



INTEROFFICE MEMORANDUM  
**CONTRACT DOCUMENT**

April 1, 2024

TO: Key Purchasing Personnel

FROM: Procurement and Contract Services

RE: Tree Trimming & Removal Services

**\*\*Dual Award, Also see Contract 2023-049-2/1R\*\***

PROCUREMENT OFFICER CONTACT: Tarah Daugherty

BID#: 2023-049

CONTRACT#: 2023-049-1/1R

Vendor Name & Address	CTC Disaster Response, Inc. 6021 SW 29 <sup>th</sup> Street PMB #130 Topeka, KS 66614
Phone & Email	Office: 785-478-9805 or (785) 221-7550 (Greg) Email: <a href="mailto:ggathers@ctcdisaster.com">ggathers@ctcdisaster.com</a>
Contact Person	Greg Gathers
Ordering Instructions	<ul style="list-style-type: none"><li>○ Using Department to enter a requisition in the Lawson System for a Purchase Order to be issued.</li><li>○ Requisition must include each item as a separate line item.</li><li>○ Invoices will be paid against Lawson System Receiver and Purchase Order.</li><li>○ Reference Contract Number 2023-049-1/1R in the comments section of the requisition as well as comments to print on the purchase order.</li></ul> <p><b>Note:</b> When applicable, Prevailing Wage Order No. 30 shall be utilized for the renewal contract term.</p>
Terms/Discounts	Net 30
Delivery	Destination
Pricing	See Attached Pricing Sheet
Response Time	As specified
Effective Dates	April 30 <sup>th</sup> , 2024 through April 29 <sup>th</sup> , 2025

cc: Bid File- Original memo  
Intranet



# LEE'S SUMMIT MISSOURI

## NOTICE OF RENEWAL

February 2nd, 2024

CTC Disaster Response, Inc.  
6021 SW 29<sup>th</sup> Street  
PMB #130  
Topeka, KS 66614

RE: Tree Trimming & Removal Services  
Renewal Agreement 2023-049-1

Dear Mr. Gathers:

The City of Lee's Summit and CTC Disaster Response, Inc. entered into Agreement 2023-049-1 on April 30<sup>th</sup>, 2023 (the "Agreement"), for Tree Trimming & Removal Services. You are hereby notified the City of Lee's Summit, in accordance with Section 3.1 of the Agreement, is exercising its option to renew the term of the Agreement for an additional year. The renewal term shall be for a one (1) year period from April 30<sup>th</sup>, 2024 through April 30<sup>th</sup>, 2025. The City may at its option, renew the agreement for up to three (3) additional one (1) year terms.

Should any changes to the current pricing need proposed, the Vendor should contact the Procurement Officer within thirty (30) business days of this notification and will be required to provide justification and all details surrounding the request. Otherwise, the current contract shall auto renew exactly as written.

City staff looks forward to doing business with your company during this agreement period. Please do not hesitate to contact me at 816-969-1085 with any questions or concerns.

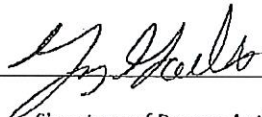
Sincerely,

*Tarah Daugherty*  
Tarah Daugherty, CPPB  
Procurement Officer II

OFFER

The undersigned (the "Bidder") offers this Bid as an offer to contract with the City under the terms and conditions set forth below, and certifies that Bidder has read, understands, and agrees to fully comply with, and be contractually bound by all the terms and conditions set forth in this Invitation For Bids ("IFB"), the Contract formed hereby (as defined below) and any amendments thereto, together with all Exhibits, Specifications, Plans and other documents included as part of this Contract (collectively the "Contract Documents").

By submission of this Offer, Bidder understands the City may award the contract by line item, groups of line items, or multiple award, whichever is deemed most advantageous to the City, pursuant to Section 2.16 "Award of Contract" set forth below.

Missouri Charter No: <u>F00714164</u>	For Clarification of this Bid contact:
Federal EIN: <u>48-1245968</u>	Name: <u>Greg Gathers</u>
<u>CTC Disaster Response, Inc.</u> Bidder's Full Legal Name	Telephone: <u>785-221-7550</u>
<u>Bidder's d/b/a (if applicable)</u>	Email: <u>ggathers@ctcdisaster.com</u>
<u>6021 SW 29th St. PMB #130</u> Address	 Signature of Person Authorized to Bind Bidder
<u>Topeka</u> <u>KS</u> <u>66614</u> City State Zip Code	<u>Greg Gathers</u> Printed Name
	<u>President</u> Title

**ACCEPTANCE OF OFFER (FOR CITY OF LEE'S SUMMIT USE ONLY)**Effective Date: 04/30/2023Contract No. 2023-049-1

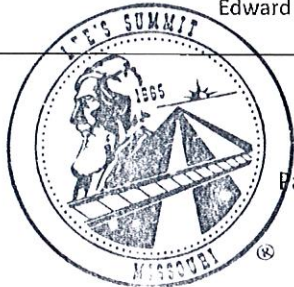
CITY OF LEE'S SUMMIT, Missouri a municipal corporation

  
Mark Dunning, City Manager4/21/23  
Date  
Joseph D. Snook, Parks and Recreation Administrator

ATTEST:

  
Office of City Clerk

APPROVED AS TO FORM:

  
Digitally signed by Scott Ison  
Date: 2023.04.18 09:07:33 -05'00'  
Edward Rucker, Chief Counsel of Management and Operations



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**ARTICLE I - DEFINITIONS**

For purposes of this Invitation for Bids, the following definitions shall apply:

- 1.1. **"Bid" or "Offer"** means a responsive bid or quotation submitted by a Bidder in response to this IFB.
- 1.2. **"Bid Deadline"** means the date and time set forth on the cover of this IFB for the Procurement Officer to be in actual possession of the sealed Bids.
- 1.3. **"Bid Opening"** means the date and time set forth on the cover of this IFB for opening of sealed Bids.
- 1.4. **"Bidder"** means any person or firm submitting a Bid in response to this IFB.
- 1.5. **"City"** means the City of Lee's Summit, Missouri, a municipal corporation. For purposes of solicitations by the Parks and Recreation Department, the term "City" may be substituted with "LSPR" per Section 2.2 of the City of Lee's Summit Procurement Policy.
- 1.6. **"City Manager"** means the City Manager of the City or his/her authorized designee. For purposes of solicitations by the Parks and Recreation Department, the term "City Manager" may be substituted with "Parks Administrator" per Section 2.2 of the City of Lee's Summit Procurement Policy.
- 1.7. **"City Representative" or "Project Manager"** means a City employee who has been designated to act as a contact person to the Procurement Officer, and who is responsible for (i) monitoring and overseeing the Vendor's performance under the Contract and (ii) providing information regarding details pertaining to the Contract.
- 1.8. **"Confidential Information"** means that portion of a Bid, Proposal, Offer, Specification or protest that contains information that the person submitting the information believes should be withheld, provided (i) such person submits a written statement advising the City of this fact at the time of the submission and (ii) the information is so identified wherever it appears.
- 1.9. **"Contract" or "Contract Documents"** means, collectively, (i) the executed Offer/Bid, (ii) this IFB, including all completed exhibits, (iii) the Notice of Award, (iv) the Notice to Proceed and/or Purchase Order(s), (v) any approved Addendum, Change Order or Amendment, (vi) the Vendor's Certificates of Insurance, endorsements, and a copy of the Declarations Page(s) of the insurance policies and (vii) any Plans, Specifications, or other documents attached, appended, or incorporated herein by reference. Alternate or optional bid items will become part of the Contract only if they are accepted by the City in writing on the Price Sheet.
- 1.10. **"Day(s)"** means calendar day(s) unless otherwise specified.
- 1.11. **"Invitation for Bids" or "IFB"** means this request by the City for participation in the competitive bidding process according to all documents, including those attached or incorporated herein by reference, utilized for soliciting Bids for the Materials and/or Services in compliance with the City's Procurement Policy.
- 1.12. **"Materials"** means any personal property, including equipment, materials, replacements, and supplies provided by the Vendor in conjunction with the Contract.
- 1.13. **"Multiple Award"** means an award of an indefinite quantity contract for one or more similar products, commodities, or Services to more than one Bidder.
- 1.14. **"Price"** means the total expenditure for a defined quantity of a commodity or service.
- 1.15. **"Procurement Officer"** means the City employee, as designated on the cover of this IFB, who has specifically been designated to act as a contact person to the Bidders and/or Vendors relating to their Invitation for Bids.
- 1.16. **"Procurement Policy"** means the City Procurement Policy, as amended from time to time.
- 1.17. **"Public Purchase"** means the City's procurement website, [www.publicpurchase.com/](http://www.publicpurchase.com/).
- 1.18. **"Services"** means the furnishing of labor, time or effort by a Vendor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance and as further defined in the Contract.
- 1.19. **"Specification"** means any description of the physical characteristics, functional characteristics, or the nature of a commodity, product, supply, or Services. The term may include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery.
- 1.20. **"Subcontractor"** means both (i) those persons or groups of persons having a direct contract with the Vendor to perform a portion of the Contract and (ii) those who furnish Materials according to the plans and/or Specifications required by this Contract.



- 1.21. **"Substitutions"** means Vendor's proposed changes in products, materials, equipment, and methods of construction from those required by the Contract Documents.
- 1.22. **"Substitutions for Cause"** means changes proposed by Vendor that are required due to changed product conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
- 1.23. **"Substitutions for Convenience"** means changes proposed by Vendor or City that are not required in order to meet other Project requirements, but which may offer advantage to Vendor or City.
- 1.24. **"Unit Price"** means the unit cost of a defined unit of measure of a commodity or service.
- 1.25. **"Vendor"** means the individual, partnership, corporation, or limited liability company who has submitted a Bid in response to this IFB and who, as a result of the competitive bidding process, is awarded a contract for Materials and/or Services by the City.

#### ARTICLE II – BID PROCESS; BID AWARD

- 2.1. **Scope of Work.** This IFB is to secure a qualified Vendor(s) to provide the City with On-Call Tree Trimming & Removal Services (the "Services") as more particularly described in the Specifications/Price Sheet, attached hereto as Exhibit A and incorporated herein by reference. For the purpose of this solicitation, the Services required under this IFB shall be provided at the Price(s) specified in Exhibit A, Specifications/Price Sheet.
  - a. **Contract Amounts.** The resulting Contract(s) is/are intended to be an indefinite quantity and indefinite delivery Contract(s) for the Services based on the City's needs. The City does not guarantee any minimum or maximum amount of purchases will be requested by the City pursuant to a Contract. Purchases will only be made when the City identifies a need and proper authorization and documentation have been approved. For purchase(s) determined by the City to be appropriate for this Contract, the Vendor shall provide the specific Services to the City in such quantities and configurations as may be agreed upon between the parties, in the form of a written invoice, quote, services order or other form of written contract describing the Services to be delivered (each, a "Services Order"). Each Service Order shall (i) contain a reference to this Contract. A Services Order submitted without referencing this Contract will be subject to rejection.
  - b. **Unauthorized Provisions.** Vendor acknowledges and agrees that a Services Order containing unauthorized exceptions, conditions, limitations, or provisions in conflict with the terms of the Contract, other than City's project-specific requirements, is hereby expressly declared void and shall be of no force and effect.
- 2.2. **Amendment of IFB.** No alteration may be made to this IFB or the resultant Contract without the express, written approval of the City in the form of an official IFB addendum or Contract amendment. Any attempt to alter this IFB/Contract without such approval is a violation of this IFB/Contract and the City Procurement Policy. Any such action is subject to the legal and contractual remedies available to the City including, but not limited to, Contract cancellation and suspension and/or debarment of the Bidder or Vendor.
- 2.3. **Preparation/Submission of Bid.** Bidders are invited to participate in the competitive bidding process for the Services specified in this IFB. Bidders shall review their Bid submissions to ensure the following requirements are met.
  - a. **Non-responsive or Non-responsible Bids.** The City will consider as "non-responsive" or "non-responsible" and shall reject any Bid not prepared and submitted in accordance with the IFB and Specifications, or any Bid lacking sufficient information to enable the City to make a reasonable determination of compliance with the Specifications. Unauthorized or unreasonable exceptions, conditions, limitations, or provisions shall be cause for rejection. Bids may be deemed non-responsive or non-responsible at any time during the evaluation process if, in the sole opinion of the City, any of the following, but not limited to, are true:
    - i. Bidder does not provide required documentation or authorized signature.
    - ii. Bidder does not meet the minimum required skill, experience, or requirements to perform the Services.
    - iii. Bidder has a past record of failing to fully perform or fulfill contractual obligations, regardless of whether the contract was with the City, particularly obligations similar to those included in this IFB.
    - iv. Bidder cannot demonstrate financial stability.
    - v. The Bid submission contains false, inaccurate, or misleading statements that, in the opinion of the City



Manager or authorized designee, are intended to mislead the City in its evaluation of the Bid.

- b. **Required Submittal.** Bidders shall provide the entire IFB document (all pages) that contains the following completed pages/documents in order to be considered a responsive Bid:
  - i. Offer, signed in ink by a person authorized to bind the Bidder (Page i).
  - ii. Price Sheet (Exhibit A or as subsequently replaced by Addendum).
  - iii. Professional Licenses/Certifications as required in Exhibit A.
  - iv. List of Machinery & Equipment as required in Exhibit B.
  - v. DBE/WBE and Missouri Service-Disabled Veteran Status, (Exhibit C).
  - vi. References & Personnel (Exhibit D).
  - vii. Acknowledgment page, signed in ink, for each Addendum received, if any (Exhibit E).

The Bidder's documents are uploaded to Public Purchase prior to the Bid Deadline

- c. **Bidder Responsibilities.** All Bidders shall (1) examine the entire Bid package, (2) seek clarification from the Procurement Officer, prior to the deadline for inquiries, of any item or requirement that may not be clear, (3) check all responses for accuracy before submitting a Bid and (4) submit the entire completed Bid package in accordance with Subsection 2.3(b) above, by the official Bid Deadline. Late Bids shall not be considered. Bids not submitted with an **original, signed (which includes an electronic signature as defined by 351.1222, RSMo., as amended)** Offer page by a person authorized to bind the Bidder shall be considered non-responsive. Negligence in preparing a Bid shall not be good cause for withdrawal after the Bid Deadline.
  - d. **Sealed Bids.** Bids submitted on paper, if allowed under Subsection 2.3(b), shall be sealed and clearly marked with the IFB title and number on the lower left hand corner of the mailing envelope. A return address must also appear on the outside of the sealed Bid. Bids submitted on Public Purchase remain sealed until the Bid Deadline.
  - e. **Address.** Samples and bids submitted on paper, if allowed, shall be directed to the following address: Procurement and Contract Services, 220 Southeast Green Street, Lee's Summit, Missouri 64063, or hand-delivered to the Procurement and Contract Services' office.
  - f. **Bid Forms.** All Bids shall be on the forms provided in this IFB. It is permissible to copy these forms if needed.
  - g. **Bidder Notations.** Additions, notations, or other revisions to the IFB document shall be initialed in original ink by the authorized person signing the Bid. The City reserves the right to accept or reject any Bidder Notations.
  - h. **Withdrawal.** At any time prior to the specified Bid Deadline, a Bidder (or designated representative) may amend or withdraw its Bid. No Bid shall be altered, amended or withdrawn after the specified Bid Deadline unless otherwise permitted in writing by the Procurement and Contract Services Manager.
  - i. **Clarifications.** The City reserves the right to contact Bidder to obtain clarification on submitted bids, including but not limit to contents that are unclear due to poor image quality, the meaning of abbreviations or acronyms, meaning of hand-written information, or other information as deemed necessary by the City.
- 2.4. **Inquiries; Interpretation of Specifications; Scope of Work.**
- a. **Inquiries.** Any question related to the IFB, including any part of the Specifications, Scope of Work, or other Contract Documents, shall be submitted only via Public Purchase before the final date and time for inquiries using the Questions section for the IFB on Public Purchase. Questions unrelated to the IFB may be directed via email to the Procurement Officer whose name appears on the cover page of this IFB. Hand-delivered, mailed, verbal, or telephone inquiries directed to City staff **will not be answered**. Within two (2) business days following the Final Date and Time for Inquiries, unless otherwise extended, listed on the cover page of this IFB, answers to questions received will be posted in the Question and Answer section on Public Purchase. If an answer to a question results in a change or clarification to the specifications, the City will issue an Addendum via Public Purchase. Bidder is responsible to look at Public Purchase to find answers to submitted questions. Failure to look at Public Purchase does not excuse Bidder's failure to comply with any requirements of the IFB. The City will not respond to inquiries submitted after the Final Date and time for Inquiries. Any interpretations or corrections of the proposed Contract Documents will be made only by addendum(s) duly approved and issued by the City. The City will not be responsible for any other explanations or interpretations of the Contract



Documents.

- b. **Addenda.** It shall be the Bidder's responsibility to check for addenda issued to this IFB. Any addendum issued by the City relating to this IFB will be available on Public Purchase, the City's e-procurement website.
  - c. **Bid Quantities.** It is expressly understood and agreed by the parties hereto that the quantities of the various classes of Services to be furnished under this Contract, which have been estimated as stated in the Bidders' Offer, are only approximate and are to be used solely for the purpose of comparing, on a consistent basis, the Bidders' Offers presented for the Services under this Contract. The selected Vendor agrees that the City shall not be held responsible if any of the quantities are subsequently found to be incorrect and the Vendor shall not make any claim for damages or for loss of profits because of a difference between the quantities of the various classes of Services as estimated and the Services actually provided. If any error, omission, or misstatement is found to occur in the estimated quantities, the same shall not (1) invalidate the Contract or the whole or any part of the Specifications, (2) excuse Vendor from any of the obligations or liabilities hereunder, or (3) entitle Vendor to any damage or compensation except as may be provided in this Contract.
- 2.5. **Pre-Bid Conference.** A Pre-Bid Conference may be held. If scheduled, the date and time of the Pre-Bid Conference will be indicated on the cover page of this IFB. The Pre-Bid Conference may be designated as mandatory or non-mandatory on the cover of this IFB. Bids shall not be accepted from Bidders who do not attend a mandatory Pre-Bid Conference. Bidders are strongly encouraged to attend those Pre-Bid Conferences designated as non-mandatory. The purpose of the Pre-Bid Conference will be to review the contents of the IFB in order to prevent any misunderstanding of the City's requirements. Bidders must present to the City any questions as to the requirements of this IFB or any apparent omission or discrepancy at the Pre-Bid Conference. The City will then determine if any action is necessary and may issue a written addendum to the IFB. Oral statements or instructions will not constitute an addendum to the IFB. When applicable, site visits may be a component of the Pre-Bid Conference and noted on the cover page of this IFB.
- 2.6. **Prices.** Services shall be provided at the unit prices as set forth in the Specifications/Price Sheet attached hereto as Exhibit A and incorporated herein by reference. Bid Prices shall be submitted on a per unit basis by line item, when applicable, and include all applicable taxes, if any. In the event of a disparity between the unit price and extended price, the unit price shall prevail. If there is no cost for a line item, Bidder shall indicate such by entering a zero (0) or "included" as it applies to the line item in the unit price field. **NOTE: All pricing blanks must be filled in. Empty or unfilled spaces in the Price Sheet shall be deemed as a NO BID entry for that item.**
- 2.7. **Payment/ Discounts.** The City's standard payment terms are net 30 days. Any Bid that requires payment in less than 30 Days shall not be considered. Payment discounts of 30 Days or less will not be deducted from the Bid Price in determining the low Bid. The City shall be entitled to take advantage of any payment discount offered, provided payment is made within the discount period. Payment discounts shall be indicated on Price Sheet.
- 2.8. **Taxes.** Items required for this contract qualify for exemption from taxes in accordance with Section 144.062, RSMo. as well as in accordance with Section 39(10), Article 3, of the Missouri Constitution and is exempt from payment of Federal Excise Taxes in accordance with Title 26, United States Code annotated, the Missouri Department of Revenue has exempted all or those certain items of the contract from State and local sales and use taxes. If Bidder is located outside the State of Missouri and does not recognize the City of Lee's Summit's State of Missouri tax exempt status, all unit pricing submitted shall include any and all applicable taxes. It is the sole responsibility of the Bidder to determine any applicable tax rates and calculate the tax accordingly. Failure to accurately tabulate any applicable taxes may result in a determination that a Bid is non-responsive. The Bidder shall not rely on, and shall independently verify, any tax information provided by the City.
- 2.9. **Federal Funding.** It is the responsibility of the Bidder to verify and comply with federal requirements that may apply to the Materials (the "Federal Requirements"). It is also the responsibility of the Bidder to incorporate any necessary amounts in the Bid to accommodate for required federal record keeping, necessary pay structures or other matters related to the Federal Requirements, if any.

- 2.10. **Cost of Bid/Proposal Preparation.** Bids submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The City does not reimburse the cost of developing, presenting, or providing any response to this IFB; the Bidder is responsible for all costs incurred in responding to this IFB. All materials and documents submitted in response to this IFB become the property of the City and will not be returned.
- 2.11. **Public Record.** All Bids shall become the property of the City. After Bid Opening, Bids shall become public records and shall be available for public inspection in accordance with the City's Procurement Policy, except that any portion of a Bid that was designated as confidential pursuant to Section 2.13 below shall remain confidential from and after the time of Bid Opening to the extent permitted by Missouri law.
- 2.12. **Confidential Information.** If a Vendor/Bidder believes that a Bid, Specification, or protest contains information that qualifies as a closed record pursuant to Chapter 610, RSMo., a statement, including the legal citation supporting advising the Procurement Officer of this fact shall accompany the submission and the information shall be clearly identified. The information identified by the Vendor or Bidder as confidential shall not be disclosed until the Procurement Officer makes a written determination. The Procurement Officer shall review the statement and information with the City Attorney and shall determine, in writing, whether the information shall be withheld. If the City Attorney determines that it is proper to disclose the information, the Procurement Officer shall inform the Vendor or Bidder, in writing, of such determination.
- 2.13. **Vendor Licensing and Registration.** The awarded Bidder shall secure and maintain all applicable licenses and registrations imposed by law, regulation, or ordinance and pay all charges and fees, which shall include valid registration with the Missouri Secretary of State (if applicable) and a current City Business License. Before issuance of a contract to the successful bidder, proof of the licenses (i.e. copy of the paid receipt or the actual license) shall be provided to the Procurement Officer. It shall be the responsibility of the successful bidder to contact the Development Center, (816) 969-1220, <https://cityofls.net/development-services/doing-business/business-and-contractor-licensing>, for information to obtain business licenses.



2.14. **Work Authorization Affidavit and E-Verify.** Any contract for services in excess of five thousand dollars (\$5,000), the bidder or business entity, as defined in § 285.530, RSMo, shall: 1. Provide; by sworn affidavit affirming that it does not knowingly employ any person who is an unauthorized alien and 2. Provide documentation affirming its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this contract. The required documentation must be from the federal work authorization program provider (e.g. the electronic signature page from the E-Verify program's Memorandum of Understanding). Letter from Consultants reciting compliance is not sufficient. The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate an FREE internet-based program called E-Verify, <http://www.dhs.gov/everify> that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the Consultant's business license, termination of the contract, debarment from city and State work for a period of three years or permanently, and withholding 25% of the total amount due the Consultant.

All submittals should include the signed and notarized Work Authorization Affidavit AND the electronic signature page from the E-Verify program.

CITY OF LEE'S SUMMIT, MISSOURI  
WORK AUTHORIZATION AFFIDAVIT PURSUANT TO SECTION 285.530, RSMo  
(FOR ALL BIDS FOR SERVICES IN EXCESS OF \$5,000.00)  
Effective 1/1/2009

County of Shawnee )  
State of Kansas ) ss.

My name is Greg Gathers. I am an authorized agent of CTC Disaster Response, Inc. ("Bidder"). Bidder is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Lee's Summit, Missouri. Bidder does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.

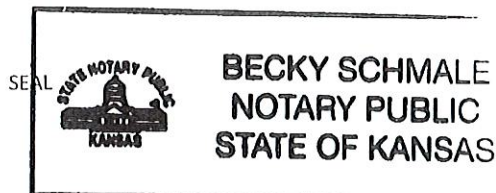
Bidder shall not knowingly employ or contract with an illegal alien to perform work for the City of Lee's Summit, Missouri or enter into a contract with a subbidder that knowingly employs or contracts with an illegal alien.

  
Affiant

Greg Gathers  
Printed Name

Subscribed and sworn to before me this 15th day of March, 2023.

  
Notary Public



- 2.15. **Certification.** By submitting a Bid, the Bidder certifies:
- a. **No Collusion.** The submission of the Bid did not involve collusion or other anti-competitive practices.
  - b. **No Discrimination.** It shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
  - c. **No Gratuity.** It has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor or service to a City employee, officer, agent or elected official in connection with the submitted Bid or a resultant Contract. In the event that the resultant Contract is canceled pursuant to Section 3.27(c) below, the City shall be entitled, in addition to any other rights and remedies, to recover and withhold from the Vendor an amount equal to 150% of the gratuity.
  - d. **Financial Stability.** It is financially stable, solvent and has adequate cash reserves to meet all financial obligations including any potential costs resulting from an award of the Contract.
  - e. **No Signature/False Statement.** The signature on the Bid and the Vendor Information Form is genuine. Failure to sign the Bid and the Vendor Information Form, or signing either with a false statement, shall void the submitted Bid and any resulting Contract, and the Bidder may be debarred from further bidding in the City.
- 2.16. **Award of Contract.**
- f. **Multiple Award.** The City may, at its sole discretion, accept Bidder's Offer as part of a Multiple Award.
  - g. **Line Item Award.** The City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City. The City's flexibility with respect to the method of award also includes any items bid as alternates, which may be accepted or rejected, in whole or in part, at the City's sole discretion.
  - h. **Evaluation.** The evaluation of this Bid will be based on, but not limited to, the following: (1) compliance with Specifications, (2) tax-inclusive Price, including alternates selected by the City, if any, and taxes, but excluding "as-needed" services requested by the City and (3) Bidder qualifications to provide, and past performance providing, the Services.
  - i. **Waiver; Rejection; Reissuance.** Notwithstanding any other provision of this IFB, the City expressly reserves the right to: (1) waive any immaterial defect or informality, (2) reject any or all Bids or portions thereof and (3) cancel or reissue an IFB.
  - j. **Offer.** A Bid is a binding offer to contract with the City based upon the terms, conditions and Specifications contained in this IFB and the Bidder's responsive Bid, unless any of the terms, conditions, or Specifications are modified by a written addendum or contract amendment. Bids become binding Contracts when the Acceptance of Offer and Notice of Award is executed in writing by the City. Bidder Offers shall be valid and irrevocable for at least **120** Days after the Bid Opening.
  - k. **Protests.** Any Bidder may protest this IFB, the proposed award of a Contract, or the actual award of a Contract. All protests will be considered in accordance with the City's Procurement Policy.
- 2.17. **Required Contract Documents.** Awarded Bidder(s) shall provide the following applicable documents within 10 days after the City issues Bidder a Notice of Award. The City shall not execute the Contract until all of the documents are received.
- a. Certificate from Secretary of State with Missouri Charter Number or Exemption Number;
  - b. City of Lee's Summit Business License;
  - c. Certificate of Insurance naming the City of Lee's Summit and complete endorsement documents for endorsements required in Section 3.18 "Insurance" of this Contract;
  - d. Completed Vendor Information Form with a current signed W-9;
  - e. E-verify Signature Page;
  - f. Work Authorization Affidavit; and
  - g. ISA Certified Arborist Certification for Staff Member



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**ARTICLE III – GENERAL TERMS AND CONDITIONS****3.1. Term.**

- a. **Initial Term.** This Contract shall be effective from the date as identified on the Offer page, and remain in full force and effect for one year thereafter (the "Initial Term"), unless terminated as otherwise provided herein.
- b. **Renewal Terms.** After the expiration of the Initial Term, this Contract shall automatically renew for up to four successive, one-year terms (each a "Renewal Term") if it is deemed in the best interests of the City, subject to availability and appropriation of funds for renewal in each subsequent year. The Initial Term and any Renewal Term(s) are collectively referred to herein as the "Term." Upon renewal, the terms and conditions of this Contract shall remain in full force and effect.
- c. **Transition Term.** Notwithstanding the expiration of the Initial Term or all available Renewal Terms, the City, at its sole discretion and upon thirty (30) days written notice to Vendor, may extend the Contract for up to six (6) months from the date of expiration or until the City terminates the Contract, whichever occurs earlier. Upon receipt of such written notice, Vendor shall continue to perform its obligations under this Contract.
- d. **Price Increase Requests.** The City's Procurement Officer will only review fully documented requests for price increases after the Initial Term. If the Vendor desires to increase its prices for any Renewal Term, the Vendor shall notify the Procurement Officer sixty (60) days or more prior to the end of the Initial Term or the then current Renewal Term and will be a factor in the renewal review process. The City's Procurement Officer will determine whether the requested price increase or an alternate option is in the best interest of the City. Any price adjustment will be effective upon the effective date of the contract Renewal Term.
- e. **Non-Default.** By requesting extension for a Renewal Term as set forth above, or by consenting to a Renewal Term in any manner, Vendor shall be deemed to affirmatively assert that (i) the City is not currently in default, nor has been in default at any time prior to the Renewal Term, under any of the terms or conditions of the Contract and (ii) any and all Vendor claims, known and unknown, relating to the Contract and existing on or before the commencement date of the Renewal Term are forever waived.

3.2. **Compensation.** The City shall pay the Vendor for Services delivered and accepted by the City at the rates set forth in the Price Sheet, Exhibit A. The Vendor shall not commence any billable work or provide any Services under this Contract until the Vendor receives an executed purchase order from the City.

3.3. **Payments.** The Vendor will be paid on the basis of invoices submitted following acceptance of the Service. All invoices shall document and itemize all Services delivered in sufficient detail to justify payment and shall include the Purchase Order number authorizing the transaction, if applicable, and shall be delivered to the City Accounts Payable address indicated on the face of the Purchase Order or email to [ap@cityofls.net](mailto:ap@cityofls.net), unless otherwise specified. All transportation charges must be prepaid by the Vendor. If an invoice is subject to a payment discount, the discount period will be calculated from the date of receipt of the claim or the Material or Service, whichever is later. **NOTE:** Pre-billing will not be allowed without prior written approval by the City. The awarded Contractor shall bill in accordance to Exhibit A Pricing. Estimates for work to be performed shall also be in accordance to Section 4.0 Pricing. Failure to bill in accordance to 4.0 Pricing may result in the awarded Contractor having to revise estimates and invoices in accordance to Section 4.0 Pricing upon request of City Staff in order for work to commence or invoices to be paid.

3.4. **Documents.** All documents prepared and submitted to the City pursuant to this Contract shall be the property of the City.

3.5. **Changes; Cancellation.** The City reserves the right to cancel or make changes in the Services to be furnished by the Vendor within a reasonable period of time after issuance of Purchase Orders. If such changes cause an increase or decrease in the amount due under the Purchase Order, or in the time required for Vendor's performance, an acceptable adjustment shall be made and the Purchase Order shall be modified in writing accordingly. Vendor shall submit the adjusted price, if any, in writing to the City within 10 Days from when the change is ordered. Should a Purchase Order be canceled, the City may, but is not required to, reimburse the Vendor, but only for actual and documentable costs incurred by the Vendor due to and after issuance of the Purchase Order. The City will not reimburse the Vendor for any costs incurred after receipt of a notice of cancellation from the City, or for lost profits,



shipment of product or costs incurred prior to issuance of a Purchase Order.

- 3.6 **General Warranty.** All Materials supplied pursuant to this Contract shall be fully guaranteed by the Vendor for a minimum period of one year from the date of acceptance by the City (or such longer period as may be provided under warranties for such Materials). Any defects in design, workmanship, or Materials that would result in non-compliance with Contract Specifications shall be fully corrected by the Vendor (including parts and labor) without cost to the City. Vendor further agrees to execute any special guarantees as provided by the Contract, Exhibit A, or by federal, state, or local statutes, ordinances, regulations, or rules. Vendor shall require similar guarantees from all of its vendors or its Subcontractors. Vendor shall include a complete and exclusive statement of the product warranty.
- 3.7 **Price Warranty.** Vendor shall give the City the benefit of any price reductions before actual time of shipment. If the City permits shipment to be made prior to specified shipping date, the City shall have advantage of any price reductions that occur before the originally-scheduled shipping date.
- 3.8 **Inspection; Acceptance.** All Services are subject to final inspection and acceptance by the City within seven (7) days after receipt. Services failing to conform to the Specifications of this Contract will be held at Vendor's risk and may be returned to the Vendor. If so returned, all storage and return costs are the responsibility of the Vendor. Upon discovery of a non-conforming Service, the City may elect to do any or all of the following by written notice to the Vendor: (A) waive the non-conformance; (B) stop the use of the non-conforming Service immediately; or (C) bring Service into compliance and withhold the cost of same from any payments due to the Vendor.
- 3.9 **No Replacement of Defective Delivery.** Every delivery of Services shall fully comply with all provisions of the Contract and any resulting order. If a delivery is made which does not fully conform, this shall constitute a breach of the Contract as a whole.
- 3.10 **Right to Assurance.** Whenever one party to this Contract has a good faith reason to question the other party's intent to perform, such party may demand that the other party give a written assurance of its intent to perform. In the event that a demand is made and no written assurance is given within five (5) Days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
- 3.11 **Right to Inspect Plant.** The City may, at reasonable times, inspect the part of the plant or place of business of the Vendor or any Subcontractor that is related to the performance of this Contract.
- 3.12 **Patents and Copyrights.** All services, information, computer program elements, reports, and other deliverables which may be patented or copyrighted and created under this Contract are the property of the City and shall not be used or released by the Vendor or any other person except with the prior written permission of the City.
- 3.13 **Advertising.** Vendor shall not advertise or publish information concerning this Contract without prior, written consent of the City.
- 3.14 **Licenses; Materials.** Vendor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Vendor. The City has no obligation to provide Vendor, its employees or Subcontractors any business registrations or licenses required to perform the specific Services set forth in this Contract. The City has no obligation to provide tools, equipment, or material to Vendor.
- 3.15 **Indemnification.** Vendor shall indemnify, defend, and hold harmless the City and each council member, officer, employee and agent thereof (the City and any such person being herein called an "Indemnified Party"), for, from and against any and all losses, claims, damages, liabilities, costs and expenses (including, but not limited to, reasonable attorneys' fees, court costs and the costs of appellate proceedings) to which any such Indemnified Party may become subject, under any theory of liability whatsoever ("Claims"), insofar as such Claims (or actions in respect thereof) relate to, arise out of, or are caused by or based upon the acts, misconduct, errors, mistakes, or omissions, in connection with the performance of the Vendor, its officers, employees, agents, or any tier of Subcontractor or person for which Vendor may be legally liable in the performance of this Contract. The amount and type of insurance coverage requirements set forth below will in no way be construed as limiting the scope of the indemnity in this Section.



- 3.16 **Anti-Discrimination Against Israel Act:** If this Contract has a total potential value of \$100,000 or more and Vendor has 10 or more employees, the following applies. Pursuant to Section 34.600, RSMo and to the fullest extent permitted by law, Vendor certifies that Vendor is not engaged in a boycott of Israel as of the Effective Date of this Agreement, and agrees for the duration of this Agreement to not engage in a boycott of Israel as defined in Section 34.600, RSMo
- 3.17 **Davis Bacon Act:** The wages for any work utilizing this contract in which federal funding is utilized shall comply with any and all applicable federal laws and/or requirements to include but not limited to the Davis Bacon Act.
- 3.18 **Insurance.**
- a. **General.**
- i. **Insurer Qualifications.** Without limiting any obligations or liabilities of Vendor, Vendor shall purchase and maintain, at its own expense, hereinafter stipulated minimum insurance with insurance companies authorized to do business in the State of Missouri, with an AM Best, Inc. rating of A or above with policies and forms satisfactory to the City. Failure to maintain insurance as specified herein may result in termination of this Contract at the City's option.
  - ii. **No Representation of Coverage Adequacy.** By requiring insurance herein, the City does not represent that coverage and limits will be adequate to protect Vendor. The City reserves the right to review any and all of the insurance policies and/or endorsements cited in this Contract but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Contract or failure to identify any insurance deficiency shall not relieve Vendor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Contract.
  - iii. **Additional Insured.** All insurance coverage and self-insured retention or deductible portions, except Workers' Compensation insurance and Professional Liability insurance, if applicable, shall name and endorse, to the fullest extent permitted by law for claims arising out of the performance of this Contract, the City, its agents, representatives, officers, directors, officials and employees as Additional Insured as specified under the respective coverage sections of this Contract.
  - iv. **Coverage Term.** All insurance required herein shall be maintained in full force and effect until the terms of this Contract are satisfactorily performed, completed and formally accepted by the City, unless specified otherwise in this Contract.
  - v. **Primary Insurance.** Vendor's insurance shall be, or endorsed to be, primary insurance with respect to performance of this Contract and in the protection of the City as an Additional Insured. Such coverage shall be at least as broad as ISO CG 20 01 04 13.
  - vi. **Claims Made.** In the event any insurance policies required by this Contract are written on a "claims made" basis, coverage shall extend, either by keeping coverage in force or purchasing an extended reporting option, for six (6) years past completion and acceptance of the services. Such continuing coverage shall be evidenced by submission of annual Certificates of Insurance and necessary endorsements citing applicable coverage is in force and contains the provisions as required herein for the six-year period.
  - vii. **Waiver.** All policies, except for Professional Liability, including Workers' Compensation insurance, shall contain a waiver of rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees for any claims arising out of the Work or Services of Vendor. Vendor shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement thereto.
  - viii. **Policy Deductibles and/or Self-Insured Retentions.** The policies set forth in these requirements may provide coverage that contains deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to the City. Vendor shall be solely responsible for any such deductible or self-insured retention amount.
  - ix. **Automatic Escalator.** The limits of liability for each policy coverage amount stated below shall be automatically adjusted upward as necessary to remain at all times not less than the maximum amount of liability set forth in Chapter 537.610 RSMo. applicable to political subdivisions pursuant to 537.600;



provided that nothing herein or in any such policy shall be deemed to waive the City's sovereign immunity. The statutory waiver of sovereign immunity for 2020 is \$2,905,664 for all claims arising out of a single accident or occurrence.

- x. **Use of Subcontractors.** If any portion of this Contract is subcontracted in any way, Vendor shall execute written contract(s) with its Subcontractors containing the indemnification provisions set forth above and insurance requirements set forth herein protecting the City and Vendor. Vendor shall be responsible for executing any contracts with its Subcontractor and obtaining certificates of insurance verifying the insurance requirements.
- xi. **Notice of Claim.** The Vendor shall upon receipt of notice of any claim in connection with this Contract promptly notify the City, providing full details thereof, including an estimate of the amount of loss or liability. The Vendor shall also promptly notify the City of any reduction in limits of protection afforded under any policy listed in the certificate(s) of insurance in an amount such that the policy aggregate becomes less than the current statutory waiver of sovereign immunity regardless of whether such impairment is a result of this Contract. A breach of this provision is material breach of the contract.
- xii. **Evidence of Insurance.** Prior to commencing any Work or Services under this Contract, Vendor will provide the City with suitable evidence of insurance in the form of certificates of insurance and a copy of the declaration page(s) of the insurance policies as required by this Contract, issued by Vendor's insurance insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions and limits of coverage specified in this Contract and that such coverage and provisions are in full force and effect. Confidential information such as the policy premium may be redacted from the declaration page(s) of each insurance policy, provided that such redactions do not alter any of the information required by this Contract. The City shall reasonably rely upon the certificates of insurance and declaration page(s) of the insurance policies as evidence of coverage but such acceptance and reliance shall not waive or alter in any way the insurance requirements or obligations of this Contract. If any of the policies required by this Contract expire during the life of this Contract, it shall be Vendor's responsibility to forward renewal certificates and declaration page(s) to the City 30 Days prior to the expiration date. All certificates of insurance and declarations required by this Contract shall be identified by referencing this Contract. Additionally, certificates of insurance and declaration page(s) of the insurance policies submitted without referencing this Contract will be subject to rejection and may be returned or discarded. Certificates of insurance and declaration page(s) shall specifically include the following provisions:
1. The City, its agents, representatives, officers, directors, officials and employees are Additional Insureds as follows:
    - a. Commercial General Liability - Under Insurance Services Office, Inc., ("ISO") Form CG 20 10 03 97 and CG 20 37 07 04 or their equivalents.
    - b. Auto Liability - Under ISO Form CA 20 48 or equivalent.
    - c. Excess Liability - Follow Form to underlying insurance.
  2. Vendor's insurance shall be primary insurance with respect to performance of the Contract.
  3. All policies, except for Professional Liability, including Workers' Compensation, waive rights of recovery (subrogation) against City, its agents, representatives, officers, officials and employees for any claims arising out of Vendor's performance under this Contract.
  4. ACORD certificate of insurance form 25 (2014/01) is preferred. If ACORD certificate of insurance form 25 (2001/08) is used, the phrases in the cancellation provision "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" shall be deleted. Certificate forms other than ACORD form shall have similar restrictive language deleted.
- xiii. **Endorsements.** Vendor shall provide the City with the necessary endorsements to ensure City is provided the insurance coverage set forth in this Subsection.



**b. Required Insurance Coverage.**

- i. **Commercial General Liability.** Vendor shall maintain "occurrence" form Commercial General Liability insurance with an unimpaired limit of not less than \$3,000,000 for each occurrence, \$3,000,000 Products and Completed Operations Annual Aggregate and a \$3,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, bodily injury, personal injury and advertising injury. Coverage under the policy will be at least as broad as ISO policy form CG 00 01 93 or equivalent thereof, including but not limited to, separation of insured's clause. To the fullest extent allowed by law, for claims arising out of the performance of this Contract, the City, its agents, representatives, officers, officials and employees shall be endorsed as an Additional Insured under ISO, Commercial General Liability Additional Insured Endorsement forms CG 20 10 03 97 and CG 20 37 07 04, or their equivalents, which shall read "Who is an Insured (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you." The policy shall contain an endorsement waiving rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.
- ii. **Vehicle Liability.** Vendor shall maintain Business Automobile Liability insurance with an unimpaired limit of \$2,000,000 each occurrence on Vendor's owned, hired and non-owned vehicles assigned to or used in the performance of the Vendor's work or services under this Contract. Coverage will be at least as broad as ISO coverage code "1" "any auto" policy form CA 00 01 12 93 or equivalent thereof and contain, or be endorsed to contain Transportation Pollution Liability insurance covering materials to be transported by Vendor pursuant to this Contract and such coverage shall be at least as broad as policy form CA 99 48 03 06. This coverage may also be provided on the Vendors Pollution Liability policy. To the fullest extent allowed by law, for claims arising out of the performance of this Contract, the City, its agents, representatives, officers, directors, officials and employees shall be endorsed as an Additional Insured under ISO Business Auto policy Designated Insured Endorsement form CA 20 48 or equivalent. The policy shall contain an endorsement waiving rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.
- iii. **Workers' Compensation Insurance.** If Vendor employs anyone who is required by law to be covered by workers' compensation insurance, Vendor shall maintain Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over Vendor's employees engaged in performance under this Contract and shall also maintain Employers' Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit. The policy shall contain an endorsement waiving rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees.

- c. **Cancellation and Expiration Notice.** Insurance required herein shall not expire, be canceled, or be materially changed without 30 Days' prior written notice to the City.

- 3.19 **Applicable Law; Venue.** This Contract shall be governed by and construed in accordance with the laws of the State of Missouri and any suit pertaining to this Contract may be brought only in courts in eastern Jackson County, Missouri. The Parties expressly and irrevocably consent to the exclusive jurisdiction and venue of such courts and expressly waive the right to transfer or remove any such action.



**3.20 Termination; Cancellation.**

- a. **For City's Convenience.** This Contract is for the convenience of the City and, as such, may be terminated without cause after receipt by Vendor of written notice by the City. The Notice of Termination shall specify the effective date of termination, which shall be not less than five (5) calendar days from the date the notice is personally delivered or ten (10) days from the date the Notice of Termination is sent by another method. Upon termination for convenience, Vendor shall be paid, for all undisputed Materials or Services that were delivered prior to the termination date.
- b. **For Cause.** If either party fails to perform any obligation pursuant to this Contract and such party fails to cure its nonperformance within 30 Days after notice of nonperformance is given by the non-defaulting party, such party will be in default. In the event of such default, the non-defaulting party may terminate this Contract immediately for cause and will have all remedies that are available to it at law or in equity including, without limitation, the remedy of specific performance. If the nature of the defaulting party's nonperformance is such that it cannot reasonably be cured within 30 Days, then the defaulting party will have such additional periods of time as may be reasonably necessary under the circumstances, provided the defaulting party immediately (1) provides written notice to the non-defaulting party and (2) commences to cure its nonperformance and thereafter diligently continues to completion the cure of its nonperformance. In no event shall any such cure period exceed 90 Days. In the event of such termination for cause, payment shall be made by the City to the Vendor for the undisputed portion of its fee due as of the termination date.

The City shall have the right to declare the Vendor in default for the following reasons, which set forth examples, but are not the only reasons the Vendor may be declared in default:

1. Upon a breach by the Vendor of a material term or condition of this Contract, including unsatisfactory performance of the services;
2. Upon insolvency or the commencement of any proceeding by or against the Vendor, either voluntarily or involuntarily, under the Bankruptcy Code or relating to the insolvency, receivership, liquidation, or composition of the Vendor for the benefit of creditors;
3. If the Vendor refuses or fails to proceed with the services under the Contract when and as directed by the City;
4. If the Vendor or any of its officers, directors, partners, five percent (5%) or greater shareholders, principals, or other employee or person substantially involved in its activities are indicted or convicted after execution of the Contract under any state or federal law of any of the following:
  - a. a criminal offense incident to obtaining or attempting to obtain or performing a public or private contract;
  - b. fraud, embezzlement, theft, bribery, forgery, falsification, or destruction of records, or receiving stolen property;
  - c. a criminal violation of any state or federal antitrust law;
  - d. violation of the Racketeer Influence and Corrupt Organization Act, 18 U.S.C. § 1961 et seq., or the Mail Fraud Act, 18 U.S.C. § 1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;
  - e. conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any statute described in subparagraph (d) above; or
  - f. an offense indicating a lack of business integrity that seriously and directly affects responsibility as a City vendor.
5. If the Vendor or any of its officers, directors, partners, five percent (5%) or greater shareholders, principals, or other employee or person substantially involved in its activities are subject to a judgment of civil liability under any state or federal antitrust law for acts or omissions in connection with the submission of bids or proposals for a public or private contract; or



6. If the Vendor or any of its officers, directors, partners, five percent (5%) or greater shareholders, principals, or other employee or person substantially involved in its activities makes or causes to be made any false, deceptive, or fraudulent material statement, or fail to make a required material statement in any bid, proposal, or application for City or other government work.

- c. **Gratuities.** The City may, by written notice to the Vendor, cancel this Contract if it is found by the City that gratuities, in the form of economic opportunity, future employment, entertainment, gifts or otherwise, were offered or given by the Vendor or any agent or representative of the Vendor to any officer, agent, employee, or elected official of the City for the purpose of securing this Contract. In the event this Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover and withhold from the Vendor an amount equal to 150% of the gratuity.
- d. **Subject to Non-Appropriation.** The City is obligated only to pay its obligations set forth in this Contract from funds lawfully appropriated and budgeted for that purpose during the City's then current fiscal year. The City's obligations under this Contract are current expenses subject to the "budget law" and the unfettered legislative discretion of the City concerning budgeted purposes and appropriation of funds. Should the City elect not to appropriate and budget funds to pay its Contract obligations, this Contract shall be deemed terminated at the end of the then-current fiscal year term for which such funds were appropriated and budgeted for such purpose and the City shall be relieved of any subsequent obligation under this Contract. The parties agree that the City has no obligation or duty of good faith to budget or appropriate the payment of the City's obligations set forth in this Contract in any budget in any fiscal year other than the fiscal year in which this Contract is executed and delivered. The City shall be the sole judge and authority in determining the availability of funds for its obligations under this Contract. The obligation of the City to make any payment pursuant to this Contract is not a general obligation or indebtedness of the City. Vendor hereby waives any and all rights to bring any claim against the City from or relating in any way to the City's termination of this Contract pursuant to this section.

- 3.21 **Performance and Payment Bonds.** If the Bid, or any Services to be performed under this Contract, is in excess of \$50,000.00 and involves a public works project, the Vendor shall submit a satisfactory Performance and Maintenance Bond and Payment Bond, each of which with a good and sufficient surety authorized to do business in the State of Missouri. The bonds shall be in the full amount of the bid submitted based on the bid quantity listed in the Bid Proposal form, and each in substantially the same form provided in the Bid Documents. The Payment Bond shall comply with all requirements of Section 107.170, RSMo. Such bonds shall be submitted within ten (10) days after receipt of the written notification of award from the City. Bonds shall also hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least A Best's rating and a FPR9 or better financial performance rating per the current A.M. Best Company ratings).

The bonds shall be automatically increased in amount and extended in time without formal and separate amendments to cover full and faithful performance of the contract in the event of Change Orders regardless of the amount of time or money involved. It shall be Vendor's responsibility to notify his surety of any changes affecting the general scope of the work or change in the Contract Price. If at any time during the continuance of the Contract that the surety on any bond becomes unacceptable to City, City shall have the right to require additional and sufficient sureties which Contractor shall furnish to the satisfaction of City within ten (10) days after notice to do so.

3.22 **Miscellaneous.**

- a. **Independent Contractor.** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Vendor



acknowledges and agrees that all Services provided under this Contract are being provided as an independent contractor, not as an employee or agent of the City. Vendor, its employees and Subcontractors are not entitled to workers' compensation benefits from the City. The City does not have the authority to supervise or control the actual work of Vendor, its employees or Subcontractors. Vendor is neither prohibited from entering into other contracts nor prohibited from practicing its profession elsewhere. City and Vendor do not intend to nor will they combine business operations under this Contract.

- b. **Laws and Regulations.** The Vendor shall keep fully informed and shall at all times during the performance of its duties under this Contract ensure that it and any person for whom the Vendor is responsible remains in compliance with all rules, regulations, ordinances, statutes or laws including, but not limited to, the following: (1) existing and future City and County ordinances and regulations; (2) existing and future state and federal statutes and regulations; and (3) existing and future Occupational Safety and Health Administration standards.
- c. **Amendments.** This Contract may be modified only by a written amendment signed by persons duly authorized to enter into contracts on behalf of the City and the Vendor.
- d. **Provisions Required by Law.** Each and every provision of law and any clause required by law to be in the Contract will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract will promptly be physically amended to make such insertion or correction.
- e. **Severability.** The provisions of this Contract are severable to the extent that any provision or application held to be invalid by a Court of competent jurisdiction shall not affect any other provision or application of the Contract which may remain in effect without the invalid provision or application.
- f. **Entire Contract; Interpretation; Parol Evidence.** This Contract represents the entire contract of the parties with respect to its subject matter, and all previous contracts, whether oral or written, entered into prior to this Contract are hereby revoked and superseded by this Contract. No representations, warranties, inducements or oral contracts have been made by any of the parties except as expressly set forth herein, or in any other contemporaneous written contract executed for the purposes of carrying out the provisions of this Contract. This Contract shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of, or against the party drafting the Contract. The parties acknowledge and agree that each has had the opportunity to seek and utilize legal counsel in the drafting of, review of, and entry into this Contract.
- g. **Assignment; Delegation.** No right or interest in this Contract shall be assigned or delegated by Vendor without prior, written permission of the City, signed by the City Manager. Any attempted assignment or delegation by Vendor in violation of this provision shall be a breach of this Contract by Vendor. The requirements of this Contract are binding upon the heirs, executors, administrators, successors, and assigns of both Parties.
- h. **Subcontracts.** No subcontract shall be entered into by the Vendor with any other party to furnish any of the Materials or Services specified herein without the prior, written approval of the City. The Vendor is responsible for performance under this Contract whether or not Subcontractors are used.
- i. **Rights and Remedies.** No provision in this Contract shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of this Contract. The failure of the City to insist upon the strict performance of any term or condition of this Contract or to exercise or delay the exercise of any right or remedy provided in this Contract, or by law, or the City's acceptance of and payment for Materials, shall not release the Vendor from any responsibilities or obligations imposed by this Contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of this Contract.
- j. **Offset for Damages.** In addition to all other remedies at law or equity, the City may offset from any money due to the Vendor any amounts Vendor owes to the City for damages resulting from breach or deficiencies in performance or breach of any obligation under this Contract.





- k. **Notices and Requests.** Any notice or other communication required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if (1) delivered to the party at the address set forth below, (2) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below or (3) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to the City: City of Lee's Summit  
220 Southeast Green Street  
Lee's Summit, Missouri 64063  
Attn: Procurement and Contract Services Office

With a copy to: City of Lee's Summit  
220 Southeast Green Street  
Lee's Summit, Missouri 64063  
Attn: City Attorney's Office

If to Vendor: CTC Disaster Response, Inc.  
6021 SW 29th St. PMB #130  
Topeka, KS 66614  
Attn: Greg Gathers

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this subsection. Notices shall be deemed received (1) when delivered to the party, (2) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage or (3) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

- l. **Confidentiality of Records.** The Vendor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of ensuring that information contained in its records or obtained from the City or from others in carrying out its obligations under this Contract shall not be used or disclosed by it, its agents, officers, or employees, except as required to perform Vendor's duties under this Contract. Persons requesting such information should be referred to the City. Vendor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Vendor as needed for the performance of duties under this Contract. Vendor shall ensure its subcontractors are aware of and comply with this provision.
- m. **Conflicting Terms.** In the event of any inconsistency, conflict or ambiguity among the terms of this Contract, the IFB, the Specifications/Price Sheet, any City-approved Purchase Orders, invoices and the Vendor's response to the IFB, the documents shall govern in the order listed herein. Notwithstanding the foregoing, and in conformity with Section 2.1 above, unauthorized exceptions, conditions, limitations or provisions in conflict with the terms of this Contract (collectively, the "Unauthorized Conditions"), other than the City's project-specific quantities, configurations or delivery dates, are expressly declared void and shall be of no force and effect. Acceptance by the City of any invoice containing any such Unauthorized Conditions or failure to demand full compliance with the terms and conditions set forth in this Contract shall not alter or relieve Vendor from, nor be construed or deemed a waiver of, its requirements and obligations in the performance of this Contract. If the Contract is renewed pursuant to Subsection 3.1(B) above and such renewal includes any conflicting terms, other than price, those terms will be null and void.

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- n. **Non-Exclusive Contract.** This Contract is entered into with the understanding and contract that it is for the sole convenience of the City of Lee's Summit. The City reserves the right to obtain like goods and Services from another source when necessary.
- o. **Cooperative Purchasing.** The Vendor by submitting a bid acknowledges that other Public Agencies may use this contract (Piggyback) under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being proposed in this bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract PiggyBacks on a case-by-case basis. Before a Public Agency is allowed to PiggyBack any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot PiggyBack. The City assumes no responsibility for payment, performance or any liability or obligation associated with any cooperative procurement under this Agreement. The City shall not be responsible for any disputes arising out of transactions made by others.
- p. **Signatory Authority.** Each person signing this Contract represents that such person has the requisite authority to execute this Contract on behalf of the entity the person represents and that all necessary formalities have been met.
- q. **E-Signature and Counterparts.** The Parties agree that this Contract may be signed in two or more counterparts and/or signed electronically, and all such counterparts together shall constitute one and the same contract; such signatures shall bind the signing party in the same manner as if a handwritten signature had been delivered.
- r. **Time of the Essence.** Time is of the essence in this Contract. Unless otherwise specifically provided, any consent to delay in Vendor's performance of its obligation is applicable only to the particular transaction to which it relates, and is not applicable to any other obligation or transaction.
- s. **Work Authorization/E-verify.** Pursuant to § 285.530, RSMo. if Contract exceeds five thousand dollars (\$5,000.00), Vendor warrants and affirms to the City that (i) Vendor is enrolled and participates in a federal work authorization program with respect to the employees working in connection with the contracted services and (ii) Vendor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Vendor shall swear to and sign an affidavit declaring such affirmation, and provide the City with supporting documentation of its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Contract. The required documentation must be from the federal work authorization program provider (e.g. the electronic signature page from the E-Verify program's Memorandum of Understanding); a letter from Vendor reciting compliance is not sufficient.
- t. **Prevailing Wages.** Pursuant to § 290.230.5, RSMo. if this Contract, or a project of which this Contract is a part, exceeds seventy-five thousand dollars (\$75,000.00) and involves construction of public works, Vendor shall pay all its workers the applicable prevailing hourly rate of wages for work of a similar character in Lee's Summit. If there is a dispute whether this Contract is subject to prevailing wages as required by §§ 290.210, et. seq., RSMo. the City's determination shall control.
- u. **Force Majeure.** The Parties shall be excused from performance during the time and to the extent that they are prevented from obtaining, delivering, or performing for reasons beyond the Parties' reasonable control, including without limitation, by act of God, public health emergency, natural disaster fire, strike, loss or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, and any other events or circumstances beyond the reasonable control of the party, when satisfactory evidence is presented to the City, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the Party not performing.



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**EXHIBIT A**  
**SPECIFICATIONS**

1. Scope. The City of Lee's Summit will accept bids from qualified persons or firms for the provision of tree trimming and removal services for multiple City Departments, on an as needed basis, as a yearly Contract. If awarded, a yearly Contract will be established with annual renewal options.
2. Specifications.
  - 2.1 Trimming and Removal of Trees:
    - 2.1.1 Trimming and removal of trees as needed.
    - 2.1.2 Hazardous tree evaluation as needed.
    - 2.1.3 The Contractor shall inspect each call for service and provide a Work Order Cost Estimate (see section 2.10.4) which will clearly state the number of hours and manpower that will be used for each requested project. Said project shall be approved in advance by the applicable City Project Manager prior to the commencement of the work.
  - 2.2 Standards of Workmanship for Trimming and Removal. All trimming shall be done according to standards adopted by the International Society of Arboriculture. The use of climbing spurs or spike shoes in the act of trimming trees is prohibited. The International Society of Arboriculture-approved pruning techniques, including normal drop-crotch pruning, to be utilized by the vendor. No topping, de-horning or other severe pruning practices will be allowed.
  - 2.3 Maintenance of Traffic and Business Access. The Contractor will supply, install and maintain necessary traffic control devices required to maintain traffic. These devices include, but are not limited to, advance construction warning signs, barricades, flagmen, and other traffic control devices. All such devices shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways," 1987 edition and its most current revisions. Any request for changes in the required devices or methods of maintaining traffic should be submitted in writing to the Project Manager or Department Supervisor within a minimum of 72 hours prior to the time the Contractor wishes to make the change.
    - 2.3.1 The City shall make inspections of the traffic control devices installed as part of this contract and maintain an accurate record of any maintenance required or changes necessary.
    - 2.3.2 The bidder shall detail, in this bid under Additional Information, the method by which the maintenance of required traffic control and the devices to be used shall be accomplished during the working and non-working hours. The Contractor shall assign a specific person to be responsible for the installation and maintenance of traffic control devices and when the devices are no longer needed, immediate removal shall take place.
    - 2.3.3 Unless the tree work area is totally barricaded or otherwise kept safe while trimming or removing trees, at least one (1) responsible member of the crew shall serve to coordinate safe operations and act as a flagman on the ground at all times when work operations are in progress.
  - 2.4 Cleanup and Disposal of Debris. Cleanup of branches, logs or any other debris resulting from any tree trimming or removing shall be promptly and properly accomplished. The work area shall be kept safe at all times until the cleanup operation is completed. Under no condition shall the accumulation of brush, branches, logs or other debris be allowed upon a public property in such a manner as to result in a public hazard. All cleanup and disposal of debris shall be the responsibility of the Contractor.
  - 2.5 Under no condition shall it be considered proper to leave any severed or partially cut branches in the upper portion of any tree being worked on after the workers leave the scene of the operation.

- 2.6 Whenever large tree sections are being cut in a treetop that may endanger the public or property, such sections shall be secured by ropes and lowered safely in a controlled manner.
- 2.7 The Contractor shall have an ISA (International Society of Arboriculture) Certified Arborist in good standing on staff and available during regular business hours. This will help the City ensure that technicians have a thorough knowledge and skill in tree care practices having obtained said designation via passage of a professionally developed exam. These qualifications will allow the City the opportunity to make an informed selection of services based on the expertise and credentials represented by ISA standards. The City has selected the ISA Certification based on the up to date Program that utilizes new, updated examinations of which are created on a regular basis, allowing the City to ensure professionalism, experience & proper training.
- 2.8 Equipment. The following equipment shall be available for utilization on approved projects. Additional equipment may be supplied and used by the Contractor, but this shall not change the hourly rate quoted in this contract. The Contractor **MUST** have trucks and equipment in good operating condition, not leaking fluids, and able to have back-up equipment to complete jobs in a timely manner. **NOTE:** Having access to the equipment identified below is a requirement of this bid.
- One (1) bucket truck with a 55-foot or longer boom.
  - One (1) box truck or one (1) claw truck.
  - One (1) power-trim saw (chain saw) or one (1) power-pole saw either gas, hydraulic, or pneumatic.
  - One (1) each manual pole pruner (rope operated) and manual pole pruning saw, each with at least a six (6)-foot pole.
  - One (1) climbing rope and saddle.
  - Sufficient safety cones and signs to provide reasonable warning to vehicle traffic.
  - One(1) chipper truck
  - One (1) Dumptruck
  - One (1) Chipper tow behind
  - One (1) Stump grinder
- 2.9 Response time criteria.
- 2.9.1 Under this contract, it is required that the Contractor be available for emergency service 7 days a week, 24 hours a day. For non-emergency service, the Contractor shall be available 5 days a week, 8 hours a day.
- 2.9.2 Some work under this contract may be of an emergency nature. The Contractor shall provide a single twenty-four (24) hour telephone number to assure prompt response to calls from the City as needed. The method of notification and the assignment of a technician to the call shall be the contractor's responsibility.
- 2.9.3 It shall be the City's responsibility, upon placing a call for service, to designate an emergency or non-emergency situation.
- 2.9.4 The Contractor shall verbally confirm to the initial request for emergency service within one (1) hour of notification and shall have qualified personnel on the job site within three (3) hours of the original notification.
- 2.9.5 Failure to meet the above requirements may result in the City contacting another vendor and requesting the work be performed by them. In this circumstance, the Contractor shall not be entitled to any payment or damages and shall pay the City for any additional costs incurred. Failure to respond or report to the job site within the agreement time frame, may be construed as a breach of this agreement, and at the City's discretion, this contract may be terminated upon written notice by the City.
- 2.9.6 Requests for non-emergency service shall have a response time within forty-eight (48) hours from notification. The City reserves the right to schedule times and dates for non-emergency service to be performed under this contract.



**2.10 Post award information.**

- 2.10.1 The City reserves the right to bid any project for what is determined to be in the best interest of the City.
- 2.10.2 The Contractor will be contacted for services as required by the applicable Project Manager or their designee. Contractor shall not perform work for any department without prior approval by the Project Manager or designee.
- 2.10.3 Hourly charges are to begin when the Contractor's crew arrives at job site or reports to the Project Manager or his designee, whichever is requested by the City. The Contractor shall NOT commence any work until he has notified the proper City personnel of his arrival. The Contractor will not be allowed travel time. Please build into your quoted hourly rate the amount you feel necessary to cover travel time, trip charges or mileage. The City shall not be responsible for payment to Contractor for any briefings or meetings held between the City and the Contractor, as these meetings are to the mutual benefit of both parties.
- 2.10.4 Prior to commencing any work, the Contractor shall provide a Work Order Cost Estimate. The estimate shall clearly state the number of hours and manpower that will be used for the project. If for some reason extra hours are needed, the hours shall be approved in advance by the Project Manager or designee. The estimate shall be reviewed and approved by the Project Manager or designee prior to the commencement of any work. Estimates shall include all equipment necessary to complete the job at no additional cost to the City.
- 2.10.5 The Contractor shall coordinate the time and date of the service call with the applicable Project Manager and it will be the Supervisor's responsibility to monitor the Contractor's time on site.
- 2.10.6 Prior to departure from the work site, the Contractor may be requested to provide the City Supervisor with a two part Service Call Receipt for the services rendered which shall include but not limited to the date, start time, finish time, number of crew utilized for the service call. The Contractor Supervisor or designee shall sign the receipt and a copy shall be provided to the applicable Project Manager.
- 2.10.7 The Contractor will provide the Project Manager a signed copy of the Service Call Receipt attached to the invoice which references the Purchase Order issued for services rendered.
- 2.10.8 All work shall be performed and all complaints handled with due regard to the City public relations. The Contractor shall utilize competent employees in performing the work. At the request of the City, the Contractor shall replace any incompetent, unfaithful, abusive or disorderly person in his or her employ. The City and the Contractor shall each be promptly notified by the other of any complaints received.
- 2.10.9 The Contractor shall be responsible for providing, maintaining and transporting all necessary and customary equipment, tools and fuel needed to fulfill the contract. In no event shall the City be responsible for any damages to any of the Contractor's equipment or clothing either lost, damaged, destroyed or stolen.
- 2.10.10 Proper safety precautions shall be used at all times and shall remain the Contractor's responsibility. The Contractor shall be equipped to enter confined spaces and hazardous atmospheres meeting all Occupational Safety and Health Administration (OSHA) criteria. ANSI (American National Standard Institute) A300 standards shall apply with general supervision by Department supervisory staff.
- 2.10.11 The Contractor shall provide protective equipment and use all reasonable methods necessary to assure both the safety of their employees and the general public in the performance of this agreement.

**2.11 Invoices and payment.**

- 2.11.1 The Contractor shall submit, on a timely basis, an itemized detailed statement of services rendered, including:
    - 2.11.1.1 Name of City personnel authorizing the work,
    - 2.11.1.2 The number of hours, manpower and rates spent on each job.,
    - 2.11.1.3 The purchase order number, if applicable, shall be designated on all invoices.
    - 2.11.1.4 Payrolls and Affidavits IF Prevailing Wage work is done (provided WITH invoices).
    - 2.11.1.5 The Contractor shall keep complete records of all work performed under the contract.
- Work covered under this contract shall be invoiced separately from any other work and/or purchases by the City. Requests for payment shall be submitted by job.

3. Pricing. Bidders should complete every space in the table below. When trees are removed as site preparation for a construction project is estimated at \$75,000 or more OR trees trimmed for power lines where the project estimate is over \$75,000, Prevailing Wage will apply. All other work prevailing wage will NOT apply.

**NOTE 1:** All work in this Contract must have a Work Order Cost estimate from the Contractor which clearly states the number of hours, AND manpower that will be used for the project. If for some reason extra hours are needed, the hours shall be approved in advance by the Project Manager or designee. All below hourly rates below shall include all equipment needed to perform the work.

**NOTE 2:** In the event that the Grand Total Pricing on 3.14 is miscalculated, line item pricing shall prevail.

**Prevailing Wage Order No. 29 shall be utilized for Year 1 contract term. Upon a renewal, the Contractor shall honor the current Prevailing Wage Order for that renewal term.**

	Hourly Rate for Work UNDER \$75k (Non-Prevailing Wage)	Hourly Rate for Work OVER \$75k (Prevailing Wage)
3.1 Hourly rate for regular service— <i>Working Foreperson</i>	\$ 78	\$ 88
3.2 Hourly rate for regular service— <i>Tree Trimmer</i>	\$ 78	\$ 88
3.3 Hourly rate for regular service— <i>Groundsman</i>	\$ 78	\$ 88
3.4 Hourly rate for after hour service, <i>Working Foreperson</i> , if required	\$ 78	\$ 88
3.5 Hourly rate for after hour service, <i>Tree Trimmer</i> , if required	\$ 78	\$ 88
3.6 Hourly rate for after hour service, <i>Groundsman</i> , if required	\$ 78	\$ 88
3.7 Hourly rate for weekends or holidays, <i>Working Foreperson</i> , if required	\$ 88	\$ 98
3.8 Hourly rate for weekends or holidays, <i>Tree Trimmer</i> , if required	\$ 88	\$ 98
3.9 Hourly rate for weekends or holidays, <i>Groundsman</i> , if required	\$ 88	\$ 98
3.10 Hourly rate for emergency service, <i>Working Foreperson</i> , if required	\$ 98	\$ 98
3.11 Hourly rate for emergency service, <i>Tree Trimmer</i> , if required	\$ 98	\$ 98
3.12 Hourly rate for emergency service, <i>Groundsman</i> , if required	\$ 98	\$ 98
3.13 Hourly rate for <i>Certified Arborist</i> , if required	\$ 78	\$ 78
3.14 GRAND TOTAL (Sum of 3.1-3.13)	\$ 1104	\$ 1194



HOURS OF SERVICE/CONTACT INFO/ ADDITIONAL INFORMATION	
3.15 State hours Normal service is available	<u>8</u> a.m. to <u>5</u> p.m., <u>5</u> days per week
3.16 State telephone number and contact person for Normal service calls:	Name: Greg Gathers Telephone Number: 785-478-9805  Email Address: 6021 SW 29th St. PMB #130 Topeka, KS 66614
3.17 State hours Emergency service is available:	<u>5</u> <sup>PM</sup> to <u>8</u> <sup>A</sup> a.m., <u>5</u> days per week <u>8</u> a.m. to <u>7:59</u> p.m., <u>2</u> days per week
3.18 State telephone number and contact person for Emergency service calls:	Name: Jack Cohagen  Telephone Number: 785-764-5049
3.19 City standard payment terms are Net 30 after receipt of invoice and certified payroll, if applicable. State any discounts offered on payment terms:	
3.20 On occasion the Using Department(s) may need work for service not specifically identified above. May they contact your Company for an estimate for a service your Company offers if it is not specifically identified above?	<input checked="" type="radio"/> YES <input type="radio"/> NO
3.21 If Yes to Above Question 3.20, please indicate any discount offered off of such service to be quoted:	<u>0</u> % discount off Service, if applicable
3.22 As per Section 2.3.2 please identify below the method by which the maintenance of required traffic control and the devices to be used shall be accomplished during the working and non-working hours:	
3.23 Does your company have an ISA Certified Arborist in good standing on staff as required per Section 2.7?	<input checked="" type="radio"/> YES <input type="radio"/> NO

**NOTE:** A current copy of the ISA Certified Arborist certification must be submitted prior to the award and issuance of a contract.



## LIST OF MACHINERY AND EQUIPMENT

[illegible]

    X     YES                                 NO

Exhibit B  
Page 1



EXHIBIT C

LICENSE/DBE/WBE STATUS/SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE

1. Provide copies of Professional Licenses/Certificates as required by the Specifications in Exhibit A
2. Has your firm been certified by any jurisdiction in Missouri as a minority or woman owned business enterprise? Yes  
\_\_\_\_ No X

If yes, please provide details and documentation of the certification.

3. Has your firm been certified by the State of Missouri, pursuant to Section 34.074, RSMo, as a Missouri Service  
Disabled Veteran Business Enterprise? Yes \_\_\_\_ No X

If yes, please provide documentation of the certification.

**EXHIBIT D**  
**REFERENCES & PERSONNEL**

Provide the following information for three clients for whom Bidder has provided Services of similar size and scope within the past 36 months. *These references will be checked.* Please ensure all information is accurate and current. Failure to provide three accurate and suitable references may result in disqualification.

How many years has your firm been in business? <u>24</u>			
List references showing contracts, held by your company, providing the same services for other municipalities or private companies. Attach a separate sheet of paper, if needed.			
Company Name & Address	Contact Name, Phone No., Email	Date of Job:	Describe In Detail The Services Your Company Provided:
North Kansas City 2010 Howell Street North Kansas City, MO 64110	Duane Marusarz dmarusarz@nkc.org 816-206-2955	Ongoing	Tree Removal and Trimming
City of Lawrence PO Box 708 Lawrence, KS 66044	Tyler Fike 785-832-7970 tfike@lawrenceks.org	On Call	Tree Removal and Trimming
Evergy Kansas Central 1200 Main Street Kansas City, MO 64105	Darrin Meseke 785-456-3193 darrin.meseke@evergy.com	2023	Tree Removal and Trimming
City of Lincoln 3131 O St., Ste. 300 Lincoln, NE 68510	Chris Myers 402-441-6051 cmyers@lincoln.ne.gov	Ongoing	Tree Removal and Trimming

Bidders are REQUIRED to provide the information below in FULL DETAIL. Indicate person who will be supervising project and years of experience in similar work.

Name: <u>Jack Cohagen</u> # of Years: <u>12</u>		
Type of Experience: <u>Certified Arborist</u>		
Complete the following for employees that would be working on this project. List any previous work directly relating to the specific requirements and specifications of this bid that were provided to other municipalities or private companies in the last three years. Attach a separate sheet of paper if needed.		
Employee Names	Qualifications	Experience/Training
Shawn Worden	CDL	10+ Years
Drew Thacker	Tree Climber/Trimmer	10+ Years
Markese Meadows	Tree Climber/Trimmer	6+ Years
Randy Snodgrass	CDL	10+ Years
Reynaldo Martinez	Certified Arborist	10+ Years
Jeffery Hunter	Equipment Operator	6+ Years