</b><br><b>17510 Mapletrail Dr,</b><br><b>Houston, TX 77084.</b>              | <b>INSURER(S) AFFORDING COVERAGE</b>                  |                                     |
|                                                                                                                             | <b>INSURER A:</b> Western World Insurance Company     |                                     |
|                                                                                                                             | <b>INSURER B:</b> Delaware Compensation Rating Bureau |                                     |
|                                                                                                                             | <b>INSURER C:</b>                                     |                                     |
|                                                                                                                             | <b>INSURER D:</b>                                     |                                     |
|                                                                                                                             | <b>INSURER E:</b>                                     |                                     |
|                                                                                                                             | <b>INSURER F:</b>                                     |                                     |

**COVERAGES****CERTIFICATE NUMBER:** 00001765-141181**REVISION NUMBER:** 1

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                                                                                                                                                                                                                                   |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------|---------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: | Y                                              | Y        | RXUPG-O       | 06/22/2022              | 06/22/2023              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                                         |                                                |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                          |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$                                                                                                                                                               |                                                |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                                                       |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                             | Y / N<br><input checked="" type="checkbox"/> N | N / A    | D-197         | 06/23/2022              | 06/23/2023              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                |

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

**CERTIFICATE HOLDER****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. |
|  | AUTHORIZED REPRESENTATIVE<br><br><i>Yahira Watts</i><br>(YDW)                                                                                                  |

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Response Due: Prior to 2 PM, June 01, 2023

## BID TAB

### COST PROPOSAL MUST BE SUBMITTED ON THIS FORM

#### Base Bid

\$ \$62,594.51

Please list items included in base bid, including number of personnel, trucks etc.

TRUCKS (2) PERSONNEL (14) ALL PACKING MATERIALS - CARTONS, TAPE  
BUBBLE WRAP, SHINK WRAP, LABELS

#### Other Costs

Please indicate other cost not listed that are normally part of your service.

#### Description

#### Cost

ELEVATORS BREAKING DOWN  
NO CONTROL (WEATHER)

#### Submitted by:

BLENN PATTERSON

Name of Contractor

201 COMMERCIAL ST. LEAVENWORTH, KS 66048

Address

[Signature]

Signature

6/1/23

Date

COMMERCIAL/LOGISTICS MANAGER

Title

816-916-4531

Phone Number

gpatterson@stmgus.com

Email

STRATEGIC VISION: Customer Service Excellence – Continuous Improvement – Teamwork





James B Studdard Transfer & Storage

Independence, Kansas City Hall Move

Attention: David Cowan

References for Studdard Moving Group

Rich Holden – Ft. Leavenworth, Ks school district - CFO 913-704-5006 [rholdenusd207org](mailto:rholdenusd207org).

Jesse Riggs – UMKC University campus zone manager 816-235-8415 [riggsjd@umkc.edu](mailto:riggsjd@umkc.edu)

Guy Nieman – Northrup Grumman Ft. Leavenworth, Ks. 913-240-8548 [guy.m.nieman.ctr@army.mil](mailto:guy.m.nieman.ctr@army.mil)

David if have any questions or need something else please let me know you and your colleagues have a good and safe day.

Thank You,

Glenn Patterson

Studdard Moving Group

Commercial/Logistics Manager

913-727-3627 Ex. 115



**REQUEST FOR COMMISSION ACTION  
CITY OF INDEPENDENCE  
June 15, 2023**

**Department Admin**

**Director Approval David Cowan, John Garris**

**AGENDA ITEM** Consider a proposal for the repair of several City buildings' roofs.

**SUMMARY RECOMMENDATION** City staff recommends approval of the roof repair.

**BACKGROUND** On March 31, 2023, a windstorm occurred in the City of Independence that caused damage to multiple City buildings' roofs. The City submitted the claim to the EMC, had an adjuster view the damage, and prepared an RFP based on the information from the adjuster and EMC for repairs. The RFP was sent to local roofers and placed on the City Webpage with multiple contractors looking at the roofs. However, the City only received one response to the RFP. The City was contacted by contractors and informed that they had reviewed the work but had a large backlog and would be unable to do anything until late summer or fall and withdrew.

|                            |                    |
|----------------------------|--------------------|
| Contractor Proposal        | \$128,878.15       |
| 5% Discount for full award | (\$6,443.90)       |
| Total                      | \$122,434.25       |
| EMC Insurance Paid         | (\$25,732.24)      |
| <b>Total</b>               | <b>\$96,702.01</b> |

The contractor has indicated they could start work within two weeks and complete it within 30 days.

**FINANCIAL INFORMATION** \$96,702.01 from the General Fund.

**SUGGESTED MOTION** I move to approve a contract with the Green Team pending City Attorney approval.

**SUPPORTING DOCUMENTS**

1. Green Team - Roof Repair Estimate
2. City of Independence
3. RFP - City Building Roof Repair - May 10, 2023
4. City-contract-Gorilla Holdings-



### **Scope of work**

**4-H buildings : Remove and replace skylights on both roofs, replace missing shingles on middle open building. Total: \$8,662.50**

**Memorial gazebo: Remove and replace bent pearlings, repair rock pillars and replace standing seam metal roof. Total: \$7,822.65**

**Tennis clubhouse: Repair all broken and missing tiles, repair 65 ft ridge. Total: \$ 5,250.00**

**Amphitheater: coat over rock roof with high density foam and coat over foam with high density silicone 25 year roof. Total: \$7,560.00**

**Train depot: Repair missing shingles Total: \$892.00**

**Mausoleum: Power wash and coat roof with high density silicone coating 25 year roof. Total: \$18,900.00**

**122 W Locust: Tear off and replace with 30 yr architectural shingle. Total: \$5,933.00**

**225 E Main: Powerwash and coat with high density silicone coating 25 yr roof. Total: \$14,060.00**

**116 S. 23rd: Repair soffit/facia boards paint and repair loose furnace vent. Total: \$5,093.00**

**901 N 9th Shop roof: remove and replace corrugated roof and plywood decking. Total: \$40,530.00**



**Library: Leaks caused by mod bit flat roof not rated for pooling water  
Recommend silicone coating over to prevent leaking. Replace  
shingles on top roof and silicone flat. Total: \$14,175.00**

**5% discount package price for entire estimate.**

**We did not estimate the garden house at the park because we didn't  
receive an asbestos removal estimate in the timeframe for this  
estimate.**

**(316)573-1333**

May 9, 2023

## SUMMARY OF REPLACEMENT COST CLAIM

### INSURED:

City of Independence

CLAIM: 1782051

DATE OF LOSS: 03/31/23

TYPE OF LOSS: Hail

LOCATION: Multi Location

### YOUR BUSINESS PERSONAL PROPERTY CLAIM:

|                                              |                     |
|----------------------------------------------|---------------------|
| The full cost of repair or replacement (RCV) | \$ <b>51,891.45</b> |
| Recoverable depreciation                     | \$ <b>5,984.02</b>  |
| Non Recoverable depreciation                 | \$ <b>1,032.83</b>  |
| Actual cash value (ACV) of loss              | \$ <b>44,874.60</b> |
| Less Deductible                              | \$ <b>23,087.92</b> |
| Amount paid this date                        | \$ <b>21,786.68</b> |
| Max you may receive after repair/replacement | \$ <b>3,945.56</b>  |

We have withheld applicable depreciation per the loss settlement terms of the policy. You have 180 days to do repairs. The final payment will not exceed the monies actually spent on the repair/replacement. To make claim for the recoverable depreciation, return this form along with the receipts, invoices or other supporting documents to:

PROPERTY CLAIMS  
EMC INSURANCE COMPANIES  
PO BOX 1739  
WICHITA KS 67201  
FAX 888-992-7441 Attn: Rick Weber

If you cannot get the repairs done for the total we estimated, get a written quote, notify us, and get our approval before repairs are made. No supplements will be accepted without prior approval. Your check will arrive under separate cover. Please call if any questions.

Sincerely,

**Rick Weber, Claims Specialist**  
**(316) 352-5828**  
**(800) 223-0562 Ext.5828**

Employers Mutual Casualty Company  
EMC National Life Company  
EMCASCOS Insurance Company  
EMC Property & Casualty Company

EMC Reinsurance Company  
EMC Risk Services, LLC  
EMC Underwriters, LLC

Dakota Fire Insurance Company  
Hamilton Mutual Insurance Company  
Illinois EMCASCOS Insurance Company  
Union Insurance Company of Providence



EMAIL: [rick.f.weber@EMCins.com](mailto:rick.f.weber@EMCins.com)





## **Addendum 05112023 Request for Proposals**

For

### **City of Independence Roof Damage Repair**

Posted on website  
[www.independenceks.gov/bids](http://www.independenceks.gov/bids)  
May 10, 2023

**Response Due: Prior to 2 PM, June 02, 2023**

Office of City Clerk  
RFP – Roof Repair  
City of Independence  
811 W. Laurel St.  
Independence, Kansas 67301



*"Delivering Excellence"*

*Request for Proposal:*

**Roof Damage Repair – March 31, 2023 Wind Storm**

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## **SECTION 1 INTRODUCTION & PROJECT SUMMARY**

This Request for Proposal (RFP) is to contract a professional roofing company.

The City of Independence experienced a wind storm on March 31, 2023, that caused damage to numerous City building roofs. The City of Independence is seeking proposals to repair those roofs as identified below by our insurance carrier.

The locations for repair and installation are:

- 220 E. Maple – Independence Municipal Library
  - Shingles blown off the roof and the roof is now leaking.
- 901 N. 9<sup>th</sup> – Pole Barn Roof – corrugated – galv roofing replacement
- Riverside Park – Tennis Club House – shingles missing
- Stich Shelter House – Riverside Park – Displaced tile Repair
- Garden House – Riverside Park – replacement (historic bldg. would need an estimate to replace "like" type of asbestos shingle currently on the building and an estimate on 3-tab - "deluxe grade" (50 year) laminate shingles)
- Open 4-H Building – Riverside Park (West – Middle building) loose shingles on the West side – spot repair
- Train Depot / Riverside Park – loose and missing shingles
- Mausoleum (West) – clean with pressure/chemical, apply an aluminum coating
- AWOL - 116 S. 23<sup>rd</sup> Street – Soffit & Facia repair, loose furnace vent
- 225 E. Main Street – clean with pressure & chemical, apply the aluminum coating with fiber
- 122 W. Locust Garage roof – tear off and replace shingles
- Enclosed 4-H building – hail damage polycarbonate panels in roof vent.

## **SECTION 2 SCOPE OF WORK**

### **PHASE 1 – Estimate of repair for the above locations**

The City of Independence is requesting a proposal for the repair and/or replacement of the above locations' roofs, soffit and facia. The contractor shall provide and pay for all materials, labor, tools, equipment, removal and disposal of tear off material, clean site and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. All supplies and materials shall be new.

### **PHASE 2 – City will award the contract**





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The City of Independence will award the contract with the contractor completing the work within 30 days of the award date based on the availability of materials needed to complete the roof repairs.

### **Existing Conditions**

The contractor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

## **SECTION 3 PROPOSED SCHEDULES**

### **TENTATIVE SCHEDULE OF DATES:**

|                                  |                                    |
|----------------------------------|------------------------------------|
| Advertise for Proposals          | Date: May 10, 2023                 |
| Deadline for Proposal Submission | Date: June 2, 2023, at 2:00 PM     |
| Questions or access              | Contact David Cowan – 620.330.0056 |
| Proposal Award:                  | Date: Anticipate by June 23, 2023  |
| Projects Completed:              | Date: 30-days from the award       |

## **SECTION 4 PROPOSED CONTENT**

### **PROPOSAL CONTENT**

Proposals shall address the following items in numerical order.

1. Qualifications and Experience. Detailed information on the history, qualifications, and experience of the firm and key personnel participating on the project, including identifying the project manager.
2. Insurance. Proof of liability insurance, personal injury including death and workers compensation coverage.
3. Licensed with the City of Independence and the State of Kansas to do roofing
4. Project Approach. Provide a timeline of the proposed building repairs
5. Cost Proposal. Submit your bid on the attached bid sheet.

Proposals will be evaluated based primarily on the following criteria:

1. Overall proposal quality and responsiveness to the Request for Proposals, including but not limited to the completeness, clarity, conciseness, and overall comprehension of the scope of work.
2. Qualifications of the respondents, as evidenced by the knowledge, skills and experience of the firm's proposed team with similar projects.



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3. Demonstrated proven experience with similar projects
4. Respondent's personnel and available resources devoted to the project
5. Ability to complete the work in the designated period.
6. Project Cost

## **SECTION 5 INSTRUCTIONS FOR SUBMITTAL**

### **INSTRUCTIONS:**

Submissions must include one (1) hard copy and one (1) electronic pdf copy of the proposal by 2:00 p.m. CST on June 2, 2023. Email copies should be sent to [davids@independences.gov](mailto:davids@independences.gov) and [davidc@independences.gov](mailto:davidc@independences.gov). You will receive a confirmation of email receipt.

### **Proposals shall be directed to:**

David Schwenker, City of Independence, 811 W. Laurel, Independence, Kansas 67301, 620-332-2500, [davids@independences.gov](mailto:davids@independences.gov)

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

***The City of Independence reserves the right to reject to add or delete options after the proposal is awarded, and expects appropriate credit or debit for said options. The City of Independence reserves the right to accept or reject any or all bids or to waive any irregularities should any occur as may best benefit the City.***

This proposal is good for 30 days from the opening date.

## BID TAB

**Alternative Bids Permitted:** A bidder may submit a bid on each individual property or may submit one bid for all properties combined, or do both.

### A. Individual Bid

- |                                                                 |          |
|-----------------------------------------------------------------|----------|
| 1. 220 E. Maple – Independence Municipal Library                | \$ _____ |
| 2. 901 N. 9 <sup>th</sup> – Pole Barn Roof – Street Dept.       | \$ _____ |
| 3. Riverside Park – Tennis Club House                           | \$ _____ |
| 4. Stich Shelter House – Riverside Park – Displaced tile Repair | \$ _____ |
| 5. Garden House – Riverside Park                                | \$ _____ |
| 6. Open 4-H Building – Riverside Park (West Middle Building)    | \$ _____ |
| 7. Train Depot - Riverside Park                                 | \$ _____ |
| 8. Mausoleum (West building)                                    | \$ _____ |
| 9. AWOL - 116 S. 23 <sup>rd</sup> Street                        | \$ _____ |
| 10. 225 E. Main Street                                          | \$ _____ |

### B. Combined Bid

\$ \_\_\_\_\_

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

***The City of Independence reserves the right to reject to add or delete options after the proposal is awarded, and expects appropriate credit or debit for said options. The City of***





*"Delivering Excellence"*

***Independence reserves the right to accept or reject any or all bids or to waive any irregularities should any occur as may best benefit the City.***

## CONTRACT

*This Agreement* is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the **CITY OF INDEPENDENCE, KANSAS**, hereafter CITY, and **GORILLA HOLDINGS, LLC**, a Kansas corporation, dba **THE GREEN TEAM**, hereafter CONTRACTOR.

1. **Project Description:** The project consists of repairing and replacing roofs on certain structures owned by CITY.

2. **Specifications:** The specifications for the work to be performed by CONTRACTOR are as set forth in CITY's Introduction and Project Summary, and scope of work, as well as CONTRACTOR's scope of work, both of which are attached hereto and incorporated herein by reference.

3. **Compensation:** CITY shall pay CONTRACTOR total compensation in the amount of \$122,434.24. Once CONTRACTOR has begun work, CITY shall pay CONTRACTOR progress payments every two weeks based upon a determination of the percentage of work completed by CONTRACTOR in the sole discretion of CITY. Upon full completion of all terms and conditions of this agreement to the satisfaction of CITY, CITY shall pay CONTRACTOR the remaining balance in full.

4. **Term of Agreement:** CONTRACTOR shall begin work within thirty (30) days from the date of execution of this agreement. The parties may agree to a completion deadline, and if so, such deadline must be in writing signed by both parties.

5. **Indemnification:** CONTRACTOR agrees to indemnify and hold harmless CITY, its agents and employees, for any damages to persons or property arising from acts or omissions of CONTRACTOR, or its agents or employees, in performance of this agreement.

6. **CONTRACTOR Requirements:** CONTRACTOR shall be responsible for, and provide the CITY proof of, the following upon request:

- a. Current Occupational License issued by the City, if required.
- b. A minimum of \$500,000.00 general liability insurance.
- c. All statutorily required workers compensation coverage.
- d. A minimum of \$500,000.00 in automobile liability insurance.

**CITY OF INDEPENDENCE, KANSAS**

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
LOUIS YSUSI, Mayor

ATTEST:

\_\_\_\_\_  
DAVID W. SCHWENKER, City Clerk

**GORILLA HOLDINGS, LLC,  
dba THE GREEN TEAM**

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
NAME:  
TITLE:





*"Delivering Excellence"*

## **SECTION 1 INTRODUCTION & PROJECT SUMMARY**

This Request for Proposal (RFP) is to contract a professional roofing company.

The City of Independence experienced a wind storm on March 31, 2023, that caused damage to numerous City building roofs. The City of Independence is seeking proposals to repair those roofs as identified below by our insurance carrier.

The locations for repair and installation are:

- 220 E. Maple – Independence Municipal Library
  - Shingles blown off the roof and the roof is now leaking.
- 901 N. 9<sup>th</sup> – Pole Barn Roof – corrugated – galv roofing replacement
- Riverside Park – Tennis Club House – shingles missing
- Stich Shelter House – Riverside Park – Displaced tile Repair
- Garden House – Riverside Park – replacement (historic bldg. would need an estimate to replace "like" type of asbestos shingle currently on the building and an estimate on 3-tab - "deluxe grade" (50 year) laminate shingles)
- Open 4-H Building – Riverside Park (West – Middle building) loose shingles on the West side – spot repair
- Train Depot / Riverside Park – loose and missing shingles
- Mausoleum (West) – clean with pressure/chemical, apply an aluminum coating
- AWOL - 116 S. 23<sup>rd</sup> Street – Soffit & Facia repair, loose furnace vent
- 225 E. Main Street – clean with pressure & chemical, apply the aluminum coating with fiber
- 122 W. Locust Garage roof – tear off and replace shingles
- Enclosed 4-H building – hail damage polycarbonate panels in roof vent.

## **SECTION 2 SCOPE OF WORK**

### **PHASE 1 – Estimate of repair for the above locations**

The City of Independence is requesting a proposal for the repair and/or replacement of the above locations' roofs, soffit and facia. The contractor shall provide and pay for all materials, labor, tools, equipment, removal and disposal of tear off material, clean site and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. All supplies and materials shall be new.

### **PHASE 2 – City will award the contract**

**STRATEGIC VISION:** *Customer Service Excellence – Continuous Improvement – Teamwork*



### **Scope of work**

**4-H buildings : Remove and replace skylights on both roofs, replace missing shingles on middle open building. Total: \$8,662.50**

**Memorial gazebo: Remove and replace bent pearlings, repair rock pillars and replace standing seam metal roof. Total: \$7,822.65**

**Tennis clubhouse: Repair all broken and missing tiles, repair 65 ft ridge. Total: \$ 5,250.00**

**Amphitheater: coat over rock roof with high density foam and coat over foam with high density silicone 25 year roof. Total: \$7,560.00**

**Train depot: Repair missing shingles Total: \$892.00**

**Mausoleum: Power wash and coat roof with high density silicone coating 25 year roof. Total: \$18,900.00**

**122 W Locust: Tear off and replace with 30 yr architectural shingle. Total: \$5,933.00**

**225 E Main: Powerwash and coat with high density silicone coating 25 yr roof. Total: \$14,060.00**

**116 S. 23rd: Repair soffit/facia boards paint and repair loose furnace vent. Total: \$5,093.00**

**901 N 9th Shop roof: remove and replace corrugated roof and plywood decking. Total: \$40,530.00**

**Library: Leaks caused by mod bit flat roof not rated for pooling water  
Recommend silicone coating over to prevent leaking. Replace  
shingles on top roof and silicone flat. Total: \$14,175.00**

**5% discount package price for entire estimate.**

**We did not estimate the garden house at the park because we didn't  
receive an asbestos removal estimate in the timeframe for this  
estimate.**

**(316)573-1333**



**REQUEST FOR COMMISSION ACTION**  
**CITY OF INDEPENDENCE**  
**June 15, 2023**

**Department Airport**

**Director Approval John Garris**

**AGENDA ITEM** Consider authorizing the award of the contract for engineering services for the KAIP Airport Beacon project to H.W. Lochner, Inc.

**SUMMARY RECOMMENDATION** Authorize award

**BACKGROUND** As the City was awarded a contract to replace the existing beacon, engineering is necessary to do the project. Our consultant, H.W. Lochner, Inc. has submitted a contract for that work in the amount of \$25,000. The FAA will reimburse all but \$1,250 of that amount.

**FINANCIAL INFORMATION** This project was fully funded in the 2023 budget from the Airport Capital Fund.

**SUGGESTED MOTION** I move to authorize the award of the contract for engineering services for the Airport Beacon project to H.W. Lochner, Inc., and authorize the execution of any necessary documents subject to City Attorney review and approval.

**SUPPORTING DOCUMENTS**

1. 00\_Lochner Design Agreement\_IDP Beacon\_FOR SIGNATURE



**CONSULTANT AGREEMENT**

**Owner:** City of Independence, Kansas

**Client:** City of Independence, Kansas

**Consultant:** H.W. Lochner, Inc. ("Lochner")

**Date:**

**Project:** Install New Airport Rotating Beacon and Tip-Down Pole

Lochner and the Client (collectively, the "Parties" and individually, a "Party") agree as follows:

1. **Agreement.** This Agreement is a contract between Lochner and the Client for Lochner to perform consulting, engineering, and/or design services on the Project.

2. **Lochner.** Lochner is the Client's Consultant for the services listed in this Agreement which Lochner is contracting to provide for the Project, and Lochner shall facilitate the exchange of information between or among Lochner and the Client, Lochner and other consultants retained by the Client, and Lochner and other consultants that Lochner may have retained for the Project. All communications between Lochner and the Client shall be through Lochner unless the Client authorizes otherwise.

Lochner represents that it is a properly licensed engineering firm and is registered to practice its profession and to conduct business in the State of Kansas.

3. **Scope of Services.** Lochner shall perform the services set forth in Attachment A Scope of Work/Services, as awarded herein (the "Services").

4. **Compensation.** The Client shall compensate Lochner in accordance with Attachment B Agreement Price and Schedule of Values

5. **Schedule.** Lochner shall perform its Services within a timeframe mutually agreed to by Lochner and the Client as specified in Attachment C.

Lochner shall strive to cooperate with and to coordinate its Services with the activities of all other parties to the Project, including other consultants retained by the Client.

6. **Additional Services.** If the Client requests Lochner to perform services that Lochner believes to be in addition to the Services specified in Section 3 of this Agreement, and for which Lochner believes it is entitled to additional time or additional compensation, before commencing with any Additional Services Lochner shall submit a written cost estimate and revised schedule in accordance with Section 15 of this Agreement. Lochner shall not commence with any Additional Services without written authorization by the Client.

7. **Standard of Care.** The standard of care applicable to Lochner's Scope of Services shall be the degree of skill and care normally employed by professionals engaged to perform services similar to the Services required herein at the same time and in the same geographic area as the

performance of Services hereunder and on projects similar in size and scope to the Project. In the event a standard of care is prescribed by statute, such statutory formulation shall be the Standard of Care.

**8. Payment.** Lochner shall send invoices to the Client at monthly intervals. Payment will be made to Lochner for invoiced Services not more than thirty (30) days following submittal of invoice to the Client.

**9. Correction of Work.** Lochner shall correct any Services that fail to conform to the Standard of Care set forth in Section 7 of this Agreement at Lochner's own expense.

**10. Termination.** Lochner may terminate this Agreement upon five (5) days written notice if the Client breaches any term of this Agreement. The Client may terminate this Agreement upon seven (7) days written notice without cause for the Client's own convenience. If this Agreement is terminated by Lochner for the Client's breach, the Client shall be liable to Lochner for all costs and expenses that Lochner incurred prior to the termination as a result of the Client's breach. If this Agreement is terminated by the Client for its convenience, Client shall be liable to Lochner for all costs and expenses that Lochner incurred prior to the termination.

**11. Insurance.** Lochner will provide and maintain the following policies of insurance under the terms and conditions set forth below:

**1. Professional Liability Insurance** retroactive to the date of commencement of Lochner's services in relation to the Project with a per claim and aggregate limit in the amount of the greater of \$1.0 million. This policy shall be maintained in effect for a period of one (1) year after completion of all Lochner's Services hereunder.

**2. Commercial General Liability ("CGL") Insurance** in the amount of \$1.0 million per occurrence, \$1.0 million aggregate limit, and \$1.0 million products and completed operations aggregate limit. In addition to the coverage provided by the Commercial General Liability Insurance, if not already included in such coverage, such insurance shall also provide coverage for personal injury, bodily injury, property damage, products-completed operations (for a minimum of five (5) years after completion of work) and broad form contractual liability.

**3. Comprehensive Automobile Liability ("Auto") Insurance** in the amount of \$1.0 million per occurrence, and \$1.0 million aggregate limit. In addition to the coverage provided by the Comprehensive Automobile Liability Insurance, if not already included in such coverage, such insurance shall also provide coverage for personal injury, bodily injury and property damage arising out of owned, hired, leased and non-owned vehicles, automobiles, trucks and trailers.

**4. Workmen's Compensation Insurance** in the amount of the statutory maximum, if there is one, and if there is no statutory maximum, in the amount of \$1.0 million and Employer's Liability Insurance of at least \$1.0 million.

**5. Umbrella Excess Liability Insurance** in the minimum amount of \$3.0 million each occurrence, and \$3.0 million aggregate limit. The Umbrella Excess Liability Insurance shall be written on an umbrella excess basis over, and shall follow form to, the Commercial General Liability Insurance policy, the Comprehensive Automobile Liability Insurance policy, and the Employer's Liability Insurance policy. The Umbrella Excess Liability Insurance policy shall be endorsed to provide defense coverage obligations.

Lochner will include coverage for its subcontractors in its policies or obtain from each subcontractor equivalent insurance as required of Lochner hereunder. The provisions of Section 11 shall apply equally to Lochner's subcontractors as they do to Lochner.

All insurance policies will be endorsed to provide that the insurance company will give the Client at least thirty (30) days written notice of cancellation or material change prior to such cancellation or modification.

Prior to commencement of Lochner's Scope of Services hereunder, Lochner shall provide the Client with certificates of insurance evidencing the requirements set forth herein.

**12. Indemnification.** Lochner agrees to indemnify the Client and its officers, directors, members, managers, employees and assigns (the "Indemnitees") from and against liability, claims, damages, losses and expenses (including, but not limited to, reasonable attorneys' fees, expert witness costs, other litigation costs, judgments, settlements and economic losses) (collectively the "Losses" and individually, a "Loss") arising out of or resulting from negligent performance of any Services or duties under this Agreement by Lochner, its subcontractors, lower-subcontractors, or agents of any tier or their respective employees provided, however, that in the event of a Loss arising out of damages to persons or property, the foregoing obligation (1) shall not require Lochner to indemnify any Indemnitee for Losses other than to the extent caused by the act, omission or default of Lochner, its contractors, subcontractors, lower-subcontractors, materialmen, or agents of any tier or their respective employees, where such is prohibited by law, and (2) shall not require Lochner to indemnify any Indemnitee for Losses caused in whole or in part by any act, omission, or default of the Indemnitee, where such is prohibited by law. If the obligation to indemnify set forth in this Section is broader than that allowed by applicable law, this Section should be interpreted as providing the broadest indemnification obligation permitted and should be limited only to the extent necessary to comply with that law.

Lochner shall reimburse the Client for its reasonable attorneys' fees, expert witness costs and other litigation costs to enforce this Section 12 and shall survive the termination or full performance of this Agreement by either or both Lochner and/or the Client. Section 12 is to be read separately and independently of Section 11 and the additional insured obligations therein contained.

**13. Waiver of Immunity.** In claims against any person or entity indemnified under Section 12 by an employee of Lochner, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable (a "Claimant"), the indemnification obligation under Section 12 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Claimant's employer under workers' compensation acts, disability benefit acts or other employee benefit acts.

**14. Ownership of Documents.** If the Agreement requires that any of the Client's documents, drawings, plans, specifications, or other work product are, or shall become, the property of another person, Lochner shall, at the Client's request, assign all rights of ownership of any like document prepared by Lochner to the same person.

**15. Changes.** Client may, by written direction only, make changes, revisions, additions, or deletions (collectively called "changes") to this Agreement. Any claim by Lochner for an adjustment under this paragraph must be asserted in writing fully supported by factual documentation to the

Client, within fifteen (15) calendar days from the date of receipt by Lochner of the written change order from the Client, or within such extension of this period as Client, in its sole discretion, may grant in writing at Lochner's request prior to expiration of said period.

Claims arising under this Agreement shall be decided in the state or federal courts located in Kansas.

**16. Confidentiality.** Lochner acknowledges, that as part of Lochner's relationship with the Client, it will have access to information that is not publicly available ("Confidential Information"). Lochner agrees that it will maintain strict confidentiality with respect to such Confidential Information and will not, directly, or indirectly, disseminate it or use it for any purpose unrelated to Lochner's obligations under this Agreement. Lochner shall not, without the prior written consent of the Client, make any public statement, announcement or release concerning the Project or the Confidential Information to trade publications, the press, or any other individual, corporation, partnership, or entity except as may be necessary to comply with the requirements of any applicable law, governmental order or regulation. In the event Lochner believes it is required to disclose any Confidential Information in order to comply with any applicable law, governmental order or regulation, Lochner shall promptly notify the Client of same with sufficient time to allow the Client to object or otherwise take actions to prevent the disclosure of such Confidential Information.

**17. Quality Control/Quality Assurance.** Lochner shall perform Quality Control/Quality Assurance (QC/QA) commensurate with the Standard of Care throughout the provision of all Services by Lochner pursuant to the terms of this Agreement.

**18. Miscellaneous Provisions.**

**1. Assignment.** Lochner shall not assign this Agreement or the benefits arising therefrom without the prior written consent of the Client.

**2. Integration.** This Agreement represents the entire and integrated Agreement between Lochner and the Client and supersedes all prior negotiations, representations or agreements, either written or oral.

**3. Third Parties.** There are no third-party beneficiaries to this Agreement other than as expressly indicated in Section 11 (Insurance) and Section 12 (Indemnification).

**4. Invalidity.** In the event any provision or part of a provision of this Agreement is found invalid by a tribunal of competent jurisdiction, (i) the other provisions or parts of the provision of this Agreement shall remain in full force and effect notwithstanding such finding, and (ii) the Agreement shall be interpreted to, as closely as possible, effectuate the purpose the original Agreement language.

**5. Mutually Negotiated.** The Parties acknowledge that the terms and conditions of this Agreement have been the subject of mutual negotiation, and that this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any provision of this Agreement.

**6. Survival.** Notwithstanding anything herein to the contrary, the provisions of this Agreement providing for limitation of or protection against liabilities between the Parties, shall survive termination of the Agreement and/or completion of the Services hereunder.



**7. Limitation of Liability.** Lochner's liability for any claim or breach of Standard of Care shall be limited to the amount ~~of its Compensation as defined shown~~ in Section 4 11.1.

**8. Notices.** Unless otherwise provided herein, all notices, requests, consents, approvals, demands and other communications to be given hereunder shall be in writing and shall be deemed given upon (a) the date of delivery when hand delivered to the respective Parties as set forth below, or (b) actual receipt as evidenced by proof of delivery by a national courier service or the United States Postal Service, addressed to the respective Parties at the following addresses:

**Notice to Lochner:**

Matthew J. Jacobs, PE  
Senior Project Manager  
H.W. Lochner, Inc.  
16105 W. 113<sup>th</sup> Street, Suite 107  
Lenexa, KS 66219

**Notice to Client:**

John Garriss  
City Engineer / Director of Public Works & Utilities  
City Hall  
811 W. Laurel Street  
Independence, KS 67301

**9. Mutual Waiver of Consequential Damages.** In no event shall either Party, their members, managers, affiliates, officers, directors, employees, agents, or shareholders be liable to the other Party for any special, incidental or consequential damages, direct or indirect, including, but not limited to, lost revenue, lost profits, financing costs, overhead, penalties, fines, liquidated damages and lost opportunities, whether incurred by a Party or by third parties to that Party may be liable, whether sounding in breach of contract, warranty, tort (including negligence), strict or statutory liability or otherwise, arising from or relating to the Services under this Agreement.

**10. Electronically Produced Documents.** Electronically produced documents will be submitted in data files compatible with AutoCAD Release 2020. Lochner makes no warranty as to the compatibility of the data files beyond the above specified hardware and release or version of the stated software.

Because data stored on electronic media can deteriorate undetected or be modified without Lochner's knowledge, the electronic data files submitted to the Sponsor or other Agencies will have an acceptance period of thirty (30) days. If during that period the Sponsor or other Agencies find any errors or omissions in the files, Lochner will correct the errors or omissions as a part of the basic Agreement. Lochner will not be responsible for maintaining copies of the submitted electronic data files after the acceptance period.

**11. Engineer's Opinion of Probable Project Cost and Construction Cost.** Since Lochner has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor(s) methods of determining prices, or over competitive bidding or market conditions, Lochner's opinions of probable Project Cost and Construction Cost provided for herein are to be made on the basis of Lochner's experience and qualifications and represent its best judgment as an

experienced and qualified professional engineer, familiar with the construction industry; but Lochner cannot and does not guarantee that proposals, bids or actual Project or Construction Cost will not vary from opinions of probable cost prepared by Lochner. However, Lochner represents that it will use reasonable engineering care and judgment commonly exercised by an engineer in the same or similar circumstances in making and transmitting such cost estimates to the Client.

**12. Force Majeure.** Any delay or failure of Lochner in the performance of its required obligations hereunder shall be excused if and to the extent caused by acts of God, war, riot, strike, fire, storm, flood, windstorm, discovery or uncovering of hazardous or toxic materials or causes beyond the reasonable control of Lochner, provided that prompt written notice of such delay or suspension be given by Lochner to the Client. Upon receipt of said notice, if necessary, the time for performing shall be extended for a period of time reasonably necessary to overcome the effect of such delays and Lochner shall be reimbursed for the cost of such delays.

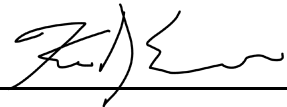
### **13. Client's Responsibilities.**

- a. Arrange for access to and make all provisions for Lochner to enter upon public and private property as required for it to perform his/her services.
- b. Assist in approvals and permits from all governmental entities having jurisdiction over the project and such approvals and consents from others as may be necessary for completion of the project.
- c. Designate in writing a person to act as Client representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define Sponsor policies and decisions.
- d. Give prompt written notice to Lochner whenever Client observes or knows of any development that affects the scope or timing of Lochner's services.
- e. Pay publishing cost for advertisements of notices, public hearings, request for bids, and other similar items. The Sponsor shall pay for all permits and licenses that may be required by local, state or federal authorities; and shall secure the necessary land, easements and rights-of-way required for the project.
- f. Available information relating to environmental conditions at the property, including any permits, clearances, investigations, and remediation required for federal, state, and local agencies identified by environmental consultants for the Sponsor in currently available reports.

### **14. Mandatory Federal Contract Provisions. (N/A)**

**H.W. LOCHNER, INC.**

**CITY OF INDEPENDENCE, KANSAS**

By:  \_\_\_\_\_

Title: Vice President, Aviation

Date: 5/22/2023

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attachments**

Attachment A Scope of Work/Services

Attachment B Agreement Price and Schedule of Values

Attachment C Project Schedule

## SCOPE OF WORK/SERVICES

WHEREAS, the Client has agreed to employ the Consultant to provide the engineering services required for performing geotechnical investigations and for preparing designs, construction plans, contract documents/technical specifications, tabulation of construction quantities, engineer's opinion of probable construction cost and project budget. The Consultant shall also assist the Client with bidding and administrative services. The Client may enter into a separate agreement for the additional services for providing construction administration, construction observation, and materials acceptance testing services for the proposed Project upon completion of the Design Phase services.

All services will be performed in accordance with good engineering practice and applicable published design criteria of the FAA, primarily FAA Advisory Circulars (AC) and Central Region Guidance publications.

- AC 150/5340-30J *"Design and Installation Details for Airport Visual Aids"*
- AC 150/5370-2G *"Operational Safety on Airports During Construction"*
- AC 150/5370-10H *"Standard Specifications for Construction of Airports."*

The following is a detailed description of the specific engineering services that are a duty of this Agreement.

### A. BASIC SERVICES

#### 1. Preliminary Phase

- a. Coordination with the Client and KDOT regarding Project scope, schedule, and budget.
- b. Prepare Section 163 submittal for proposed project and submit to the FAA for review and comment/acceptance.
- c. Prepare geotechnical investigation services Scopes of Services and subconsultant Agreement.

#### 2. Design Phase – Plans and Specifications

- a. Prepare Construction Plans and Contract Documents/Technical Specifications for the Project.
  - 1) Prepare Construction Plans for the Project. The Construction Plans will generally include the following:
    - Title Sheet
    - General Airport Layout Plan, General Notes, and Summary of Quantities
    - Airport Rotating Beacon Layout Plan
    - Airport Rotating Beacon and Tip-Down Pole Details
    - Miscellaneous Electrical Details
  - 2) Prepare Contract Documents/Technical Specifications that are in accordance with FAA criteria and satisfy project specific needs. The specifications shall be developed using FAA Advisory Circular 150/5370-10H and "Regional Modifications to Standards".
  - 3) Submit preliminary (90% completion) Construction Plans, Contract Documents/Technical Specifications, engineer's opinion of probable construction cost, and Project budget to the Client



and KDOT for review and comment. PDF copies will be submitted electronically with hard copies provided upon request.

- 4) Finalize Construction Plans and Contract Documents/Technical Specifications with consideration of preliminary review comments.
- 5) Submit Final Construction Plans and Contract Documents/Technical Specifications to the Client and the KDOT for final approval and authorization to advertise. PDF copies will be submitted electronically with hard copies provided upon request.

### 3. Bidding Phase

- a. Assist the Client with advertisement for bids. The Consultant shall prepare the advertisement and send the "Notice to Bidders" to prospective Contractors. (The Client shall place the advertisement in the appropriate media.)
- b. Print and distribute Construction Plans and Contract Documents/Technical Specifications to plan holding houses and prospective Bidders.
- c. Answer questions, clarify points, and issue addenda as necessary pertaining to the Construction Plans and Contract Documents/Technical Specifications during the Bidding Phase.
- d. A prebid conference will not be conducted for this project.
- e. Prepare and issue addendums during the Bidding Phase as required.
- f. The Consultant will assist the Sponsor with one (1) receipt of bids and conduct the bid opening in Lochner's Lenexa, KS office.
- g. Tabulate and analyze bid results, prepare Project budget, review Contractor's qualifications, and make recommendation of contract award.

## B. SPECIAL SERVICES

### 1. Administrative Assistance

- a. Prepare and submit FAA Form 7460 for proposed rotating beacon and tip-down pole location.
- b. Assist the Client in preparation of Invoice Summary forms as required for requests for reimbursement.

### 2. Geotechnical Investigation

- a. Request and coordinate all utility locate services prior to drilling operations.
- b. Complete one (1) soil boring within the vicinity of the proposed rotating beacon location to a depth of 15' – 20'.
- c. Perform geotechnical investigation and laboratory tests required for project design.

- d. Prepare a site specific written geotechnical report providing a discussion of observations related to materials encountered during soil boring operations, and results of laboratory tests and recommendations related to water table elevation level, allowable end bearing pressure, and L-pile data for each layer of subsurface material encountered.

**C. CONSTRUCTION SERVICES**

1. The Scope of Services required for construction administration, construction observation, and materials acceptance testing for the Project may be by separate Agreement.

## COMPENSATION

The Client agrees to compensate the Consultant for performing engineering services as described herein on the following basis:

### COMPENSATION SCHEDULE

#### A. BASIC SERVICES

|                                                  |                            |
|--------------------------------------------------|----------------------------|
| 1. Preliminary Phase.....                        | \$3,200.00 Lump Sum        |
| 2. Design Phase – Plans and Specifications ..... | \$12,000.00 Lump Sum       |
| 3. Bidding Phase.....                            | <u>\$3,900.00</u> Lump Sum |
| Subtotal Basic Services                          | \$19,100.00 Lump Sum       |

#### B. SPECIAL SERVICES

|                                         |                             |
|-----------------------------------------|-----------------------------|
| 1. Administrative Assistance.....       | \$2,600.00 Lump Sum         |
| 2. Geotechnical Investigation .....     | <u>\$3,300.00</u> Lump Sum  |
| Subtotal Special Services               | \$5,900.00 Lump Sum         |
| <b>Total Basic and Special Services</b> | <b>\$25,000.00 Lump Sum</b> |

#### C. CONSTRUCTION SERVICES

1. Construction Services.....May be Added by Separate Agreement

The Consultant shall not proceed with the services described herein until written authorization in the form of a Notice to Proceed is received from the Client.

For Item A. Basic Services, and Item B. Special Services, partial payment shall be made to the Consultant for those portions of the services completed. The Consultant shall submit to the Owner a monthly statement showing an estimate of completion, and the portion of compensation requested for each element and phase of the services. The request for partial payments will not be in excess of the value of the services completed at the time the statement is rendered.

For Item C. Construction Services, the method of payment may be added by separate Agreement upon completion of Item A.2. Design Phase services.

# DERIVATION OF CONSULTANT PROJECT COSTS

## INSTALL NEW AIRPORT ROTATING BEACON AND TIP-DOWN POLE

KDOT PROJECT AV-2024-07 (DESIGN)  
INDEPENDENCE MUNICIPAL AIRPORT (IDP)

INDEPENDENCE, KANSAS

BASIC AND SPECIAL SERVICES

May 21, 2023

### 1. DIRECT SALARY COSTS:

| <u>TITLE</u>               | <u>HOURS</u> | <u>RATE/HOUR</u> | <u>COST (\$)</u> |
|----------------------------|--------------|------------------|------------------|
| Senior Project Manager     | 15           | \$60.00          | \$ 900.00        |
| Design Engineer II         | 30           | \$45.00          | \$ 1,350.00      |
| Design Engineer I          | 26           | \$38.00          | \$ 988.00        |
| Senior Electrical Engineer | 12           | \$52.00          | \$ 624.00        |
| Structural Engineer        | 24           | \$40.00          | \$ 960.00        |
| Technician                 | 44           | \$30.00          | \$ 1,320.00      |
| Administrative Asst.       | 42           | \$25.00          | \$ 1,050.00      |

Total Direct Salary Costs = \$ 7,192.00

### 2. LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:

Percentage of Direct Salary Costs @ 158.99% = \$ 11,434.56

### 3. SUBTOTAL:

Items 1 and 2 = \$ 18,626.56

### 4. PROFIT:

15% of Item 3 Subtotal = \$ 2,793.98

Subtotal of Items 3 and 4 \$ 21,420.54

### 5. OUT-OF-POCKET EXPENSES:

|                             |                          |           |
|-----------------------------|--------------------------|-----------|
| a. Mileage                  | 0 miles @ \$0.655/mile = | \$ -      |
| b. Meals                    | 0 @ \$59.00/day =        | \$ -      |
| c. Motel                    | 0 days @ \$98.00/day =   | \$ -      |
| d. Mailing & Misc. Expenses | =                        | \$ 279.46 |

Total Out-of-Pocket Expenses = \$ 279.46

### 6. SUBCONTRACT COST:

a. Palmerton & Parrish, Inc. (Geotechnical Services) \$ 3,300.00

### 7. TOTAL FEE:

Items 4, 5 and 6 \$ 25,000.00



**ENGINEERING BASIC AND SPECIAL SERVICES - COST BREAKDOWN**

**INSTALL NEW AIRPORT ROTATING BEACON AND TIP-DOWN POLE**

**INDEPENDENCE MUNICIPAL AIRPORT (IDP)  
INDEPENDENCE, KANSAS**

**May 21, 2023**

| Classification:                    |                     | Senior<br>Project<br>Manager | Design<br>Engineer II | Design<br>Engineer I | Senior<br>Elec. Engineer | Structural<br>Engineer | Technician | Admin.<br>Assistant | Other<br>Costs |
|------------------------------------|---------------------|------------------------------|-----------------------|----------------------|--------------------------|------------------------|------------|---------------------|----------------|
| Hourly Rate:                       |                     | \$178.70                     | \$134.03              | \$113.18             | \$154.88                 | \$119.14               | \$89.35    | \$74.46             |                |
| <b>A. BASIC SERVICES</b>           |                     |                              |                       |                      |                          |                        |            |                     |                |
| 1. Preliminary Phase:              |                     | 9                            | 8                     | 0                    | 0                        | 0                      | 0          | 6                   | (2)            |
| Labor Subtotal =                   | \$ 3,127.30         | \$1,608.33                   | \$1,072.22            | \$0.00               | \$0.00                   | \$0.00                 | \$0.00     | \$446.76            |                |
| Expense Subtotal =                 | \$ 72.70            |                              |                       |                      |                          |                        |            |                     | \$ 72.70       |
| Subconsultant Subtotal =           | \$ -                |                              |                       |                      |                          |                        |            |                     | \$ -           |
| <b>Total Fee =</b>                 | <b>\$ 3,200.00</b>  |                              |                       |                      |                          |                        |            |                     |                |
| 2. Design Phase - Plans and Specs: |                     | 2                            | 6                     | 14                   | 10                       | 24                     | 40         | 16                  | (2)            |
| Labor Subtotal =                   | \$ 11,919.50        | \$357.41                     | \$804.16              | \$1,584.50           | \$1,548.76               | \$2,859.25             | \$3,574.06 | \$1,191.35          |                |
| Expense Subtotal =                 | \$ 80.50            |                              |                       |                      |                          |                        |            |                     | \$ 80.50       |
| Subconsultant Subtotal =           | \$ -                |                              |                       |                      |                          |                        |            |                     | \$ -           |
| <b>Total Fee =</b>                 | <b>\$ 12,000.00</b> |                              |                       |                      |                          |                        |            |                     |                |
| 3. Bidding Phase:                  |                     | 0                            | 12                    | 8                    | 2                        | 0                      | 0          | 14                  | (2)            |
| Labor Subtotal =                   | \$ 3,865.94         | \$0.00                       | \$1,608.33            | \$905.43             | \$309.75                 | \$0.00                 | \$0.00     | \$1,042.43          |                |
| Expense Subtotal =                 | \$ 34.06            |                              |                       |                      |                          |                        |            |                     | \$ 34.06       |
| Subconsultant Subtotal =           | \$ -                |                              |                       |                      |                          |                        |            |                     | \$ -           |
| <b>Total Fee =</b>                 | <b>\$ 3,900.00</b>  |                              |                       |                      |                          |                        |            |                     |                |
| <b>PART A SUBTOTAL =</b>           | <b>\$ 19,100.00</b> |                              |                       |                      |                          |                        |            |                     |                |
| <b>B. SPECIAL SERVICES</b>         |                     |                              |                       |                      |                          |                        |            |                     |                |
| 1. Administrative Assistance:      |                     | 4                            | 4                     | 4                    | 0                        | 0                      | 4          | 6                   | (2)            |
| Labor Subtotal =                   | \$ 2,507.80         | \$714.81                     | \$536.11              | \$452.71             | \$0.00                   | \$0.00                 | \$357.41   | \$446.76            |                |
| Expense Subtotal =                 | \$ 92.20            |                              |                       |                      |                          |                        |            |                     | \$ 92.20       |
| Subconsultant Subtotal =           | \$ -                |                              |                       |                      |                          |                        |            |                     | \$ -           |
| <b>Total Fee =</b>                 | <b>\$ 2,600.00</b>  |                              |                       |                      |                          |                        |            |                     |                |
| 2. Geotechnical Investigation:     |                     | 0                            | 0                     | 0                    | 0                        | 0                      | 0          | 0                   | (2,3)          |
| Labor Subtotal =                   | \$ -                | \$0.00                       | \$0.00                | \$0.00               | \$0.00                   | \$0.00                 | \$0.00     | \$0.00              |                |
| Expense Subtotal =                 | \$ -                |                              |                       |                      |                          |                        |            |                     | \$ -           |
| Subconsultant Subtotal =           | \$ 3,300.00         |                              |                       |                      |                          |                        |            |                     | \$ 3,300.00    |
| <b>Total Fee =</b>                 | <b>\$ 3,300.00</b>  |                              |                       |                      |                          |                        |            |                     |                |
| <b>PART B SUBTOTAL =</b>           | <b>\$ 5,900.00</b>  |                              |                       |                      |                          |                        |            |                     |                |
| <b>GRAND TOTAL =</b>               | <b>\$ 25,000.00</b> |                              |                       |                      |                          |                        |            |                     |                |

- (1) Mileage, Motel and Meals  
(2) Equipment, Materials and Supplies  
(3) Vendor Services

TIME SCHEDULE

The Consultant agrees to proceed with the services immediately upon receipt of a written Notice to Proceed (NTP) by the Client, and to employ such personnel as required to complete the Scope of Services in accordance with the following time schedule:

SCHEDULED PERFORMANCE IN CALENDAR DAYS

A. BASIC SERVICES

- 1. Preliminary Phase..... As Required
- 2. Design Phase – Plans and Specifications
  - a.3) Submit Preliminary Plans and Specifications ..... 60 Calendar Days After Receipt of NTP
  - a.5) Submit Final Plans and Specifications ..... 15 Calendar Days After Receipt of Review Comments for Attachment A, Item A.2.a.3)
- 3. Bidding Phase ..... As Required

B. SPECIAL SERVICES

- 1. Administrative Assistance..... As Required
- 2. Geotechnical Investigation ..... 30 Calendar Days After Receipt of NTP

C. CONSTRUCTION SERVICES

- 1. Construction Services..... May be Added by Separate Agreement

The schedule presented above does not include review time by the Client, KDOT, or other interested agencies.



**REQUEST FOR COMMISSION ACTION  
CITY OF INDEPENDENCE  
June 15, 2023**

**Department Water Sewer**

**Director Approval John Garris**

**AGENDA ITEM** Consider change order requests for the CDBG sewer improvements grant.

**SUMMARY RECOMMENDATION** Approve Change Orders.

**BACKGROUND** The CDBG grant requires Commission Approval of change orders even when it would not normally be necessary to have a change order. Change Order Number 1 was approved during the second February, 2023 meeting of the Commission. The second Change Order is a deduction of \$64,335.20 due to an underrun of quantities when the final totals were tallied. This request is so there is a formal motion on file for the second (deductive) Change Order Number 2.

**FINANCIAL INFORMATION** This is a net deduction of \$64,335.20 from the final project costs.

**SUGGESTED MOTION** I move to approve Change Order Number Two with Tri-Star Utilities for the net amount of -\$64,335.20 and the execution of any necessary documents for Change Orders Number One and Two for the records necessary for submittal as part of the CDBG grant.

**SUPPORTING DOCUMENTS**

1. Independence Sewer - CO 1 Request
2. Independence Sewer - CO 2 Request
3. Independence - Change order 1 and 2 cover letter

## CONTRACT AMENDMENT/REQUEST #1

|                                            |                                                                                                                                              |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Request: <u>05/12/2023</u>         | <b>Check as Applicable:</b><br><b>Time Extension</b> <input type="checkbox"/><br><b>Budget Amendment</b> <input checked="" type="checkbox"/> |
| Contract Award Date: <u>03/01/2021</u>     |                                                                                                                                              |
| Current Completion Date: <u>06/30/2023</u> |                                                                                                                                              |

For budget change(s), enter each line item -- **regardless of whether budget item changed or not.**  
If approved, this new project budget will supersede any previous budget(s).

Page 97 of 122



**CONTRACT AMENDMENT/REQUEST #1**

Date of Request: 06/08/2023  
Contract Award Date: 03/01/2021  
Current Completion Date: 06/30/2023

**Check as Applicable:**  
**Time Extension** ☐  
**Budget Amendment** ☒

For budget change(s), enter each line item -- **regardless of whether budget item changed or not.**  
If approved, this new project budget will supersede any previous budget(s).

---

Date \_\_\_\_\_



*"Delivering Excellence"*

May 15, 2023

Ginny Eardley  
Kansas Department of Commerce  
1000 SW Jackson St., Suite 100  
Topeka, KS 66612-1354

RE: City of Independence, 21-PF-023 - Change Order Approval

Dear Ms. Eardley,

The City of Independence respectfully requests a Change Order approval for change order #1 and change order #2, for the City's Sewer Improvements project.

Change order #1 is for an increase in \$66,641.68 for a change in the size of sanitary sewer CIPP from 12" to 15". During construction it was discovered that several segments the contract calls out as 12" segments are measured at 15" segments. This change order request will remove the initial material of 1,652 ft. of 12" sanitary sewer CIPP from the project, deducting a cost of \$74,835.60 from the contract, and add 1,652 ft of 15" of sanitary sewer CIPP adding a cost of \$141,477.28 to the contract. The total contract change for the purpose of this change order will be \$66,641.68. Please see the attached engineers change order request for additional information.

Change order #2 is for a decrease of \$64,335.20 for a reconciliation of quantities utilized in the project. This change order request will remove 799 ft of pipe reaming, 2583 ft of sanitary sewer 12" CIPP, one standard 5' manhole, and 30 sanitary sewer services lines from the project, deducting a cost of \$184,968.90 from the contract. This change order request will add 18 square yards of 4" sidewalk construction, 278 SY of 8" concrete pavement, 219 8" sanitary sewer CIPP, 1,290 10" sanitary sewer CIPP, 908 LF pipe reaming sanitary sewer, one 4' standard manhole adding a cost of \$164,589.70 to the contract. The new contract sum including the reconciliation of quantities is \$1,731,130.02. Please see the attached engineers change order request for additional information.



*"Delivering Excellence"*

Thank you for your consideration of this matter.

Sincerely,

Louis Ysusi  
Mayor

Enclosures: Change Order Request Form 1, Change Order Request Form 2, Engineers Change Order 1 Form, Engineers Change Order 2 Form



**Report**  
**CITY OF INDEPENDENCE**  
**June 15, 2023**

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**Department Finance**

**Director Approval Lacey Lies**

**AGENDA ITEM** May 2023 Sales Tax Report

**BACKGROUND**

**SUPPORTING DOCUMENTS**

1. May 2023 Sales Tax Report





# SALES TAX REPORT MAY 2023

City of Independence Kansas

## CITY OF INDEPENDENCE REPORT ON 1% SALES TAX REPORTED FOR MAY 2023.

3% Sales Tax is collected in the City of Independence.  
1% for General Fund Support; 1% for Education; and  
1% for Special Uses.

**Lacey Lies**  
Finance Director



## Sales Tax Report for May 2023

Sales and Use taxes are Independence's largest funding source. The City receives a portion of the overall sales taxes you pay within city limits for use as indicated below. The projected revenue generated from all sales and use taxes for 2023 is \$6,750,000, which is 57% higher than all ad valorem taxes generated for the City.

| Sales Tax Breakdown                         | Percent      |
|---------------------------------------------|--------------|
| City of Independence General Fund Sales Tax | 1.00%        |
| City of Independence Educational Sales Tax  | 1.00%        |
| City of Independence Special Use Sales Tax  | 1.00%        |
| General Fund Support                        | 0.25%        |
| Debt Support                                | 0.31%        |
| Economic Development                        | 0.05%        |
| Building & Facility                         | 0.12%        |
| Streets                                     | 0.27%        |
| <b>CITY TOTAL</b>                           | <b>3.00%</b> |
| State of Kansas                             | 6.50%        |
| <b>TOTAL SALES TAX</b>                      | <b>9.50%</b> |

The amounts listed in this report represent 1% Sales Tax Collections. The “receipts” reported from the State of Kansas to the City for any given month are from sales generated two months prior. For example, the May receipts shown in this report were from sales in March 2023.

- **May** receipts totaled **\$212,641**, which is a **DECREASE of \$20,824** from May 2022, or **down 8.9%** (see Graph 2, “May 1% Sales Tax 10 Year History”).
- May 2023 receipts are the **SECOND HIGHEST May** receipts in the 10-year history, (see Graph 2, “May 1% Sales Tax 10 Year History”).
- Annualized FY 2023 1% sales tax collected is **\$2,472,903**, or **\$222,903 over** our **budgeted** amount of \$2,250,000, or **9.9% higher than the budget**, and projected **1.4% under 2022 actual** collections.
- With five months reported, we have **collected 45.8%** of the FY 2023 budgeted amount of \$2,250,000.
- The **Compensating Use** sales tax portion made up **16.1%** of the \$212,641 total (\$34,178) (see Graph 5 “2022 1% Sales Tax – Monthly/Compensating Use Sales Tax and Sales Tax.”).

**THANK YOU**  
**For Supporting Local!**



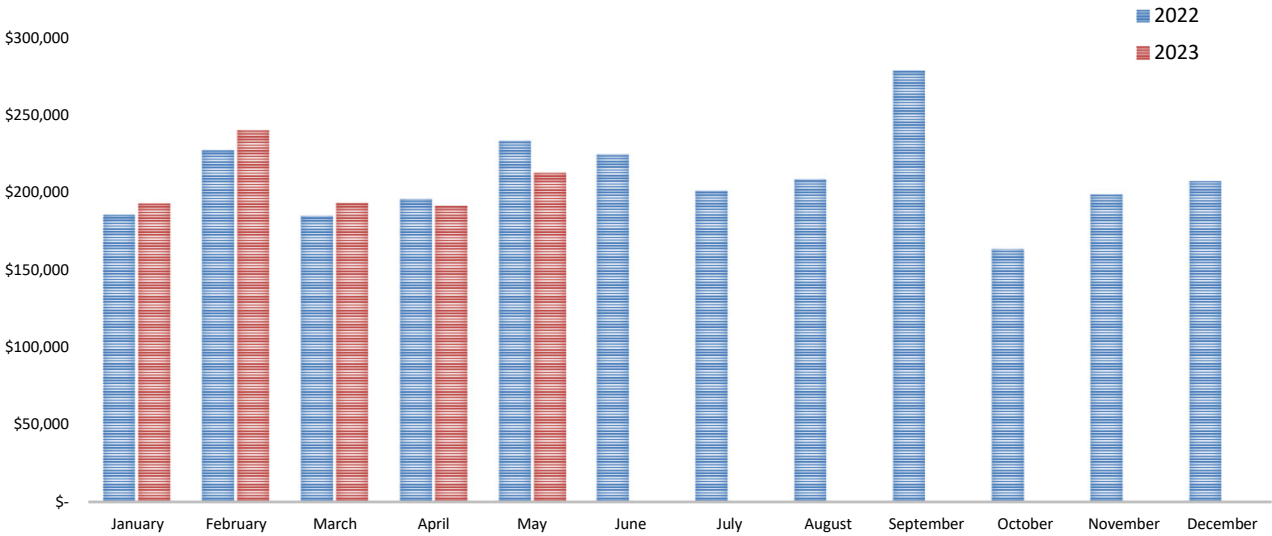


## City of Independence Sales Tax - 1%

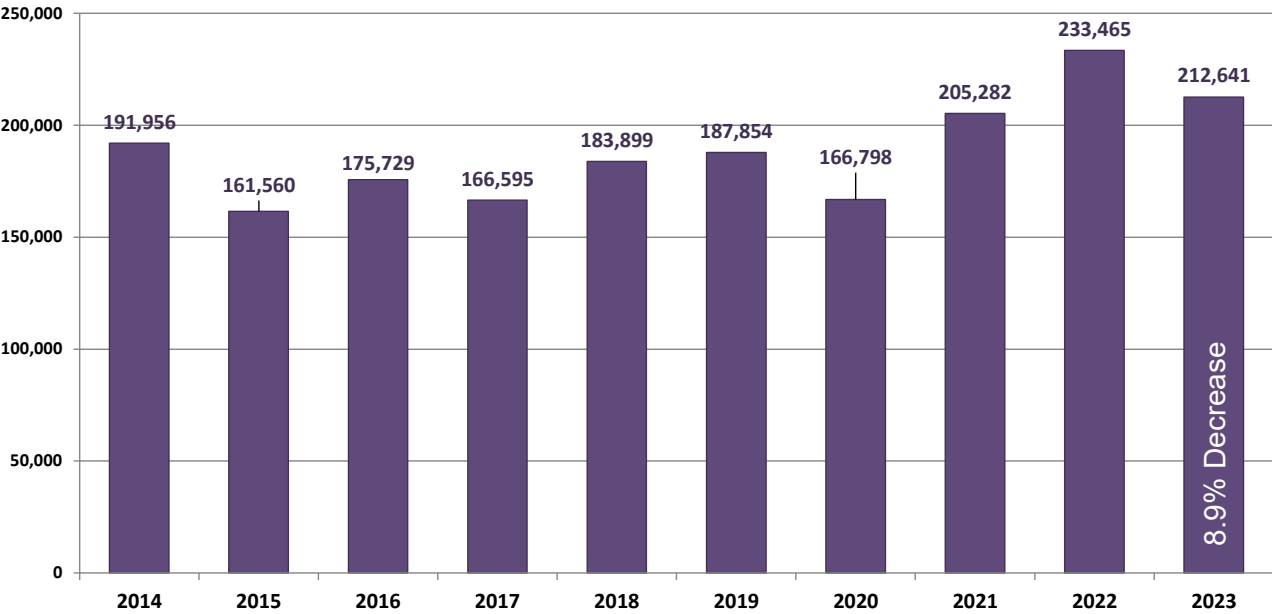
### Comparison and History January - May 2023

|                                        | Fiscal Year         | Fiscal Year         | Fiscal Year         | Fiscal Year                       | Fiscal Year         | Fiscal Year         | %<br>Change  | %<br>Change |
|----------------------------------------|---------------------|---------------------|---------------------|-----------------------------------|---------------------|---------------------|--------------|-------------|
| Month                                  | 2018                | 2019                | 2020                | 2021                              | 2022                | 2023                | FY 22-23     | YTD         |
| January                                | 163,240             | 172,377             | 169,033             | 163,252                           | 185,340             | 192,816             | 4.0%         | 4.0%        |
| February                               | 165,834             | 178,399             | 200,053             | 187,879                           | 227,272             | 240,332             | 5.7%         | 5.0%        |
| March                                  | 146,833             | 167,292             | 149,607             | 178,907                           | 184,767             | 193,222             | 4.6%         | 4.9%        |
| April                                  | 155,702             | 139,790             | 172,804             | 167,798                           | 195,697             | 191,365             | -2.2%        | 3.1%        |
| <b>May</b>                             | <b>183,899</b>      | <b>187,854</b>      | <b>166,798</b>      | <b>205,282</b>                    | <b>233,465</b>      | <b>212,641</b>      | <b>-8.9%</b> | <b>0.4%</b> |
| June                                   | 147,180             | 158,263             | 179,353             | 206,304                           | 224,267             |                     |              |             |
| July                                   | 167,392             | 169,308             | 179,594             | 181,396                           | 200,760             |                     |              |             |
| August                                 | 174,341             | 180,142             | 221,770             | 196,182                           | 208,086             |                     |              |             |
| September                              | 159,813             | 186,618             | 166,847             | 196,679                           | 278,674             |                     |              |             |
| October                                | 163,360             | 164,463             | 177,190             | 179,011                           | 163,298             |                     |              |             |
| November                               | 160,797             | 159,872             | 183,599             | 169,058                           | 198,402             |                     |              |             |
| December                               | 166,699             | 159,474             | 169,275             | 211,556                           | 207,198             |                     |              |             |
|                                        |                     |                     |                     |                                   |                     |                     |              |             |
| <b>Total:</b>                          | <b>\$ 1,955,089</b> | <b>\$ 2,023,851</b> | <b>\$ 2,135,922</b> | <b>\$ 2,243,303</b>               | <b>\$ 2,507,226</b> | <b>\$ 1,030,376</b> |              |             |
| % change                               | 3%                  | 4%                  | 6%                  | 10.8%                             | 17.4%               | -54.1%              |              |             |
|                                        |                     | <b>Annual</b>       | \$ 2,135,922        | \$ 2,243,303                      | \$ 2,507,226        | \$ 2,472,903        | \$ (34,323)  |             |
|                                        |                     | <b>Budget</b>       | \$ 1,931,101        | \$ 1,935,000                      | \$ 2,050,000        | \$ 2,250,000        | \$ 200,000   |             |
| <b>Collections Over (under) Budget</b> |                     |                     | <b>\$ 204,821</b>   | <b>\$ 308,303</b>                 | <b>\$ 457,226</b>   | <b>\$ 222,903</b>   |              |             |
|                                        |                     |                     |                     | <b>Projected % Over PY Actual</b> | <b>11.8%</b>        | <b>-1.4%</b>        |              |             |
|                                        |                     |                     |                     | <b>YTD % of Budget Collected</b>  | <b>122.3%</b>       | <b>45.8%</b>        |              |             |
|                                        |                     |                     |                     | <b>Projected % Over Budget</b>    | <b>22.3%</b>        | <b>9.9%</b>         |              |             |

Sales Tax FY 2022 - FY 2023 Comparison

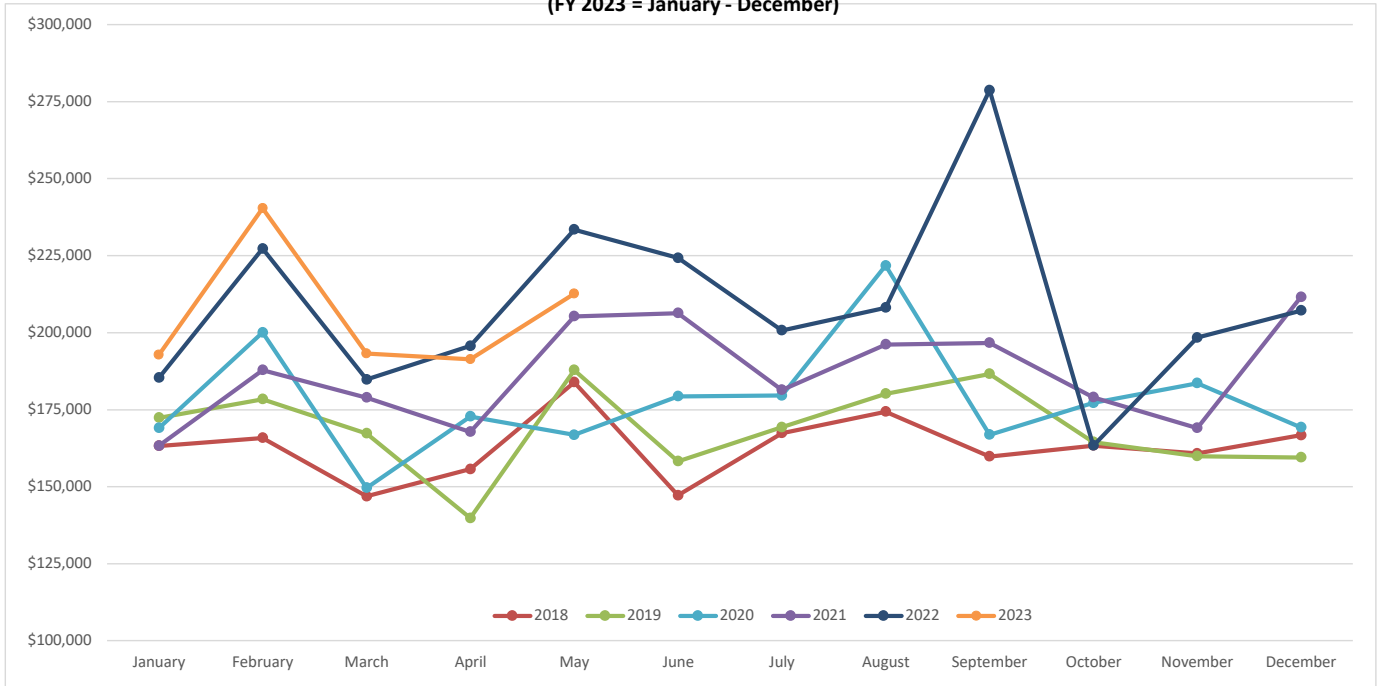


May 1% Sales Tax 10 Year History  
FY 2014 - FY 2023

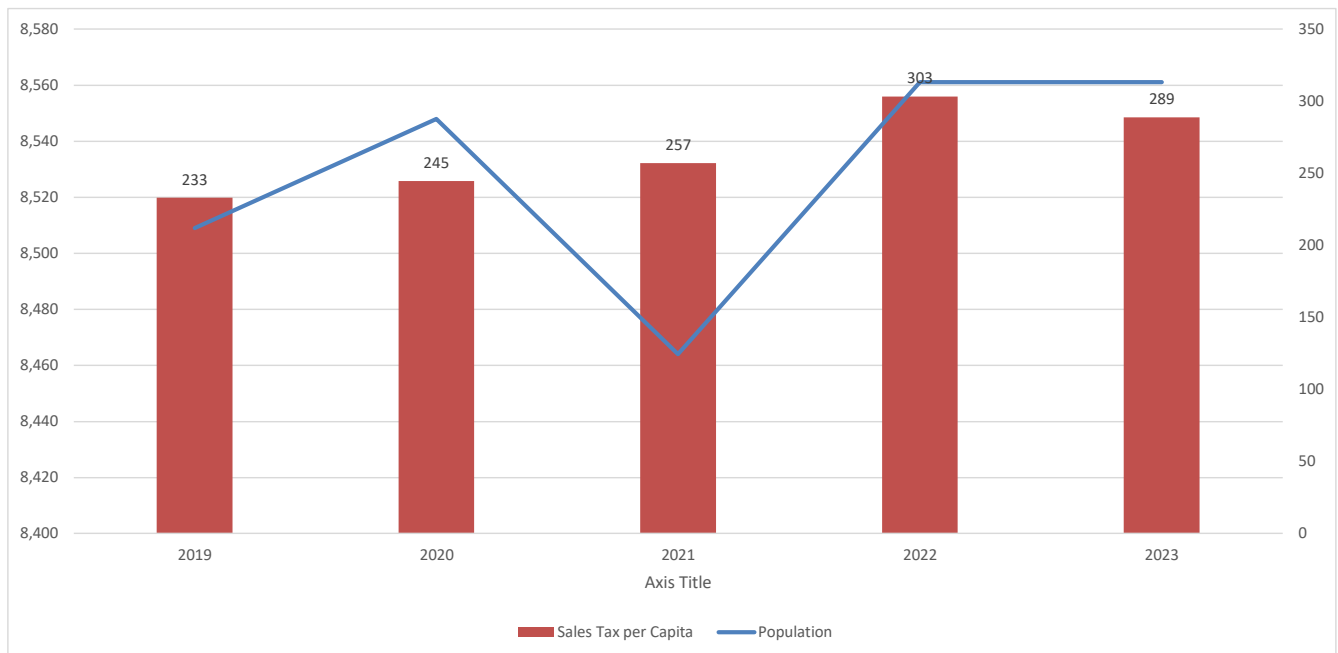




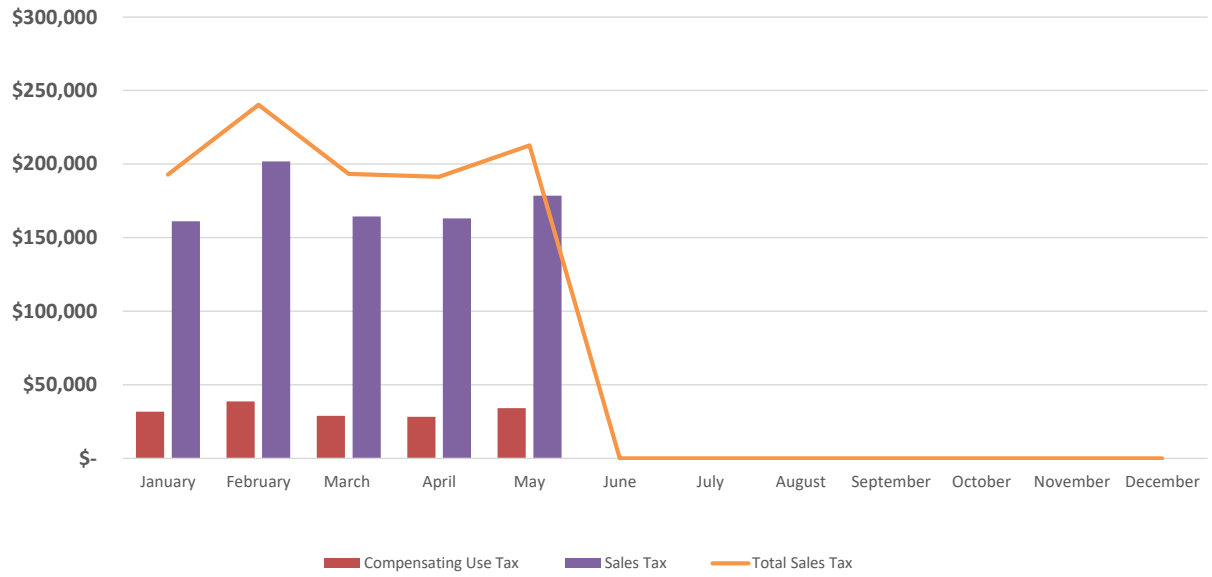
**Sales Tax History Comparison - FY 2018 - FY 2023**  
(FY 2023 = January - December)



**Sales Tax per Capita and Population Trend**



**2023 Sales Tax - One Percent General Fund**  
Compensating Use Sales Tax and Sales Tax





**Report**  
**CITY OF INDEPENDENCE**  
**June 15, 2023**

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**Department Admin**

**Director Approval Kelly Passauer**

**AGENDA ITEM** City Board Minutes

**BACKGROUND**

**SUPPORTING DOCUMENTS**

1. 05022023 Econ Dev Adv Bd Minutes-Signed
2. 05092023 Planning Commission Board of Zoning Appeals Minutes-Signed
3. 05172023 Rec Com Board Minutes
4. 05152023 Library District Board Minutes

## Minutes of the Economic Development Advisory Board's May 2, 2023 Meeting

### I. Call to Order

Present: Chuck Goad, Lori Kelley, Jom Kelly, Wayne Stephany and Keith Stone

Absent: Jason Curtis and Rod Zinn

Guests: Patty Ann Sanborn

Ex Officio: Lisa Wilson, April Nutt and Tabatha Snodgrass

Chuck Goad called the meeting to order.

### II. Minutes

- a. Consider approving minutes of the March 7, 2023 Economic Development Advisory Board Meeting.

**Motion:**

**On the motion of Wayne Stephany, seconded by Keith Stone the Commission approved the March 7, 2023 Economic Development Advisory Board Meeting minutes.**

**Aye: Chuck Goad, Lori Kelley, Jim Kelly, Wayne Stephany, Keith Stone**

**Nay: None**

### III. Discussion

- a. SEK, Inc. Presentation

**Patty Ann Sanborn gave a presentation on the Career Technical Education program provided by SEK, Inc.**

- b. Extension of Service Policies

**Both policies provide a bit of the puzzle of how we currently operate. Our goal is to review both in June and recommend a single policy going forward that has all of the pieces that we want it to have.**

- 1. 1979 Policy

- 2. 1996 Policy (Modifications to the 1979 Policy -- This did not replace the previous policy, it only modified certain sections of it).

- c. Waterline Project Update

**The City Engineer will review and update the EDAB on the waterline project.**



## Minutes of the Economic Development Advisory Board's May 2, 2023 Meeting

### d. Jefferson Subdivision Update

The Housing Authority Director will update the EDAB on the Jefferson Subdivision project.

### e. EV Charging Stations

#### Update from Chair:

My initial EV goal was to get at least one charging station in our downtown for economic development purposes. At this point, I have estimates for equipment and installation of it; however, I cannot get Evergy to recognize the grant application or provide us with infrastructure placement costs. I feel we may have lost much of our "early bird" advantage on these requests and feel the City now needs to consider a full project plan and budget for EV implementation. I feel EV charging will be a major focus in economic development in the near future and will require many charging locations. I have attached a document supporting the need for EV charging and I'm wondering if this is something that should also be shared with Commissioners.

After sitting in on the IKE webinar, I feel the Off-corridor and Community Project grants would be a good fit for the City but requires a 20% local public match, which will require budgeting for City resources.

I do not feel we would be eligible for the initial infrastructure funding as we are not directly on one of the state's major corridors (ie Highway 400).

### f. Website Information

Lacey Lies will review the updated City website.

### g. Kansas Historic Preservation Conference & Tax Credit Seminar

The 2023 Kansas Historic Preservation Conference will be held May 4-6, 2023 in Independence, KS.

#### [Registration Link](#)

## IV. Adjournment

#### Motion:

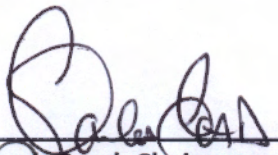
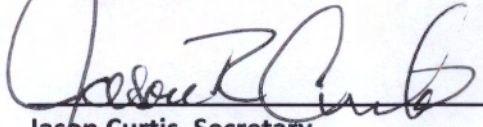
On the motion of Keith Stone, seconded by Lori Kelley the Commission adjourned.

Aye: Chuck Goad, Lori Kelley, Jim Kelly, Wayne Stephany, Keith Stone

Nay: None



Minutes of the Economic Development Advisory Board's May 2, 2023 Meeting

  
\_\_\_\_\_  
Chuck Goad, Chairperson  
\_\_\_\_\_  
Jason Curtis, Secretary



**Minutes of the Planning and Zoning Commission/Board of Zoning Appeals's May 9, 2023  
Meeting**

**I. Call to Order**

**Present:** Tim Haynes, Mary Jo Meier, Lisa Richard, Anthony (Tony) Royse, Scott Smith, Rachel Lyon, Andy McLenon, Brent Littleton (came in at 6:00 p.m.)

**Absent:** Michelle Anderson

**Guests:** Chuck Carson, Eric Schlange, Lisa Reed, Greta Gilstrap, Michael Gilstrap, Dixie Wright

Tim Haynes, Chairperson, called the meeting to order.

**II. Minutes**

- a. Consider approving the minutes of the April 4, 2023 Planning Commission meeting.

**Motion:**

**On the motion of Scott Smith, seconded by Rachel Lyon the Commission approved the minutes of the April 4, 2023 Planning Commission and Board of Zoning Appeals Meeting..**

**Aye:** Tim Haynes, Rachel Lyon, Andy McLenon, Mary Jo Meier, Lisa Richard, Anthony (Tony) Royse, Scott Smith

**Nay:** None

**III. Board of Zoning Appeals (Does not include outside City appointments)**

- a. Public hearing to receive comments on a variance request to reduce the setback(s) in an R-1 large lot single-family dwelling district at 219 Morningside Place.

**Tim Haynes, Chairperson, opened the hearing.**

**Eric Schlange explained that the property owner/applicant wants to add a master bed and bath and living room extension to their home.**

**Tim Haynes, Chairperson, closed the hearing.**

**Motion:**

**On the motion of Mary Jo Meier, seconded by Lisa Richard the Commission approved a variance to reduce the setback on the east from 25' to 20' at 219 Morningside Place.**

**Aye:** Tim Haynes, Rachel Lyon, Mary Jo Meier, Lisa Richard, Anthony (Tony) Royse, Scott Smith

**Nay:** None



**Minutes of the Planning and Zoning Commission/Board of Zoning Appeals's May 9, 2023 Meeting**

- b. Public hearing to receive comments on a variance request for the number and size of signs in a C-4 highway commercial district at 3159 W. Main Street.

**Tim Haynes, Chairperson, opened the hearing.**

**Lisa Reed and Chuck Carson explained the signage they are requesting.**

**There was discussion about whether the signs are the same at all of their credit unions.**

**Mike Gilstrap asked if the electronic signs would be advertisements or just refer to bank business and what the brightness of the sign would be.**

**Kelly Passauer stated that there are zoning regulations about the brightness and also the business can only advertise for themselves.**

**Lisa Reed asked about whether they can advertise community events.**

**Kelly Passauer said that yes, community event ads are allowed.**

**Tim Haynes, Chairperson, closed the hearing.**

**Motion:**

**On the motion of Lisa Richard, seconded by Rachel Lyon the Commission approved the variance to exceed the total number of signs to a maximum of four (one detached and three attached); approved a variance to exceed the size of a detached sign from 150 square feet to 200 square feet; and approve a variance for the maximum size of the electronic portion from 30 square feet to 32 square feet.**

**Aye: Tim Haynes, Rachel Lyon, Mary Jo Meier, Lisa Richard, Anthony (Tony)**

**Royse, Scott Smith**

**Nay: None**

**IV. Planning Commission**

- a. Public hearing to receive comments on a request for a conditional use permit for "short-term rentals not elsewhere listed" in an R-2, single-family dwelling district at 205 Westminster Place.

**Michael and Greta Gilstrap want to open an Airbnb for temporary use rather than having to rent it out more permanently.**

**Dixie Wright who owns the property behind this property at 216 E. Locust stated she is concerned about the increased traffic, parties, parking, property valuations being lowered, trash and who will do cleanup. She feels it is not**



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Meeting

appropriate to have a bnb in this house.

Michael Gilstrap stated that Greta would handle the cleanup. It is a small cul-de-sac and they have mowed and maintained the grass since they purchased the house. There is a privacy fence around the house. They feel they have kept it clean and will continue to do so.

Dixie Wright says she can see over the fence because her house is a two-story. She is concerned that animals will be left out and bark all day and night. She feels like the taxes might go up.

Lisa Richard asked about the parking and stated that the way it would be used would be within the code.

Andy McLenon asked about their pet policy.

Greta Gilstrap stated that she has placed the house with the Airbnb website and has listed it as no pets allowed.

Tim Haynes, Chairperson, closed the public hearing.

**Motion:**

On the motion of Scott Smith, seconded by Brent Littleton the Commission authorized a conditional use permit for "short-term rentals not elsewhere listed" at 205 Westminster Place with the following conditions:

1. The conditional use permit is not transferable to another property owner or a different location.
2. The applicant must comply with all City codes and must continue to comply with all City codes. This would include acquiring a City occupation license, which must be renewed annually.
3. The property's exterior must be kept clean and not violate environmental or nuisance codes.
4. Excess noise from the property will not be audible beyond the property lines.
5. Off-street, hard-surfaced parking will be provided on the applicant's private property.
6. Exterior lighting will not have an adverse effect by shining onto any neighboring properties.

Aye: Tim Haynes, Brent Littleton, Rachel Lyon, Andy McLenon, Mary Jo Meier, Lisa Richard, William Smith

Nay: Anthony (Tony) Royse

V. Discussion



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**VI. Adjournment**

**Motion:**

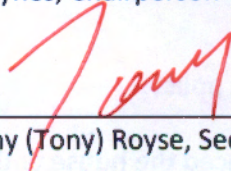
**On the motion of Rachel Lyon, seconded by Anthony (Tony) Royse the  
Commission adjourned the meeting.**

**Aye: Tim Haynes, Brent Littleton, Rachel Lyon, Andy McLenon, Mary Jo Meier,  
Lisa Richard, Anthony (Tony) Royse, Scott Smith**

**Nay: None**



Tim Haynes, Chairperson



Anthony (Tony) Royse, Secretary

# INDEPENDENCE RECREATION COMMISSION

## Monthly Meeting May 17, 2023

Ash Youth Center  
1501 N. 10<sup>th</sup> Street  
Independence, KS 67301

### Members Present:

Christy Mavers  
Ron Goins  
Joe Cooley  
Moises Rivera  
Joe Housel

### Others Present:

Brent Julian  
Lori Bromley  
Nick McBride  
Jim Butts  
Galen Palmer

Christy Mavers opened the commission meeting at 11:30 a.m.

### ROUTINE

#### Agenda

Joe Cooley moved to approve the agenda as printed. Ron Goins seconded. Motion carried 4-0.

#### Minutes

Ron Goins moved to approve the minutes from the April 19, 2023 board meeting. Joe Cooley seconded. Motion carried 4-0.

Moises Rivera arrived at the meeting.

#### Bills

Joe Cooley moved to approve the May 2023 invoices and checks for payment as presented in the amount of \$6,851.14 as well as bills and employee benefits paid since the last board meeting in the amount of \$9,882.97. Joe Housel seconded. Motion carried 5-0.

#### Treasurer's Report

Galen Palmer reported the following balances as of April 30, 2023: First Oak Bank -Checking: \$115,676.08; First Oak - Petty Cash: \$500.00; Equity Bank - Savings \$116,157.45. Joe Cooley moved to approve the treasurer's report as presented. Ron Goins seconded. Motion carried 5-0.

## **PROGRAMS/OPERATIONS**

### **Maintenance Report**

Jim Butts answered any questions the board had on the maintenance report. Christy Mavers asked Jim about hiring his field crew for summer months and Jim stated that Ethan Speicher is planning to return this summer and that he is the only personnel he will hire this year. Brent stated that Ethan does a great job and since he is coming back there is no need to hire any additional help. Christy asked Jim how the preparation is looking for summer and Jim stated that everything is going well, they are in the process of filling the lazy river now, the high school P.E. classes helped put up the umbrellas and everything seems to be on schedule. Christy asked if there were enough chairs at Riverside Beach and Brent stated there are not and he may go ahead and order some more.

### **Programs Report**

Nick McBride answered any questions the board had on the programs report. Christy Mavers asked Nick how the Joe Smith Trade Show was this year and Nick stated they did not have a lot of new items; however, they did have lots of discounts on items IRC buys in bulk. Christy informed Nick that she heard lots of compliments on the flag football program. Joe Cooley asked about baseball on Tenth Street this summer and Nick stated it is looking good and is hoping to have possibly seven teams playing out there, including a few teams from Coffeyville and Parsons. Nick stated that he is still needing volunteer coaches for Jr girls' softball before he can draft teams. Moises asked Nick about Blast Ball, Nick explained it is an introduction to T-Ball. Joe Cooley asked about the new 5 on 5 flag football program for high school students to adults and Nick stated that it looks promising, and he is hoping to have between seven to ten teams.

### **Director/Aquatics/Special Events Report**

Brent Julian answered any questions the board had on the director/aquatics/special events report. A discussion was held on the hours at Riverside Beach this summer. Brent stated that there will be a couple of Wednesday's the pool will close at 5:00 p.m. due to hosting swim meets on those nights. Joe Cooley asked about the price increase for sports, programs and Ash memberships and Brent stated that will not take effect until after the new fiscal year in July.

## **BUSINESS/FINANCE**

### **Board Member Update**

Brent informed the commission that Ron Goins and Joe Cooley both have terms expiring in July of 2023 and if they would like to remain on the IRC board, they will need to re-apply. Brent reminded the board that Joe is the school districts representative and Ron is IRC's. Brent stated that Christy Mavers and Moises Rivera have terms through July of 2025 and Joe Housel through

July of 2026. Christy Mavers stated that any applications that come in will go directly through her.

### **RBFAC Update**

Brent discussed the opening of Riverside Beach Family Aquatic Center on Memorial Day weekend. Brent informed the board that IRC paid for the repair of a cracked slide in the kiddie pool in the amount of \$1,500.00 as well as paying for the waterspouts and a few other items. Brent stated that this close to opening it is easier for IRC to pay for some items up front and get reimbursed when the season is over.

### **Central Park Sports Complex Update**

Brent updated the board on the where things stand moving forward on the new sports complex. Brent informed the board that IRC did not get the Sprint grant as hoped and now must re-evaluate phases in which the complex will be developed. Brent stated that he feels the soccer fields need to be completed first. Brent stated there have not been any meetings lately but is hoping for one soon as some decisions need to be made and Crossland Construction notified of the plans.

### **Youth Football Camp**

Brent informed the board that IRC will team up with the high school football coaches and hold a camp for K-6<sup>th</sup> grades this summer. Brent stated that camp will be free to participants; IRC will pay for the camp shirts, Ironworks will pay for the footballs, and Heckman Dental is covering the cost of camp insurance. Brent stated that IRC is excited to be a part of this camp and to support the local football community.

### **Workers Responsibilities**

Brent handed out job duties and responsibilities of some full-time staff members upon Joe Cooley's request last month. Brent reminded the board that Joe wanted some additional information before any pay increases or bonuses are requested in the new fiscal year. The board agreed to table further discussion until next month.

### **EXECUTIVE SESSION**

There was no need for an executive session.

### **ITEMS FROM THE COMMISSION**

#### **Ron Goins**

\*Stated that after serving several terms on the IRC board that it is time to step down and allow some new blood in that hopefully has younger children active in IRC activities and he will not be re-applying for the board in July.



**ADJOURNMENT**

The meeting was adjourned at 12:05 p.m.

Respectfully Submitted,

Joe Cooley  
Secretary

# **Independence Public Library Board of Trustees Minutes**

**Wednesday, May 17, 2023**

## **REGULAR SESSION**

**Board Members Present: Michelle Anderson, Chairman, Trustees: Tom Sewell, Carolyn Torrance, Ron Schwatken, England Porter, Andy Taylor**

**Also Attending: Assistant Library Director John Long and Recording Secretary Gloria McCoy**

**I CALL TO ORDER: Michelle Anderson called the meeting to order at 5:15 p.m. She opened with welcoming the newest member Andy Taylor onboard.**

- **Adoption of Agenda:** England P. moved and Carolyn T. seconded a motion to approve the agenda as printed. Motion carried.
- **Approval of Minutes:** Minutes of the April meeting were approved. Motion carried.

**II CONSENT AGENDA:** The consent agenda was adopted as presented. Total expenses for bills for the month of April were \$57,441.83.

## **III OLD BUSINESS:**

### **Executive Session: Non-elected personnel**

The Chairman made the motion: "I move we go into executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in this room at 6 p.m. Carolyn T. seconded the motion. The session was extended for another 15 minutes. **No Action Taken.**

1. **Director Hiring:** Ron S. made the motion for John Long to be the new Library Director. Carolyn T. seconded. England P. moved to amend the motion contingent upon the salary and job description. Carolyn T. seconded the motion.

Chairman amended the motion and was seconded by Carolyn T.

Chairman Michelle A. will be making the notification of selection to other candidates. John L. will do a press release and reception.

Andy T., the newest member of the board, inquired about upkeep of Library Grounds. John L., the newly appointed Director, advised him that the City pays to have it maintained.

**IV STAFF REPORTS:** Continue to get great reviews from the community regarding the senior citizen center.

Reception for Jeri was very nice.

Nancy K. send a nice card to the Board thanking them for the gift and the pleasure of knowing them and working with them. Staff could not locate the card.

Carolyn T. purchased a gift, for the board, for Jeri H. reception.

**V Executive Session: Non-elected personnel** The Chairman made the Motion: "I move we go into executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in this room at 7:05 pm. Seconded by Carolyn T.

**The regular open meeting resumed at 7:05. No Action Taken**

**VI Comments from the Board: None**

**VII Adjournment: The meeting adjourned at 7:07 p.m.**

**Ron Schwatken**

**Date of Approval**

