



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 260648

Submitted Department/Preparer: General Services

Revised 01/30/25

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

Executive Summary

Authorizing the Manager of Procurement Services to exceed the \$1,000,000.00 contract threshold and execute a one-year term and supply contract for Glycol Facility Operations and Maintenance (EV4376) with US Engineering, LLC from previously appropriated funds; and authorizing the Manager of Procurement services to amend and renew the contract for four (4) additional one-year terms with City Council authorization.

Discussion

Project Justification/Description:

To provide operations and maintenance (O&M) services for multiple Kansas City International Airport (MCI) facilities.

Term:

The term of this contract is for one year with four successive one-year renewal options to be exercised at the City's discretion with further City Council approval.

Solicitation:

This project was advertised in accordance with the City's requirements. The RFP closed on 1/19/2026 with 2 suppliers responding.

Cost:

The estimated cost of this service is \$1,000,000.00 annually.

Fiscal Impact

1. Is this legislation included in the adopted budget?

☒ Yes ☐ No

2. What is the funding source?
27-8300-622354-B, Aviation Fund
3. How does the legislation affect the current fiscal year?
Previously appropriated funds estimated to total \$1,000,000.
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.
Recurring, estimated \$1,000,000 annually in FY28, FY29, FY30 and FY31 if renewal options are exercised.
5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?
No.

Office of Management and Budget Review

(OMB Staff will complete this section.)

1. This legislation is supported by the general fund. ☐ Yes ☒ No
2. This fund has a structural imbalance. ☐ Yes ☒ No
3. Account string has been verified/confirmed. ☒ Yes ☐ No

Additional Discussion (if needed)

None

Citywide Business Plan (CWBP) Impact

1. View the [Adopted 2025-2029 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Infrastructure and Accessibility (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - ☐ Engage in thoughtful planning and redesign of existing road networks to ensure safety, access, and mobility of users of all ages and abilities.
 - ☐ Develop a multimodal regional transportation system for all users.
 - ☐ Develop environmentally sustainable strategies that improve quality of life and foster economic growth.

- ☒ Ensure adequate resources are provided for continued maintenance of existing infrastructure.
- ☐ Focus on delivery of safe connections to schools.
- ☐

Prior Legislation

N/A

Service Level Impacts

N/A

Staff Recommendation

Aviation

Select One: ☒ Sponsored
☐ Directive: Res/Ord # [Click to enter Res/Ord. No.](#)

Select One: ☒ Recommend
☐ Do Not Recommend
☐ Not Applicable

[Click or tap here to provide reasoning.](#)

Other Impacts

1. What will be the potential health impacts to any affected groups?
N/A
2. How have those groups been engaged and involved in the development of this ordinance?
N/A
3. How does this legislation contribute to a sustainable Kansas City?
N/A
4. Does this legislation create or preserve new housing units?

No (Press tab after selecting)

Click or tap here to enter text.

Click or tap here to enter text.

5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

Yes - I have submitted documents for CREO Review (Press tab after selecting)

Please attach or copy and paste CREO's review.

Click or tap here to enter text.

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

Click or tap here to enter text.

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?

Yes(Press tab after selecting)

In an effort to prevent disclosure of confidential information, a separate communication will be provided to City Council members to reflect the top three proposers for the RFP/Q.