

STANDARD CITY CONTRACT

MASTER CONTRACT FOR PRODUCTS AND SERVICES - THE CITY OF KANSAS CITY, MISSOURI

CONTRACT NO.: EV4394

TITLE/DESCRIPTION: EV4394 KCI Terminal HVAC & Plumbing Maintenance

THIS Contract is between KANSAS CITY, MISSOURI, a constitutionally chartered municipal corporation ("CITY"), and U.S. Engineering Service, LLC. ("CONTRACTOR").

Sec. 1. The Contract. The Contract between the CITY and CONTRACTOR consists of the following Contract Documents:

- A. this Contract;
- B. CITY's RFP No. **EV4394** that is incorporated into this Contract by reference;
- C. any and all Attachments and Exhibits attached to the Contract. All documents listed in this Section 1 shall be collectively referred to as the "Contract Documents" and are incorporated into this Contract. CITY and CONTRACTOR agree that the terms "Agreement" and "Contract" and "Contract Documents" are used interchangeably in this Contract and the terms "Agreement" and "Contract" and "Contract Documents" each include all "Contract Documents."

Attachment A: Scope of work

Attachment B: Pricing

Attachment C: Airport Required Standard Terms and Conditions.

Attachment D: Contract escalation contract

Sec. 2. Initial Term of Contract and Additional Periods.

- (a) **Initial Term.** The initial term of this Contract shall begin on July 27 , 2026. and shall end on April 30, 2027. The Manager of Procurement Services is authorized to enter into an amendment of this Contract with CONTRACTOR to extend the term of this Contract and time of performance for this Contract.
- (b) **Renewal Terms.** At any time prior to the expiration of the initial term or any subsequent term, the CITY, in its sole discretion, may renew this Contract for up to five (5) additional one (1) year terms.
- (c) **Transition Term.** Notwithstanding the expiration of the initial term or any subsequent term or all options to renew, CONTRACTOR and CITY shall continue performance under this Contract until the CITY has a new contract in place with either CONTRACTOR or another provider or until the CITY terminates the Contract.

Sec. 3. Compensation.

- A. CONTRACTOR shall provide the Scope of Services set forth in **Attachment A**. CONTRACTOR shall bill the CITY and CITY shall pay CONTRACTOR at the prices set forth in **Attachment B**. CONTRACTOR shall comply with the Airport Required Terms and Conditions which are set forth as **Attachment C**
- B. The maximum amount the CITY shall pay CONTRACTOR under this Contract shall not exceed see **Attachment B: Pricing**. CITY shall pay CONTRACTOR on the following basis:
- C. CONTRACTOR shall bill the City, in a form acceptable to the City, on the following basis: monthly.
- D. CITY shall order all services to be provided by CONTRACTOR under this Contract by means of a Purchase Order issued by the CITY's Manager of Procurement Services for which funds have been certified and encumbered by the City's Director of Finance. CITY shall not have any financial obligations to CONTRACTOR under this Contract until the CITY issues a Purchase Order to CONTRACTOR. CONTRACTOR shall not provide any services in excess of the dollar amount contained in any Purchase Order and CONTRACTOR shall not be entitled to any payment in excess of the dollar amount of the Purchase Orders from CITY.

Sec. 4. Effective Date of Contract.

- (a) Notwithstanding Section 2 of this Contract, neither party has any obligation under this Contract until the Manager of Procurement Services issues a Purchase Order which shall be signed by the City's Director of Finance certifying there is a balance, otherwise unencumbered, to the credit of the appropriation to which the expenditure is to be charged, and a cash balance, otherwise unencumbered, in the treasury, to the credit of the fund from which payment will be made, each sufficient to meet the obligation incurred in the Purchase Order.
- (b) The date of the first Purchase Order issued by the CITY is the effective date of this Contract.
- (c) The date of the first Purchase Order issued by the CITY after the CITY renews this Contract shall be the effective date of the renewal term or transition term.

Sec. 5. Invoices.

- (a) CONTRACTOR shall submit to CITY a request for payment (hereinafter "Invoice") for services performed in sufficient detail for the CITY to determine that the amount CONTRACTOR is requesting is in fact due and payable.
- (b) CITY shall not pay any Invoice from CONTRACTOR unless CONTRACTOR is in compliance with, and not in breach or default of, all terms, covenants and conditions of this Contract. If damages are sustained by CITY as a result of breach or default by CONTRACTOR, CITY may withhold payment(s) to CONTRACTOR

for the purpose of set off until such time as the exact amount of damages due to CITY from CONTRACTOR may be determined.

- (c) CITY shall not process CONTRACTOR's Invoice unless CONTRACTOR's Invoice is in proper form, correctly computed, and is approved by CITY as payable under the terms of this Contract.
- (d) CITY is not liable for any obligation incurred by CONTRACTOR except as approved under the provisions of this Contract.
- (e) If CONTRACTOR is required to meet MBE/WBE goals for this Contract, CONTRACTOR shall not submit an Invoice to the City unless CONTRACTOR's Invoice is accompanied by a copy of the most recent 00485.01 M/WBE Monthly Utilization Report submitted by CONTRACTOR to the City's Civil Rights and Equal Opportunity Department. CONTRACTOR shall remain current on CONTRACTOR's filing of 00485.01 M/WBE Monthly Utilization Reports. CITY shall not pay CONTRACTOR's Invoice unless CONTRACTOR is current on CONTRACTOR's filing of 00485.01 M/WBE Monthly Utilization Reports.

Sec. 6. Representations and Warranties of CONTRACTOR. CONTRACTOR hereby represents and warrants to the CITY the following:

- (a) CONTRACTOR is in good standing under the laws of the state of Missouri and each state in which it does business, except any such state where the failure to be in good standing would not have a material adverse effect on CONTRACTOR's ability to perform this Contract in accordance with its terms.
- (b) The execution, delivery and performance by CONTRACTOR of this Contract have been duly authorized by all necessary corporate action and do not and will not (i) require any consent or approval of CONTRACTOR's board of directors; (ii) require any authorization, consent or approval by, or registration, declaration or filing with, or notice to, any governmental department, commission, board, bureau, agency or instrumentality, or any third party, except such authorization, consent, approval, registration, declaration, filing or notice as has been obtained prior to the date hereof; (iii) violate any provision of any law, rule or regulation or of any order, writ, injunction or decree presently in effect having applicability to CONTRACTOR or its articles or by-laws; and (iv) result in a breach of or constitute a default under any material agreement, lease or instrument to which CONTRACTOR is a party or by which it or its properties may be bound or affected.
- (c) CONTRACTOR shall not enter into any contract for the services to CITY that purports to grant a security interest or right of repossession to any person or entity respecting the services, or any portions thereof or chattels placed thereon.
- (d) There is no litigation, proceeding or other investigation pending or, to the knowledge of CONTRACTOR, threatened against CONTRACTOR which would prevent consummation of the transaction contemplated by this Contract or would have a materially adverse effect on CONTRACTOR.

Sec. 7. Survival of the Representations, Warranties and Covenants. All representations, warranties and covenants expressed herein shall survive the execution of this Contract for the benefit of the parties hereto.

Sec. 8. Governing Law. This Contract shall be construed and governed in accordance with the laws of the State of Missouri without giving effect to Missouri's choice of law provisions. The CITY and CONTRACTOR: (1) submit to the jurisdiction of the state and federal courts located in Jackson County, Missouri; (2) waive any and all objections to jurisdiction and venue; and (3) will not raise forum *non conveniens* as an objection to the location of any litigation.

Sec. 9. Termination for Convenience.

A. CITY may, at any time upon forty-five (45) days' written notice to CONTRACTOR specifying the effective date of termination, terminate this Contract, in whole or in part. If this Contract is terminated by City, City shall be liable only for payment for services rendered before the effective date of termination. Contractor shall prepare an accounting of services performed and money spent by Contractor up to the effective date of termination and shall return to City any remaining sums within thirty (30) days of such date.

B. If this Contract is terminated prior to Contractor's completion of services, all work or materials prepared or obtained by Contractor pursuant to this contract shall become City's property.

C. If this Contract is terminated prior to Contractor's completion of the services to be performed hereunder, Contractor shall return to City any sums paid in advance by City for services that would otherwise have had to be rendered between the effective date of termination and the original ending date of the Contract. Contractor shall prepare an accounting of the services performed and the money spent by the Contractor up to the effective date of termination and shall return to City any remaining sums within thirty (30) days of such date.

Sec. 10. Default and Remedies.

- (a) If CONTRACTOR shall be in default or breach of any provision of this Contract, CITY may terminate this Contract, suspend CITY's performance, withhold payment or invoke any other legal or equitable remedy after giving CONTRACTOR notice and opportunity to cure such default or breach.
- (b) If CITY shall be in default or breach of any provision of this Contract, CONTRACTOR may terminate this contract or suspend CONTRACTOR's performance after giving CITY notice and opportunity to cure such default or breach.

- A. For the purposes of this section only, the following terms shall have the meanings listed:
 - 1. A Claim is a demand or assertion by the Contractor seeking, as a matter of right, the adjustment of Contract price and/or times with respect to the terms of Contract.
 - 2. City's Representative – Person or agency designated to act for the Director.
- B. The Contractor must give written notice to the City's Representative within fourteen (14) calendar days after the occurrence of the event giving rise to the Claim or within fourteen (14) calendar days after the first recognition of the conditions giving rise to the Claim. After the fourteen (14) calendar day period for filing claims has expired, the Claim shall be considered waived unless the Director grants an extension based on good cause shown

by the Contractor that such additional time is warranted. The responsibility to substantiate Claims shall rest with the Contractor.

- C. If the claim cannot be resolved by direct negotiation between the City's Representative and the Contractor, the parties must submit the Claim to the Director within five (5) calendar days after the parties agree that they cannot resolve the Claim.
- D. The submittal of the Claim position statements shall: 1) be in writing; 2) state the issues; 3) and state the respective positions of the parties.
- E. The Director shall review the written statements and reply in writing to both parties within ten (10) working days. The Director may extend this period if necessary by notifying the parties.
- F. Absent fraud, gross mistake, or bad faith, the Director's decision shall be final and binding on City and Contractor within fourteen (14) calendar days after issuance.
- G. All administrative procedures set forth in this contract must first be exhausted before the suit is filed.
- H. The time frame for the Director's decision may be tolled if the parties mutually agree to participate in mediation. Mediator selection and the procedures to be employed in the mediation shall be mutually acceptable to both parties. Cost of mediation, including mediator's fees, shall be shared equally among the parties.
- I. If the Claim is not resolved during mediation, the Contractor agrees that it will file no suit based on facts or evidentiary materials that were not presented for consideration to the City during the mediation process or of which the Contractor had knowledge and failed to present during the administrative procedures.

Sect. 11. Modification. Unless stated otherwise in this Contract, no provision of this Contract may be waived, modified, or amended except in writing signed by City.

Sec. 12 Waiver. Waiver by CITY of any term, covenant, or condition hereof shall not operate as a waiver of any subsequent breach of the same or of any other term, covenant or condition. No term, covenant, or condition of this Contract can be waived except by written consent of CITY, and forbearance or indulgence by CITY in any regard whatsoever shall not constitute a waiver of same to be performed by CONTRACTOR to which the same may apply and, until complete performance by CONTRACTOR of the term, covenant or condition, CITY shall be entitled to invoke any remedy available to it under this Contract or by law despite any such forbearance or indulgence.

Sec. 13. Headings; Construction of Contract. The headings of each section of this Contract are for reference only. Unless the context of this Contract clearly requires otherwise, all terms and words used herein, regardless of the number and gender in which used, shall be construed to include other number, singular or plural, or any other gender, masculine, feminine or neuter, the same as if such words had been fully and properly written in that number or gender.

Sec. 14. Severability of Provisions. Except as specifically provided in this Contract, all of the provisions of this Contract shall be severable. In the event that any provision of this Contract is found by a court of competent jurisdiction to be unconstitutional or unlawful, the remaining

provisions of this Contract shall be valid unless the court finds the valid provisions of this Contracts are so essentially and inseparably connected with and so dependent upon the invalid provision(s) that it cannot be presumed that the parties to this Contract could have included the valid provision(s); or unless the court finds the valid provisions, standing alone, are incapable of being performed in accordance with intentions of the parties.

Sec. 15 Acceptance. No payment made under this Contract shall be proof of satisfactory performance of the Contract, either wholly or in part, and no payment shall be construed as acceptance of deficient or unsatisfactory services.

Sec. 16 Records.

- (a) For purposes of this Section:
 - 1. "CITY" shall mean the City Auditor, the City's Internal Auditor, the City's Director of City's Civil Rights and Equal Opportunity Department, the City Manager, the City department administering this Contract and their delegates and agents.
 - 2. "Record" shall mean any document, book, paper, photograph, map, sound recordings or other material, regardless of physical form or characteristics, made or received in connection with this Contract and all Contract amendments and renewals.
- (b) CONTRACTOR shall maintain and retain all Records for a term of five (5) years that shall begin after the expiration or termination of this Contract and all Contract amendments. CITY shall have a right to examine or audit all Records, and CONTRACTOR shall provide access to CITY of all Records upon ten (10) days written notice from the CITY.
- (c) The books, documents and records of CONTRACTOR in connection with this Contract shall be made available to the City Auditor, the City's Internal Auditor, the City's Director of City's Civil Rights and Equal Opportunity Department and the City department administering this Contract within ten (10) days after the written request is made.

Sec. 17 Tax Compliance. If the CITY's payments to CONTRACTOR exceed \$160,000.00 for the period of May 1st through April 30th, CONTRACTOR shall provide proof of compliance with the CITY's tax ordinances administered by the CITY's Commissioner of Revenue as a precondition to the CITY making the first payment under this Contract. CONTRACTOR also shall submit to the CITY proof of compliance with the CITY's tax ordinances administered by the CITY's Commissioner of Revenue as a condition precedent to the CITY making final payment under the Contract.

Sec. 18 Buy American Preference. It is the policy of the CITY that any manufactured goods or commodities used or supplied in the performance of any CITY Contract or any subcontract thereto shall be manufactured or produced in the United States whenever possible.

Sec. 19 Notices. All notices to be given hereunder shall be in writing and may be given, served or made by depositing the same in the United States mail addressed to the party to be notified, postpaid and registered or certified with return receipt requested or by delivering the same in person to such person. Notice deposited in the mail in accordance with the provisions hereof

shall be effective unless otherwise stated in such notice or in this Contract from and after the second day next following the date postmarked on the envelope containing such notice. Notice given in any other manner shall be effective only if and when received by the party to be notified. All notices shall be sent to the following addresses:

If to the CITY: City of Kansas City, Missouri,
Procurement Services Division,
414 East 12th Street, 1st Floor,
Room 102 W, Kansas City, Missouri 64106,
Ps-purchasing@kcmo.org

With copies to: Matthew J. Gigliotti, Esq.
City Attorney
Law Department of Kansas City, Missouri
414 East 12th Street, 23rd Floor
Kansas City, Missouri 64106
Telephone: (816) 513-3153

Notices: Melissa Cooper, A.A.E.
Aviation Director
Aviation Department
City of Kansas City
Office: (816) 243-3107
Cell: (816) 719-1483
Email: melissa.cooper@kcmo.org
601 Brasilia Avenue
Kansas City, MO 64153

If to the CONTRACTOR: U.S. Engineering Service, LLC
Attn: Richard Jones
Vice President – Operations
3433 Roanoke Road
Kansas City, Missouri 64111

Sec. 20 General Indemnification.

- (a) For purposes of this Section only, the following terms shall have the meanings listed:
1. Claims means all claims, damages, liability, losses, costs and expenses, court costs and reasonable attorneys' fees, including attorneys' fees incurred by the CITY in the enforcement of this indemnity obligation.
 2. CONTRACTOR's Agents means CONTRACTOR's officers, employees, subcontractors, successors, assigns, invitees, and other agents.
 3. CITY means CITY, its Agencies, its agents, officials, officers and employees.

- (b) CONTRACTOR's obligations under this Section with respect to indemnification for acts or omissions, including negligence, of CITY, shall be limited to the coverage and limits of General Liability insurance that CONTRACTOR is required to procure and maintain under this Contract. CONTRACTOR affirms that it has had the opportunity to recover all costs of the liability insurance requirements imposed by this Contract in its contract price.
- (c) CONTRACTOR shall defend, indemnify and hold harmless CITY from and against all claims arising out of or resulting from all acts or omissions in connection with this Contract caused in whole or in part by CONTRACTOR or CONTRACTOR's Agents, regardless of whether or not caused in part by any act or omission, including negligence, of CITY. CONTRACTOR is not obligated under this Section to indemnify CITY for the sole negligence of CITY.
- (d) In no event shall the language in this Section constitute or be construed as a waiver or limitation of the CITY's rights or defenses with regard to sovereign immunity, governmental immunity, or other official immunities and protections as provided by the federal and state constitutions or by law.

Sec. 21 Indemnification for Professional Negligence. If this contract is for professional services, CONTRACTOR shall indemnify, and hold harmless CITY and any of its agencies, officials, officers, or employees from and against all claims, damages, liability, losses, costs, and expenses, including reasonable attorneys' fees, arising out of any negligent acts or omissions in connection with this Contract, caused by CONTRACTOR, its employees, agents, subcontractors, or caused by others for whom CONTRACTOR is liable, in the performance of professional services under this Contract. CONTRACTOR is not obligated under this Section to indemnify CITY for the negligent acts of CITY or any of its agencies, officials, officers, or employees.

Sec. 22 Insurance.

- (a) CONTRACTOR shall procure and maintain in effect throughout the term of this Contract insurance policies with coverage not less than the types and amounts specified in this Section. CONTRACTOR must have:
 - 1. Commercial General Liability Insurance Policy: with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, written on an "occurrence" basis. The policy shall be written or endorsed to include the following provisions:
 - a. Severability of Interests Coverage applying to Additional Insureds
 - b. Contractual Liability
 - c. Per Project Aggregate Liability Limit or, where not available, the aggregate limit shall be \$2,000,000
 - d. No Contractual Liability Limitation Endorsement
 - e. Additional Insured Endorsement, ISO for CG20 10, current edition, or its equivalent
 - 2. Workers' Compensation Insurance and Employers Liability Policies as required by Missouri law.
 - 3. Commercial Automobile Liability Insurance Policy: with a limit of \$1,000,000 per occurrence, covering owned, hired, and non-owned automobiles. The Policy shall provide coverage on an "any auto" basis and on an "occurrence" basis. This insurance policy will be written on a Commercial Business Auto form, or acceptable

equivalent, and will protect against claims arising out of the operation of motor vehicles, as to acts done in connection with the Contract, by CONTRACTOR.

4. If this Contract is for professional services, CONTRACTOR shall obtain Professional Liability Insurance with limits per claim and annual aggregate of \$1,000,000.
 5. Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.
 6. Technology Professional Liability Errors and Omissions Insurance appropriate to the Consultant's profession and work hereunder, with limits not less than \$2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.
 - a. The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the Agency in the care, custody, or control of the Vendor. If not covered under the Vendor's liability policy, such "property" coverage of the Agency may be endorsed onto the Vendor's Cyber Liability Policy as covered property as follows:
 - b. If the Vendor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.
- (b) All insurance policies required in this Section shall provide that the policy will not be canceled until after the Insurer provides the CITY ten (10) days written notice of cancellation in the event that the cancellation is for CONTRACTOR's nonpayment of premiums and thirty (30) days written notice of cancellation to CITY for all other reasons of cancellation.
- (c) The Commercial General and Automobile Liability Insurance Policies specified above shall provide that CITY and its agencies, agents, officials, officers, and employees, while acting within the scope of their authority, will be named as additional insureds for the services performed under this Contract. CONTRACTOR shall provide to CITY

- at execution of this Contract a certificate of insurance showing all required endorsements and additional insureds.
- (d) All insurance policies must be provided by Insurance Companies that have an A.M. Best's rating of A-, V or better, and are licensed or approved by the State of Missouri to provide insurance in Missouri.
 - (e) Regardless of any approval by CITY, CONTRACTOR shall maintain the required insurance coverage in force at all times during the term of this Contract. CONTRACTOR's failure to maintain the required insurance coverage will not relieve CONTRACTOR of its contractual obligation to indemnify the CITY pursuant to this Section of this Contract. In the event CONTRACTOR fails to maintain the required insurance coverage in effect, CITY may declare CONTRACTOR in default.
 - (f) In no event shall the language in this Section constitute or be construed as a waiver or limitation of the CITY's rights or defenses with regard to sovereign immunity, governmental immunity, or other official immunities and protections as provided by the federal and state constitutions or by law.

Sec. 23 Interpretation of the Contract.

- (a) CITY selected CONTRACTOR through a negotiated procurement process rather than an Invitation for Bids (IFB) solicitation. Unlike the IFB, this process allows the CITY and CONTRACTOR to discuss and negotiate a contract at arms length prior to entering a final contract that is acceptable to both the CITY and the CONTRACTOR. After negotiation and discussion, CONTRACTOR and CITY have incorporated multiple documents into this Agreement and the meaning of some of the words used in the Agreement may be uncertain, incomplete or duplicative and the Agreement may promise something at one place and take that promise away at another. In sum, the Agreement may contain words and provisions that are susceptible of more than one meaning so that reasonable persons of average intelligence may fairly and honestly differ in their construction of the words and provisions. It is the intent of the CITY and the CONTRACTOR that the CITY's taxpayers receive the benefit or advantage in the construction and interpretation of this Agreement, regardless of the normal judicial rules of contract construction even if the construction and interpretation of the Agreement will cost the CONTRACTOR more money and time. CITY and CONTRACTOR agree that CITY's Manager of Procurement Services shall resolve all disagreements as to the meaning of this Agreement or any ambiguity in this Agreement, in favor of the CITY and its taxpayers even if it will cost the CONTRACTOR more money and time. The decision of CITY's Manager of Procurement shall be final and conclusive if the Manager of Procurement Services acted in good faith.
- (b) CONTRACTOR acknowledges and agrees that the CITY has provided CONTRACTOR with an opportunity to have CONTRACTOR's attorney review and advise CONTRACTOR on the Agreement and any potential ambiguities or areas of disagreement and the potential adverse legal consequences of CONTRACTOR agreeing to this Section as well as the entire Agreement. CONTRACTOR certifies that CONTRACTOR has provided the CITY written notice of all ambiguities, conflicts, errors or discrepancies that it has discovered in the Agreement and the written resolution thereof by the CITY as embodied in this final Agreement is acceptable to CONTRACTOR.

- (c) CONTRACTOR certifies that CONTRACTOR has either (1) waived its right to have CONTRACTOR's attorney review this Section and Agreement; or (2) CONTRACTOR has consulted with an attorney on this Section and Agreement.
- (d) CONTRACTOR knowingly and voluntarily agrees to this Section and the entire Agreement. CONTRACTOR certifies that this contract was not procured by fraud, duress or undue influence.

Sec. 24 Contract Execution. This Contract may be executed in one or more counterparts, each of which will be deemed an original copy of this Contract and all of which, when taken together, will be deemed to constitute one and the same Contract. This Contract shall be effective upon the execution of counterparts by both parties, notwithstanding that both parties may not sign the same counterpart. The parties' signatures transmitted by facsimile or by other electronic means shall be proof of the execution of this Contract and shall be acceptable in a court of law.

Sec. 25 Guaranteed Lowest Pricing. CONTRACTOR certifies that this Contract contains CONTRACTOR's lowest and best pricing for all services supplied by CONTRACTOR to any government, governmental entity, political subdivision, city, state, school district or any other public entity in the United States as of the date of this Contract.

Sec. 26. Assignability and Subcontracting.

- (a) Assignability. Contractor shall not assign or transfer any part or all of Contractor's obligation or interest in this Contract without prior written approval of City. If Contractor shall assign or transfer any of its obligations or interests under this Contract without the City's prior written approval, it shall constitute a material breach of this Contract. This provision shall not prohibit contractor from subcontracting as otherwise provided for herein.
- (b) Subcontracting. Contractor shall not subcontract any part or all of Contractor's obligations or interests in this Contract unless the subcontractor has been identified in a format required by City. If Contractor shall subcontract any part of Contractor's obligations or interests under this Contract without having identified the subcontractor, it shall constitute a material breach of this Contract. The utilization of subcontractors shall not relieve Contractor of any of its responsibilities under the Contract, and Contractor shall remain responsible to City for the negligent acts, errors, omissions or neglect of any subcontractor and of such subcontractor's officers, agents and employees. City shall have the right to reject, at any point during the term of this Contract, any subcontractor identified by Contractor, and to require that any subcontractor cease working under this Contract. City's right shall be exercisable in its sole and subjective discretion. City shall not be obligated to pay or be liable for payment of any monies which may be due to any subcontractor. Contractor shall include in any subcontract a requirement that the subcontractor comply with all requirements of this Contract in performing Contractor's services hereunder.

Sec. 27. Conflicts of Interest. Contractor certifies that no officer or employee of City has, or will have, a direct or indirect financial or personal interest in this Contract, and that no officer or employee of City, or member of such officer's or employees immediate family, either has

negotiated, or had or will have an arrangement, concerning employment to perform services on behalf of Contractor in this Contract.

Sec. 28. Rules of Construction. The judicial rule of construction requiring or allowing an instrument to be construed to the detriment of or against the interests of the maker thereof shall not apply to this Contract.

Sec. 29. Reports. Contractor shall provide City detailed reports of actual contract usage by category each quarter and annually at no cost.

Sec. 30. Intellectual Property Rights. CONTRACTOR agrees, on its behalf and on behalf of its employees and agents, that it will promptly communicate and disclose to CITY all computer programs, documentation, software and other copyrightable works ("copyrightable works") conceived, reduced to practice or made by CONTRACTOR or its agents, whether solely or jointly with others, during the term of this Contract resulting from or related to any work CONTRACTOR or its agents may do on behalf of CITY or at its request. All inventions and copyrightable works that CONTRACTOR is obligated to disclose shall be and remain entirely the property of CITY. It is agreed that all inventions and copyrightable works are works made for hire and shall be the exclusive property of CITY. CONTRACTOR hereby assigns to CITY any rights it may have in such copyrightable works. CONTRACTOR shall cooperate with CITY in obtaining any copyrights or patents.

Sec. 31. Minority and Women's Business Enterprises. CITY is committed to ensuring that minority and women's business enterprises (M/WBE) participate to the maximum extent possible in the performance of CITY contracts. If M/WBE participation goals have been set for this Contract, CONTRACTOR agrees to comply with all requirements of City's Minority and Women's Business Enterprise Program as enacted in CITY'S Code Chapter 3 Sections 3-421 through 3-469 and as hereinafter amended. CONTRACTOR shall make its good faith efforts in carrying out this policy by implementing its Contractor Utilization Plan, which is attached as **Attachment No. _**. If CONTRACTOR fails to achieve the M/WBE goals stated in its Contractor Utilization Plan, as amended, the CITY will sustain damages, the exact extent of which would be difficult or impossible to ascertain or estimate at the time of execution of this contract. Therefore, in order to liquidate those damages, the monetary difference between the amount of the M/WBE goals set forth in this Contractor Utilization Plan, as amended, and the amount actually paid to qualified MBEs and WBEs for performing a commercially useful function will be deducted from the CONTRACTOR'S payments as liquidated damages. In determining the amount actually paid to qualified MBEs and WBEs, no credit will be given for the portion of participation that was not approved by the Director of City's Civil Right and Equal Opportunity Department Division, unless the Director determines that the CONTRACTOR acted in good faith. No deduction for liquidated damages will be made when, for reasons beyond the control of the CONTRACTOR, the M/WBE participation stated in the Contractor Utilization Plan, as amended and approved by the Director, is not met.

Sec. 32. Employee Eligibility Verification. CONTRACTOR shall execute and submit an affidavit, in a form prescribed by the CITY, affirming that CONTRACTOR does not knowingly employ any person in connection with the contracted services who does not have the legal right or authorization under federal law to work in the United States as defined in 8 U.S.C. §1324a(h)(3). CONTRACTOR shall attach to the affidavit documentation sufficient to establish CONTRACTOR's enrollment and participation in an electronic verification of work program operated by the United States Department of Homeland Security to verify information of newly

hired employees, under the Immigration and Reform and Control Act of 1986. CONTRACTOR may obtain additional information about E-Verify and enroll at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>. For those CONTRACTORs enrolled in E-Verify, the first and last pages of the E-Verify Memorandum of Understanding that CONTRACTOR will obtain upon successfully enrolling in the program shall constitute sufficient documentation for purposes of complying with this section. CONTRACTOR shall submit the affidavit and attachments to the CITY prior to execution of the contract, or at any point during the term of the contract if requested by the CITY.

Sec. 33. Emergencies.

- (a) Disaster means any large scale event such as an act of terrorism, fire, wind, flood, earthquake or other natural or man-made calamity which results in, or has the potential to result in a significant loss of life or property.
- (b) During and after a disaster, CONTRACTOR shall provide special services to the CITY including CONTRACTOR shall open CONTRACTOR's facilities even on nights and weekends as necessary to meet the needs of the City during a disaster.
- (c) CONTRACTOR shall not charge CITY any fee for opening facilities during an emergency or for extending CONTRACTOR's hours of operation during a disaster. CITY shall pay CONTRACTOR the agreed upon contract prices for all purchases made by CITY during the disaster and CONTRACTOR shall not charge CITY any additional mark-up, fee or cost for any purchases made by CITY during a disaster.
- (d) CONTRACTOR shall quickly mobilize CONTRACTOR's internal and external resources to assist CITY when a disaster unfolds.
- (e) Extended hours and personnel. During disasters, CONTRACTOR's facilities shall stay open 24 hours if requested by the CITY. CONTRACTOR shall utilize additional CONTRACTOR personnel to take CITY orders if necessary. CONTRACTOR's Call Center shall accept phone orders 24 hours a day.
- (f) CONTRACTOR shall have contingency plans with CONTRACTOR's suppliers to provide additional supplies and equipment quickly to CITY as needed.
- (g) CONTRACTOR shall cooperate with CITY to properly document any and all expenses incurred by CITY with CONTRACTOR and CONTRACTOR shall assist CITY in meeting any and all documentation requirements of the Federal Emergency Management Agency (FEMA).

Sec. 34. Trade-In. If the solicitation requests a price or value for one or more pieces of equipment to be traded in as part of the purchase of new equipment, the CITY retains the option to purchase the new equipment at the full price or to reduce the price of the new equipment by the amount of the trade-in offered. The CITY is not obligated to accept the trade-in offer and may withdraw equipment offered for trade-in at any time up to award.

Sec. 35. Time of Delivery. Delivery is required to be made in accordance with the schedule shown in the solicitation and purchase order.

Sec. 36. F.O.B. Destination. Unless otherwise directed in the solicitation and purchase order, all deliveries shall be F.O.B. Destination and all freight charges shall be included in the total price.

Supplies shall be delivered to the destination consignee's warehouse unloading platform, or receiving dock, at the expense of the CONTRACTOR. The CITY shall not be liable for any delivery, storage, demurrage, accessorial, or other charges involved prior to the actual delivery (or "constructive placement" as defined in carrier tariffs) of the supplies to the destination, unless such charges are caused by an act or order of the CITY acting in its contractual capacity. If rail carrier is used, supplies will be delivered to the specified unloading platform of the consignee. If motor carrier (including "piggy-back") is used, supplies will be delivered to truck tailgate at the unloading platform of the consignee. If the CONTRACTOR uses rail carrier or freight forwarder for less than carload shipments, he shall assure that the carrier will furnish tailgate delivery if transfer to truck is required to complete delivery to consignee. One of the following statements usually will appear on the purchase order, although others may be used. If no statement appears, paragraph 22(a) is applicable.

- (a) F.O.B. Destination, Freight Prepaid by Seller. The seller pays and bears all freight charges.
- (b) F.O.B. Destination, Freight Prepaid and Charged Back on Invoice. The seller pays the freight and charges the CITY by adding it to the invoice.
- (c) F.O.B. Destination, Freight Collect. The CITY pays and bears the freight charges.
- (d) F.O.B. Destination, Freight Collect and Allowed on Invoice. The CITY pays the freight charges and deducts the amount from the seller's invoice.

Sec. 37. Quality. Unless otherwise required by terms of the solicitation, all goods, supplies, and materials furnished shall be new, in current production, and the best of their kind. When applicable, parts and maintenance shall be reasonably available. New equipment that is obsolete or technically outdated is not acceptable. Remanufactured or reconditioned items are not considered new. Items shall be properly packaged, packed, labeled, and identified in accordance with commercial standards acceptable to the trade and as required by ICC and other federal and state regulations. Packing slips will accompany the shipment.

Sec. 38. Price. Prices quoted are to be firm and final. All prices quoted shall be net and shall reflect any available discount except for discounts for timely payment. All prices are to be F.O.B. designated delivery point. All shipping, packing, and drayage charges are the responsibility of the supplier. C.O.D. shipments will not be accepted unless otherwise agreed to by the City.

Sec. 39. Brand Name or Equal. Whenever the name of the manufacturer or the supplier is mentioned on the face hereof and the words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designations unless the face hereof specifies "no substitutions". The CITY may assume that items submitted are equal or it may request samples and proof thereof and unless approved before shipment, reserves right to return at the CONTRACTOR'S expense all items that are not acceptable as equals, said items to be replaced by the CONTRACTOR with satisfactory items at the original submitted price.

Sec. 40. Commercial Warranty. The CONTRACTOR agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the CONTRACTOR gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the CITY by any other clause of this contract.

Sec. 41. Discounts.

- A. Prompt payment discounts offered for payment within less than twenty (20) calendar days will not be considered in evaluating proposals for award, unless otherwise specified in the solicitation. However, offered discounts of less than twenty (20) days will be taken if payment is made within the discount period, even though not considered in the evaluation of proposals.
- B. In connection with any discount offered, time will be computed from date of delivery of the supplies to the carrier when acceptance is at the point of origin, or from date of delivery at destination when delivery and acceptance is at destination, or from the date the correct invoice or voucher is received in the office specified by the CITY, if the latter is later than the date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the CITY check.
- C. Any discount offered other than for prompt payment should be included in the net price quoted and not included in separate terms. In the event this is not done, the CITY reserves the right to accept the discount offered and adjust prices accordingly on the purchase order.

Sec. 42. Sellers Invoice. Invoices shall be prepared and submitted in duplicate to address shown on the purchase order. Separate invoices are required for each purchase order. Invoices shall contain the following information: purchase order number, item number, description of supplies or services, sizes, unit of measure, quantity, unit price, and extended totals.

Sec. 43. Inspection and Acceptance. Inspection and acceptance will be at destination unless specified otherwise, and will be made by the CITY department shown in the shipping address or other duly authorized representative of the CITY. Until delivery and acceptance, and after any rejection, risk of loss will be on the CONTRACTOR unless loss results from negligence of the CITY. CONTRACTOR will be notified of rejected shipments. Unless agreed otherwise, items will be returned freight collect.

Sec. 44. Loss and Damaged Shipments. Risk of loss or damage to items prior to the time of their receipt and acceptance by the CITY is upon the CONTRACTOR. The CITY has no obligation to accept damaged shipments and reserves the right to return at CONTRACTOR's expense damaged merchandise even though the damage was not apparent or discovered until after receipt of the items.

Sec. 45. Late Shipments. Supplier or CONTRACTOR is responsible to notify the CITY department receiving the items and the Senior Buyer of any late or delayed shipments. The CITY reserves the right to cancel all or any part of an order if the shipment is not made as promised.

Sec. 46. Tax Exemption - Federal and State.

- A. The CITY is exempt from Federal Excise and Transportation taxes on purchases under Chapter 32, Internal Revenue Code. The federal tax registration number issued by the St. Louis District Director on November 11, 1974 is No. 43740340K.

- B. The CITY is exempt from payment of Missouri Sales and Use Tax in Accordance with Section 39(10) Article 3, of the Missouri Constitution and Sections 144.040 and 144.615 RSMo 1969 and supplement thereto. A copy of the exemption from Missouri Sales and Use Tax is available upon request.

Sec. 47. Annual Appropriation of Funds.

- A. Multi-year term supply and service contracts and leases and the exercise of options to renew term contracts are subject to annual appropriation of funds by the City Council. Payments made under term contracts and leases are considered items of current expense. Purchase orders are funded when issued, therefore are current expense items and are not subject to any subsequent appropriation of funds.
- B. In the event sufficient funds are not appropriated for the payment of lease payments or anticipated term contract payments required to be paid in the next occurring lease or contract term and if no funds are legally available from other sources, the lease or contract may be terminated at the end of the original term or renewal term and the CITY shall not be obligated to make further payments beyond the then current original or renewal term. The CITY will provide notice of its inability to continue the lease or contract at such time as the Manager of Procurement Services is aware of the nonappropriation of funds; however, failure to notify does not renew the term of lease or contract. If a lease is cancelled, the events of default will occur as described in the lease and/or the section titled TERMINATION FOR DEFAULT. The CITY has no monetary obligations in event of termination or reduction of a term contract since such contracts represent estimated quantities and are not funded as a contract, but only to the extent of purchase orders issued.

Sec. 48 Non-discrimination in Employment. Contractor shall not discriminate against any employee or candidate for employment on the basis of an individual's race, hair texture or hair style associated with an individual's race, color, sex, religion, national origin, or ancestry, disability, sexual orientation, gender identity, age, or in any other manner prohibited by Chapter 38 of the City Code. Contractor shall not engage in any discrimination as prohibited by Chapter 3 of the City Code.

Sec. 49. Ban the Box in Hiring and Promotion.

- (a) Pursuant to Section 38-104, City Code Ordinances, Contractor shall not base a hiring or promotional decision on an applicant's criminal history or sentence related thereto, unless the employer can demonstrate that the employment-related decision was based on all information available including consideration of the frequency, recentness and severity of a criminal record and that the record was reasonably related to the duties and responsibilities of the position.
- (b) Notwithstanding subsection (a), Contractor may inquire about an applicant's criminal history after it has been determined that the individual is otherwise qualified for the position, and only after the applicant has been interviewed for the position. Any such inquiry may be made of all applicants who are within the final selection pool of candidates from which

a job will be filled.

(c) This provision shall not apply to positions where employers are required to exclude applicants with certain criminal convictions from employment due to local, state or federal law or regulation.

Sec. 50. General Civil Rights Provisions. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin, creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

The above provision binds the Contractor and subcontractors from the bid solicitation period through completion of the contract.

Sec. 51. Quality Services Assurance Act. If this Contract exceeds \$160,000.00, by executing this Contract, Contractor certifies Contractor will pay all employees who will work on this Contract in the city limits of Kansas City, Missouri at least \$15.00 per hour in compliance with the City's Quality Services Assurance Act, Section 3-66, Code of Ordinances or City has granted Contractor an exemption pursuant to the Quality Services Assurance Act.

Sec. 52. Anti-Discrimination Against Israel. If this Contract exceeds \$100,000.00 and Contractor employs at least ten employees, pursuant to Section 34.600, RSMo., by executing this Contract, Contractor certifies it is not currently engaged in and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

Sec. 53. Affirmative Action. If this Contract exceeds \$300,000.00 and Contractor employs fifty (50) or more people, Contractor shall comply with City's Affirmative Action requirements in accordance with the provisions of Chapter 3 of City's Code, the rules and regulations relating to those sections, and any additions or amendments thereto; in executing any Contract subject to said provisions, Contractor warrants that it has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the Contract. Contractor shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin or ancestry, disability, sexual orientation, gender identity or age in a manner prohibited by Chapter 3 of City's Code. Contractor shall:

(a) Execute and submit the City of Kansas City, Missouri CREO Affirmative Action Program Affidavit warranting that the Contractor has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the Contract.

(b) Submit, in print or electronic format, a copy of Contractor's current certificate of compliance to the City's Civil Rights and Equal Opportunity Department (CREO) prior to receiving the first payment under the Contract, unless a copy has already been submitted to CREO at any point within the previous two (2) calendar years. If, and only if, Contractor does

not possess a current certification of compliance, Contractor shall submit, in print or electronic format, a copy of its affirmative action program to CREO prior to receiving the first payment under the Contract, unless a copy has already been submitted to CREO at any point within the previous two (2) calendar years.

(c) Require any Subcontractor awarded a subcontract exceeding \$300,000.00 to affirm that Subcontractor has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the subcontract.

(d) Obtain from any Subcontractor awarded a subcontract exceeding \$300,000.00 a copy of the Subcontractor's current certificate of compliance and tender a copy of the same, in print or electronic format, to CREO within thirty (30) days from the date the subcontract is executed. If, and only if, Subcontractor does not possess a current certificate of compliance, Contractor shall obtain a copy of the Subcontractor's affirmative action program and tender a copy of the same, in print or electronic format, to CREO within thirty (30) days from the date the subcontract is executed.

City has the right to take action as directed by City's Civil Rights and Equal Opportunity Department to enforce this provision. If Contractor fails, refuses or neglects to comply with the provisions of Chapter 3 of City's Code, then such failure shall be deemed a total breach of this Contract and this Contract may be terminated, cancelled or suspended, in whole or in part, and Contractor may be declared ineligible for any further contracts funded by City for a period of one (1) year. This is a material term of this Contract.

Sec. 54. Compliance with Laws. Contractor shall comply with all federal, state and local laws, ordinances and regulations applicable to the work and this Agreement. Contractor shall maintain in effect all the licenses, permissions, authorizations, consents and permits that it needs to carry out its obligations under this Agreement.

Sec. 55. Prevailing Wage. If the Agreement exceeds \$75,000.00 and any of the Services performed by Contractor includes construction, reconstruction, improvement, enlargement, alteration, painting and decorating, or major repair, that is subject to the Missouri Prevailing Wage Law (Section 290.210, RSMo – 290.340, RSMo), Contractor shall immediately notify the City prior to performing Services so the parties can execute an agreement that incorporates, the appropriate Wage Order. Contractor shall comply with all requirements of Section 290.210, RSMo – 290.340, RSMo even if Contractor fails to notify the City.

CONTRACTOR

I hereby certify that I have the authority to execute
this document on behalf of CONTRACTOR.

Contractor: **U.S. Engineering Service, LLC**

By: Richard Jones_____

Title: Vice President – Operations

Date: _____

APPROVED AS TO FORM

Assistant City Attorney (Date)

KANSAS CITY, MISSOURI

By: _____

Title: _____

Date: _____

Attachment A: Scope of Work

INTRODUCTION & OVERVIEW

The Contractor will provide all labor, supervision, equipment, materials, and associated services required to maintain and operate the identified MCI Main Terminal and Parking Garage HVAC mechanical and plumbing systems in accordance with manufacturer specifications, industry standards, and best practices.

CONTRACT TERM

The scope of work will be based on a total contract duration of Five (5) years.

Contract Year	Start Date	End Date
Year 1	July 27, 2026	April 30, 2027
Year 2	May 1, 2027	April 30, 2028
Year 3	May 1, 2028	April 30, 2029
Year 4	May 1, 2029	April 30, 2030
Year 5	May 1, 2030	April 30, 2031

MCI Main Terminal HVAC / Plumbing Maintenance and MCI Parking Garage HVAC Maintenance

The contractor will operate and maintain all mechanical and plumbing equipment identified in the attached Equipment Summary in accordance with City, State, and Federal codes and laws while maintaining OEM recommendations and /or industry best practices.

Responsibilities include:

It is the intent of this scope of work for the contractor to provide capable and qualified personnel to enable KCAD to operate and maintain the mechanical and plumbing equipment properly, safely, and at optimal efficiency. Equipment Summary is listed in this scope.

- Provide all labor, material, and equipment necessary for the operation and maintenance of the mechanical and plumbing equipment as identified in the Equipment Summary.
- Contractor responsible for providing all of the following needed for performance of duties:
 - Scissor lifts
 - Articulating boom lifts
 - Forklifts
 - Sign truck / Cranes
 - General storage containers (job boxes)
 - Storage sheds
 - Flammable storage cabinets
- Responsible for identifying and executing proper maintenance and operating procedures, intervals and parameters of all equipment and systems in the scope of work based on manufacturer's requirements, recommendations, industry standards,

and best practices ensuring the lowest total cost of ownership with efficient, reliable operations.

- Develop and maintain digital records of all work performed within the preventative maintenance schedule. Provide onsite management to achieve daily communications of all maintenance activities, emergency repairs and ancillary needs KCAD might have. Integrate KCAD digital work order system into preventative maintenance and work order requests, currently Aero simple. Contractor may submit alternative plan to KCAD for preventative maintenance and work order tracking.
- Responsible for implementing and executing a planned maintenance plan for each piece of equipment covered in the scope of work. The plan shall be developed by using the manufacturer's maintenance and operating manuals and/or by accepted industry practices.
- Site superintendent will provide general oversight and work closely with KCAD to assist with KCAD's maintenance tracking software to ensure the needs of the airport clients are met to the highest expectations. This daily communication with KCAD and other vendor partners is essential to the successful completion of work execution.

Safety and Security:

- CONTRACTOR shall fully comply with applicable provisions of the Code of Federal Regulations (CFR) Title 49: Transportation. CONTRACTOR shall fully comply specifically with 49 CFR Part 1540 – Civil Aviation Security; 49 CFR Part 1542 – Airport Security; 49 CFR Part 1544 – Aircraft Operator Security: Air Carriers and commercial Operators (if CONTRACTOR is an air carrier); and 49 CFR Part 1546 – Foreign Air Carrier Security (if CONTRACTOR is a foreign air carrier). City has adopted a Security Plan for the Airport approved by the Transportation Security Administration (TSA) pursuant to Department of Transportation (DOT) TSA CFR 49 1542. CONTRACTOR agrees to be bound by and follow the Airport Security Plan. Any access to the Airport granted to CONTRACTOR shall not be used, enjoyed or extended to any person, entity or vehicle engaged in any activity or performing any act or furnishing any service for or on behalf of the CONTRACTOR that CONTRACTOR is not authorized to engage in or perform under this Contract unless expressly authorized in writing by the Director in accordance with TSA CFR 49 1542. In the event CONTRACTOR, its officer, employees, invitees or Contractors cause or contribute to unauthorized persons or vehicles entering the air operations areas of the Airport, or otherwise violate the Security Plan or any laws, regulations, rules, etc. governing airport security, and in addition to any other remedies available hereunder, CONTRACTOR shall be liable to City for an amount equal to any civil penalty imposed on City for such violations and hereby agrees to indemnify City for any such federal civil penalties, provided City shall promptly notify CONTRACTOR in writing of any claimed violations so as to permit CONTRACTOR an opportunity to participate in any investigation or proceedings.
- Familiarize and strictly adhere to all Regulations. Thoroughly understand applicable Federal regulations, including OSHA (Occupational Safety and Health Administration) standards, as well as State, city-specific safety codes, and FAA (Federal Aviation Administration).
- Regularly review updates to safety regulations. Subscribe to industry newsletters, join local contractor associations, or attend workshops for ongoing education.

- The contractor must submit a complete Site-Specific Safety Plan prior to any award being made.

Pre-Project Planning:

- Assessment: Conduct a comprehensive assessment of the site and project scope to identify applicable safety codes.
- Documentation: Compile all necessary regulatory documentation. Develop a checklist that includes all Federal, State, and City safety requirements relevant to the project.
- Permits and Approvals: Secure all required permits and approvals from relevant authorities before commencing work.

Training and Personnel:

- Employee Training: Ensure all employees and subcontractors receive adequate training in safety standards, hazard recognition, and emergency procedures.
- Certification: Verify that all personnel hold the necessary certifications and licenses required by state and city authorities.

Safety Protocols and Equipment:

- Safety Equipment: Ensure that all safety equipment is up-to-date, well-maintained, and meets the required standards. This includes personal protective equipment (PPE), fire extinguishers, first aid kits, etc.
- Inspection and Maintenance: Regularly inspect and maintain all tools and machinery to ensure safe operation and compliance with safety codes.

On-Site Safety Management:

- Safety Officer: Appoint a safety officer to oversee and enforce safety protocols on-site.
- Daily Safety Briefings: Conduct daily safety briefings to review potential hazards and safety reminders.
- Signage: Clearly post safety signage in compliance with all regulatory requirements at the worksite.

Monitoring and Documentation:

- Site Inspections: Perform routine site inspections to ensure ongoing compliance with safety standards and address potential hazards promptly.
- Incident Reporting: Establish a protocol for reporting and investigating safety incidents or near misses to prevent future occurrences.
- Record Keeping: Maintain thorough records of inspections, training, incidents, and any communications with regulatory bodies.
- Continuous Improvement: Analyze current methods and enact plans for more efficient operation.
- Feedback Loop: Develop a system for receiving feedback from employees and clients about safety practices and potential improvements.
- Review Sessions: Conduct monthly review sessions to evaluate the effectiveness of safety measures and make necessary adjustments.

Staffing:

- Contractor will have a minimum staff of (4) permanent party personnel to support Operations & Maintenance of the equipment in this scope of work. Normal working hours will be as follows:
 - Site Superintendent: As needed on site approximately 1,000 hours yearly
 - Service Foreman: (1st shift): Monday – Friday 7:00 AM – 3:30 PM

- Maintenance Technician: (1st shift): Monday – Friday 6:00 AM – 2:30 PM
- Maintenance Technician: (1st shift): Monday – Friday 8:00 AM – 4:30 PM
- Maintenance Technician: (2nd shift): Monday – Friday 4:00 PM – 12:30 AM
- Plumbing Technician: (1st shift): As needed to complete scope of work
- 18.5 hours on-site coverage Monday - Friday
- 24/7/365 presence is not included and will be provided by KCAD. 24/7/365 monitoring of equipment is not included and will be provided by the Building Automation Controls Contractor.
- Mechanical Equipment is identified in the attached Equipment Summary List (Attachment C).
- Plumbing Equipment is identified in the attached Equipment Summary List (Attachment C).
- Chemical Treatment, Electrical Equipment and Systems (to include Heat Trace), Building Automated Controls, Fire Alarm and Public Address Controls, Fire Sprinkler Systems, and other Life Safety Systems are not included in this proposal.

Annual Sensor Calibration Scope:

- **Calibration of AHU & ERV Airflow Monitoring Stations.** Accurate readings of these devices are paramount to the overall control of unit temperatures and building pressurization.
- **Calibration of AHU and space pressure sensors.** Accurate readings of these devices are paramount to the overall control of unit temperatures and building pressurization.

Central Utility Plant Seasonal Testing Scope

1. Prior to summer (March early April) Commission and Performance test the Chilled Water Plant & System.
 - a. Testing is designed to verify plant staging and responses to equipment failures.
 - b. Chillers, Pumps, & Cooling Towers shall be performance tested to validate operation annually.
2. Prior to winter (October early November) Commission and Performance test the Heating Water Plant and associated components.
 - a. Testing is designed to verify plant staging and responses to equipment failures.
 - b. The testing of the Boilers & Pumps shall be performance tested to validate operation annually.

Quarterly BAS Review.

1. Building Automation System will be reviewed monthly. This review includes:
 - a. Review trends set up to analyze equipment and system performance for the major Air Handling & Hydronic systems.
 - b. Identify all points that are currently overridden and determine the root cause for the override and provide recommendations for issue resolution.

STAFFING PLAN & KEY PERSONNEL

The Contractor will provide the following staff roles:

- **Account Manager:** Contract administration and client liaison.
- **Site Superintendent:** General oversight and quality assurance
- **Service Foreman:** On-site technical lead and task coordinator.
- **Technicians:** HVAC & Plumbing journeymen, PM specialists

Detailed Job Descriptions

Account Manager

The Account Manager will be the initial point of contact for KCAD to establish the contract in place and will be responsible for client interface for scheduled meetings in support of U.S. Engineering's Service Site Superintendent and Service Foreperson.

- Monthly invoice review and client satisfaction / progress meetings. Review monthly contingency (out of scope repairs) budget fund.
- General advocacy of KCAD for scope of services and related out of scope projects and issues relating to the building operating parameters and efficiency.
- Contracting officer for respective contractors ensuring compliance with licensing requirements of city, state, and federal agencies.

Site Superintendent

The Site Superintendent will be the on-site representative of Contractor and will be involved in day-to-day client interface. The Site Superintendent will be highly technical and understand the System and Equipment operations under this scope of work. The Site Superintendent will be responsible for management and coordination of the maintenance team, vendors, and will be the main source of information between KCAD, other Contractors, and proper operations and maintenance of the systems and equipment under this scope of work. The Site Superintendent will be responsible for providing the subject matter expertise for equipment taskings and proper maintenance scheduling for KCAD to input into KCAD ERP system. The Site Superintendent will work with KCAD Maintenance Supervisors to ensure Work Orders are disseminated to contractors Maintenance Team members. The Site Superintendent will be overall responsible for execution of our work on site. Site Superintendent must meet the following criteria:

- 20,000 hours of industry experience in the Commercial HVAC Industry.
- 10,000 hours in a leadership position within the Commercial HVAC Industry.
- Well versed and knowledgeable in large tonnage hydronic systems and its components.
- High technical ability in Building Automation Systems.

Service Foreman

The Service Foreman is responsible for overseeing and coordinating the daily operations of HVAC service crews in the field. This role involves supervising the installation, maintenance, and repair of heating, ventilation, and air conditioning systems across sites. The Service Foreman ensures work is completed safely, efficiently, and in accordance with project specifications and applicable codes. Responsibilities include planning work schedules, managing materials and equipment, troubleshooting technical issues, and serving as the primary point of contact between field teams and project management. The position requires strong technical expertise, leadership ability, and a thorough understanding of HVAC systems and service procedures.

- On-site oversight of all daily O&M activities
- Ensures team compliance with safety and quality standards.
- Manages site documentation, training, and logistics.
- Coordinates with KCAD on outages and service schedules
- The service Foreman will complete daily job hazard analysis (JHA) meetings along with specific equipment JHA per each preventative maintenance event. JHA's will be incorporated in the equipment specific maintenance tracking system.
- 10,000 hours of industry experience in the Commercial HVAC Industry.

HVAC Technician(s)

The contractor provided Maintenance team will consist of a permanent party of a Service Maintenance Journeyman and Preventative Maintenance Technicians. Additional maintenance hours identified on the contractor equipment scope will be supplemented by the deep bench of contractor qualified Technicians.

- Ensure repairs are completed efficiently and safely.
- Inspect and clean HVAC components including coils, fans, filters, and ductwork.
- Perform routine preventative maintenance on HVAC systems.
- Ensure compliance with manufacturer specifications and local building codes.
- Complete service reports, work orders, and maintenance logs accurately.
- Maintain records of repairs, parts used, and time spent on each job.
- Use mobile apps or software for scheduling and reporting (if applicable).
- Follow all safety procedures, including lockout/tagout and PPE use.
- Stay updated on HVAC codes and EPA regulations.

Plumbing Technician(s)

The Plumbing Technician is responsible for maintaining and repairing plumbing systems. This includes working with large-scale water supply lines, waste disposal systems, fixtures, and gas lines. The technician diagnoses complex plumbing issues, performs code-compliant repairs, and ensures all work meets safety and quality standards. They often read blueprints, collaborate with other trades, and provide clear communication to clients or supervisors. Strong problem-solving skills and knowledge of commercial plumbing codes.

- Maintains domestic water, waste, and storm piping systems.
- Inspects and services valves, pumps, backflows, and water heaters.
- Conducts leak investigations and urgent repairs.

CLARIFICATIONS & EXCLUSIONS

Clarifications:

- IT hardware (e.g., phones/laptops) included. Maintenance tracking software shall not be included.
- Office space provided by KCAD.
- Attic stock and critical spares not included.
- Included costs for anticipated rentals to perform maintenance work based on our experience for only listed / maintained equipment.
- Necessary trade and business licenses, certifications, and training is included in this cost.
- Basic Information Technology (cell phones, laptop computers, and other office related items) is included. Software costs, contract and licensing costs, and hardware costs associated with KCAD maintenance tracking systems are not included.

Exclusions:

- Fire Alarm & Life Safety Systems
- 24/7/365 Building Monitoring
- Environmental fees & permits
- Site Presence to include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day is Excluded.

Equipment Summary

Main Terminal EQUIPMENT SUMMARY

Equipment Description	Qty	Operating Inspections	Comprehensive Inspections	Total Inspections
Elevator Sump Pump	18	5	1	108
Escalator Sump Pump	5	5	1	30
Domestic Booster Pump Skid (4 pumps)	1	11	1	12
Expansion Tank	7	0	1	7
Recirculation Pump	36	0	2	72
Electric Water Heater	37	0	2	74
Instantaneous Electric Water Heater	4	0	2	8
Air Curtain	24	0	2	48
Air Handling Unit	31	3	1	124
Fan Coil Unit	89	0	3	267
Computer Room Unit (CRAC)	6	3	1	24
Cabinet Unit Heater	6	0	2	12
Exhaust Fan	20	2	1	60
Energy Recovery Ventilator	12	8	4	144
Outdoor Intake Fan	20	2	1	60
Heat/Cool Fan Coil Unit	13	2	1	39
Automatic Flow Limiting Valve	140	0	1	140
Fan Powered VAV Boxes	34	2	2	136
Infrared Heater	158	0	2	316
Circulator Pump	25	0	2	50
Roof Hood	1	0	2	2
Reheat Coil	3	0	2	6
Trench Heater	62	0	2	124
Unit Heater	62	0	2	124
Electric Unit Heater	8	0	2	16
VAV Boxes- Hydronic Heat	376	0	1	376
Variable Frequency Drives	162	0	2	324
Air & Dirt Separator	2	0	2	4
Electric Boiler	4	11	1	48
Automatic Air Vents	4	0	1	4
Water Cooled Chiller	4	11	1	48

Water Cooled Heat Pump Chiller	1	11	1	12
Chiller Eddy Current Tube Analysis	5	Condenser Only	Every 3 years + Baseline (2)	
Chiller Oil Analysis	5	-	Annually	5
Chiller Vibration Analysis	5	-	Annually	5
Cooling Tower	4	4	2	24
Condenser Water Pumps	4	4	2	24
Closed Loop Expansion Tank	2	0	1	2
Chilled Water Pumps	4	4	2	24
CUP Refrigerant Monitor	1	0	2	2
CUP Condenser Strainer	4	3	1	16
Heating Water Pumps	4	4	2	24
Heat Pump Chiller Pumps	2	4	2	12
Chemical Pot Feeder/Filter	2	0	2	4
Cooling Tower Separator System	2	0	2	4
Natural Gas Plug Valves	57	0	1	57
Backflow Device	38	0	1	38
Pressure Reducing Valves	3	0	1	3
Refrigerated Drinking Station	25	6	6	300

Elevator Sump Pump

- Test operation and rotate lead pump, if applicable
- If applicable, check for proper and unobstructed float operation
- If applicable, test alarms (Horns, Strobes, Alarm Page, Etc)
- If applicable, listen for proper check valve operation
- Check and inspect all electrical connections and components

Escalator Sump Pump

- Test operation and rotate lead pump, if applicable
- If applicable, check for proper and unobstructed float operation
- If applicable, test alarms (Horns, Strobes, Alarm Page, Etc)
- If applicable, listen for proper check valve operation
- Check and inspect all electrical connections and components

Domestic Booster Pump Skid

- Verify no alarms are indicated on the control panel
- Check system and local piping for leaks

- Record pump Run Hours: Pump #1 _____, Pump #2 _____, Pump #3 _____, Pump #4 _____
- Record pressures: Suction press: _____, Discharge press: _____
- Inspect all gauges for damage and function
- Check for any unusual noise and/or vibrations
- Inspect and clean associated strainers
- Lubricate motor bearings with Polyrex EM (2 Full Strokes per bearing)
- Check all electrical connections and components

Expansion Tank

- Inspect for leaks
- Valve off and drain water side
- Record the tank pressure gauge reading once drained _____
- Verify the tank air pressure matches design setting

Recirculation Pump

- Check for water leaks
- If running check for unusual noise and vibration
- "If running Log Pressures: Suction Press. _____psi
- Discharge Press. _____psi"
- Clean suction strainer if pressure drop exceeds 10 psi
- "If running check and record pump and motor bearing housing temperatures:
- Pump - D.E. _____°F, O.D.E. _____°F Verify 180 degrees or less.
- Motor - D.E. _____°F, O.D.E. _____°F"
- Check and inspect all electrical connections and components
- If applicable: Inspect motor drive coupling and replace as needed
- "Lubricate motor bearings with Polyrex EM grease:
- Document Motor Frame Size _____

Electric Water Heater

- Shut off power to unit. Shut Off Hot Water Outlet Valve. Flush unit thru drain outlet for appx 15 minutes. Make sure unit is full of water before re-energizing power.
- Test the temperature and pressure relief valve by lifting the lever on the valve several times until the valve seats properly and operates freely
- Isolate expansion tank, remove, drain and verify bladder pressure is same as incoming water line pressure. Utilizing gaseous nitrogen adjust pressure as necessary and put expansion tank back into service
- Check all electrical connections and components

Instantaneous Electric Water Heater

- Shut off power to unit. Shut Off Hot Water Outlet Valve. Flush unit through drain outlet for appx 15 minutes. Make sure unit is full of water before re-energizing power.
- Test the temperature and pressure relief valve by lifting the lever on the valve several times until the valve seats properly and operates freely

- Isolate expansion tank, remove, drain and verify bladder pressure is same as incoming water line pressure. Utilizing gaseous nitrogen adjust pressure as necessary and put expansion tank back into service
- Check all electrical connections and components

Air Curtain

- Log any unusual noise or vibration that will need to be addressed during shutdown
- Shut down unit via Controls by performing an Operator Override to the Start/Stop point to "Stop"
- Check and record motor bearing temperatures D.E. _____ O.D.E. _____
- Check and record blower bearing temperatures D.E. _____ O.D.E. _____
- Inspect unit and piping for any visible water leaks
- Replace/Wash filter(s)
- Inspect valve and damper linkages and adjust as necessary
- Check and tighten actuator u-bolts
- Via Controls command any associated dampers from full open to full close and verify proper operation from full open to full close
- Via Controls command any control valves from full open to full close and verify proper operation from full open to full close
- Wipe down and clean interior including blower wheel & shaft
- Check and tighten all set screws, bolts, locking collars and sheaves
- Inspect, clean and tighten all electrical connections and wiring
- Visually inspect entire unit for corrosion and document any concerns
- Rotate fan wheel and adjust to center if necessary and tighten set screws
- Examine duct flex connectors for cracks or leaks and document any concerns
- Repair or replace damaged duct material and door gaskets
- Inspect coils for dirt build-up - Clean if necessary

Air Handling Unit

- Log any unusual noise or vibration that will need to be addressed during shutdown
- Shut down unit via Controls by performing an Operator Override to the Start/Stop point to "Stop"
- "As soon and unit is shut off and safe to enter:
- Check and record Supply fan motor bearing temperatures D.E. _____ O.D.E. _____
- Check and record Supply fan blower bearing temperatures D.E. _____ O.D.E. _____
- If Applicable:
- Check and record Return fan motor bearing temperatures D.E. _____ O.D.E. _____
- Check and record Return fan blower bearing temperatures D.E. _____ O.D.E. _____
- Inspect unit and piping for any visible water leaks and repair as necessary during this shutdown if time allows. If more time is necessary to complete repairs contact Supervision so that notifications & arrangements can be made with Area Owner(s)
- Remove used condensate pan chemical treatment pad and replace with new

- "Inspect 2"" Pre-Filters and replace
- Manually test the following
 - Chilled Water Condensate Pan High Water Alarm Float Switch
 - Verify BOC receives each alarm
- Inspect valve and damper linkages and adjust as necessary
- "Stroke all dampers from Siemens Keypad and verify proper operation from full open to full close:
 - Discharge Air Dampers Operation Okay: (Y, N or N/A)_____
 - Face & Bypass Dampers Operation Okay: (Y, N or N/A)_____
 - Return Air Dampers Operation Okay: (Y, N or N/A)_____
 - Outdoor Air Dampers Operation Okay: (Y, N or N/A)_____
- (If N is noted on any of the above and you cannot make necessary repairs to make dampers operational you must supply detailed notes)"
- "If applicable to this unit:
 - Test Each Individual Freezestat
 - Verify BOC receives each alarm
- "Stroke all Control Valves from Controls and verify proper operation from full open to full close:
 - Heat Recovery Valve Actuator Operation Okay: (Y, N or N/A)_____
 - Pre-Heating Valve Actuator Operation Okay: (Y, N or N/A)_____
 - Pre-Cooling Valve Actuator Operation Okay: (Y, N or N/A)_____
 - Main Cooling Valve Actuator Operation Okay: (Y, N or N/A)_____
 - Reheat Valve Actuator Operation Okay: (Y, N or N/A)_____
- (If N is noted on any of the above and you cannot make necessary repairs to make control valves operational you must supply detailed notes)"
- Inspect Drain pan and drain lines for sludge and clean as necessary
- Wipe down and clean interior of AHU including blower wheel & shaft
- Replace 12" Final Filters
- Check and tighten all set screws, bolts, locking collars and sheaves
- Inspect, clean and tighten all electrical connections and wiring
- Visually inspect entire unit for corrosion and document any concerns
- Rotate fan wheel and adjust to center if necessary and tighten set screws
- Examine duct flex connectors for cracks or leaks and document any concerns
- Repair or replace damaged duct material and door gaskets
- Inspect coils for dirt build-up - Clean if necessary
- If applicable - Inspect and clean each Piezo ring mounted on the blower housing inlet air opening by wiping with clean rag and verifying the airflow sensing holes are clean and unobstructed. If necessary, remove tubing from Piezo ring and blow air backwards utilizing canned air.

Fan Coil Units

- Inspect alignment, wear, and adjust, as necessary.
- Replace air filters annually.
- Inspect the above equipment and observe the operation and condition.
- Inspect and lubricate all bearings as required.
- Inspect equipment coils for leaks.
- Inspect limit, operating, and safety controls on equipment and control panels. Adjust, as necessary.

- Inspect the thermostats and temperature controllers. Adjust, as necessary.
- Inspect the condensate pans and drain lines chemically treat.
- Inspect the coils on the units.
- Inspect and tighten the electrical connections.
- Inspect the equipment for excessive vibrations.
- Inspect pressures and temperatures.
- Inspect heating operation, clean all components annually.

Computer Room Unit (CRAC Unit)

- If running check for any unusual noise and/or vibration
- Inspect filter screens, clean as necessary
- Belt Replaced: (Y or N) _____, Belt Qty _____, Size _____
- If running check and record bearing temperatures on motor D.E. _____ °F
O.D.E. _____ °F.
- stroke valve open and shut, verify movement
- Check and replace filters as needed
- If running check and record bearing temperatures on blower shaft D.E. _____ °F,
O.D.E. _____ °F.
- Check all set screws and motor slide base bolts for tightness
- Replace belt(s) during this Annual PM whether needed or not
- "Lubricate motor bearings according to the following with Polyrex EM grease:
- Document Motor Frame Size _____
- Inspect door seal gaskets

Cabinet Unit Heater

- Verify operation by starting/stopping via T-stat control
- Inspect for leaks
- Check and inspect all electrical connections and components
- Clean coil

Exhaust Fan

- Inspect for unusual noises and vibration.
- Inspect structural elements for corrosion or damage.
- Inspect mounting points for security.
- Inspect guards.
- Inspect wires and starting devices for security or damage.
- Inspect contacts for signs of wear, arcing or overheating.
- Measure voltage and amperage to ensure proper operation.
- Inspect motor starter or VFD for proper operation.
- Lubricate all moving parts if applicable.
- Inspect blower wheel or propeller for vibration and proper relationship to guards.
- Inspect pulleys for wear and proper alignment.
- Inspect belt for wear (replace annually)
- Inspect dampers and louvers, clean as needed.

Energy Recovery Ventilator (ERV)

- If applicable, Replace 2" pre-filters in OA Duct to Pre-heat coil
- Log any unusual noise or vibration that will need to be addressed during shutdown
- Shut down unit via Controls by Operator Overriding the Start/Stop point to "Stop"
- "As soon and unit is shut off and safe to enter:
- Check and record Supply fan motor bearing temperatures D.E._____, O.D.E._____
- Check and record Supply fan blower bearing temperatures D.E._____, O.D.E._____
- Check and record Reactivation fan motor bearing temperatures D.E._____, O.D.E._____
- Check and record Reactivation fan blower bearing temperatures D.E._____, O.D.E._____"
- Inspect unit and piping for any visible water leaks and repair as necessary during this shutdown if time allows. If more time is necessary to complete repairs contact Supervision so that notifications & arrangements can be made with KCAD
- Inspect valve and damper linkages and adjust as necessary
- Check and tighten actuator u-bolts
- Inspect the Honeycombe wheel for dirt/debris or damage
- Check the prime in the P-trap
- Wipe down and clean interior of ERV including blower wheels & shafts
- • Each Individual Freezestat
- • Verify BOC receives each alarm and also that alarm is received"
- "Stroke all dampers from Controls and verify proper operation from full open to full close:
- Discharge Air Dampers Operation Okay: (Y, N or N/A)_____
- Face & Bypass Dampers Operation Okay: (Y, N or N/A)_____
- Return Air Dampers Operation Okay: (Y, N or N/A)_____
- Outdoor Air Dampers Operation Okay: (Y, N or N/A)_____
- "Stroke all Control Valves from Controls and verify proper operation from full open to full close:
- Inspect Drain pan and drain lines for sludge and clean as necessary
- Replace 2" prefilters inside the unit
- Inspect the seal around the Honeycombe wheel on both sides
- Check and tighten all set screws, bolts, locking collars and sheaves
- Inspect, clean and tighten all electrical connections and wiring
- Visually inspect entire unit for corrosion and document any concerns
- Clean fan wheels and shaft
- Rotate fan wheel and adjust to center if necessary and tighten set screws
- Examine flex connectors for cracks or leaks and document any concerns
- Repair or replace damaged duct material and door gaskets
- Inspect coils for dirt build-up - Clean if necessary

Outdoor Intake Fan

- Check for any unusual noise and vibration
- "If applicable: Inspect belt wear and alignment.
- Belt(s) Replaced: (Y or N)_____, Belt Qty _____, Size _____
- Inspect bolts and setscrews for tightness
- Check and inspect all electrical connections and components

- Remove dust and grease on motor housing assures proper motor cooling

Heat / Cool Fan Coil Units

- Log any unusual noise or vibration that will need to be addressed during shutdown
- Shut down unit via Controls by performing an Operator Override to the Start/Stop point to "Stop"
- "As soon and unit is shut off and safe to enter:
- Check and record motor bearing temperatures D.E. _____ O.D.E. _____
- Check and record blower bearing temperatures D.E. _____ O.D.E. _____"
- Inspect unit and piping for any visible water leaks and repair as necessary.
- Replace filter(s)
- Inspect valve and damper linkages and adjust as necessary
- Check and tighten actuator u-bolts
- Via Controls command any associated dampers from full open to full close and verify proper operation from full open to full close
- Via Controls command any control valves from full open to full close and verify proper operation from full open to full close
- Inspect Drain pan and drain lines for sludge and clean as necessary
- If applicable: Test and Verify condensate pump operation
- If applicable: Test and Verify any condensate pump alarms such as high water float alarm and verify alarm was received by BOC.
- Wipe down and clean interior of FCU including blower wheel & shaft
- Check and tighten all set screws, bolts, locking collars and sheaves
- Remove used chemical treatment pad from drain pan and replace
- Inspect, clean and tighten all electrical connections and wiring
- Visually inspect entire unit for corrosion and document any concerns
- Rotate fan wheel and adjust to center if necessary and tighten set screws
- Examine duct flex connectors for cracks or leaks and document any concerns
- Repair or replace damaged duct material and door gaskets
- Inspect coils for dirt build-up - Clean if necessary
- "Lubricate motor bearings according to the following with Polyrex EM grease:
- Document Motor Frame Size _____

Automatic Flow Limiting Valve

- Via Controls front end computer verify operational control
- If applicable - when checking associated re-heat coil operations, be careful not to get the space served out of temperature and humidity specifications while testing
- Check for leaks and repair as necessary

Fan Powered VAV Boxes

- Replace filter(s)
- Check and inspect all electrical connections and components
- Inspect operation of electric heat if applicable
- Via Controls Test and Verify proper operation
- Check for leaks and repair as necessary

Infrared Heater

- Verify operation by starting/stopping via T-stat control
- Inspect for leaks
- Check and inspect all electrical connections and components
- Clean coil

Circulator Pump

- Check for water leaks
- If running check for unusual noise and vibration
- "If running Log Pressures: Suction Press. _____psi
- Discharge Press. _____psi"
- Clean suction strainer if pressure drop exceeds 10 psi
- "If running check and record pump and motor bearing housing temperatures:
- Pump - D.E. _____°F, O.D.E. _____°F Verify 180 degrees or less.
- Motor - D.E. _____°F, O.D.E. _____°F"
- "Add 1 oz. of Lithium-based NLGI Grade #2 grease to each pump bearing
- Check and inspect all electrical connections and components
- If applicable: Inspect motor drive coupling and replace as needed

Roof Hood

- Via Controls front end computer verify operational control
- If applicable - when checking associated re-heat coil operations, be careful not to get the space served out of temperature and humidity specifications while testing

Reheat Coil

- Via Controls front end computer verify operational control
- Check electrical connections and ohm coils
- If applicable - when checking associated re-heat coil operations, be careful not to get the space served out of temperature and humidity specifications while testing

Trench Heater

- Log any unusual noise or vibration that will need to be addressed during shutdown
- Shut down unit via Controls by performing an Operator Override to the Start/Stop point to "Stop"
- "As soon and unit is shut off and safe to enter:
- Check and record motor bearing temperatures D.E. _____ O.D.E. _____
- Check and record blower bearing temperatures D.E. _____ O.D.E. _____"
- Inspect unit and piping for any visible water leaks and repair as necessary during this shutdown if time allows. If more time is necessary to complete repairs contact Supervision
- Inspect valve and damper linkages and adjust as necessary
- Check and tighten actuator u-bolts
- Via Controls command any associated dampers from full open to full close and verify proper operation from full open to full close
- Via Controls command any control valves from full open to full close and verify proper operation from full open to full close
- Wipe down and clean interior of Trench Heater including blower wheel & shaft
- Check and tighten all set screws, bolts, locking collars and sheaves
- Inspect, clean and tighten all electrical connections and wiring

- Visually inspect entire unit for corrosion and document any concerns
- Rotate fan wheel and adjust to center if necessary and tighten set screws
- Examine duct flex connectors for cracks or leaks and document any concerns
- Repair or replace damaged duct material and door gaskets
- Inspect coils for dirt build-up - Clean if necessary

Unit Heater

- Log any unusual noise or vibration that will need to be addressed during shutdown
- Shut down unit via Controls by performing an Operator Override to the Start/Stop point to "Stop"
- "As soon as unit is shut off and safe to enter:
- Check and record motor bearing temperatures D.E. _____ O.D.E. _____
- Check and record blower bearing temperatures D.E. _____ O.D.E. _____"
- Inspect unit and piping for any visible water leaks and repair as necessary during this shutdown if time allows. If more time is necessary to complete repairs contact Supervision
- Inspect valve and damper linkages and adjust as necessary
- Check and tighten actuator u-bolts
- Wipe down and clean interior of Unit Heater including blower wheel & shaft
- Check and tighten all set screws, bolts, locking collars and sheaves
- Inspect, clean and tighten all electrical connections and wiring
- Visually inspect entire unit for corrosion and document any concerns
- Rotate fan wheel and adjust to center if necessary and tighten set screws
- Examine duct flex connectors for cracks or leaks and document any concerns
- Repair or replace damaged duct material and door gaskets
- Inspect coils for dirt build-up - Clean if necessary

Electric unit Heater

- Inspect and clean if necessary
- Check and inspect all electrical connections and components
- Test and verify operation
- Check and tighten actuator u-bolts
- Inspect valve and damper linkages and adjust as necessary
- Log any unusual noise or vibration that will need to be addressed during shutdown

VAV Box

- Via Controls front end computer verify operational control
- Check all Dampers and associated controls
- If applicable - when checking associated re-heat coil operations, be careful not to get the space served out of temperature and humidity specifications while testing

Air and Dirt Separator

- Inspect for leaks
- Verify operation
- Record the system pressure gauge reading _____
- Blow out debris from bottom of tank with hose run directly to drain

Electric Boiler

- Status (On, Off or Standby)_____. Firing Rate= _____ %
- Log any lockouts that have occurred since previous check
- Inspect filter in control cabinet and clean/replace as necessary
- Check over the boiler for proper operating pressures and temperatures
- Check for leaks
- Check piping at floor drain for evidence of relief valves leaking
- Check Panel for abnormal operations and alarms
- Replace failed indicating lights and ensure that all alarms are operational
- Ensure both alarm tests are sent out to the bms
- Verify Department of Public Safety Inspection Certificate is posted on or near this unit. (Notify your Supervisor immediately if the Certificate cannot be located)
- "Document the State ID#_____, Expiration Date_____
- (Notify your Supervisor immediately if the Expiration Date has been exceeded)"
- Check gauges and thermometers for proper calibration
- torque specs are 50"lb on contactor 40"lb on electrode
- torque all electrical connections in cabinet and on electrodes
- Open, clean (flush) and inspect the boiler waterside, including all water level controls, piping and fittings
- Check the condition of the fireside gasketing. Check for hardness and/or cracking
- Replace gasketing as needed but not less than every 3 years
- Lubricate studs and nuts and flue box door hinges
- Check High Limit Safety operation
- Replace Pressure Relief Valves

Automatic Air Vents

- Check for leaks
- Remove vent line and verify unit operation

Water Cooled Chiller

- Record Status: (ON, OFF, OR STANDBY) _____
- Inspect for water leaks
- Check oil level in reservoir sight glasses. Oil level should be between the bottom of the lower sight glass and the top of the upper sight glass. (Does not matter if the chiller is running or not).
- Verify Department of Public Safety Inspection Certificate is posted on or near this unit. (Notify your Supervisor immediately if the Certificate cannot be located)
- "Document the State ID#_____, Expiration Date_____
- (Notify your Supervisor immediately if the Expiration Date has been exceeded)"
- Add oil (if necessary) through the oil drain charging valve
- Isolate condenser barrel, drain, remove end bell and brush tubes
- Remove and clean condenser water strainer
- Install end bell, fill condenser with water while venting, open isolation valves
- Inspect condenser water differential gauge piping for blockage and clean or replace as necessary
- Ensure the compressor is off and the disconnect for the compressor is open
- Ensure the control circuit breaker is open. This is separate from the main disconnect and remains energized when the main disconnect is open. This disconnect turns off power to the oil pump, oil heater, & control panel.

- Close the oil filter isolation valves, located behind the power panel on top of oil pump assembly
- Close the isolation valves located on both ends of the oil filter. Have rags and basin available to collect oil spillage
- Equalize the filter's higher internal pressure to ambient by connecting an oil charging hose to the Schrader valve on the oil filter housing and collect the oil-refrigerant mixture which is discharged.
- Remove the oil filter assembly by loosening the hex nuts on both ends of the filter assembly
- Insert the replacement filter assembly with the arrow on the housing pointing away from the oil pump
- Rotate the assembly so that the Schrader drain valve is oriented at the bottom and tighten the connection nut on each end to a torque of approx. 30' lbs. Write date, current run hours, and starts on the new filter housing.
- Evacuate the filter housing by placing a vacuum pump on the charging valve. Follow the normal evacuation procedures
- Close the filter isolation valves and slowly opening the flare fittings with a wrench and back up wrench to relieve pressure
- Close the filter isolation valves and slowly opening the flare fittings with a wrench and back up wrench to relieve pressure
- Check all pressure transducers against an accurate gage and calibrate if necessary: 2 oil differential pressure transducers, the condenser pressure transducer, the cooler pressure transducer, & the diffuser transducer.
- Manually run oil pump 2 minutes. Shut off oil pump and fill oil sample bottle from schrader fitting on inlet side of oil filter. Fill out oil analysis test form and take sample to Trane Parts for Laboratory Analysis.
- LOTO Main breaker at substation in Boiler room
- Call Electricians to rack out the breaker
- Check electrical connections in starter panel
- "Meg ohm test compressor motor using 250 volt scale on meter. Record readings of each motor lead to ground.
- 1_____, 2_____, 3_____, 4_____, 5_____, 6_____"
- Remove oil pump motor leads and meg ohm test the oil pump motor windings using the 250 volt scale. Record each motor lead to ground 1_____, 2_____, 3_____
- Remove cover on motor terminal electrical box at chiller. Inspect connections for signs of corrosion or loose connections. (Do not disturb insulation on connections). Check each motor terminal for refrigerant leaks using an electronic leak detector
- Contact Electric Service Provider to rack in the breaker
- Remove LOTO from Main breaker
- Perform eddy current testing on the condenser

Water Cooled Heat Pump Chiller

- Start and operate unit for approximately 30 minutes and the system has stabilized
- Log the chiller
- Review operating log
- "Measure and record oil filter pressure drop and replace filter if required. Compressor 1 pressure drop_____
- Compressor 2 pressure drop_____
- (Pressure drop= Condenser Rfght Pressure - Oil Pressure)"

- Verify Department of Public Safety Inspection Certificate is posted on or near this unit. (Notify your Supervisor immediately if the Certificate cannot be located)
- "Document the State ID# _____, Expiration Date _____"
- (Notify your Supervisor immediately if the Expiration Date has been exceeded)"
- Check for water, refrigerant and oil leaks
- Clean all water strainers
- Leak test system including vent piping for presence of refrigerant to detect improperly sealed relief valves
- Check refrigerant charge and oil level
- Pull oil sample and send out for oil analysis
- Inspect safety controls
- Verify crank case heater(s) is working properly
- Meg Motors
- Calibrate pressure transducers
- Check all electrical connections and components
- Inspect and clean condenser tubes
- Perform Eddy Current Testing on condenser
- Remove and inspect paddle flow switches

Cooling Tower

- Record Fan Speed _____ %
- If running check for unusual noise or vibration (Fan and fan guard motor, driveshaft & guards, and Gear reducers)
- If running check operating oil level (gear reducers)
- Check water level (cold water basin and hot water distribution system)
- Inspect inlet screens on main pump basins. Remove debris if necessary
- Check for leakage (gear reducers)
- Check oil seals (gear reducers)
- Check static oil level (gear reducer)
- Check oil for water sludge (gear reducer)
- If running check and record motor bearing temperatures D.E. _____ °F
O.D.E. _____ °F
- Exercise both cooling tower basin isolation slide gates fully closed and open and lubricate as necessary
- Verify both cooling tower basin circulating pumps are operational and clean suction screens as necessary
- Exercise the cooling tower bypass valve to 100%, verify water flow and release back to normal operation immediately
- Make sure vents are open (gear reducer)
- Lubricate (control valves)
- Check for leakage (fill cold water basin and hot water distribution system)
- "Lubricate motor bearings according to the following with Polyrex EM grease:
 - Bearings should be lubricated while stationary and the motor is warm
 - Locate the grease inlet zert and clean
 - Locate and remove the grease drain plug, if provided and accessible
 - Add the recommended volume of lubricant OR until clean grease appears at the grease drain, at the grease relief, or along the shaft opening
 - When time allows, run the motor for two hours

- Replace the grease drain plug
- Document Motor Frame Size _____
- Calculated Grease Gun Strokes if using ""Pistol Grip Mod# 1190K37 (40 Stokes = 1 ounce)
- * Frame size - Over 360 - 5000 = 85 strokes per bearing"
- Inspect general conditions (fan & fan guard motor, driveshaft and guards, gear reducers, fill hot water distribution system, suction system, control valves, structural members, fan cylinder, stairs, ladders, walkways, doors and handrails)
- Inspect key, keyways, and set screws (fan & fan guard motor, driveshaft and guards, and gear reducers)
- Check fan blade tip clearance (fan & fan guard)
- Pull an oil sample from the gear reducer, label sample container and give to your Supervisor to have sent in for oil analysis
- Clean (cold water basin)
- Change gear reducer oil 5 years

Condenser Water Pump

- Check for water leaks
- If running check for unusual noise and vibration
- "If running Log Pressures: Suction Press. _____psi
- Discharge Press. _____psi"
- Clean suction strainer if pressure drop exceeds 10 psi
- "If running check and record pump and motor bearing housing temperatures:
- Pump - D.E. _____°F, O.D.E. _____°F Verify 180 degrees or less.
- Motor - D.E. _____°F, O.D.E. _____°F"
- "Add 1 oz. of Lithium-based NLGI Grade #2 grease to each pump bearing
- Calculated Grease Gun Strokes if using ""Pistol Grip Mod# 1190K37 (40 Stokes = 1 ounce) "
- Check and inspect all electrical connections and components
- If applicable: Inspect motor drive coupling and replace as needed
- "Lubricate motor bearings according to the following with Polyrex EM grease:
- • Bearings should be lubricated while stationary and the motor is warm
- • Locate the grease inlet zert and clean

Refrigerant Monitor

- Manually trip and verify operation of each refrigerant sensor and associated exhaust fans and alarms
- Calibrate Sensors
- Replace line filters

Condenser Strainer

- verify pressure drop does not exceed 10 psi, if so remove and clean
- remove top and pull strainer and suction pump strainer
- clean and replace strainer along with suction pump strainer
- check DP and return to service

Heating Water Pump

- Check for water leaks
- If running check for unusual noise and vibration
- "If running Log Pressures: Suction Press. _____psi

- Discharge Press. _____psi"
- Clean suction strainer if pressure drop exceeds 10 psi
- "If running check and record pump and motor bearing housing temperatures:
- Pump - D.E. _____°F, O.D.E. _____°F Verify 180 degrees or less.
- Motor - D.E. _____°F, O.D.E. _____°F"
- "Add 1 oz. of Lithium-based NLGI Grade #2 grease to each pump bearing
- Calculated Grease Gun Strokes if using ""Pistol Grip Mod# 1190K37 (40 Stokes = 1 ounce) "
- Check and inspect all electrical connections and components
- If applicable: Inspect motor drive coupling and replace as needed
- "Lubricate motor bearings according to the following with Polyrex EM grease:
- • Bearings should be lubricated while stationary and the motor is warm
- • Locate the grease inlet zert and clean
- Document Motor Frame Size _____

Heat Pump Chiller Pump

- Check for water leaks
- If running check for unusual noise and vibration
- "If running Log Pressures: Suction Press. _____psi
- Discharge Press. _____psi"
- Clean suction strainer if pressure drop exceeds 10 psi
- "If running check and record pump and motor bearing housing temperatures:
- Pump - D.E. _____°F, O.D.E. _____°F Verify 180 degrees or less.
- Motor - D.E. _____°F, O.D.E. _____°F"
- "Add 1 oz. of Lithium-based NLGI Grade #2 grease to each pump bearing
- Calculated Grease Gun Strokes if using ""Pistol Grip Mod# 1190K37 (40 Stokes = 1 ounce) "
- Check and inspect all electrical connections and components
- If applicable: Inspect motor drive coupling and replace as needed
- "Lubricate motor bearings according to the following with Polyrex EM grease:
- • Bearings should be lubricated while stationary and the motor is warm
- • Locate the grease inlet zert and clean

Pot Feeder

- Open and change filter supplied by the chemical rep.
- check for any leaks or buildup on or around the unit. Make sure the lid is on tight.

Cooling Tower Separator Pump

- Check for leaks
- Check pressure differential and clean or replace collector bag(s) as necessary
- 1. Close the manual valve on the purge line.
- 2. Close the manual valve on the liquid recovery line.
- 3. Open the manual pressure relief valve. IMPORTANT: Wait until all pressure has been released before preceeding
- 4. Open the lid to the SRV vessel. Grasp the stainless steel basket handle and remove the entire assembly from the SRV. Remove the bag(s) and clean; replace in the basket.
- 5. Check o-rings on the basket lip and SRV lid; replace if damaged. Replace the basket/bag assembly in the SRV. Close lid and secure properly.
- 6. Fully open the manual valve on the purge line.

- 7. Use the manual pressure relief valve to vent all air from the SRV. Close this valve when liquid begins to discharge (indicating that the SRV is now full of liquid)
- 8. Fully open the liquid recovery line valve. If the indicator package is installed, check the sightglasses for proper flow to and from the SRV. System is now back in operation

Natural Gas Plug Valve

- Exercise valve and verify no leaks are present

Backflow Device

- Perform annual testing, record and submit required forms to the KCMO Water Department Services

Pressure Reducing Valve

- Perform annual testing
- Verify pressure drop is as required per unit
- Document any issues

Refrigerated Drinking Station

- Inspect and clean
- Clean inlet water strainer
- Replace water filter (1x per year)

Parking Garage

EQUIPMENT SUMMARY

Equipment Description	Qty	Operating Inspections	Comprehensive Inspections	Total Inspections
Roof Top Units (RTU's)	4	0	4	16
Fan Coil Units	4	0	4	16
Split Systems	19	0	4	76
Fan Supply Dampers	8	3	1	32
Exhaust Fans	2	0	2	4
Energy Recovery Ventilation ERV	1	0	6	6
IR Heaters	4	0	2	8
Variable Refrigerant Flow VRF Units	2	0	4	8
Booster Pumps	2	4	2	12
Electric Water Heater	1	0	2	2

Garage Water Risers (21)

- Provide seasonal shutdown and draining of water risers in Parking Garage.
- Provide seasonal filling and purging of water risers in Parking Garage.

Roof Top Units (Quantity 4)

- Inspect belt alignment, wear, and tension, and adjust, as necessary. (Replace belts one time per year).

- Provide and replace pre-filters quarterly.
- Provide and replace main filters annually.
- Inspect the above equipment and observe the operation and condition.
- Inspect and lubricate all bearings as required.
- Inspect equipment and chilled water piping and coils for leaks.
- Inspect limit, operating, and safety controls on equipment and control panels. Adjust, as necessary.
- Inspect the thermostats and temperature controllers. Adjust, as necessary.
- Inspect the condensate pans and drain lines chemically treat.
- Inspect the evaporator coils, clean, as necessary.
- Inspect condenser coils. (Clean coils semiannually).
- Inspect and tighten the electrical connections.
- Inspect the equipment for excessive vibrations.
- Inspect working pressures and temperatures.

Fan coil Units (Quantity 4)

- Inspect alignment, wear, and adjust, as necessary.
- Replace air filters annually.
- Inspect the above equipment and observe the operation and condition.
- Inspect and lubricate all bearings as required.
- Inspect equipment coils for leaks.
- Inspect limit, operating, and safety controls on equipment and control panels. Adjust, as necessary.
- Inspect the thermostats and temperature controllers. Adjust, as necessary.
- Inspect the condensate pans and drain lines chemically treat.
- Inspect the coils on the units.
- Inspect and tighten the electrical connections.
- Inspect the equipment for excessive vibrations.
- Inspect pressures and temperatures.
- Inspect heating operation, clean all components annually.

Contractor will provide four (4) periodic inspections per year on the following listed Package Roof Top Units and Annual maintenance on the listed Split System Units.

Split System units (Quantity 19)

- Inspect the above equipment and observe the operation and condition.
- Inspect equipment and refrigerant piping and coils for leaks.
- Inspect condenser fans and operating / pressure controls.
- Inspect all motor starters and relays for proper operation.
- Inspect limit, operating, and safety controls on equipment and control panels. Adjust, as necessary.
- Inspect the thermostats and temperature controllers, adjust, as necessary.
- Inspect the condensate pans and drain lines chemically treat.
- Inspect the condenser coils on the units. (Clean coils semiannually).
- Inspect and tighten the electrical connections.
- Inspect the equipment for excessive vibrations.
- Inspect the refrigerant charge (Log operating conditions) adjust, as necessary.
- Inspect the refrigerant pressures and temperatures.

- Meg-ohm test on compressors
- Inspect the refrigerant oil charge (if applicable).
- Inspect all moisture indicators (if applicable).

Exhaust Fans (Quantity 2)

EF # 1

EF # 2

The proposed inspection will include the following items:

- Inspect for unusual noises and vibration.
- Inspect structural elements for corrosion or damage.
- Inspect mounting points for security.
- Inspect guards.
- Inspect wires and starting devices for security or damage.
- Inspect contacts for signs of wear, arching or overheating.
- Measure voltage and amperage to ensure proper operation.
- Inspect motor starter or VFD for proper operation.
- Lubricate all moving parts if applicable.
- Inspect blower wheel or propeller for vibration and proper relationship to guards.
- Inspect pulleys for wear and proper alignment.
- Inspect belt for wear (replace annually)
- Inspect dampers and louvers, clean as needed.

Energy Recovery Ventilator: ERV (Quantity 1)

- Inspect for unusual noises and vibration.
- Inspect structural elements for corrosion or damage.
- Inspect mounting points for security.
- Inspect guards.
- Provide and replace pre-filters quarterly.
- Provide and replace main filters annually.
- Inspect wires and starting devices for security or damage.
- Inspect contacts for signs of wear, arching or overheating.
- Measure voltage and amperage to ensure proper operation.
- Inspect motor starter or VFD for proper operation.
- Lubricate all moving parts if applicable.
- Inspect blower wheel or propeller for vibration and proper relationship to guards.
- Inspect pulleys for wear and proper alignment.
- Inspect belt for wear (replace annually)
- Inspect dampers and louvers, clean as needed.

Infrared Unit Heaters: (Quantity 4)

- Inspect for unusual noises and vibration.
- Inspect structural elements for corrosion or damage.
- Inspect mounting points for security.
- Inspect wires and starting devices for security or damage.
- Inspect contacts for signs of wear, arching or overheating.
- Measure voltage and amperage to ensure proper operation.
- Inspect equipment safety to ensure reliability and function.

Variable Refrigerant Flow Units (VRF) (Quantity 2)

- Inspect the above equipment and observe the operation and condition.
- Inspect equipment and refrigerant piping and coils for leaks.
- Inspect condenser fans and operating / pressure controls.
- Inspect all motor starters and relays for proper operation.
- Inspect limit, operating, and safety controls on equipment and control panels. Adjust, as necessary.
- Inspect the thermostats and temperature controllers, adjust, as necessary.
- Inspect the condensate pans and drain lines chemically treat.
- Inspect the condenser coils on the units. (Clean coils semiannually).
- Inspect and tighten the electrical connections.
- Inspect the equipment for excessive vibrations.
- Inspect the refrigerant charge (Log operating conditions) adjust, as necessary.
- Inspect the refrigerant pressures and temperatures.
- Meg-ohm test on compressors
- Inspect the refrigerant oil charge (if applicable).
- Inspect all moisture indicators (if applicable)

Domestic Water Booster Pump (Quantity 2)

- Inspect for unusual noises and vibration.
- Inspect structural elements for corrosion or damage.
- Inspect mounting points for security.
- Inspect for system leaks in piping, flange connections, mechanical seal.
- Verify pump shaft seal / packing for proper operation.
- Measure expansion device / tank for proper pressure setting.
- Lube pump bearings (if required)

Domestic Water Heater: Quantity 1)

- Inspect for unusual noises and vibration.
- Inspect structural elements for corrosion or damage.
- Inspect mounting points for security.
- Inspect wires and thermostatic device for security or damage.
- Inspect contacts for signs of wear, arcing or overheating.
- Measure voltage and amperage to ensure proper operation.

Attachment B: Pricing

Proposers shall submit lump sum pricing for each contract year and facility. A 10% allowance for T&M repair work outside of scope must be included annually.

Year 1	\$1,552,262.58
10% Allowance	\$172,473.62
Total Year 1	\$1,724,736.20

Year 2	\$1,612,800.82
10% Allowance	\$179,200.09
Total Year 2	\$1,792,000.91

Year 3	\$1,675,700.06
10% Allowance	\$186,188.90
Total Year 3	\$1,861,888.95

Year 4	\$1,741,052.36
10% Allowance	\$193,450.26
Total Year 4	\$1,934,502.62

Year 5	\$1,808,953.40
10% Allowance	\$200,994.82
Total Year 5	\$2,009,948.22

Contract Total	\$9,323,076.90
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The contract will be invoiced in twelve (12) installments annually.

Year 1 - T&M Rates

Regular Time	\$162.92 per hour	Applies 7:00 AM – 3:30 PM, Monday – Friday
Weeknight Overtime	\$216.53 per hour	Applies 3:30 PM – 7:00 AM, Monday PM – Friday AM
Weekend Overtime	\$256.87 per hour	Applies 3:30 PM Friday – 7:00 AM, Monday & Holidays

Corrective repair services are available 24 hours a day / 7 days a week. This is ONLY for the labor component. Any materials needed for repairs are NOT covered under this scope of work unless directed by KCAD staff to be billed to the 10% discretionary fund.

Attachment C: Part III Airport Required Terms and Conditions

SECTION 1. GENERAL REQUIREMENTS.

Terms and conditions established in this Airport Required Terms and Conditions shall apply regardless of more permissive language in any other section of this contract.

Changes in contract performance or source of funding may result in the application of additional provisions.

The term Contractor for purposes of this Part III shall include but not be limited to a company, contractors, subcontractors, consultants, subconsultants, and vendors. The term Contractor is used interchangeably with the term Contracting Party.

SECTION 2. COMPLIANCE WITH APPLICABLE LAW. By executing this Contract, the Contractor affirms that the Contractor and its team members and employees shall comply with all federal, state and local laws, including ordinances and regulations, applicable to the Contract. Contractor shall secure all occupational and professional licenses and permits from public and private sources necessary for the fulfillment of its obligations under this Contract.

SECTION 3. DUTIES AND OBLIGATIONS NOT LIMITED. The duties and obligations imposed by this Contract and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

SECTION 4. SCOPE OF WORK LIMITED. This Contract is strictly limited to the scope outlined herein. The scope cannot be altered except by written amendment or change order incorporating additional provisions. Altering the scope to include services funded through Airport Improvement Funds or other federal sources may require additional contractual provisions and obligations and void this contract and any obligations of the City to pay for services pursuant to the terms of this agreement, including City's obligation to pay for services, if any.

SECTION 5. ACCESS TO RECORDS. The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the City, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

SECTION 6. GENERAL CIVIL RIGHTS PROVISIONS. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin, creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

The above provision binds the Contractor or Contracting Parties and subcontractors from the bid solicitation period through the completion of the contract.

SECTION 7. CIVIL RIGHTS – TITLE VI ASSURANCE

A. TITLE VI Solicitation Notice

The City of Kansas City, Missouri (“Sponsor”), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner’s race, color, national origin, sex, creed, age, or disability in consideration for an award.

B. Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this Contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with and agrees that performance under the agreement shall be governed by and in compliance with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR Part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964) including amendments thereto;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (P.L. 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR Parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681, et seq).

C. Compliance with Nondiscrimination requirements.

During the performance of this Contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the

contract, will not discriminate on the grounds of race, color, national origin, creed, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21, including amendments thereto.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.
 - a. **Limited English Proficiency.** For persons with Limited English Proficiency (LEP), please contact KCAD Airport Communications Center (ACC) at 816-243-4000 for help to obtain interpreters of many different languages.

SECTION 8. RIGHT TO AMEND. In the event that the Federal Aviation Administration or its successors requires modifications or changes in this Contract as a condition precedent to the granting of funds for the improvement of the Airport, or otherwise, the Contractor agrees to consent to such amendments, modifications, revisions, supplements, or deletions of any of the terms, conditions, or requirements of this Agreement as may be reasonably required.

SECTION 9. ADDITIONAL FEDERAL REQUIREMENTS. This Contract shall be subordinate to and subject to change required by any applicable law, grant, compliance guidance, legal notifications, clause or condition interpretation, or the provisions and requirements of any existing or future agreement between the City of Kansas City and the United States relative to the development, operation or maintenance of the airport, including grant agreements.

This Contract and all the provisions hereof shall be subject to whatever right the United States government now has or in the future may have or acquire, affecting the control, operation, regulation and taking over of any City airport, all or a portion of the airport system, or the exclusive or non-exclusive use of the airport by the United States during the time of war or national emergency.

Contractor agrees to comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event future construction of a building is planned for the premises, or in the event of any planned modification or alteration of any present or future building or structure situated on the premises.

The Contractor, its officers, administrators, representatives, successors and assigns will not erect on or permit the erection of any structure or object, nor permit the growth of any tree or vegetation on the premises above ground level elevation of eighty (80) feet. In the event the aforesaid covenants are breached, the City reserves the right to enter upon the premises and to remove the offending structure or object and cut the offending tree or vegetation, all of which shall be at the expense of Contractor.

Contractor, its officers, administrators, representatives, successors and assigns will not make use of the premises in any manner which might interfere with the landing and taking off of aircraft from the Kansas City Downtown Airport, the Kansas City International Airport, or otherwise constitute a hazard. In the event the aforesaid covenant is breached the City has the right to enter upon the premises and cause the abatement of such interference at the expense of Contractor.

Contractor acknowledges that nothing contained in this Contract shall be construed to grant or authorize the granting of an exclusive right within the meaning of 49 USC § 40103(e).

SECTION 10. TITLE VI CLAUSES FOR CONSTRUCTION, USE, AND ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM– License, Permits, Concession on Property Improved Under AIP

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Sponsor pursuant to the provisions of the Airport Improvement Program grant assurances:

A. The Contractor for itself/himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the Contractor will use the premises in compliance with all other requirements imposed by or pursuant to the Title VI List of Pertinent Nondiscrimination Acts And Authorities.

B. With respect to this Contract in the event of breach of any of the above Non-discrimination covenants, City of Kansas City, Missouri, will have the right to terminate the contract and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said

contract had never been made or issued.

SECTION 11. TITLE VI CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE AIRPORT IMPROVEMENT PROGRAM. The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by City of Kansas City, Missouri, pursuant to the provisions of the Airport Improvement Program grant assurances.

A. The Contractor for itself/himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this contract for a purpose for which a Federal Aviation Administration activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the Contractor will maintain and operate such facilities and services in compliance with all requirements imposed by the Nondiscrimination Acts and Regulations listed in the Title VI List of Pertinent Nondiscrimination Acts and Authorities (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to this contract in the event of breach of any of the above Nondiscrimination covenants, City of Kansas City, Missouri will have the right to terminate the contract and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the contract had never been made or issued.

SECTION 12. RESTRICTED AREAS SAFETY AND SECURITY. Contractor will comply with any and all applicable present and future rules, regulations, restrictions, ordinances, statutes, laws and/or orders of any federal, state or local governmental entity regarding airfield security. Contractor shall fully comply with applicable provisions of the Code of Federal Regulations (CFR) Title 49: Transportation. Contractor shall fully comply specifically with 49 CFR part 1540 – Civil Aviation Security; 49 CFR part 1542 – Airport Security; 49 CFR part 1544 – Aircraft Operator Security: Air Carriers and commercial Operators (if Contractor is an air carrier); and 49 CFR part 1546 – Foreign Air Carrier Security (if Contractor is a foreign air carrier). City has adopted a Security Plan for the Airport approved by the Transportation Security Administration (TSA) pursuant to Department of Transportation (DOT) and TSA requirements including CFR 49 part 1542. Contractor agrees to be bound by and follow airport security protocols and training established in accordance with the Airport Security Plan. Any access to the Airport granted to Contractor shall not be used, enjoyed or extended to any person, entity or vehicle engaged in any activity or performing any act or furnishing any service for or on behalf of the Contractor that Contractor is not authorized to engage in or perform under this Contract unless expressly authorized in writing by the Director in accordance with TSA requirements including CFR 49 part 1542. In the event Contractor, its officer, employees, or invitees cause or contribute to unauthorized persons or vehicles entering the air operations areas of the Airport, or otherwise violate the Security Plan or any laws, regulations, rules, etc. governing airport security, and in addition to any other remedies available hereunder, Contractor shall be liable to City for an amount equal to any civil penalty imposed on City for such violations and hereby agrees to indemnify City for any such federal civil penalties, provided City shall promptly notify Contractor in writing of any claimed violations so as to permit Contractor an opportunity to participate in any investigation or proceedings.

SECTION 13. RESERVATIONS. The City reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of Contractor and without interference or interruption.

The City reserves the right, but shall not be obligated to Contractor to maintain and keep in repair the landing area of the airport and all publicly owned facilities of the airport, together with the right to direct and control all activities of Contractor in this regard.

There is hereby reserved to the City, its successors, assigns and subsequent transferees, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the premises. The public right of flight shall include the right to cause in said airspace any noise inherent in the operation of any aircraft used for navigation or flight through the said airspace or landing at, taking off from or operation from the Kansas City Downtown Airport and/or the Kansas City International Airport.

SECTION 14. ACCOMMODATIONS. Contractor shall furnish its accommodations and/or services on a fair, equal and not unjustly discriminatory basis to all users thereof and it shall charge fair, reasonable and not unjustly discriminatory prices for each unit or service; provided, that Contractor may make reasonable and nondiscriminatory discounts, rebates or other similar type of price reductions to patrons.

Contractor shall insert this requirement in any agreement, contract or other document by which Contractor grants a right or privilege to any person, firm, or corporation to render accommodations and/or services to the public on the premises herein.

Contractor warrants that no person shall, on the grounds of race, national origin, creed, sex, age or disability, be excluded from participating in any activity conducted on or from the Premises, or otherwise be excluded from the benefits offered as a result of this agreement to the general public.

Non-compliance with this provision shall constitute a material breach thereof and in the event of such non-compliance the City of Kansas City shall have the right to terminate this Agreement without liability therefore or at the election of the City of Kansas City or the United States, either or both said governments shall have the right to judicially enforce these provisions.

SECTION 15. BREACH OF CONTRACT GENERALLY. Reserved.

SECTION 16. BUY AMERICAN POLICIES. Reserved.

SECTION 17. CLEAR AIR and WATER POLLUTION CONTROL. Reserved.

SECTION 18. CONTRACT WORK HOURS AND SAFETY STANDARDS. Reserved.

SECTION 19. COPELAND ANTI-KICKBACK. Reserved.

SECTION 20. DAVIS BACON REQUIREMENTS. Reserved.

SECTION 21. DEBARMENT AND SUSPENSION. Reserved.

SECTION 22. DISADVANTAGED BUSINESS ENTERPRISE. Reserved.

SECTION 23. DISTRACTED DRIVING. Reserved.

SECTION 24. DOMESTIC PREFERENCES FOR PROCUREMENTS. Reserved.

SECTION 25. FAIR LABOR STANDARDS ACT. Reserved.

SECTION 26. FOREIGN TRADE RESTRICTION. Reserved.

SECTION 27. LOBBYING FEDERAL EMPLOYEES. Reserved.

SECTION 28. OCCUPATIONAL SAFETY AND HEALTH ACT. Reserved.

SECTION 29. PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. Reserved.

SECTION 30. RECOVERED MATERIALS. Reserved.

SECTION 31. RIGHT TO INVENTIONS. Reserved.

SECTION 32. SEISMIC SAFETY. Reserved.

SECTION 33. TAX DELINQUENCY AND FELONY CONVICTION. Reserved.

SECTION 34. TERMINATION OF CONTRACT. Reserved.

SECTION 35. VETERAN'S PREFERENCE. Reserved.

SECTION 36. PROHIBITION OF COVERED UNMANNED AIRCRAFT SYSTEMS (UAS).
Reserved.

ATTACHMENT D: CONTRACT ESCALATION CONTACTS

This attachment establishes the operational, service/technical and contractual escalation contacts for the CONTRACTOR and the CITY.

CONTRACTOR'S day-to-day point of contact for operational related issues is:

Supplier Company Name: U.S. Engineering Service, LLC.
Supplier Contact Name: Cody Coffin
Supplier Email: Cody.Coffin@usengineering.com
Supplier Phone Number: 816-805-9925

CONTRACTOR'S day-to-day point of contact for service/technical related issues is:

Supplier Company Name: U.S. Engineering Service, LLC.
Supplier Contact Name: John Maske
Supplier Email: John.Maske@usengineering.com
Supplier Phone Number: 816-349-4339

CONTRACTOR'S day-to-day site contract:

Supplier Company Name: U.S. Engineering Service, LLC.
Supplier Contact Name: Adam Rock
Supplier Email: Adam.Rock@usengineering.com
Supplier Phone Number: 816-392-2279

CONTRACTOR'S day-to-day point of contact for contract related issues is:

Supplier Company Name: U.S. Engineering Service, LLC.
Supplier Contact Name: Richard Jones
Supplier Email: Richard.Jones@usengineering.com
Supplier Phone Number: 816-985-5565

CITY'S day-to-day point of contact for operational related issues is:

City Company Name: KCAD
City Contact Name: Brandon Harris
City Email: brandon.harris@kcmo.org
City Phone Number: 816-243-5228

CITY'S day-to-day point of contact for service/technical related issues is:

City Company Name: KCAD
City Contact Name: William Canady
City Email: William.canady@kcmo.org
City Phone Number: 816-243-5082

CITY'S day-to-day point of contact for contract related issues is:

Procurement Name : Ifeanyi Okafor
Procurement Title, Procurement Services Division : Senior Procurement Officer
Phone : 816-243-3067
Email : ifeanyi.okafor@kcmo.org