



General Services Department

Procurement Services Division Contract Administration Office

1st Floor, City Hall
414 East 12th Street
Kansas City, Missouri 64106
Fax: (816) 513-2812

April 28, 2026

Ms. Kaitlyn Mitchell
Tetra Tech, Inc.
415 Oak St.
Kansas City, MO 64106

Email: bross@scsengineers.com

Phone: 816-412-1742

**Re: Renewal Notice
Contract No. EV2924-10 - DP - City Wide IDIQ Environments Services**

Dear Ms. Mitchell:

The effective date of this Contract Renewal shall be May 23, 2026. This is the third renewal option of the contract. The initial term of the Contract shall be one year from this effective date. The obligation of City payment under this Contract does not begin until the Chief Procurement Officer issues a Purchase Order.

Within five (5) days from the date of this correspondence, you are required to submit the following items. The City in its sole discretion may extend this time.

- One (1) signed originals each of the 00610 Performance and Maintenance Bond and 00615 Payment Bond in the amount of **\$399,999.99** based on the current spend amount.
- Provide certificate(s) of insurance for required coverage and with limits not less than those stated in the Contract Documents. Also, professional services coverage must be included. Your current Insurance Certificate is attached for reference.
- Provide one (1) copy of Revenue Clearance Letter
- Provide one (1) copy of Contact Information
- Provide certificate(s) of insurance for required coverage and with limits not less than those stated in the Contract Documents. 00620 Sample Insurance Certificate is attached for reference.
- One (1) signed original 00515.01 Employee Eligibility Verification Affidavit and the first and last pages of the E-Verify Memorandum of Understanding www.dhs.gov/files/prgrams/gc_1185221678150.shtm. For assistance, contact E-Verify Operations at 888-464-4218.
- One (1) copy of Certificate of Good Standing (or Registration of Fictitious Name) from the Missouri Secretary of State at 816-889-2925; or a screen print within the last 90 days from the Business Entity Database Search website at <http://www.sos.state.mo.us/businessentity/default.asp>;

Notice of Intent to Contract

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- Provide one GFE memo explaining status of MWBE participation
- Revenue Clearance Letter

Please direct all questions regarding this Contract to Angela Forté, City's Representative at (816) 513-0831.

Sincerely,

Angela Forté

Sr. Procurement Officer

cc: Contract File
00610 P&M Bond Example
00615 Payment Bond Example
00630 Revenue Clearance Release Form Example
00630.01 Clearance Example Letter
Attachment E – Non-Construction Subcontractor List