



RAYMORE PARKS AND RECREATION BOARD

AGENDA

Tuesday, March 26, 2019

**7:00PM - City Hall
100 Municipal Circle
Raymore, Missouri 64083**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Personal Appearances - None**
- 5. Consent Agenda.**
The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.
 - A. Park Board Minutes January 22, 2019
- 6. Staff Reports**
Recreation Superintendent
Parks Superintendent
Parks & Recreation Director
- 7. Unfinished Business - None**
- 8. New Business**
 - A. Screen Print Presentation Item

The Department manages the Screen Printing and Embroidery Services Contract for the City. The contract was open for bidding in January, staff will present the bid results and their recommendation to the City Council.
 - B. Vending Service Presentation Item

Staff manages the Beverage Vending Contract for the City. Staff will present the extension recommendation of the contract services to City Council.

C. Budget Amendment

Action Item

A request to amend the Capital Fund with a transfer of funding from the Parks Master Plan project to the T.B. Hanna Improvements Project.

D. Capital Improvement Plan

Action Item

Staff is requesting approval of the proposed 5 year Capital Improvement Plan.

9. Public Comment

10. Board Member Comment

11. Adjournment

Items provided under "Miscellaneous" in the Park Board Packet:

- *February 12 - Work Session Notes*
- *March 12 - Work Session Notes*
- *Status of Capital Improvements*
(Provided to the Council the 1st meeting of each month)
- *Financials - As of February 28, 2019*

EXECUTIVE SESSION (CLOSED MEETING)

The Parks and Recreation Board may enter into an executive session before or during this meeting, if such action is approved by a majority of the Board present, with a quorum, to discuss:

- litigation matters as authorized by § 610.021 (1) RSMO,
- real estate acquisition matters as authorized by § 610.021 (2),
- personnel matters as authorized by § 610.021 (3), or
- other matters as authorized by § 610.021 (4-21) as may be applicable.

Any person requiring special accommodation (i.e., qualified interpreter, large print, hearing assistance) in order to attend this meeting please notify this Office at (816) 331-0488 no later than forty-eight (48) hours prior to the scheduled commencement of the meeting.

THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION TUESDAY, JANUARY 22, 2019, IN THE CITY HALL COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.

MEMBERS PRESENT: Chairman Trautman; Members Bartow, Cipolla, Heath, Houdyshell, Seimears and Supple. Members Eastwood and Harris are absent.

STAFF PRESENT: Director Musteen, Superintendent McLain, Superintendent Rulo and Office Assistant Naab. Also present Attorney Johnathan Zerr.

1. Call to Order: Chairman Trautman called the meeting to order at 7:00pm.

2. Roll Call

3. Pledge of Allegiance

4. Personal Appearances

5. Consent Agenda

The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.

A. Park Board Minutes

November 27, 2018

Motion: Member Heath moved to accept the Park Board minutes of November 27, 2018.
Member Cipolla seconded.

Discussion:

Vote:	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
	1 Abstain	Member Harris	Absent
		Member Heath	Aye
		Member Houdyshell	Abstain
		Member Seimears	Aye
		Member Supple	Aye
		Member Trautman	Aye

6. Staff Reports

Recreation Superintendent McLain highlighted his written report. Coordinator Brennon had multiple scheduling meetings for the basketball program and is gearing up for the competitive soccer season with a meeting with the KC Metro soccer league. Both Coordinators attended a Kansas City area Programmers Meeting in Fairview, Kansas. Coordinator Brennon, Coordinator VanKeulen and Superintendent McLain interviewed a potential intern for this summer. A meeting was held with the Tournament Directors of Grand Slam, MSP, USSSA and KC Sports to line up spring and summer tournaments for 2019. Bridge Club averages 8 participants and has had up to 11. The RAC had

over Christmas break, youth basketball practices for rec team. Studio Plus used the gym for practice before a competition and a Boy Scout pack used the gym for a Pine Car Derby race. The Ray-Pec Panthers are using the gym for practices. The Valentines Ball (Daddy Daughter) is February 8. The Spring Craft show is sold out for vendors.

Member Houdyshell asked "Adult sports winter programs? Were there any?" Superintendent McLain replied "Volleyball, where we had one coed team register and another waiting to see if the league was going to go. Have pushed that back to offer in the Spring. Basketball has some interest but not enough for a league. Member Houdyshell asked "Do you think it is a lack of advertising?" Superintendent McLain replied, "It could be the time of the year with the holidays."

Member Houdyshell said "Futsal has increased, why?" Superintendent McLain replied "Instructors have built a very solid base of players, and the advertising of Raymore United competitive soccer and coaches spreading the word."

Parks Superintendent Rulo highlighted his written report. The Christmas tree has gone to storage. Staff has been working the snow events with Public Works.

Member Houdyshell asked "You are building deer props?" Superintendent Rulo replied "We are making new deer for the Christmas tree display. The current ones are cracking."

Parks & Recreation Director Musteen highlighted his written reports. Director Musteen introduced staff member Haley Rhule. Haley was a seasonal and has transitioned into a full time position. Director Musteen acknowledged Gus Boos and Steve Rulo for their Certified Playground Safety Inspector certification. They both passed and we are pleased to have 2 on staff.

7. Old Business - None

8. New Business

A. Park House Demo

Action Item

Staff requests to enter a contract with Tasco LLC for the demolition of the Park House facility at 909 South Madison.

Motion: Member Heath moved to accept the bid with Tasco LLC for the demolition of the Park House Facility.

Member Cipolla seconded.

Discussion:

Vote:	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
		Member Harris	Absent
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Seimears	Aye
		Member Supple	Aye
		Member Trautman	Aye

B. Recreation Park Ballfield Lights

Action Item

Staff requests to enter a contract with Brandy Electric Inc. for the installation of lights on fields #1 and #2 at the Recreation Park Baseball/Softball complex.

Motion: Member Heath moved to accept the contract with Brandy Electric Inc for ball field lights on fields #1 and #2.

Member Cipolla seconded.

Discussion:

Vote:	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
		Member Harris	Absent
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Seimears	Aye
		Member Supple	Aye
		Member Trautman	Aye

C. Recreation Park Pond Rehabilitation Project

Action Item

Staff requests to enter a contract with Rockn' Excavating, LLC. for the rehabilitation of the Recreation Park Pond and stormwater inlets.

Member Cipolla asked "Will there be baffles for the silt removal like at Silver Lake?" Director Musteen replied, "No most of the soil will be replaced back into the pond."

Member Cipolla asked "How long will it take?" Director Musteen replied, "It is a 90 day contract."

Motion: Member Houdyshell moved to enter into a contract with Rock N" Excavating LLC.

Member Seimears seconded.

Discussion:

Vote:	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
		Member Harris	Absent
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Seimears	Aye
		Member Supple	Aye
		Member Trautman	Aye

D. Contract Amendment - CFS Engineers

Action Item

Staff requests an amendment to the design and consulting contract with CFS Engineers for improvements at T.B. Hanna Station.

Motion: Member Houdyshell moved to amend the design contract.

Member Seimears seconded.

Discussion:

Vote:	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
		Member Harris	Absent
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Seimears	Aye
		Member Supple	Aye
		Member Trautman	Aye

9. Public Comment

10. Board Member Comment

Member Houdyshell offered congratulations to Superintendent Rulo and Staff Member Boos on their playground certification and welcomed Staff Member Rhule.

Member Seimears offered congratulations to Superintendent Rulo and Staff Member Boos on their playground certification and welcome to Staff Member Rhule.

Member Heath welcome and congratulations to all.

Chairman Trautman states that the benches at Recreation Park are awesome. The work at Hawk Ridge is amazing! Thanks to the City Council for listening and helping with the Park Board. Thanks to staff for working with prowlers using the RAC. Welcome to Staff Member Rhule and way to go to Staff Member Boos.

11. Adjournment

Motion: Member Houdyshell moved to adjourn the regular meeting.
Member Cipolla seconded.

Discussion: None

Vote:	7 Aye	Member Bartow	Aye
	0 Nay	Member Cipolla	Aye
	2 Absent	Member Eastwood	Absent
		Member Harris	Absent
		Member Heath	Aye
		Member Houdyshell	Aye
		Member Seimears	Aye
		Member Supple	Aye
		Member Trautman	Aye

The regular meeting of the Raymore Park Board adjourned at 7:27 pm.

Respectfully submitted,
Greta Naab
Office Assistant

STAFF REPORT

To: Park Board
From: John McLain, CPRP/AFO
Recreation Superintendent
Date: February/March 2019
Subject: Recreation Report

Administrative Operations

- Staff booked rentals and scheduled part time staff for Centerview, both internal and paid.
- Provided customer service via the phone, email, and walk ups.
- Staff gave Centerview tours and rental quotes to interested parties.
- Staff worked with renters to finalize their events: wedding, holiday parties, trainings, celebration of life, and baby showers.
- Staff continued working with I.T. and Rec Trac to hook up new computers and WiFi at Concession Stands.
- Staff worked on booking trainings for department staff.
- Staff worked on entering United teams in registration system for rosters and player cards.
- Staff worked on updates to Centerview alcohol permit requiring more information needed prior to rentals.
- Staff updated fees in Rec Trac as approved in the schedule of fees.
- Staff began taking registration for Spring and Summer programs.
- Staff set up/ran/tore down Father Daughter Dance, Fit Moms, Craft Show, and Food Truck program and events.
- Staff moved Summer Camp materials to RAC from Park House
- Staff supervised RAC
- Staff sought out Event/Sports Sponsorships
- Staff organized Summer Camp Staff Training Materials
- Staff distributed Easter Eggs to be Filled

Meetings/Trainings Attended

- Athletic Coordinator Brennon
 - February 12 - South Metro Sports Coordinators meeting
 - February 13 - Kansas City Metro League Bracketing
 - February 21 - South Metro Recreational Soccer Bracketing/Scheduling
 - February 28 - Recreational Soccer Coaches Meeting
 - March 6 - Recreational Soccer game scheduling meeting
 - March 12 - South Metro Sports Coordinators meeting
 - March 12 - Recreational Volleyball game scheduling meeting
- Recreation Coordinator VanKeulen
 - February 1 - Met with Communication Specialist Harmer about Macaroni Kid Expo.
 - February 5 - Met with Karate Instructor about upcoming classes
 - February 14 - Traveled to businesses around town in search of sponsorships

- February 20 - Farmers Market Meeting with Director Musteen, Superintendent Rulo and Superintendent McLain.
- February 23 - Farmers Market Managers Training
- February 26-March 1 - MPRA Conference
- March 12 - Overland Park Inflatable Open House
- March 19 - Summer Camp Counselor Interviews
- March 25 - Farmers Market Vendor Meeting
- March 28 - Easter Festival Planning Meeting
- Recreation Superintendent McLain
 - February 1 - T.B. Hanna Design Team
 - February 4 - Splash Pad Conference call
 - February 5, 12 & 19 - One on one with Coordinator VanKeulen
 - February 5, 19 & 26 - One on one with Coordinator Brennon
 - February 6 - Ethan Holman college signing
 - February 7 - Interview for Recreation Attendant
 - February 8 - South Metro Sports Group Administration
 - February 12 - Park Board Visioning Session
 - February 14 - HRP Playground Committee
 - February 14 - Screen Printing Bid Opening
 - February 20 - Farmers Market staff meeting
 - February 21 - Marketing meeting with Communications Specialist Harmer
 - February 26 - City Management Team meeting
 - February 26 - One on one with Office Assistant Naab
 - February 27 - MPRA Conference and T.B. Hanna Design Team Meeting
 - March 5 & 26 - One on one with Coordinator VanKeulen
 - March 5 & 26 - One on one with Coordinator Brennon
 - March 5 & 26 - One on one with Office Assistant Naab
 - March 7 & 28 - Marketing meeting with Communications Specialist Harmer
 - March 10 - 15 - NRPA Revenue Development and Management School
 - March 25 - Farmers Market Vendor meeting

Programs

- Bridge Club
- Karate began February 13 with a total of 33 participants between 3 classes.
- Fit Moms began on February 6 with 7 Moms.
- Senior Seated Strengthen and Stretch started at the RAC on February 26.
- Aging Mastery Program scheduled to start March 26

Rentals/Events/Concessions

- Rentals/Usage
 - Ball Fields
 - N/A
 - Centerview
 - Rental Usage
 - 37 paid rental bookings
 - Program Usage
 - 22 time slots
 - Special Events
 - 1

- City Internal Usage
 - 24 bookings
- RAC
 - Youth Basketball games
 - Youth Basketball practices
 - Youth Volleyball practices
 - Spring Craft Show
 - Ray-Pec Prowlers practices
 - Tiny Basketball
 - Kindergarten Basketball
 - Birthday Party rentals
 - Futsal
 - Fitness Classes
 - Spring Break Camp
- Events
 - Held during the Month
 - February 8 - Father-Daughter Valentine's Ball
 - March 9 - Spring Craft Show
 - March 22 - Friday Food Fest
 - Upcoming
 - April 6 - Touch A Truck
 - April 20 - Easter Festival
- Concessions
 - Scheduled staff to operate concessions for Raymore Activity Center.
 - Concession Stand at Raymore Activity Center is operational for weekend and weeknight basketball games.

Sports (Adult)

- Adult Volleyball
 - Spring season is open for registration, Coed and Womens.
 - Scheduled to start April 1.
- Adult Softball
 - Registration for Coed and Mens league is currently open.
 - Scheduled to start April 28.
- Adult Basketball
 - Registration is open for spring league
 - Scheduled to start April 2.

Sports (Youth)

- Winter
 - Tiny Sports
 - Basketball
 - Last session of tiny basketball took place on February 16 at Raymore Activity Center.
 - Basketball
 - Basketball games were played at the South Middle School and Raymore Activity Center.
 - Final weekend March 9.

- Kindergarten basketball held at Raymore Activity Center. Final session March 16.
- Open play Futsal
 - Futsal registrations are open through the entire Futsal session.
 - Futsal winter session is currently in session with a final session scheduled for March 1.
- Spring
 - Tiny Sports
 - Soccer
 - Tiny Soccer registration is open.
 - First sessions scheduled Thursday March 21 and Saturday March 23.
 - Tee Ball
 - Tiny Tee ball registration is open.
 - Soccer
 - 270 registered participants for recreational soccer.
 - Practices began March 4 pending weather and games scheduled March 23.
 - Raymore United
 - 11 Raymore United soccer teams for spring season.
 - 9 teams playing in Heartland League.
 - 2 teams playing in Kansas City Metro League.
 - Volleyball
 - Volleyball registration deadline February 22.
 - Current Registration numbers at 102.
 - Baseball/Softball
 - Baseball/Softball registration is open.
 - Futsal
 - Spring session started March 15 and ends May 3.
 - 10 total participants registered.

STAFF REPORT

To: Park Board
From: Steve Rulo
Parks Superintendent
Date: March 26, 2019
Subject: Parks and Maintenance Report

Park Operations

- Staff has contacted the utility companies for the house and they have all been shut down.
- The has completed as much demolition of the Station House that they can do.
- Staff has prepared the soccer fields for the season to begin March 23
- Staff helped out with the snow event.
- Staff has opened up the restrooms at soccer and Memorial Park. The others should be opened by April 1.
- Staff is making sure everything is out of the house for demolition.
- Staff has revamped the pitching mounds in house in an effort to save some money.
- We have received our mowers and equipment back from getting winterized.
- Superintendent Rulo met with STRATA engineers and architects to look over the Station House.
- Staff will be starting on preparing the baseball complex for a tournament scheduled for April 6.
- The new bollard lights are in for the RAC, should be up next week.
- Staff had an issue with the electrical panel at the maintenance shop, it has been replaced.

MONTHLY REPORT

March 2019

HIGHLIGHTS

- Parks and Recreation Director Nathan Musteen and staff members Steve Rulo, John McLain and Katie VanKeulen attended the 60th Annual Missouri Parks and Recreation Association Conference and Exhibit Hall at the Branson Convention Center.
- Athletic Coordinator Todd Brennon held a coaches meeting for the spring recreation soccer season.
- Parks maintenance staff worked several winter weather events
- Park maintenance staff prepared and serviced equipment in preparation for the spring mowing season.
- Recreation Coordinator Katie VanKeulen prepared and held the 1st Spring Craft Show on March 9 at the RAC. Over forty vendors participated in the event with an estimated 500 patrons attending the event.
- Park maintenance staff repaired field equipment and began preparing athletic fields for the upcoming soccer and baseball/softball seasons.
- Park maintenance staff worked on the post office building at T.B. Hanna Station in preparation for the upcoming restoration project.
- The 2019 youth basketball league ended on March 9th.
- The recreation soccer practices began in early March. Athletic Coordinator Todd Brennon participated in the South Metro Sports soccer scheduling meeting, games are set to begin March 23.
- The youth volleyball coaches meeting was held March 7, practices began March 11 and games are scheduled to begin April 6..
- Director Nathan Musteen attended the South Metro Parks & Recreation Directors meeting.



- Recreation Superintendent John McLain attended the National Parks and Recreation Revenue Management School.
- Athletic Coordinator Todd Brennon participated in the volleyball and soccer scheduling meeting of the South Metro Sports Group. The meeting was held at Centerview on March 12.
- Recreation Coordinator Katie VanKeulen began stuffing Easter Eggs in preparation for the upcoming Easter Festival on April 20. Over 15,000 eggs will be stuffed with candy and prizes.
- Recreation Coordinator Katie VanKeulen held the Spring Break Camp at the RAC. Twenty-one kids registered for the camp
- Parks Maintenance installed nets and set goals in place on the soccer fields in preparation of opening day on March 23.
- Parks and Recreation Director Nathan Musteen worked on the Christopher and Dana Reeve Foundation Grant.
- Parks and Recreation Director Nathan Musteen and Parks Superintendent Steve Rulo worked with CFS Engineers to finalize scope of work for improvements at T.B. Hanna Station.
- Park restrooms at Memorial Park and the Soccer Concession stand were prepped and opened for the soccer season.
- Recreation staff prepared for the summer program guide scheduled for distribution in May.

CENTERVIEW

- Wedding
- Memorial Service
- Bible Study
- HOA Meetings
- Hope Haven Breakfast
- Garden Club
- Tri-County Art League Meeting
- Book Club Meeting
- Chamber Of Commerce Luncheon
- Police Training
- Cass County Democratic Party Meeting
- Family Art Day

RAC - Raymore Activity Center

- Birthday Partys (2)
- Sport Practices
- Karate classes
- Basketball games
- Yoga class
- Fitness class
- Volleyball practices
- Spring Break Camp

RECREATION PROGRAMS & SPECIAL EVENTS

YOUTH BASEBALL & SOFTBALL LEAGUES



Tee Ball

The Tee Ball League is for boys and girls ages 5 years old by scheduled practice start date or currently in Kindergarten. This program is designed to emphasize fun, participation and teamwork. Girls and boys will be combined. Volunteer coaches are used for this program.

Recreation Baseball/Softball

The Recreation Baseball/Softball Leagues are for boys and girls Grades 1 through 8. This program is designed with an emphasis on fun, participation and teamwork. Participants are guaranteed playing time in the field and at bat. We use volunteer coaches and they are allowed to bring in five kids to their roster. The rest of the roster will be completed by a blind draw by the Parks and Recreation office. Scores are kept during the games and are tracked throughout the season. Each child receives a participation award at the conclusion of the season. This league is part of the South Metro Sports Group so some

divisions may travel to other cities to play games.

DIVISION	FEES
T-Ball Kindergarten Co-Ed	\$65
1st/2nd Grade Girls Coach Pitch	\$85
1st/2nd Grade Boys Machine Pitch	\$85
3rd/4th Grade Girls Player Pitch Softball	\$95
3rd/4th Grade Boys Player Pitch Baseball	\$95
5th/6th & 7th/8th Grade Girls Softball	\$95
5th/6th & 7th/8th Grade Boys Baseball	\$95

Season: April -June

Location: Recreation Park

Register by: Friday, March 29, 5 p.m.

CITY OF RAYMORE'S


FRIDAY FOOD fest

March 22nd 6 to 8:30 p.m. JOIN US AT MEMORIAL PARK



FOOD TRUCKS LIVE MUSIC 6:30-8 P.M. FAMILY FUN


TOUCH A TRUCK



April 6
9 a.m. to 12 p.m.
Recreation Park

Join Raymore Parks & Recreation for a FREE open house of large vehicles and equipment trucks. Get up close and personal with fire trucks, dump trucks, lift trucks, earth movers, motor coaches, and MORE! There will also be give-aways for the kids while supplies last.

Sponsored by
R.L. Hannah & Sons Trucking, Inc.




FREE RAYMORE parks & recreation
UMPIRE TRAINING

Our parks will be hopping all summer long with softball and baseball games. Want to be an umpire? We're offering free training to prepare umpires for the season!

Each session will cover different topics. Topics covered will include mechanics, correct field positioning, how to handle disputes, correct uniform attire and more.

For more information and to apply, contact Athletic Coordinator Todd Brennan at TBrennon@Raymore.com or 816-322-2791.

Applicants must be at least 15 years old.

Indoor training: Tuesday, May 7 and Tuesday May 14 6:30-8 p.m. at Centerview, 227 Municipal Circle	On field training: Thursday May 9 and Thursday May 16 5:30-7 p.m. at Recreation Park, 1011 S. Madison St.
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City of Raymore's Annual

EASTER FESTIVAL

April 20 • Memorial Park
Hunt begins at 10 a.m.
Arrive by 9:45 a.m.

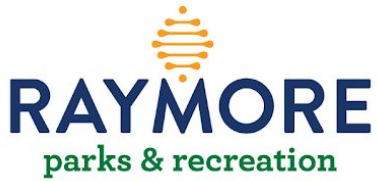
Ages 4th grade & under
(Bring your own basket!)

FREE activities include:

- 15,000 eggs to hunt
- Pictures with the Easter Bunny
- Refreshments
- And more!

Watch for the
Coloring Contest in
the Classroom, in
cooperation with the
Raymore-Peculiar
School District.





Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: Parks and Recreation / Recreation
Submitted By: John McLain
Date: March 26, 2019

<input type="checkbox"/>	Discussion Item	<input type="checkbox"/>	Action Item
<input type="checkbox"/>	Council Recommendation	<input checked="" type="checkbox"/>	Presentation

Title / Issue / Request:

Screen Printing and Embroidery

Background / Justification:

The Parks and Recreation Department manages the Screen Printing and Embroidery Services Contract for the City. This contract represents the Public Works Department and the Parks & Recreation Department.

The current contract cannot be extended as the City enacted the option of the two - one year extensions from the original 2016 contract. The current contract expires at the end of April 2019. In January, the Recreation Staff sent out a Request for Proposal for services that include staff uniforms and league/activity uniforms.

Staff received six proposals with three qualifying as complete bids in all required areas - Of the three qualifying bids staff created a shopping cart of randomly selected items to determine the lowest best bid. Little's Sport Shop of Lee's Summit is the apparent low bid. Staff will be submitting the attached contract recommendation to City Council that Little's Sport Shop be awarded the Screen Printing and Embroidery Contract for the City of Raymore.

Financial Impact:

Contract for Services, N/A



Project Timeline:

- RFP was posted and sent out on 1/22/2019.
- Review of proposals completed by staff 2/26/19
- Apparent lowest best bid recommendation for City Council presented to the Park Board in March
- Request for contract presented to City Council in April
- With approval of contract, implementation May 1

Staff Recommendation:

N/A

Attachments:

Contract



CITY OF RAYMORE
CONTRACT FOR SERVICES

SCREEN PRINTING AND EMBROIDERY

AGREEMENT FOR PROVISION OF THE FOLLOWING SERVICES

Agreement made this 22nd day of April, 2019, between The Liddle Sport Shop, an entity organized and existing under the laws of the State of Missouri, with its principal office located at 100 NE Tudor Road, Lees Summit, MO 64086, hereafter referred to as the **Contractor**, and The City of Raymore, Missouri, a Charter City organized and existing under the laws of the State of Missouri, with its principal office located at 100 Municipal Circle, Raymore, Missouri, hereafter referred to as the **City**.

This contract and applicable attachments represent the entire understanding and agreement between the parties and no oral, implied, alterations or variations to the contract will be binding on the parties, except to the extent that they are in writing and signed by the parties hereto. This contract shall be binding upon the heirs, successors, administrators, executors and assigns of the parties hereto. In the event there are any inconsistencies in the provisions of this contract and those contained in the proposal they will be resolved in accordance with the terms of this contract.

This contract is effective as of May 1, 2019 and coincidental with the City Manager's signature and attestation by the City Clerk and shall remain in effect as described within the attachments.

ARTICLE I
THE WORK

Contractor agrees to perform all work and provide all materials as specified in Request for Proposal 19-005 and the General Terms and Conditions in Appendix B, commonly referred to as Contract Terms and Conditions and according to Contract Agreement set forth here. Contractor agrees to provide all labor, materials, tools, and/or professional services and perform the contracted work in accordance with all specifications, terms and conditions as set forth within the proposal documents, including insurance and termination clauses as needed or required. The work as

specified in Appendix A may commence upon the signing of this contract and scheduling and approval of the City.

ARTICLE II TIME OF COMMENCEMENT AND COMPLETION

Contractor agrees to perform screen printing and embroidery services as prescribed in the RFP document. This contract is for services provided in a one year period beginning May 1, 2019 and ending April 30, 2020. This term shall automatically renew for two additional one-year periods under the same terms and conditions unless one or both parties submit notice as described below to cancel the agreement.

ARTICLE III CONTRACT SUM AND PAYMENT

The City agrees to pay the Contractor for services provided based upon the guaranteed pricing proposed in the Request for Proposal response submitted by the contractor and attached as Appendix A.

ARTICLE IV CONTRACT PAYMENTS

The City agrees to pay the Contractor for the completed work as follows: The Contractor shall provide the City with invoices for services provided. Payment will constitute full and complete payment as per individual invoice and within thirty (30) days of completion and acceptance of Contractor's work. The City will be the sole judge as to the sufficiency of the work performed.

The Contractor agrees that the City may withhold any and all payment for damage or destruction, blatant or otherwise, incurred to the City's property caused by poor performance or defective equipment or materials or personnel employed or utilized by the Contractor. Additionally, it is agreed the Contractor shall also be liable to the City for replacement of materials or services occasioned by such breach.

In the event of the Contractor's failure to perform any of the duties as specified in this contract, attachments, and addendums, or to correct an error within the time stipulated and agreed upon by both parties, the City shall have the right to deduct an amount not to exceed twenty-five (25%) per invoice.

Payment shall be made upon receipt of invoices presented in duplicate as outlined in Appendix A.

Third party payment agreements will not be accepted by the City.

ARTICLE V
INSURANCE REQUIREMENTS

Insurance shall be provided as outlined in the General Terms and Conditions Appendix B to the Contract.

Contractor shall provide workers compensation insurance, as required by local, state and federal authority, to cover himself, employees and/or agents employed at his direction.

The insurance company providing such coverage shall be satisfactory to the City.

Contractor agrees to hold harmless and indemnify the City from any liability for damage, injury or death arising out of the work performance of the contract.

ARTICLE VI
DAMAGES/DELAYS/DEFECTS

The City will not sustain monetary damage if the whole or any part of this contract is delayed through the failure of the Contractor and/or his sureties to perform any part or the whole of this contract. Thus, if at any time the Contractor refuses or neglects to supply sufficiently skilled workmen or proper materials, or fails in any respect to execute the contract, including extras, with the utmost diligence, the City may take steps deemed advisable to promptly secure the necessary materials, equipment, services, etc., by contract or otherwise, to complete whatever portion of the contracted work which is causing delay or is not being performed in a workmanlike manner.

Contractor will promptly repair all damage to public and private property caused by their agents or employees. Should damages not be promptly repaired, the City will authorize the hiring of another Contractor to do the repairs. The original Contractor agrees to promptly pay for the services of any such Contractor hired to do such repairs.

Contractor shall immediately report, to the City, or a duly authorized representative, any accident whatsoever arising out of the performance of this contract, especially those resulting in death, serious injury or property damage. Contractor must provide full details and statements from any witnesses.

ARTICLE VII
RESPONSIBILITIES

The City shall provide all information or services under their control with reasonable promptness and shall designate a representative to render decisions on behalf of the City and on whose actions and approvals the Contractor may rely.

The Contractor's responsibilities and obligations under this agreement are accepted subject to strikes, outside labor troubles (including strikes or labor troubles affecting vendors or suppliers of Contractor), accidents, transportation delays, floods, fires, or other acts of God, and any other causes of like or different character beyond the control of Contractor. Impossibility of performance by reason of any legislative, executive, or judicial act of any governmental authority shall excuse performance of or delay in performance of this agreement. The City and the Contractor shall agree upon such delay or cancellation of performance and execute this agreement in writing.

Contractor agrees to provide all materials and labor necessary to perform and complete the contract as specified.

All materials and supplies will be of a type and quality acceptable to the City, and which will not cause injury to property or persons.

Contractor agrees to obtain and maintain, during the term of this contract, the necessary licenses and permits required by federal, state, county and municipal governments to perform the services as required by this contract. Contractor shall bear the cost of any permits which he is obligated to secure. Contractor will also ensure any sub-contractors hired will obtain the necessary licenses and permits as required.

Contractor agrees to comply with all applicable federal, state, county and municipal laws and regulations, including, but not limited to, affirmative action, equal employment, fair labor standards and all applicable provisions of the Occupational Safety and Health Act of 1970, as amended. Contractor agrees to ensure sub-contractors and their employees comply with all applicable laws and regulations aforementioned.

Contractor also agrees to be, at all times, in full compliance with any and all applicable federal, state and local laws and regulations as they may change from time to time.

ARTICLE VIII TERMINATION OF AGREEMENT

With Cause – If Contractor fails to perform his duties as specified in this contract, the City through its appointed representative, shall notify the Contractor to correct any default under the terms of this contract. Such notification may be made in writing, and delivered via regular, certified facsimile or e-mail. If the Contractor fails to correct any default after notification of such default, the City shall have the right to immediately terminate this agreement by giving the Contractor ten (10) days written notice, and delivered via regular, certified facsimile or e-mail.

Without Cause – The City may terminate this agreement at any time by providing sixty (60) days written notice, by certified mail, to the Contractor at the address listed below.

In the event this agreement is terminated, the City may hold as retainer the amount needed to complete the work in accordance with bid specifications.

ARTICLE IX ARBITRATION

In case of a dispute, the Contractor and the City shall each appoint a representative, who, together, shall select a third party attorney in good standing and licensed to practice law in Missouri, to arbitrate the issue. Resolution of the issue will be binding upon both parties.

ARTICLE X WARRANTY

Contractor shall, within ten (10) days of written notice from the City, correct any work found to be defective, incorrect or not in accordance with bid specifications.

ARTICLE XIII AFFIDAVIT of WORK AUTHORIZATION

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by:

- * submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
 - * providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

ARTICLE XIV
ENTIRE AGREEMENT

The parties agree that this constitutes the entire agreement and there are no further items or provisions, either oral or otherwise. Buyer agrees that it has not relied upon any representations of Contractor as to prospective performance of the goods, but has relied upon its own inspection and investigation of the subject matter.

The parties have executed this agreement at The City of Raymore the day and year first above written.

IN WITNESS WHEREOF, the parties hereunto have executed two (2) counterparts of this agreement the day and year first written above.

THE CITY OF RAYMORE, MISSOURI

By: _____
Jim Feuerborn, City Manager

Attest: _____
Jean Woerner, City Clerk

(SEAL)

THE LIDDLE SPORT SHOP

By: _____

Title: _____

Attest: _____

APPENDIX A
SCOPE OF SERVICES AND SPECIAL PROVISIONS

1.0- GENERAL:

The successful Contractor will provide all materials, equipment, staffing, and supplies necessary to perform screen printing and embroidery services, including the t-shirts and sweatshirts to be delivered, for the prices quoted in response to this request for proposals. Prices quoted by the contractor shall remain in effect through the contract period, regardless of changes in prices affecting the contractor. The City will award a single contract for all items.

The City shall supply the City logo, Parks and Recreation logo, Public Works logo, and any other pertinent artwork to the contractor. Information regarding the format of the artwork and logos is included in the request for proposals bid sheet and must be completed in order for the proposal to be considered responsive.

Orders larger than 250 pieces are expected to have a maximum two-week turn around time from delivery of artwork to the contractor. Sizes will be provided by the City as quickly as they are available. Smaller orders are expected to have a maximum turn around time of five (5) business days. Screen and embroidery work is expected to be of the highest quality. The successful contractor will be given sponsor artwork which will be expected to be screened exactly on the uniforms. Often this artwork is delivered to the City in PDF or jpeg format. Light color screens on dark color t-shirts are expected to be double hit to ensure a high quality result. The City reserves the right for final approval of all artwork prior to screen printing on team uniforms and City approval is required for sponsor logos.

T-shirt material is also expected to be of the highest quality. Samples of the materials to be used shall be approved by staff before screen printing begins. To keep the level of quality high, pre-shrunk 100% cotton shall be used, unless stated otherwise, when screen printing or embroidering shirts.

For the purposes of comparison of vendor pricing, please submit a minimum of five (5) samples of articles of clothing with the proposal response. Items shall be delivered bagged and labeled with RFP number. If items are to be returned please state so on the packaging.

The table below represents the approximate quantity of t-shirts and sweatshirts purchased in 2017-18 in an effort to assist bidders in proposing unit costs in response to this 2019 fiscal year request. Quantities shown are meant to represent typical ordering quantities and not specifications for orders to be placed. At the time articles are required, the City will finalize specifications and quantities for purchase, within the City's budgetary restrictions. Additional quantities may be ordered. Staff uniforms are screened or embroidered with one-color logos.

Category	Clothing Article	Specifications (one-color screen print unless specified below)	Size Range	Quantity
<i>Staff Uniforms - Parks</i>	Long sleeve t-shirts with pocket	Color - ash grey or heather Heavy weight (>5 oz.), pre-shrunk 100% cotton Pocket on left chest Park logo on right chest	Adult L, XL, XXL, XXXL	30
	Short sleeve t-shirts with pocket	Color - ash grey or heather, Pocket T Heavyweight (>5 oz.), pre-shrunk Park logo - right chest	Adult M, L, XL, XXL, XXXL	40
	Hooded, zip-up sweatshirts	Color - ash grey or heather, heavyweight (>9 oz.), metal zipper, Park logo embroidered on left chest	Adult L, XL, XXL, XXXL	15
	Baseball Caps	100% Cotton twill, adjustable, mesh sides and back trucker hat, "Tree Logo" embroidered, color varies	One size fits all	20
	Special Event Neon Staff	Safety green t-shirt color, park logo on left chest, "STAFF" on back of shirt	Adult M, L, XL	30
<i>Recreation/ Concessions Staff</i>	Short Sleeve t-shirts	Color - varies Heavy weight (>5 oz.), pre-shrunk 100% cotton Park logo on right chest "STAFF" on back	Adult S, M, L, XL, XXL	80
	Polo's	Color - varies pre-shrunk 50/50 blend cotton/polyester Park logo on left chest	Adult S, M, L, XL, XXL	30
<i>Staff Uniforms - Public Works</i>	Long Sleeve t-shirts	Color - safety green Heavy weight (>5 oz.), pre-shrunk 100% cotton Pocket on left chest Public Works logo on right chest	Adult L, XL, XXL, XXXL	100
	Short sleeve t-shirts	Color - safety green Pocket T, Heavyweight (>5 oz.), pre-shrunk 100% cotton Public Works logo - right chest	Adult L, XL, XXL, XXXL	200

	Hooded Zip-up sweatshirts	Color – safety green, Heavyweight (>7 oz.), Game Work wear w/ 3M reflective stripe on sleeves Public Works logo embroidered on left chest	Adult L, XL, XXL, XXXL	50
	Hooded Pullover Sweatshirts	Color – safety green Heavyweight (>7 oz.) Public Works logo embroidered on left chest	Adult L, XL, XXL, XXXL	45
	Crew neck pullover sweatshirts	Color – safety green Heavyweight (>7 oz.) Public Works logo embroidered on left chest	Adult L, XL, XXL, XXXL	10
<i>Youth Coach Shirts</i>	Coaches' t-shirts	Short sleeve dry fit, Logo on right front chest "Coach" on back Color to mach team	Adult S, M, L, XL, XXL, XXXL	250
<i>Youth Baseball League Uniforms</i>	Boys' Jerseys	Short-sleeve dry fit Logos and colors to match team sponsors 6" Numbers on back	Youth S, M, L, XL Adult S, M, L, XL	650
	Girls' Jerseys	Sleeveless dry fit Logos and colors to match team sponsors 6" Numbers on back	Youth S, M, L, XL Adult S, M, L, XL	155
	T-ball shirts	Short sleeve, moisture wicking, logos and colors to match team sponsors 6" numbers on back	Youth XS, S, and M	200
	Baseball Caps	Embroidered league logo, 5-panel cotton twill, adjustable, plastic snap enclosure	Youth (6-12 year olds) Adult (13 yrs and up)	640
	Visors	Embroidered league logo, cotton twill, 2 1/4" crown, adjustable, Velcro closure	One size	175
<i>Special Events</i>	Short Sleeve t-shirts <i>2 Color Logo</i>	Color – varies Heavy weight (>5 oz.), pre-shrunk 100% cotton Logo varies per program	Adult S, M, L, XL, XXL	1000
<i>Program Shirts</i>	Short sleeve t-shirts <i>1 Color Logo</i>	Color – varies Heavy weight (>5 oz.), pre-shrunk 100% cotton Logo varies per program	Adult S, M, L, XL, XXL	400

<i>Volleyball League Uniforms (2 seasons)</i>	Player Jerseys	Moisture wicking v-neck sleeveless t-shirts Color – varies League artwork screened on front (1-color)	Youth S, M, L, XL Adult S, M, L, XL	200
<i>Soccer League Uniforms (2 Seasons)</i>	Player Jerseys	Moisture wicking t-shirts Color – varies League artwork screened on front (1-color) 6" numbers on back	Youth S, M, L, XL Adult S, M, L, XL	500
	Club Uniforms	Club uniform kit includes adidas top, short, and socks. 6" numbers on uniform top	Youth S, M, L, XL Adult S, M, L, XL	200
<i>Summer Camp</i>	Camper shirts	Short sleeve t-shirts, 50/50 blend, logo of camp imprinted Color – varies	Youth XS, S, M, L, Adult S, M	150
<i>Basketball League</i>	Player Jerseys	100% poly rib neck trim with contrast fabric inset. Sleeveless finished armhole Color – varies Logo Screened on Front Number screened on Back	Youth XS, S, M, L, Adult S, M, L, XL	250

9. ADDITIONAL BIDDING INFORMATION

9.1 Project is tax exempt.

CITY OF RAYMORE, MISSOURI
RFP # 19-005

Appendix B
General Terms and Conditions

A. *Procedures*

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Parks and Recreation Director or their authorized representative(s) in consultation with the Finance Director. The Contractor shall not comply with requests and/or orders issued by an unauthorized individual. The Parks and Recreation Director will designate their authorized representatives in writing. Both the City of Raymore and the Contractor must approve any changes to the contract in writing.

B. *Contract Period*

Award of this contract is anticipated prior to the end of April 2019, with the initial term beginning May 1, 2019 and ending April 30, 2020. This term shall automatically renew for two additional one-year periods under the same terms and conditions unless one or both parties submit notice as described below to cancel the agreement.

C. *Insurance*

The Bidder/Contractor shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City of Raymore by the Bidder/Contractor, its agents, representatives, employees or subcontractors. The City of Raymore shall be named as an additional insured under such insurance contracts (except for Worker's Compensation coverage). All coverage for the City shall be written on a primary basis, without contribution from the City's coverage A Certificate of Insurance will be required within ten calendar days from the date of receipt of the Notice of Award. All policies shall be issued on an occurrence form.

Insurance requirements are minimums required for a City Occupational License. General Liability \$300,000 and workers compensation if required by State statute.

D. *Hold Harmless Clause*

The Bidder/Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the City of Raymore, its officials, employees, agents, residents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Contractor or his employees, or from any

claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

E. *Exemption from Taxes*

The City of Raymore is exempt from state sales tax and federal excise tax. Tax exemption certificates indicating this tax exempt status will be furnished on request, and therefore the City shall not be charged taxes for materials or labor.

F. *Employment Discrimination by Contractors Prohibited/Wages/ Information*

During the performance of a contract, the Contractor shall agree that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor; that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that it is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order so that the provisions will be binding upon each subcontractor or vendor used by the Contractor.

G. *Invoicing and Payment*

The Bidder shall submit invoices, in duplicate, for services outlined above in the scope of services.

Invoices shall be based on the following schedule:

At completion of work – the contractor shall invoice for amounts due. Payment will be based on actual services rendered and actual costs. All such invoices will be paid within thirty (30) days by the City of Raymore unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Bidder/Contractor shall provide complete cooperation during any such investigation.

Third party payment arrangements will not be accepted by the City.

H. *Cancellation*

The City of Raymore reserves the right to cancel and terminate this contract in part or in whole without penalty upon 30 days written notice to the Bidder/Contractor. Any contract cancellation notice shall not relieve the Bidder/Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

I. *Contractual Disputes*

The Contractor shall give written notice to the City of Raymore of its intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the City no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the City of Raymore shall reduce their decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of receipt of the claim.

City decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Finance Director, or her designee. The Finance Director shall render a decision within sixty (60) days of receipt of the appeal.

J. *Severability*

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

K. *Applicable Laws*

This contract shall be governed in all respects by federal and state laws. All work performed shall be in compliance with all applicable City of Raymore codes.

L. *Drug/Crime Free Work Place*

The Bidder acknowledges and certifies that it understands that the following acts by the contractor, its employees, and/or agents performing services on City of Raymore property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. Any crimes committed while on City property.

The Bidder further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the City of Raymore in addition to any criminal penalties that may result from such conduct.

M. *Inspection*

At the conclusion of each job order, the Bidder shall demonstrate to the Parks and Recreation Director or his authorized representative(s) of the City that the work is fully complete and in compliance with the scope of services. Any deficiencies shall be promptly and permanently corrected by the Bidder/Contractor at the Bidder's/Contractor's sole expense prior to final acceptance of work, and normal warranties shall be issued at point of final acceptance by the City of Raymore.

N. *No Escalation of Fees*

The pricing of services contained in the contract for the selected Contractor shall remain in effect for the duration of the contract. No escalation of fees will be allowed.

O. *Permits/Certificates*

The successful Contractor shall be responsible for obtaining all permits/certificates, and for incurring all expenses associated with those items, prior to proceeding with the scope of work and services described in this solicitation. Included in these permits will be the "Occupational License" required of all contractors doing business within the City limits of Raymore. This permit can be obtained from the office of the City Clerk, 100 Municipal Circle, Raymore, Missouri, 64083.

P. *Rejection of Bids*

The City reserves the right to reject any and all bids, to waive technical defects in the bid, and to select the bid deemed most advantageous to the City.

Q. *Release of Information*

Pursuant to 610.021 RSMo, all documents within a request for proposal will become open record to the public upon a negotiated contract being executed. All documents within a request for bid become open record as soon as the bid is opened. Bidders and proposers should be aware that all documents within a submittal will become open records.

R. *Affidavit of Work Authorization and Documentation*

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- * submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- * providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable

enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

PROPOSAL FORM A
RFP 19-005

PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS

I (authorized agent) John Dunn having authority to act on behalf of (Company name) Dunn Right LLC dba Little Sport Shop do hereby acknowledge that (Company name) Dunn Right LLC dba Little Sport Shop will be bound by all terms, costs, and conditions of this proposal for a period 90 days from the date of submission; and commit to sign the Agreements.

FIRM NAME: Dunn Right LLC dba The Little Sports Shop

ADDRESS: 100 NE TUDOR Road Suite 111
Street

ADDRESS: Loe's Summit Mo 64086
City State Zip

PHONE: 816 944 4111

E-MAIL: john@littlesports.com

DATE: 1/3/19 (Month-Day-Year)  Signature of Officer/Title

DATE: _____ (Month-Day-Year) _____ Signature of Officer/Title

Indicate Minority Ownership Status of Bidder (for statistical purposes only):
Check One:

- MBE (Minority Owned Enterprise)
- WBE (Women Owned Enterprise)
- Small Business

PROPOSAL FORM B
RFP 19-005

CONTRACTOR DISCLOSURES

The Contractor submitting this RFP shall answer the following questions with regard to the past five (5) years. If any question is answered in the affirmative, the Firm shall submit an attachment, providing details concerning the matter in question, including applicable dates, locations, names of projects/project owners and circumstances.

1. Has the Firm been debarred, suspended or otherwise prohibited from doing business with any federal, state or local government agency, or private enterprise? Yes ___ No
2. Has the Firm been denied prequalification, declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency, or private enterprise? Yes ___ No
3. Has the Firm defaulted, been terminated for cause, or otherwise failed to complete any project that it was awarded? Yes ___ No
4. Has the Firm been assessed or required to pay liquidated damages in connection with work performed on any project? Yes ___ No
5. Has the Firm had any business or professional license, registration, certificate or certification suspended or revoked? Yes ___ No
6. Have any liens been filed against the Firm as a result of its failure to pay subcontractors, suppliers, or workers? Yes ___ No
7. Has the Firm been denied bonding or insurance coverage, or been discontinued by a surety or insurance company? Yes ___ No
8. Has the Firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws, environmental, health or safety laws? Yes ___ No
**With respect to workplace safety laws, this statement is limited to willful federal or state safety law violations.*
9. Has the Firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the Firm's business? Yes ___ No
10. Has the Firm been the subject to any bankruptcy proceeding? Yes ___ No

Legal Matters

1. Claims, Judgments, Lawsuits: Are there or have there been any claims, judgments, lawsuits or alternative dispute proceedings involving the Firm that involve potential damages of \$10,000 or more in the past 48 months?

_____ Yes No If yes, provide details in an attachment.

2. Complaints, Charges, Investigations: Is the Firm currently or has the firm been the subject of any complaint, investigation or other legal action for alleged violations of law pending before any court or governmental agency within the past 48 months ?

_____ Yes No If yes, provide details in an attachment.

Required Representations

In submitting this RFP, the Firm makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for same.

1. The Firm will possess all applicable professional and business licenses required for performing work in Raymore, Missouri.
2. The Firm satisfies all bonding and insurance requirements as stipulated in the solicitation for this project.
3. The Firm and all subcontractors that are employed or that may be employed in execution of the Contract Work shall be in full compliance with the City of Raymore requirements for Workers' Compensation Insurance.
4. If awarded the Contract Work, the Firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.
5. The Firm represents that it has no conflicts of interests with the City of Raymore if awarded the Contract Work, and that any potential conflicts of interest that may arise in the future will be disclosed immediately to the City.
6. The Firm represents the prices offered and other information submitted in connection with its proposal for the Contract Work was arrived at independently without consultation, communication, or agreement with any other offeror or competitor.

7. The Firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

PROPOSAL FORM C

RFP 19-005

EXPERIENCE / REFERENCES

To be eligible to respond to this RFP, the proposing firm must be in business for a minimum of 3 years and must demonstrate that they, or the principals assigned to this project, have successfully completed services, similar to those specified in the Scope of Service section of this RFP, to at least one customer with a project similar in size and complexity to the City of Raymore. *Please list any Municipalities that you have done work for in the past 48 months.

Please provide a minimum of five references where your firm has performed similar work to what is being requested in the RFP and within the past 36 months. Please include ONLY the following information:

- Company Name
- Mailing Address
- Contact Person/Email
- Telephone Number
- Project Name, Amount and Date completed

COMPANY NAME	City of Raymore
ADDRESS	227 Municipal Circle Raymore Mo 64083
CONTACT PERSON	John McLain
CONTACT EMAIL	jmcain@raymore.com
TELEPHONE NUMBER	816 -322 2791
PROJECT, AMOUNT AND DATE COMPLETED	Screen printing, Embroidry + uniforms \$60,000 /yr Ongoing

COMPANY NAME	MEYER MUSIC
ADDRESS	1512 Hwy 40 Blue Springs mo 64015
CONTACT PERSON	Tom Meyer
CONTACT EMAIL	tom.meyer@meyermusic.com
TELEPHONE NUMBER	816 309 1219
PROJECT, AMOUNT AND DATE COMPLETED	Screen printing & Embroidry \$100,000 /yr Ongoing

COMPANY NAME	OAK Grove School District
ADDRESS	605 SE 12 th St. OAK Grove MO
CONTACT PERSON	WAYNE McGinnis
CONTACT EMAIL	064FLMAC@yahoo.com
TELEPHONE NUMBER	816 721 7772
PROJECT, AMOUNT AND DATE COMPLETED	Screen prints, Embroidy, uniforms, equipment \$36,000 /yr ongoing

COMPANY NAME	Lee's Summit School District
ADDRESS	Lee's Summit MO
CONTACT PERSON	VARIOUS -
CONTACT EMAIL	VARIOUS
TELEPHONE NUMBER	
PROJECT, AMOUNT AND DATE COMPLETED	Screen prints, Embroidy, uniforms, equipment \$100,000 + /yr ongoing

COMPANY NAME	North Kansas City School District
ADDRESS	
CONTACT PERSON	VARIOUS
CONTACT EMAIL	VARIOUS
TELEPHONE NUMBER	
PROJECT, AMOUNT AND DATE COMPLETED	Screen prints, embroidery, uniforms, equipment \$80,000 /yr ongoing

State the number of Years in Business: 50

State the current number of personnel on staff: 13

PROPOSAL FORM D

RFP 19-005

Proposal of Dunn Right LLC, organized and
(Company Name)
existing under the law of the State of Missouri, doing business
as The Little Sport Shop (*)

To the City of Raymore, Missouri: In compliance with your Request for Proposal, Bidder hereby proposed and agrees to furnish all labor, tools, materials and supplies to successfully complete all requirements defined in City Project No. 19-005 - Screen Printing and Embroidery.

This work is to be performed in strict accordance with the Plans and Specifications, including addendum number(s) _____, issued thereto, receipt of which is hereby acknowledged for the following unit prices.

By submission of this Bid, each Bidder certifies, and in the case of a joint bid, each party thereto certifies as to his own organization, that this Bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder hereby agrees to commence work under this contract on or before the date specified in the *Notice to Proceed* and to fully complete the project in accordance with the completion dates specified in the Special Provisions.

Bidder further acknowledges that bidder is the official holder of the "Standard Contract Documents and Technical Specifications & Design Criteria for Utility and Street Construction, City of Raymore, Missouri."

(*) Insert "a corporation, a partnership, or an individual" as applicable.

BID PROPOSAL FORM E – Project No. 19-005
SCREEN PRINTING AND EMBROIDERY SERVICES

BID SHEET

1. Comments/Amendments to Scope of Services:

2. Cost for Screen Print/Embroidery Artwork Preparation Services:

Artwork Format(s) required

Any but .AI or .CDR preferred

Charge to convert artwork to format required

\$ NONE

3. Delivery Charges:

Charge to Deliver completed orders to 1021 S. Madison, Raymore

\$ None

4. Other Standard Charges per Order:

Please list set-up charges (or other charges) per order. Use a separate page if necessary.

None

5. Standard catalog discount for any items ordered that are not priced in the chart below.

Please list any discount percentage you offer on items not specified here:

25 %

6. Approximate days from receipt of order to delivery to 1021 S Madison.

2 weeks

7. Guaranteed Clothing Article Pricing (per single unit)

Category	Clothing Article	Brand Name/Style Other information	Price/unit for standard sizes S,M,L, XL	Price/unit for adult XXL/XXXL
Staff Uniforms - Parks	Long sleeve t-shirts	G. Idan 2410	9 ⁹⁸	11 ⁴⁴
	Short sleeve t-shirts	G. Idan 2300	7 ⁴⁸	9 ⁴⁸
	Hooded, zip-up sweatshirts	PC902H part of company	17 ⁹⁰	21 ⁹⁰
	Baseball Caps	C911 Part Authority	7 ⁹⁰	—
	Special Event Neon Staff	Gildan 2000	5 ⁸⁵	7 ⁴⁵
Recreation/Conc essions Staff	Short sleeve t-shirts	G. Idan 2000	5 ⁸⁵	7 ⁴⁵
	Polo's	Jerzee 437M	11 ⁹⁸	13 ⁹⁸
Staff Uniforms - Public Works	Long Sleeve t-shirts	G. Idan 2410	9 ⁹⁸	11 ⁴⁴
	Short sleeve t-shirts	G. Idan 2300	7 ⁴⁸	9 ⁴⁸
	Hooded Zip-up sweatshirts (The Game)	GAME 825	43 ⁹⁷	46 ⁹⁷
	Hooded Pullover Sweatshirts	G. Idan 18500	16 ⁸⁰	20 ⁸⁰
	Crew neck pullover sweatshirts	G. Idan 18000	10 ⁴⁸	12 ⁹⁷
Youth Team Coach Shirts	Coaches' t-shirts	Chpro BST 99	7 ⁸⁵	9 ⁴⁵

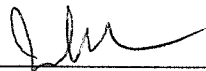
Youth Baseball League Uniforms	Boys' jerseys	BST 99 Champs	7 ⁸⁵	9 ⁴⁵
	Girls' jerseys	BADGER 4/163/2163	10 ⁶²	10 ⁶²
	T-ball shirts	BST 99 Champs	9 ⁸⁵	9 ⁴⁵
	Baseball Caps	OC Sports 62455	5 ²⁸	—
	Visors	OC Sports PCTV	5 ³⁸	—
Special Events	Short sleeve t-shirts (3-color logo)	Gildan 2000	5 ²⁰	6 ⁷⁵
Program shirts - Adult leagues	Short sleeve t-shirts (2-color logo)	Gildan 2000	4 ⁸⁰	6 ⁶⁰
Volleyball League Uniforms (2 seasons)	Player jerseys	BADGER 4/163/2163	10 ⁶²	10 ⁶²
Soccer League Uniforms (2 seasons)	Player jerseys	BST 99 Champs	7 ⁸⁵	9 ⁴⁵
	Adidas uniform kits	Squadra 17 jersey + short Copa Zero IV sock	Youth - 37 ⁹² Adult - 41 ⁸⁴	Youth 37 ⁹² Adult 41 ⁸⁴
Summer Camp	Camper shirts	Gildan 8000	4 ³⁵	6 ¹⁰
Miscellaneous	Polo/Button Down Shirts	25-40% off CATALOG prices + Embroidery charge of \$5 ⁰⁰		
Miscellaneous	Light Jackets/Windbreaker	25-40% of CATALOG prices		

**PROPOSAL FORM E - CONTINUED
19-005**

A. Other Information

- Are you the shirt supplier for any other organization(s)? If so, please name the organization(s). We print shirts for 100's of organizations. Our biggest are listed in our references.
- Explain in detail your firm's warranty on its services. We will replace any shirts that have defects of any kind.

Company Name Dann Right LLC dba the Liddle Sport Shop

By 
Authorized Person's Signature

John Dann
Print or type name and title of signer

Company Address 100 NE Tudor Road
Suite 111
Lee's Summit, Mo 64086

Phone 816 944 4111

Fax 816 228 4000

Email john@liddle-sports.com

Date ~~2/13/19~~ 2/13/19

ADDENDA

Bidder acknowledges receipt of the following addendum:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

AFFIDAVIT

(As required by Section 285.530, Revised Statutes of Missouri)

As used in this Affidavit, the following terms shall have the following meanings:

EMPLOYEE: Any person performing work or service of any kind or character for hire within the State of Missouri.

FEDERAL WORK AUTHORIZATION PROGRAM: Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

KNOWINGLY: A person acts knowingly or with knowledge,
(a) with respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or
(b) with respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

UNAUTHORIZED ALIEN: An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority, personally appeared John Dunn, who, being duly sworn, states on his oath or affirmation as follows:

Name/Contractor: John Dunn

Company: Dunn Right LLC John The Little Sport Shop

Address: 100 NE TUDOR Rd Suite 11 Lees Summit MO 64086

- 1 I am of sound mind and capable of making this Affidavit, and am personally acquainted with the facts stated herein.
- 2 Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and the City of Raymore: Project # 19-005.
- 3 Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

4 Attached hereto is documentation affirming Contractor's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Dunn Right LLC dba The Little Sport Shop
Company Name

[Signature]
Signature

Name: John Dunn

Title: Owner

Joan Vande Voort
Notary Public-Notary Seal
STATE OF MISSOURI
Jackson County
My Commission Expires: March 26, 2021
ID #16140281

STATE OF Missouri COUNTY OF Jackson

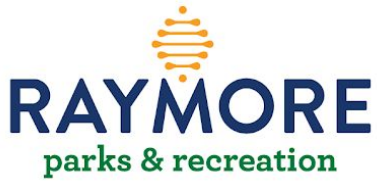
Subscribed and sworn to before me this 1st day of February, 2019.

Notary Public: Joan Vande Voort

My Commission Expires: 3/26/2021 Commission # 16140281

PLEASE NOTE: Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

- 1 A valid, completed copy of the first page identifying the Contractor; and
- 2 A valid copy of the signature page completed and signed by the Contractor, the Social Security Administration, and the Department of Homeland Security -Verification Division.



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: Parks and Recreation / Recreation
Submitted By: John McLain
Date: March 26, 2019

<input type="checkbox"/>	Discussion Item	<input type="checkbox"/>	Action Item
<input type="checkbox"/>	Council Recommendation	<input checked="" type="checkbox"/>	Presentation

Title / Issue / Request:

Beverage Vending and Supply Services

Background / Justification:

The Parks and Recreation Department manages the Beverage Vending Contract for the City. The Recreation Division negotiated an opportunity to extend the contract based on a requirement of additional sponsorship funds to offset the cost of scoreboards in the Raymore Activity Center. The current contract is scheduled to expire in April 2019. The contract extension will extend the current contract three years.

Staff will be submitting a contract extension recommendation to City Council that Pepsi Beverages Company hold continuation of the Vending Contract for the City of Raymore until April 2022.

Financial Impact: Contract for Services, N/A

Project Timeline: Request for contract extension will be presented to City Council in April.

Staff Recommendation: N/A

Attachments: Copy of Contract Extension



**CITY OF RAYMORE
CONTRACT EXTENSION**

BEVERAGE VENDING AND SUPPLY SERVICES

Agreement made this 22nd day of April, 2019, between Pepsi Beverages Company, an entity organized and existing under the laws of the State of Kansas, with its principal office located at 1775 Kansas City Road, Olathe, KS 66061, hereafter referred to as the **Contractor**, and The City of Raymore, Missouri, a Charter City organized and existing under the laws of the State of Missouri, with its principal office located at 100 Municipal Circle, Raymore, Missouri, hereafter referred to as the **City**.

This contract extension and applicable attachments represent the entire understanding and agreement between the parties and no oral, implied, alterations or variations to the contract extension will be binding on the parties, except to the extent that they are in writing and signed by the parties hereto. This contract extension shall be binding upon the heirs, successors, administrators, executors and assigns of the parties hereto. In the event there are any inconsistencies in the provisions of this contract extension and those contained in the proposal they will be resolved in accordance with the terms of this contract extension.

This contract extension is effective as of May 1, 2019 and coincidental with the City Manager's signature and attestation by the City Clerk and shall remain in effect as described within the attachments.

**ARTICLE I
THE WORK**

Contractor agrees to perform all work and provide all materials as specified in original Request for Proposal 16-007, the work described in Appendix A of this contract, and the work outlined in the Pepsi Beverages Company amendment attached herein and incorporated as a part of Appendix A of this contract extension, and the General Terms and Conditions in Appendix B, commonly referred to as Contract Terms and Conditions and according to Contract Agreement set forth here. Contractor agrees to provide all labor, materials, tools, permits, and/or professional services and perform the contracted work in accordance with all specifications, terms and conditions as set forth within the proposal documents, including bonding, insurance, prevailing wage requirements, and termination clauses as needed or required. The work as specified in Appendix A may commence upon the signing of this contract and scheduling and approval of the City.

**ARTICLE II
TIME OF COMMENCEMENT AND COMPLETION**

Contractor agrees to perform beverage vending and supply services as prescribed in the RFP document and attached amendment. The work as specified under this contract extension shall begin on May 1, 2019 and shall continue through April 30, 2022. The City shall be the sole determiner as to the fulfillment of the work as described.

ARTICLE III GUARANTEED PRICING CONTRACT

The City agrees to pay the Contractor for services provided based upon the guaranteed pricing proposed in the RFP response and amendment submitted by the contractor.

ARTICLE IV CONTRACT PAYMENT

The City agrees to pay the Contractor for the completed work as follows: The Contractor shall provide the City with monthly billings for supplies delivered. Payment will constitute full and complete payment as per individual invoice and within thirty (30) days of completion and acceptance of Contractor's work. The City will be the sole judge as to the sufficiency of the work performed.

The Contractor agrees that the City may withhold any and all payment for damage or destruction, blatant or otherwise, incurred to the City's property caused by poor performance or defective equipment or materials or personnel employed or utilized by the Contractor. Additionally, it is agreed the Contractor shall also be liable to the City for replacement of materials or services occasioned by such breach.

In the event of the Contractor's failure to perform and of the duties as specified in this contract extension, attachments, and addendums, or to correct an error within the time stipulated and agreed upon by both parties, the City shall have the right of non payment for services not rendered.

Payment shall be made upon receipt of invoices presented in duplicate as outlined in Appendix B.

ARTICLE V INSURANCE REQUIREMENTS

Insurance shall be provided as outlined in the General Terms and Conditions Appendix B to the Contract.

ARTICLE VI DAMAGES/DELAYS/DEFECTS

The City will not sustain monetary damage if the whole or any part of this contract is delayed through the failure of the Contractor and/or his sureties to perform any part or the whole of this contract. Thus, if at any time the Contractor refuses or neglects to supply sufficiently skilled workmen or proper materials, or fails in any respect to execute the contract, including extras, with the utmost diligence, the City may take steps deemed advisable to promptly secure the necessary labor, tools, materials, equipment, services, etc., by contract or otherwise, to

complete whatever portion of the contracted work which is causing delay or is not being performed in a workmanlike manner.

Contractor and/or their sureties will be liable to the City for any cost for labor, tool, materials, equipment, services, delays, or claims incurred by the City to finish the work.

Contractor will promptly and within 7 days of receiving notice thereof repair all damage to public and private property caused by their agents or employees. Should damages not be promptly repaired within 7 days of receiving notice thereof, the City will authorize the hiring of another Contractor to do the repairs. The original Contractor agrees to promptly pay for the services of any such Contractor hired to do such repairs within 10 days of completion of the repairs.

Contractor shall immediately report, to the City, or a duly authorized representative, any accident whatsoever arising out of the performance of this contract, especially those resulting in death, serious injury or property damage. Contractor must provide full details and statements from any witnesses.

ARTICLE VII RESPONSIBILITIES

The City shall provide all information or services under their control with reasonable promptness and shall designate a representative to render decisions on behalf of the City and on whose actions and approvals the Contractor may rely.

The Contractor's responsibilities and obligations under this agreement are accepted subject to strikes, outside labor troubles (including strikes or labor troubles affecting vendors or suppliers of Contractor), accidents, transportation delays, floods, fires, or other acts of God, and any other causes of like or different character beyond the control of Contractor. Impossibility of performance by reason of any legislative, executive, or judicial act of any governmental authority shall excuse performance of or delay in performance of this agreement. The City and the Contractor shall agree upon such any delay or cancellation of performance and execute an agreement in writing documenting the excuse of performance or delay in performance of this agreement.

Contractor agrees to provide all materials, labor, tools, and equipment necessary to perform and complete the contract as specified.

All equipment will be of such type and in such condition so as not to cause any damages to City property or the community at large. All equipment used on site will meet the minimum requirements of OSHA (Occupational Safety Health Administration) and related federal, state, county, and city agencies and regulations, including but not limited to EPA (Environmental Protection Agency) and the NESHAPS (National Emission Standards for Hazardous Air Pollution). All material will be of a type and quality acceptable to the City, and which will not cause injury to property or persons.

Contractor will supervise and direct the work performed, and shall be responsible for his employees. Contractor will also supervise and direct the work performed by subcontractors and their employees and be responsible for the work performed by subcontractors hired by the contractor.

Contractor agrees to obtain and maintain, during the term of this contract extension, the necessary licenses and permits required by federal, state, county and municipal governments to perform the services as required by this contract. Contractor shall bear the cost of any permits which he is obligated to secure. Contractor will also ensure any subcontractors hired will obtain the necessary licenses and permits as required.

Contractor agrees to comply with all applicable federal, state, county and municipal laws and regulations, including, but not limited to, affirmative action, equal employment, fair labor standards and all applicable provisions of the Occupational Safety and Health Act of 1970, as amended. Contractor agrees to ensure subcontractors and their employees comply with all applicable laws and regulations aforementioned.

Contractor also agrees to be, at all times, in full compliance with any and all applicable federal, state and local laws and regulations as they may change from time to time.

ARTICLE VIII TERMINATION OF AGREEMENT

With Cause – If Contractor fails to perform his duties as specified in this contract, the City through its appointed representative, shall notify the Contractor to correct any default under the terms of this contract. Such notification may be made in writing, and delivered via regular, certified facsimile or email. If the Contractor fails to correct any default after notification of such default, the City shall have the right to immediately terminate this agreement by giving the Contractor ten (10) days written notice, and delivered via regular, certified facsimile or e-mail.

Without Cause – The City may terminate this agreement at any time by providing sixty (60) days written notice, by certified mail, to the Contractor at the address listed below.

In the event this agreement is terminated, the City may hold as retainer the amount needed to complete the work in accordance with bid specifications.

ARTICLE IX ARBITRATION

In case of a dispute, the Contractor and the City shall each appoint a representative, who, together, shall select a third party attorney in good standing and licensed to practice law in Missouri to arbitrate the issue. Resolution of the issue will be binding upon both parties.

ARTICLE X WARRANTY

Contractor shall, within ten (10) days of written notice from the City, correct any work found to be defective, incorrect or not in accordance with bid specifications.

ARTICLE XI AFFIDAVIT of WORK AUTHORIZATION

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with

the services requested herein by:

- * submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- * providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

ARTICLE XIV
ENTIRE AGREEMENT

The parties agree that this constitutes the entire agreement and there are no further items or provisions, either oral or otherwise. Buyer agrees that it has not relied upon any representations of Contractor as to prospective performance of the goods, but has relied upon its own inspection and investigation of the subject matter.

The parties have executed this agreement at The City of Raymore the day and year first above written.

IN WITNESS WHEREOF, the parties hereunto have executed two (2) counterparts of this agreement the day and year first written above.

THE CITY OF RAYMORE, MISSOURI

By: _____
Jim Feuerborn, City Manager

Attest: _____
Jean Woerner, City Clerk

(SEAL)

PEPSI BEVERAGES COMPANY

By: _____

Title: _____

Attest: _____

APPENDIX A
SCOPE OF SERVICES AND SPECIAL PROVISIONS

It is the intent that this contract extension be awarded to a single supplier based on all relevant considerations including, but not necessarily limited to, the variety of product available, relevant retail costs of product, commission rate, company ability to perform timely and accurate service, ability to provide product in emergency situations or any other evaluative aspect which may impact this contract extension. The successful provider's first and major concern shall be service and at the same time have the product priced at an economical level which will maintain a profit.

2.1 Licenses and Permits:

The successful bidder shall secure all licenses imposed by law and ordinances, which shall include a current City of Raymore, MO, Business License. This requirement shall be the responsibility of the Contractor for the duration of the contract. Application for City Business License may be obtained by going to the City of Raymore Website.

2.2 Failure to Deliver:

In case of failure to deliver services in accordance with the Contract terms and conditions, RPR, after due oral or written notice, may procure the services from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which RPR may have. RPR shall be entitled to offset such costs against any sums owed by the Contractor to RPR under this contract extension. The Contractor will have three opportunities to correct problems/issues before cancellation of the contract extension.

2.3 Prices

Pricing for beverages shall be consistent with the Contractor's proposal. RPR and the Contractor will agree on product stocking and pricing. Pricing shall be established to be uniform throughout all Raymore facilities. RPR and the Contractor will review pricing strategies during semi annual meetings to determine price increases or decreases for any given building or product that would result in a change in the cost of product to the public consumer.

2.4 Independent Contractor

The relationship of the Contractor to RPR and user groups shall be that of an independent Contractor. Neither Contractor nor any of its employees shall be held or deemed in any way to be an agent, employee or official of the City.

2.5 Assignment and Subcontracting

The Contractor shall not assign or subcontract the work, or any part thereof, without the previous written consent of RPR, nor shall they assign, by power of attorney or otherwise, any of

the money payable under the Contract unless written consent of RPR has been obtained. In case the Contractor is permitted to assign monies due or to become due under the contract, the instrument of assignment shall contain a clause subordinating the claim of the assignee to all prior liens for services rendered or materials supplied for the performance of the work.

2.6 Right of Owner to Terminate Contract

RPR, upon written notice, may terminate this contract extension, or any part thereof, as a result of the Contractor's failure to render to the satisfaction of RPR, the material, work and/or services required of it, including progress of the work and such abandonment or termination shall not be deemed a breach by RPR. RPR shall be the sole determinant in all termination for cause issues. The Contractor shall not be entitled, nor shall RPR give any consideration to claims for this contract extension, or any part hereof, by RPR for cause. Such termination may come about for the sole convenience of RPR. Upon receipt of written notification from RPR that this contract extension or any part hereof, is to be terminated, the Contractor shall immediately cease operation of the work stipulated. RPR's evaluation shall be entitled to just and equitable payment in accordance with this contract extension for any uncompensated work satisfactorily performed prior to such notice.

2.7 Locations

Contractor shall place vending machines and fountain machines only in those locations designated by RPR. RPR reserves the right to add or subtract from the total number of vending machines and fountain machines in place at any given time and the same criteria shall apply to all machine placements and/or replacements as may apply under this agreement. The term "placements" shall be construed to include multiple units within a single location as well as multiple locations within a single site. Contractor shall not change the physical location of any vending machine or fountain machine in any manner from the specific locations designated and approved without the prior written consent of RPR or their authorized representative.

2.8 Beverage Types

Contractor shall provide product in bottles, cans, bag-in-the-box formats and/or beverage vending. Drinks shall include but are not limited to the following:

- ❖ cola (regular and diet)
- ❖ caffeine free (regular and diet)
- ❖ lemon/lime (regular and diet)
- ❖ root beer (regular and diet)
- ❖ carbonated/non-cola (regular and diet)
- ❖ sports drinks
- ❖ energy drinks
- ❖ bottled water
- ❖ juice
- ❖ tea
- ❖ fruit punch

Contractor shall abide by all county, city, state and federal laws, ordinances, rules and regulations, expressly including, but not limited to, operation and maintenance of vending machines. Contractor shall obtain and preserve all applicable state, federal and local licenses and/or permits required for the operation of beverage vending machines.

2.9 Equipment

All equipment shall operate on regular wall voltage -110VAC. All plugs shall be three pronged, properly grounded. Energy efficient units shall be used by the contractor wherever possible. Back up machines shall be available in the event that one will be out of order longer than 24 hours.

It is not anticipated RPR will need to move any of the machines, however, in the event of an emergency or need; RPR reserves the right to have the Contractor move machines for cleaning or allow any unit to be moved in response to resolution of a problem.

Industry improvements to vending operations that occur during the term of this contract shall be incorporated by the Contractor in subsequent installations. Each beverage vending machine shall have capability to handle the following items/functions:

- a. Dispense a variety of items, not limited to a single type item or brand of items;
- b. Be properly equipped with a non-resettable counter for recording all sales by each machine;
- c. Receive and give coin change for one dollar bills. The Contractor will be entirely responsible for funding change machines and for their proper operations and functions. Contractor must refund any monies lost in vending machines within seven (7) days.
- d. Each machine location must provide information to the RPR where malfunctions, product quality comments and refund requests may be made. This may be accomplished using a local or toll free number or by collect call privileges.
- e. Complete set-up for all fountain machines.

Upon completion of installations, Contractor shall provide a list of all their equipment and all locations of said equipment, to RPR, and certify that each unit is in proper working order in accordance with original equipment manufacturer's specifications including any/all electrical and/or plumbing connections, drainage, stability, etc. as is appropriate to the unit.

The City of Raymore understands that repairs required due to vandalism affect the quality of service and cost of products sold to customers. In an effort to reduce vandalism, security cameras have been placed at all outdoor venues where vending machines are installed.

2.10 Installation

Machines will be installed at locations listed herein, however, title ownership of each machine shall be retained by the Contractor, who shall be responsible for the equipment at all times and in all respects. RPR shall neither own, rent, nor lease the machines in conjunction with this contract.

Contractor shall bear all costs to deliver, install, stock, maintain, repair and remove all vending machines placed under this contract, including replacement machines.

2.11 Maintenance/Product Delivery

Product delivery will be coordinated with RPR. Contractor must have the ability to deliver product a minimum of once per week and product must remain fresh and not allowed to out date. Standard delivery time frames shall be established by contract. On occasion a facility may run out of product requiring an emergency delivery. Emergency deliveries must be made within 2 hours. The contractor will provide one single point of contact for RPR. The single point of contact will be the person called for product and service issues. The contractor will provide all contact information for the contact person including, but is not limited to; cell phone, office phone, pager, email address, and mailing address.

Contractor shall maintain all vending machines and fountain machines in good working order when installed and thereafter to completion of the agreement. RPR shall have no liability to Contractor for maintenance of the equipment or any damage to machines by a third party and Contractor shall not make any claim against, or seek recovery from, RPR or the user groups for any loss or damage to the vending machines or fountain machines.

Contractor must be available to service fountain machines placed via this agreement within a eight-hour time frame Monday - Friday. Contract beverage vending machines shall be repaired within eight hours of a reported malfunction. Any request for service after 3:00 P.M. must be serviced no later than noon of the next work day.

For purposes of this proposal, maintenance shall be construed to include a regular and ongoing cleaning and refreshing the appearance of each machine and the immediate area around the machines in terms of removing wrappers and related debris each time any unit is replenished and/or serviced for maintenance or repair. Continued maintenance, as described herein, will be a primary consideration of the continuation of this agreement, future contract renewals and subsequent awards.

2.12 Removal

RPR reserves the right to require the contractor to replace or remove any machine which may be unacceptable or unsafe and reserves the right to remove any such machine at its discretion in an effort to protect persons and/or RPR property.

All machines must be removed within ten business days of notice to Contractor for completion, termination or cancellation of contract, nonpayment of commissions to RPR, for machine malfunctions not corrected within two days of notification, or at the discretion of RPR, including any and all units and replacements.

Contractor will be required to remove machines within ten (10) business days from date of notification. If Contractor fails to remove machines within stated designated time, RPR and user group representatives shall have the option to remove any machine and hold it in storage until claimed by Contractor. In case of removal by the RPR, no officers and/or employees shall be liable for damages to said machines or their contents. If RPR removes the machines, a reasonable storage charge, as determined by RPR, must be paid by the Contractor before Contractor can reclaim the machines. Beverage machines held in storage by RPR must be reclaimed within six months of storage or be declared abandoned property and may be sold at auction as provided by law.

2.13 Gross Receipts Report

A separate record shall be maintained for each facility served by the Contractor. RPR, may at its option, have a representative accompany Contractor's personnel on their service calls to restock, service, etc. Contractor's machines. Contractor shall make and present gross receipts reports monthly to RPR. A comprehensive report for all facilities shall be presented monthly to the Director of Parks and Recreation. Report shall cover all appropriate receipts for the full month. Each report shall be accompanied by a sworn statement certifying that the amount of gross receipts for each month is true and correct.

RPR shall have the right to make periodic audits and inspections of Contractor's records of gross receipts at any reasonable time without notice. RPR may require supplementary information as needed to perform and conclude an audit.

2.14 Commissions

Commission payments for beverage vending machines shall be based on gross receipts. The term "gross receipts" is hereby defined to mean receipts for beverages dispensed from the machines placed at RPR locations. Such gross receipts shall not be discounted to reflect commissions or other payments or overrides to brokers or intermediary agents, either internal or external to the Contractor or any taxes or fees payable to any governmental entity.

Payment with completed reports will be submitted to:

Raymore Parks and Recreation Department
ATTN: Director of Parks and Recreation
100 Municipal Circle
Raymore, MO 64083

2.15 Contract Digression

Contractor shall not assign or transfer this concession, or any right or privilege granted hereunder, without the prior written consent of RPR. If Contractor is adjudged bankrupt, or if a receiver is appointed to or for the Contractor, or if Contractor makes any assignment for the benefit of creditors, RPR may, at its option, terminate this agreement upon giving five business days notice to Contractor of RPR's intent.

Violation of any terms of this agreement can subject Contractor to immediate cancellation of this agreement without prior notice of cancellation. RPR may, but is not required to, allow Contractor to cure the violation.

2.16 Supplemental Information

In addition to the above, Offeror's are advised to include additional information which may enhance and/or clarify their offer and the capabilities of their company in the returned proposal.

2.17 Review Meetings

The Contractor shall designate an agent or representative to monitor and report on the overall program through attendance at regularly scheduled meetings with RPR. This individual shall be

the same as noted in 2.11. Said RPR representative shall also be the party to whom all complaints, concerns, or service requests shall be addressed. The Contractor shall notify RPR in writing of any change in the name, title, or contact information of the designated agent or representative.

2.18 Additional Facilities

Additional facilities may be added by RPR.

2.19 Donations

RPR can accept beverage product donations for fundraisers, etc.

2.20 Advertising

Advertising privilege with RPR includes, without limitations, advertising on all equipment dispensing cola and non-cola products within the locations identified in final negotiations. The Contractor may find it advantageous to place additional advertising at each venue. All additional advertising materials will be at the expense of the Contractor with additional fees paid to RPR.

By giving the Contractor exclusive advertising rights for cola and non-cola drinking products, RPR will not allow advertising of competitive products. However, considering that special promotional events by outside promoters may be under the sponsorship of conflicting products, RPR, in this circumstance, will allow the posting of advertising of a competitive product for the special event.

Appendix B General Terms and Conditions

A. Procedures

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Parks Director in consultation with the Finance Director or their authorized representative(s). The Contractor shall not comply with requests and/or orders issued by an unauthorized individual. The Parks Director will designate his authorized representatives in writing. Both the City of Raymore and the Contractor must approve any changes to the contract in writing.

B. Contract Period

Award of this contract extension is anticipated prior to the end of April 2019. This contract is for services provided in a three year period beginning May 1, 2019 and ending April 30, 2022.

C. Insurance

The Bidder/Contractor shall procure, maintain, and provide proof of, insurance coverage's for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City of Raymore by the Bidder/Contractor, its agents, representatives, employees or subcontractors. The City of Raymore shall be named as an additional insured under such insurance contracts (except for Worker's Compensation coverage). Proof of coverage as contained herein shall be submitted prior to the commencement of work and such coverage shall be maintained by the Bidder/Contractor for the duration of the contract period. Claims made on policies must be enforce or that coverage purchased for three (3) years after contract completion date.

1. General Liability

Commercial General Liability including Product/Completed Operations. The completed operations coverage is to remain in force force for three years following the project completion.

Minimum Limits General Liability:

\$1,000,000 Each Occurrence Limit
\$ 100,000 Damage to Rented Premises
\$ 5,000 Medical Expense Limit
\$1,000,000 Personal and Advertising Injury
\$2,000,000 General Aggregate Limit
\$1,000,000 Products & Completed Operations
\$ 50,000 Fire Damage Limit

2. Excess/Umbrella Liability

\$5,000,000 Each Occurrence
\$5,000,000 Aggregate

3. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the Bidder/Contractor, its agents, representatives, employees or subcontractors.

Minimum Limits
Automobile Liability:

\$1,000,000 Combined Single Limit
\$5,000 Medical Expense Limit

4. Workers' Compensation

Limit as required by the Workers' Compensation Act of Missouri, Employers Liability, \$1,000,000 from a single carrier.

D. *Hold Harmless Clause*

The Bidder/Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the City of Raymore, its officials, employees, agents, residents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

E. *Exemption from Taxes*

The City of Raymore is exempt from state sales tax and federal excise tax. Tax exemption certificates indicating this tax exempt status will be furnished on request, and therefore the City shall not be charged taxes for materials or labor.

F. *Employment Discrimination by Contractors Prohibited/Wages/ Information*

During the performance of a contract, the Contractor shall agree that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor; that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that it is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order so that the provisions will be binding upon each subcontractor or vendor used by the Contractor.

G. *Invoicing and Payment*

The Bidder shall submit invoices, in duplicate, for services outlined above in the scope of services. Invoices to be paid within 30 days of receipt.

H. *Cancellation*

The City of Raymore reserves the right to cancel and terminate this contract in part or in whole without penalty upon 30 days written notice to the Bidder/Contractor. Any contract cancellation notice shall not relieve the Bidder/Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

I. *Contractual Disputes*

The Contractor shall give written notice to the City of Raymore of its intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the City no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the City of Raymore shall reduce their decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of receipt of the claim.

City decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Finance Director, or her designee. The Finance Director shall render a decision within sixty (60) days of receipt of the appeal.

J. *Severability*

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

K. *Applicable Laws*

This contract shall be governed in all respects by federal and state laws. All work performed shall be in compliance with all applicable City of Raymore codes.

L. *Drug/Crime Free Workplace*

The Bidder acknowledges and certifies that it understands that the following acts by the contractor, its employees, and/or agents performing services on City of Raymore property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. Any crimes committed while on City property.

The Bidder further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the City of Raymore in addition to any criminal penalties that may result from such conduct.

M. *Inspection*

At the conclusion of each job order, the Bidder shall demonstrate to the Public Works Director or his authorized representative(s) of the City that the work is fully complete and in compliance with the scope of services. Any deficiencies shall be promptly and permanently corrected by the Bidder/Contractor at the Bidder's/Contractor's sole expense prior to final acceptance of work, and normal warranties shall be issued at point of final acceptance by the City of Raymore.

N. *No Escalation of Fees*

The pricing of services contained in the contract for the selected Contractor shall remain in effect for the duration of the contract. No escalation of fees will be allowed.

O. *Permits*

The successful Contractor shall be responsible for obtaining all permits, and for incurring all expenses associated with those permits, prior to proceeding with the scope of work and services described in this solicitation. Included in these permits will be the "Business License" required of all contractors doing business within the City limits of Raymore. This permit can be obtained from the office of the City Clerk, 100 Municipal Circle, Raymore, Missouri, 64083.

P. *Affidavit of Work Authorization and Documentation:*

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- * submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- * providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

AFFIDAVIT

(as required by Section 285.530, Revised Statutes of Missouri)

As used in this Affidavit, the following terms shall have the following meanings:

EMPLOYEE: Any person performing work or service of any kind or character for hire within the State of Missouri.

FEDERAL WORK AUTHORIZATION PROGRAM: Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

KNOWINGLY: A person acts knowingly or with knowledge,

- (a) with respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or
- (b) with respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

UNAUTHORIZED ALIEN: An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority, personally appeared John Randolph, who, being duly sworn, states on his oath or affirmation as follows:

Name/Contractor: John Randolph

Company: Pepsi Beverages Company

Address: 1775 Kansas City Rd Olathe Ks 66061

- 1 I am of sound mind and capable of making this Affidavit, and am personally acquainted with the facts stated herein.
- 2 Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and the City of Raymore: RFP 16-007
- 3 Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.
- 4 Attached hereto is documentation affirming Contractor's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Pepsi Beverages Company
Company Name

John Randolph
Signature

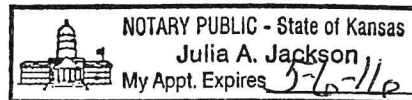
Name: John Randolph

Title: Food Service Sales Rep.

STATE OF Kansas COUNTY OF Johnson

Subscribed and sworn to before me this 18th day of January, 2016.

Notary Public: Julia A. Jackson



My Commission Expires: 5-6-16

PLEASE NOTE: Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

- 1 A valid, completed copy of the first page identifying the Contractor; and
- 2 A valid copy of the signature page completed and signed by the Contractor, the Social Security Administration, and the Department of Homeland Security -Verification Division.

PART III

INSTRUCTIONS FOR RESPONDING TO THIS RFP NO. 16-007

Please Remit

- * Two (2) Signed Proposals
- * One (1) unbound copy

Total of 3 proposals to be received as stated above.

MUST BE RECEIVED BY:

February 18, 2016 2:00 p.m.

PLEASE MARK YOUR SUBMITTAL "SEALED PROPOSAL 16-007" WITH YOUR COMPANY NAME PRINTED ON IT AND SEND IT TO:

Kim Quade, CPPB
Purchasing Specialist
City of Raymore
100 Municipal Circle
Raymore, Missouri 64083

Bid packet must include Proposal forms A – E attached with this RFP.

Attach any addendum and the E-Verify documents to unbound copy.

Any questions regarding this Request for Proposal shall be submitted to the Purchasing Specialist, Kim Quade, CPPB by e-mail at Kquade@raymore.com or by phone at (816) 892-3045.

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

NO BID:

If not submitting a Proposal, respond by returning the attached "No Bid Response Form". Failure to submit either a Proposal or a *No Bid Response* may be cause for removal of the Respondent from the City of Raymore's mailing list.



City of Raymore
Kim Quade, CPPB
100 Municipal Circle
Raymore, MO 64083
(816) 892-3045
Fax: 816-892-3093
E-Mail: Kquade@raymore.com

“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO SUBMIT A PROPOSAL RESPONSE

If you do not wish to respond to this proposal request, but would like to remain on the City of Raymore vendor list, please fill out this form and return to the Purchasing Specialist by e-mail or fax.

Request for Proposal: _____

Company Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reasons for not submitting a proposal response:

1. **MINIMUM QUALIFICATIONS**

To be eligible to respond to this RFP, the proposing firm must be regularly engaged in the beverage delivery/vending services business for a minimum of 3 years and must demonstrate that they, or the principals assigned to this project, have successfully completed services, similar to those specified in the Scope of Service section of this RFP, to at least one customer with a project similar in size and complexity to the City of Raymore.

2. **RESPONDENT COST TO DEVELOP PROPOSAL:**

All costs for preparing and submitting proposals in response to this RFP are to be the responsibility of the respondent and will not be chargeable in any manner to the City.

3. **PROPRIETARY INFORMATION:**

The City of Raymore understands that some of the materials submitted by the respondent may be considered proprietary. Materials desired to be kept confidential must be marked by the respondent as "proprietary." The City will make a reasonable effort to protect proprietary information submitted in the public bidding process.

4. **INSTRUCTIONS FOR RESPONDING TO THIS RFP:**

Submit the correct number of signed copies as stated in the instructions. The proposal must be organized using the following format, although substitute forms may be used provided that all required information is included.

- a. Proposal Form A – commitment to sign documents form
- b. Signed addenda – (if applicable)
- c. Proposal Form B – Contractor disclosures, representations.
- d. Proposal Form C - References
- e. Proposal Form D – Bid
- f. Proposal Form E - Service Information
- g. E-verify documents (included with unbound original)

5. **CONFLICT OF INTEREST:**

The successful respondent shall not have conflicts of interest as to revenues derived from the results of tests or recommendations made on behalf of the firm.

6. SUBCONTRACTORS:

In submitting a proposal, potential vendors agree that they are fully responsible to the City of Raymore for the acts and omissions of any of its proposed subcontractors and of persons either directly or indirectly employed by them as they are for the acts and omissions of persons directly employed by them. Before any subcontractor may commence work, the successful Contractor must file with the City of Raymore satisfactory certificates, in duplicate, from the involved insurance companies, showing insurance coverage to the same extent and the amount required by the successful Contractor in addition to an Occupational License.

No subcontractor will be permitted to commence work until authorization by the City of Raymore to proceed is received in writing by the Contractor. The name, address, and phone number of the key consultants, associates, and all subcontractors shall be provided to the City of Raymore with the proposal.

PROPOSAL FORM A
RFP 16-007

PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS

I (authorized agent) John Randolph having authority to act on behalf of
(Company name) Pepsi Beverages Company do hereby
acknowledge that (Company name) Pepsi Beverages Company will be bound by all
terms, costs, and conditions of this proposal for a period 90 days from the date of submission; and
commit to sign the Agreements.

FIRM NAME: Pepsi Beverages Company

ADDRESS: 1775 Kansas City Road
Street

ADDRESS: Olathe, Kansas 66061
City State Zip

PHONE: 913-791-3000 ext 3004 E-MAIL: John.Randolph@pepsico.com

DATE: 02/18/2016
(Month-Day-Year) John Randolph F.S.R.
Signature of Officer/Title

DATE: _____
(Month-Day-Year) Signature of Officer/Title

Indicate Minority Ownership Status of Bidder (for statistical purposes only):
Check One:

- MBE (Minority Owned Enterprise)
- WBE (Women Owned Enterprise)
- Small Business

PROPOSAL FORM B
16-007

CONTRACTOR DISCLOSURES

The Contractor submitting this RFP shall answer the following questions with regard to the past five (5) years. If any question is answered in the affirmative, the Firm shall submit an attachment, providing details concerning the matter in question, including applicable dates, locations, names of projects/project owners and circumstances.

1. Has the Firm been debarred, suspended or otherwise prohibited from doing business with any federal, state or local government agency, or private enterprise?
Yes ___ No X

 2. Has the Firm been denied prequalification, declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency, or private enterprise?
Yes ___ No X

 3. Has the Firm defaulted, been terminated for cause, or otherwise failed to complete any project that it was awarded?
Yes ___ No X

 4. Has the Firm been assessed or required to pay liquidated damages in connection with work performed on any project?
Yes ___ No X

 5. Has the Firm had any business or professional license, registration, certificate or certification suspended or revoked?
Yes ___ No X

 6. Have any liens been filed against the Firm as a result of its failure to pay subcontractors, suppliers, or workers?
Yes ___ No X

 7. Has the Firm been denied bonding or insurance coverage, or been discontinued by a surety or insurance company?
Yes ___ No X

 8. Has the Firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws, environmental, health or safety laws?
Yes ___ No X
- *With respect to workplace safety laws, this statement is limited to willful federal or state safety law violations.*
9. Has the Firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the Firm's business?
Yes ___ No X

 10. Has the Firm been the subject to any bankruptcy proceeding?
Yes ___ No X

Legal Matters

1. Claims, Judgments, Lawsuits: Are there or have there been any claims, judgments, lawsuits or alternative dispute proceedings involving the Firm that involve potential damages of \$10,000 or more in the past 48 months?

Yes No If yes, provide details in an attachment.

2. Complaints, Charges, Investigations: Is the Firm currently or has the firm been the subject of any complaint, investigation or other legal action for alleged violations of law pending before any court or governmental agency within the past 48 months ?

Yes No If yes, provide details in an attachment.

Required Representations

In submitting this RFP, the Firm makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for same.

1. The Firm will possess all applicable professional and business licenses required for performing work in Raymore, Missouri.
2. The Firm satisfies all bonding and insurance requirements as stipulated in the solicitation for this project.
3. The Firm and all subcontractors that are employed or that may be employed in execution of the Contract Work shall be in full compliance with the City of Raymore's requirements for Workers' Compensation Insurance.
4. If awarded the Contract Work, the Firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.
5. The Firm represents that it has no conflicts of interests with the City of Raymore if awarded the Contract Work, and that any potential conflicts of interest that may arise in the future will be disclosed immediately to the City.
6. The Firm represents the prices offered and other information submitted in connection with its proposal for the Contract Work was arrived at independently without consultation, communication, or agreement with any other offeror or competitor.
1. The Firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

**PROPOSAL FORM C
SERVICE INFORMATION
16-007**

A. Company Information

- List your company's legal name, address, and telephone number. Include parent company information if applicable.
Pepsi Beverages Company 1775 KC Rd Olathe Ks 66061.
913-791-3000
- How long has your company been in business? 100 years
- How many employees do you have? Over 1000 in the Ks/Mo market. 271,000 employee world wide.
- How many workers will be available to respond to the City's calls?
Thirty (30) service sales employees
- Are you the beverage supplier for any other organization(s)? If so, please name the organization(s).
City of Kansas City Mo
City Of Leawood Ks
City Of Overland Park
Belton Parks & Rec

B. Service Response Information

- Explain in detail your firm's warranty on its services.
(See attached)

If your firm's service agreement is subject to price increases, please state the basis on which these increases can be made.

Annual increase will not exceed four (4) percent.

PROPOSAL FORM D
16-007

EXPERIENCE / REFERENCES

Please provide a minimum of five references where your firm has performed similar work to what is being requested in the RFP and within the past 36 months. Please include ONLY the following information:

- Name
- Contact
- Title
- Mailing Address
- Telephone Number
- Date contracted

*Please list any Municipalities that you have done work for in the past 48 months.

- A. City Of Overland Park 8500 Santa Fe Dr Overland Park Ks 66212. 913-334-8686 Brian Toben
Toben.brian@opkansas.org
- B. City Of Lawrence 1141 Mass St Lawrence Ks 66044. 785-832-3455 Tim Laurent
Tlaurent@lawrenceks.org
- C. City Of Lea-wood 4800 Town Center Dr Lea-wood Ks 66211. 913-863-9159 Kim Curran
Klmc@leawood.org
- D. City Of Gardner Parks & Rec 120 E Main Gardner Ks 66030. 913-856-0936 Jason Bruce
Jbruce@gardnerks.gov
- E. City Of Belton Parks & Rec 15400 S Mullen Rd Belton Mo 64012. 816-348-7400 Shane Dewald
Sdewald@beltonparks.org

PROPOSAL FORM E
16-007

Price, Commissions & Additional Financial Incentives

1. Bag-in-Box (price per 5-gallon box)

Description (e.g. Cola, Diet Cola, Non-Cola, Other)	Price
See attached flavor list	\$ <u>77.72</u> /box
_____	\$ _____ /box
_____	\$ _____ /box
_____	\$ _____ /box
_____	\$ _____ /box
_____	\$ _____ /box
_____	\$ _____ /box
_____	\$ _____ /box
_____	\$ _____ /box

2. 20 Ounce Plastic Bottles (price per 24 count case/concession)

Description (e.g. Cola, Diet Cola, Non-Cola, Other)	Price
See attached product list	\$ <u>29.80</u> /case
_____	\$ _____ / case
_____	\$ _____ / case
_____	\$ _____ / case
_____	\$ _____ / case
_____	\$ _____ / case
_____	\$ _____ / case
_____	\$ _____ /case

3. 20 Ounce Plastic Bottles (price per 24 count case/beverage vending)

Description (e.g. Cola, Diet Cola, Non-Cola, Other)	Self Fill Price	Full Service Price
<u>See attached product list</u>	\$ 29.80 /case	\$ 40%./case Commission
_____	\$ _____ / case	\$ _____ / case
_____	\$ _____ / case	\$ _____ / case
_____	\$ _____ / case	\$ _____ / case
_____	\$ _____ / case	\$ _____ / case
_____	\$ _____ / case	\$ _____ / case
_____	\$ _____ / case	\$ _____ / case
_____	\$ _____ / case	\$ _____ / case

4. 12 Ounce Cans (price per 24 count case/concession)

Description (e.g. Cola, Diet Cola, Non-Cola, Other)	Price
<u>See attached product list</u>	\$ 7.38/case
_____	\$ _____ /case
_____	\$ _____ /case
_____	\$ _____ / case
_____	\$ _____ / case
_____	\$ _____ / case
_____	\$ _____ / case
_____	\$ _____ / case

5. 12 Ounce cans (price per 24 count case/beverage vending)

Description (e.g. Cola, Diet Cola, Non-Cola, Other)	Self Fill Price	Full Service Price
See attached product list	\$ 7.38/case	\$ 40%/case Commission
_____	\$ _____/ case	\$ _____/ case
_____	\$ _____/ case	\$ _____/ case
_____	\$ _____/ case	\$ _____/ case
_____	\$ _____/ case	\$ _____/ case
_____	\$ _____/ case	\$ _____/ case
_____	\$ _____/ case	\$ _____/ case
_____	\$ _____/ case	\$ _____/ case
_____	\$ _____/ case	\$ _____/ case
_____	\$ _____/ case	\$ _____/ case

6. Fruit Drinks, Energy Drinks, Tea, Sports Drinks, and other beverages:

Description	Size	Price
Gatorade	20 oz	\$ 28.16
Lipton Tea	20 oz	\$ 29.80
Fruit Drinks non Carbs	20 oz	\$ 29.80
Rock Star	15 oz	\$ 24.44
See attached product list	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

7. Cups with lids

Description (e.g., paper, wax, etc.)	Size	Case Count	Price
<u>Poly Coated</u>	12 oz	<u>2000</u>	<u>\$56.24</u> /case
<u>Poly Coated</u>	21 oz	<u>24oz 1000</u>	<u>\$47.42</u> /case
<u>Poly Coated</u>	32 oz	<u>480</u>	<u>\$36.66</u> case

8. Commission on beverage vending (percentage of gross sales)

40%

9. Additional Financial Incentives

Description (money per year for length of contract)	Annual Fee
<u></u>	<u>\$ 2500.00</u> /year

10. Other Incentives (non-monetary)

Description

50 cases per year of 16.9oz water or 12 oz cans to be used for special events

Comments/Amendments to scope of services:

AMENDMENT

This amendment (this "*Amendment*") is made by and between **Bottling Group, LLC**, a Delaware limited liability company, and its affiliates and/or respective subsidiaries collectively comprising Pepsi Beverages Company with an office located at 1775 Kansas City Road, Olathe, KS 66061 ("*Pepsi*") and **The City of Raymore, Missouri**, a Charter City organized and existing under the laws of the State of Missouri, with its principal place of business at 100 Municipal Circle, Raymore, Missouri (the "*City*").

WHEREAS, Pepsi-Cola and the City are parties to an existing Beverage Vending cans Supply Services Agreement that commenced on April 11, 2016 (the "*Agreement*"); and

WHEREAS, Pepsi-Cola and the City now wish to amend the Agreement as hereinafter provided in this Amendment;

NOW, THEREFORE, in consideration of these premises and the covenants herein contained, it is hereby agreed that, as of the date set forth below, the Agreement is hereby amended as follows. As used in this Amendment, capitalized terms defined in the Agreement and not otherwise defined in this Amendment shall have the respective meanings assigned thereto in the Agreement.

1. The Amendment is effective as of May 1, 2019.
2. The following Section 2.21, ASP, is hereby added to the Agreement"

"2.21 ANNUAL SUPPORT FUNDS. Pepsi shall provide Customer with annual support funds in the amount of Five Thousand Dollars (\$5,000), payable to the Customer within sixty (60) days after the commencement of Year 2 and each anniversary thereafter until the end of the Term of this Agreement not to exceed \$5,000 (2) consecutive payments (the "**Annual Support Funds**"). The Annual Support Funds are earned throughout the Year in which they are paid. In the event Pepsi terminates this Agreement due to the Customer's failure to cure a breach hereof, the unearned Annual Support Funds will be repaid to Pepsi pursuant to the terms.

3. Section 2.14, Commissions, is hereby deleted and replaced with the following:

"Commissions, as a percentage of the actual cash ("**cash in bag**" or "**CIB**") collected by Pepsi from the Vending Machines placed at the Facilities, plus actual amounts received by Pepsi in connection with credit card or debit card sales (collectively with CIB, "**Revenue**"), less any applicable taxes, fees or deposits ("**Commissions**"). Such Commissions shall be at the rate(s) set forth below (the "**Commission Rate**") and shall be calculated as follows:

(Revenue – applicable taxes/taxes/fees/deposits) * Commission Rate = Commission Due

Product	Minimum Vend Price	Commission Rate*
All Products sold through vending machines	\$2.00	40%
*Commission Rate stated above shall only apply to Products sold by Pepsi through its Vending Machines at the beginning of the Term. If Pepsi proposes any new Products to the City during the Term, then Pepsi shall have the right to apply a different Commission Rate and/or Minimum Vend Price for such new Product.		

All other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, Pepsi-Cola and City have caused this Amendment to be executed by the authorized persons set forth below.

PEPSICO SALES, INC.

**THE CITY OF RAYMORE,
MISSOURI**

By _____

By _____

Name: _____

Name: _____

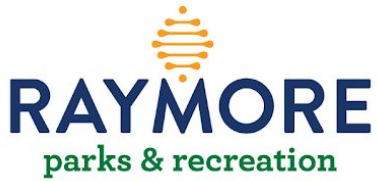
Title: _____

Title: _____

Date: _____

Date: _____

a



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: March 26, 2019

<input type="checkbox"/>	Discussion Item	X	Action Item
X	Council Recommendation	<input type="checkbox"/>	Presentation

Title / Issue / Request:

5 Year Capital Improvement Program

Background / Justification:

In FY17, the Park Board recommended and the City Council approved the Parks Master Plan project in the amount of \$75,000. In 2018, city staff committed to developing a City-wide comprehensive plan that would include all department master plans as subsections. Much of the work will be completed in-house with some consulting fees associated.

On March 12, staff proposed to the Park Board to retain \$25,000 in the master plan project for consulting fees and other miscellaneous costs associated with the project. The remaining \$50,000 would be transferred to the T.B. Hanna improvement project to help offset costs associated with landscaping and site preparation.

The Park Board directed staff to bring an amendment forward at the March meeting.

Financial Impact: \$50,000: Transfer of funds from Fund 25 to Fund 47

Project Timeline: April - City Council

Staff Recommendation:

Staff is seeking approval of the proposed budget amendment.

Attachments:

1. Draft Ordinance

BILL _____

ORDINANCE

“AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, AUTHORIZING AN AMENDMENT TO THE FISCAL YEAR 2019 CAPITAL BUDGET.”

WHEREAS, the Parks Master Plan was funded in fiscal year 2017 in the amount of \$75,000; and

WHEREAS, it is desired to move \$50,000 of the \$75,000 from the Park Fund (25) to the Capital Improvement Fund (47) to offset costs associated with T.B. Hanna Station improvements; and

WHEREAS, staff recommends amending the FY 2019 Capital Budget.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RAYMORE, MISSOURI, AS FOLLOWS:

Section 1. The City Manager is directed to move \$50,000 in the Park Fund (25) to the FY19 Capital Improvement Fund (47).

Section 2. Effective Date. The effective date of approval of this Ordinance shall be coincidental with the Mayor’s signature and attestation by the City Clerk.

Section 3. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

DULY READ THE FIRST TIME THIS 8TH DAY OF APRIL, 2019.

BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 22ND DAY OF APRIL, 2019, BY THE FOLLOWING VOTE:

Councilmember Abdelgawad
Councilmember Barber
Councilmember Berendzen

Bill _____

Councilmember Burke III
Councilmember Circo
Councilmember Holman
Councilmember Kellogg
Councilmember Townsend

ATTEST:

APPROVE:

Jean Woerner, City Clerk

Kristofer P. Turnbow, Mayor

Date of Signature



Raymore Parks and Recreation Board Agenda Item Information Form

Department Division: P&R Administration
Submitted By: Nathan Musteen
Date: March 26, 2019

<input type="checkbox"/>	Discussion Item	X	Action Item
X	Council Recommendation	<input type="checkbox"/>	Presentation

Title / Issue / Request:

5 Year Capital Improvement Program

Background / Justification:

The Capital Budget is a product of the Capital Improvement Program (CIP), it represents a 5 year plan of capital projects. Each year, the Park Board begins a review of capital projects and the 5 year plan in February. Once approved by the Park Board, staff recommends their proposed 5 year plan to the City Manager for his review prior to the City Council presentation in August.

On Tuesday, March 12, Director Musteen presented the Park Board a recommended 5 year CIP plan from the Capital Improvement Committee. Upon discussion and review of the projects, the Board requested that staff bring the plan as presented to the Park Board during the March meeting.

Financial Impact: - See Attachment

Project Timeline:

June - July	City Manager Review
August	City Council Review

Staff Recommendation:

Staff is seeking a recommendation from the Park Board for approval to present to the City Manager.

Attachments:

1. Proposed 5 Year CIP

5 Year PROPOSED - Parks Capital Improvements Projects					
Fiscal Year	Category	Project	Park / Location	Budget Amount	Totals
2020	Replacement	Recreation Park Playground Replacement	RP	\$300,000	
	New	T.B. Hanna - Landscaping Earthwork	TBHS	\$50,000	
					\$350,000
2021	New	Dog Park		\$225,000	
	New	Hawk Ridge Park Playground	HRP	\$150,000	
					\$375,000
2022	Replacement	Rec Park Playground (2-5 Year old area)	RP	\$250,000	
	New	Recreation Park Baseball Complex Scoreboards	RP	\$50,000	
					\$300,000
2023	New	T.B. Hanna Station Enhancements	TBHS		
		Adams & Olive St. Parking		\$150,000	
		Corner Boundaries		\$70,000	
		Special Event Lighting		\$60,000	
		Furniture and Monument Sign		\$45,000	
		RR Crossing Signs		\$25,000	\$350,000
2024	Maintenance	Concession Roof repairs & paint (baseball / soccer)	RP	\$100,000	
	New	Recreation Park Pavilion Playground	RP	\$200,000	
	New	Park Maintenance Building Apron	Shop	\$75,000	
					\$375,000



MISCELLANEOUS ITEMS

- February 12 - Work Session Notes
- March 12 - Work Session Notes
- Status of Capital Improvements
(Provided to the Council the 1st meeting of each month)
- Financials - As of April 30, 2018

**Work Session Notes
Raymore Parks and Recreation Board**

**Tuesday, February 12, 2019
6:00PM**

**Centerview
227 Municipal Circle
Raymore, Missouri 64083**

Members Present: Chairman Trautman, Members: Cipolla, Eastwood, Harris, Heath, Houdyshell, Seimears and Supple.

Staff Present: Director Musteen, Parks Superintendent Rulo, Recreation Superintendent McLain

Call to Order: Chairman Trautman called the meeting to order at 6:00 pm.

1. Vision Session

- a. The Parks and Recreation Board and Staff held a vision session, discussing where we are now and the future of Raymore Parks and Recreation.
 - i. Review of Historic events - Director Musteen outlined a historic timeline of the Park Board from it's beginning in the early 1970's through 2019.
 - ii. Review of the most recent ETC Survey and items that relate specifically to parks and recreation.
 - iii. Review of the Strategic Plan.
 - iv. Discussion on dreams and themes of the Board and where the Parks Board and Staff go moving forward.

2. Outcomes

FOCUS AREAS:

- Staffing and Support for new amenities
- National Parks & Recreation Association - Department Accreditation
- Trail Connectivity (specifically - trail expansion to connect to the Katy Trail and align with the Metro Greenway Trails through Mid America Regional Council.
- Facility Usage / Cost Recovery

- Signature Events - Amphitheater (Partnership with the Arts Commission)
- Visibility / Marketing (Cooperative effort with the Communications Department)
- Capital Improvement Plan - 15 to 20 year program that includes new, replacement and maintenance items)

GOALS:

- 2020 - Revenue Streams
- 2025 - Soccer Complex
Recreation Park Baseball Tournament Complex

2. Adjournment

- a. The meeting adjourned at 8:45 pm.

**Work Session Notes
Raymore Parks and Recreation Board**

**Tuesday, March 12, 2019
6:00PM**

**Executive Conference Room
100 Municipal Circle
Raymore, Missouri 64083**

Members Present: Chairman Trautman, Members: Bartow, Cipolla, Harris, Houdyshell, Seimears and Supple.

Staff Present: Director Musteen, Parks Superintendent Rulo, Recreation Superintendent McLain

Call to Order: Chairman Trautman called the meeting to order at 6:02 pm.

1. CIP - Capital Improvement Plan

- a. Director Musteen gave the Board an update on the following projects: .
 - i. Project Updates
 1. HRP
 2. TB Hanna Station
 3. RP Bridge
 4. Park House Demo
 5. Ballfield Lights
 6. RP Pond
 7. RAC
 - a. Projector / Screen
 - b. Bollards
 8. Arboretum Lights
 9. Playground/Shelter RFQ
 - a. Memorial Park Playground Replacement
 - b. Rec Park Playground Replacement
 - c. Rec Park (2-5 Year Old) Playground Replacement
 - d. Rec Park Pavilion
 - e. Rec Park Pavilion Playground
 - ii. Director Musteen presented staff's proposed CIP.
 1. Discussion ensued
 2. The Board approved of the recommended 5 year CIP.

3. Staff was directed to present the plan at the March business meeting of the Park Board.

iii. Director Musteen reminded the Park Board of the April 5th Public Art Committee meeting. The public art mural commissioned by the Arts Commission will be presented by the artist.

2. Adjournment

a. The meeting adjourned at 7:40pm.

Status of Park & Recreation Capital Improvements

3/26/2019

2019 Projects

- Recreation Park Ballfield Lights: Installation of lighting on fields 1 and 2 at Recreation Park. *Park Sales Tax Fund, \$90,000 (NM)*
 - RFP is posted
 - Pre-Bid: November 28 & 29
 - Bid Opening: December 5
 - Park Board: January 22
 - City Council: February 11 & 25
 - Notice to Proceed: March 11
 - Under Construction
- Recreation Park Pond: This project would involve an environmental analysis in the first year. The information gathered will provide guidance for the removal of sediment in the pond and cleaning up around the area making it easier to fish and more aesthetically pleasing. *Park Sales Tax Fund, \$10,000 (NM)*
 - Study is Complete: August 2018
 - RFP is posted
 - Pre-Bid: November 29 & 30
 - Bid Opening: December 7
 - Park Board: January 22
 - City Council: February 11 & 25
 - Notice to Proceed: March 21
 - Under Construction
- Memorial Park Trail Lights: The purchase and installation of light pole replacements in the Arboretum at Memorial Park. *Park Sales Tax Fund, \$26,000 (NM)*
- Memorial Park Playground Improvements: The replacement of the old playground equipment north of the West Shelter at the Arboretum. *Park Sales Tax Fund, \$48,000 (NM)*

2018 Projects

- Recreation Park Picnic Pavilion: This project would involve the demolition of the existing park house and site restoration and create an additional picnic pavilion with restrooms and special event storage. *Park Sales Tax Fund, \$210,000 (NM)*
 - Park House Demo
 - Pre-Bid: December 12 & 13
 - Bid Opening: December 20
 - Park Board: January 22
 - City Council: February 11 & 25
 - Notice to Proceed: March 11
 - Under Construction

- Recreation Park Pedestrian Bridge Replacement: This project would involve the replacement of the current bridge and construction of new pedestrian crossing to the east connecting Moon Valley and Recreation Park. *Park Sales Tax Fund, \$55,000 (NM)*
 - Park Board: November 27, 2018
 - City Council: January 14, 2019
 - Notice to Proceed: March 11
 - Under Construction

2017 Projects

- Trail Lighting: This project involves a systematic study of costs, safety and needs assessment prioritizing the installation of lights along the trail system in the Parks and Recreation Department. *Park Sales Tax Fund, \$100,000 (NM)*
 - Project on hold

2016 Projects

- Hawk Ridge Park Phase (I-b) ADA Dock: This project involves the purchase and installation of an ADA dock in Johnston Lake at the park. Staff worked with CAPS (Community Assistance Program) with the Missouri Department of Conservation seeking opportunities for grants and partnerships to obtain additional funding. The Council and Park Board approved an updated agreement in which the MO Department of Conservation will provide assistance with this project and other amenities totalling 75% of total project costs with a maximum of \$178,000. In addition, a 50 ft long fishing jetty will be added to the overall fishing access portion of the project. *Parks Sales Tax Fund, \$45,000 (NM)*
 - Construction is underway
 - Completion - Spring 2019
- Hawk Ridge Park Phase (I-c) Restroom: This project would involve the installation of a restroom facility at the park. This project has been partnered with the ADA Dock listed above and is also being completed and jointly funded under the CAPS agreement. *Park Sales Tax Fund, \$90,000 (NM)*
 - Construction is underway
 - Completion - Spring 2019

2015 Projects

- Hawk Ridge Park Walking Trail - Lake Loop
This trail will be a concrete path that is 4" in depth and 10' in width that loops around the perimeter of Johnston Lake. This project was initially delayed and has been partnered with the ADA Dock listed above. The loop trail is also partially funded under the CAPS agreement. *Park Sales Tax Fund, \$160,000; (NM)*
 - Construction is underway
 - Completion - Spring 2019

Bond Projects

- HAWK RIDGE PARK Projects
 - Construction is underway
 - Completion - Spring 2019

Hawk Ridge Park - Additional Signage: The final phase of the Hawk Ridge Park Master Plan calls for park signage that includes monument entrance signs, facility signs, trail and wayfinding signage, furnishings and other features that will enhance the park experience.

Hawk Ridge Park - Amphitheater: Located on the east side of Johnston Lake in Hawk Ridge Park, the amphitheater is the focal point of the HRP Master Plan and would be the facility for theater, musical performances and other community arts programming. This project involves other amenities that include additional parking, restrooms, trail enhancements, infrastructure and grading work.

Hawk Ridge Park - Parking lot expansion & ADA Playground: This phase of the Hawk Ridge Park improvements include an all-inclusive playground, parking and infrastructure expansion on the north-west side of Johnston Lake.

- T.B Hanna Station Park - Splash Park/Skate Rink: T.B. Hanna Station will gain a number of new amenities that would join the newly opened Depot shelter. Included in this project would be a spray water park, community ice rink and playground.
 - Design/Consultant Contract before the Park Board (1/23/18)
 - Design/Consultant Contract before the City Council (1st Read/Feb 12 - 2nd Read/Feb 26)
 - Design underway - April 2018
 - Accepted Donation from Variety KC - October
 - Redesigned playground/sprayground to be all-inclusive: December - March
 - Bidding documents and site plan development- March

All Inclusive Playground

Hawk Ridge Park will be home to Cass County's first and only ALL-Inclusive Playground. Designed by Unlimited Play and funded by the Raymore Community, this playground will be a destination play area for people of all abilities and nestled in the newly updated Hawk Ridge Park.

- Fundraising is underway

25 -PARK FUND
 FINANCIAL SUMMARY

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>									
<u>NON-DEPARTMENTAL</u>									
<u>PARKS DIVISION</u>									
PROPERTY TAXES	0.00	0.00	0.00	402,780.00	9,877.23	388,188.87	0.00	14,591.13	96.38
MISCELLANEOUS	0.00	0.00	0.00	7,967.00	936.83	9,758.90	0.00	(1,791.90)	122.49
FACILITY RENTAL REVENUE	0.00	0.00	0.00	6,080.00	100.00	170.00	0.00	5,910.00	2.80
TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	0.00	112,500.00	0.00	337,500.00	25.00
TOTAL PARKS DIVISION	0.00	0.00	0.00	866,827.00	10,914.06	510,617.77	0.00	356,209.23	58.91
<u>RECREATION DIVISION</u>									
CONCESSION REVENUE	0.00	0.00	0.00	62,000.00	5.50	431.50	0.00	61,568.50	0.70
FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,200.00	0.00	2,328.75	0.00	19,871.25	10.49
PROGRAM REVENUE	0.00	0.00	0.00	227,520.00	35,347.50	59,439.75	(40.00)	168,120.25	26.11
TOTAL RECREATION DIVISION	0.00	0.00	0.00	311,720.00	35,353.00	62,200.00	(40.00)	249,560.00	19.94
<u>CENTERVIEW</u>									
FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	4,892.50	19,924.99	0.00	30,280.01	39.69
PROGRAM REVENUE	0.00	0.00	0.00	2,600.00	390.00	2,025.00	0.00	575.00	77.88
TOTAL CENTERVIEW	0.00	0.00	0.00	52,805.00	5,282.50	21,949.99	0.00	30,855.01	41.57
<u>RAYMORE ACTIVITY CENTER</u>									
MISCELLANEOUS	0.00	0.00	0.00	2,340.00	0.00	0.00	0.00	2,340.00	0.00
CONCESSION REVENUE	0.00	0.00	0.00	7,650.00	455.00	590.00	0.00	7,060.00	7.71
FACILITY RENTAL REVENUE	0.00	0.00	0.00	13,050.00	595.00	1,532.50	0.00	11,517.50	11.74
PROGRAM REVENUE	0.00	0.00	0.00	146,800.00	6,935.01	19,860.01	0.00	126,939.99	13.53
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	169,840.00	7,985.01	21,982.51	0.00	147,857.49	12.94
TOTAL REVENUES	0.00	0.00	0.00	1,401,192.00	59,534.57	616,750.27	(40.00)	784,481.73	44.01
<u>EXPENDITURE SUMMARY</u>									
PARKS DIVISION	0.00	0.00	0.00	732,989.00	45,231.04	209,091.94	4,672.00	519,225.06	29.16
RECREATION DIVISION	0.00	0.00	0.00	537,076.00	32,987.81	144,555.54	664.94	391,855.52	27.04
CENTERVIEW	182.79	182.79	0.00	49,255.00	2,680.75	6,547.52	79.72	42,627.76	13.45
RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	81,172.00	4,044.11	13,085.82	878.90	67,207.28	17.20
TOTAL EXPENDITURES	182.79	182.79	0.00	1,400,492.00	84,943.71	373,280.82	6,295.56	1,020,915.62	27.10
REVENUES OVER/(UNDER) EXPENDITURES	(182.79)	182.79	0.00	700.00	(25,409.14)	243,469.45	(6,335.56)	(236,433.89)	3,876.27

25 -PARK FUND
 REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL =====									
MISCELLANEOUS									
TRANSFERS - INTERFUND									
PARKS DIVISION =====									
PROPERTY TAXES									
25-4010-0000 REAL ESTATE PROPERTY TAX	0.00	0.00	0.00	336,715.00	6,040.92	330,477.69	0.00	6,237.31	98.15
25-4020-0000 PERSONAL PROPERTY TAX	0.00	0.00	0.00	66,065.00	3,836.31	57,711.18	0.00	8,353.82	87.36
TOTAL PROPERTY TAXES	0.00	0.00	0.00	402,780.00	9,877.23	388,188.87	0.00	14,591.13	96.38
MISCELLANEOUS									
25-4350-0000 INTEREST REVENUE	0.00	0.00	0.00	7,967.00	924.33	7,699.20	0.00	267.80	96.64
25-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	12.50	59.70	0.00	(59.70)	0.00
25-4480-1500 DONATIONS - LEGACY	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	(2,000.00)	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	7,967.00	936.83	9,758.90	0.00	(1,791.90)	122.49
FACILITY RENTAL REVENUE									
25-4710-0000 PARK RENTAL FEES	0.00	0.00	0.00	6,080.00	100.00	170.00	0.00	5,910.00	2.80
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	6,080.00	100.00	170.00	0.00	5,910.00	2.80
TRANSFERS - INTERFUND									
25-4901-0000 TRANSFER FROM GENERAL FUN	0.00	0.00	0.00	100,000.00	0.00	24,999.99	0.00	75,000.01	25.00
25-4947-0000 TRANSFER FROM PARK SALES	0.00	0.00	0.00	350,000.00	0.00	87,500.01	0.00	262,499.99	25.00
TOTAL TRANSFERS - INTERFUND	0.00	0.00	0.00	450,000.00	0.00	112,500.00	0.00	337,500.00	25.00
TOTAL PARKS DIVISION	0.00	0.00	0.00	866,827.00	10,914.06	510,617.77	0.00	356,209.23	58.91
RECREATION DIVISION =====									
PROPERTY TAXES									
MISCELLANEOUS									
CONCESSION REVENUE									
26-4700-0000 CONCESSION	0.00	0.00	0.00	62,000.00	5.50	431.50	0.00	61,568.50	0.70
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	62,000.00	5.50	431.50	0.00	61,568.50	0.70

25 -PARK FUND
 REVENUES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>FACILITY RENTAL REVENUE</u>									
26-4710-0000 RENTAL FEES	0.00	0.00	0.00	22,200.00	0.00	2,328.75	0.00	19,871.25	10.49
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	22,200.00	0.00	2,328.75	0.00	19,871.25	10.49
<u>PROGRAM REVENUE</u>									
26-4715-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	12,250.00	2,005.00	2,465.00	0.00	9,785.00	20.12
26-4715-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	86,600.00	7,130.00	9,251.00	0.00	77,349.00	10.68
26-4715-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	0.00	(50.00)	0.00	0.00	0.00	0.00
26-4715-1620 PROGRAM - SOCCER	0.00	0.00	0.00	67,900.00	20,615.50	37,701.75	0.00	30,198.25	55.53
26-4715-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	20,250.00	450.00	450.00	0.00	19,800.00	2.22
26-4715-1635 PROGRAM - INSTRUCTIONAL	0.00	0.00	0.00	6,300.00	0.00	405.00	0.00	5,895.00	6.43
26-4715-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	11,520.00	2,800.00	4,460.00	(40.00)	7,100.00	38.37
26-4715-1645 PROGRAM - FITNESS	0.00	0.00	0.00	7,200.00	(50.00)	(50.00)	0.00	7,250.00	0.69
26-4720-0000 SPECIAL EVENT CONTRIBUTIO	0.00	0.00	0.00	15,500.00	2,447.00	4,757.00	0.00	10,743.00	30.69
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	227,520.00	35,347.50	59,439.75	(40.00)	168,120.25	26.11
TOTAL RECREATION DIVISION	0.00	0.00	0.00	311,720.00	35,353.00	62,200.00	(40.00)	249,560.00	19.94

CENTERVIEW
 =====

<u>MISCELLANEOUS</u>									
<u>FACILITY RENTAL REVENUE</u>									
27-4710-0000 RENTAL FEES	0.00	0.00	0.00	50,205.00	4,892.50	19,924.99	0.00	30,280.01	39.69
TOTAL FACILITY RENTAL REVENUE	0.00	0.00	0.00	50,205.00	4,892.50	19,924.99	0.00	30,280.01	39.69
<u>PROGRAM REVENUE</u>									
27-4715-1600 PROGRAMS-MISC	0.00	0.00	0.00	2,600.00	390.00	2,025.00	0.00	575.00	77.88
TOTAL PROGRAM REVENUE	0.00	0.00	0.00	2,600.00	390.00	2,025.00	0.00	575.00	77.88
TOTAL CENTERVIEW	0.00	0.00	0.00	52,805.00	5,282.50	21,949.99	0.00	30,855.01	41.57

RAYMORE ACTIVITY CENTER
 =====

<u>MISCELLANEOUS</u>									
28-4370-0000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	2,340.00	0.00	0.00	0.00	2,340.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	2,340.00	0.00	0.00	0.00	2,340.00	0.00
<u>CONCESSION REVENUE</u>									
28-4700-0000 CONCESSION	0.00	0.00	0.00	7,650.00	455.00	590.00	0.00	7,060.00	7.71
TOTAL CONCESSION REVENUE	0.00	0.00	0.00	7,650.00	455.00	590.00	0.00	7,060.00	7.71

25 -PARK FUND
 PARKS DIVISION

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
25-5010-0000 SALARIES/WAGES	0.00	0.00	0.00	19,233.00	0.00	0.00	0.00	19,233.00	0.00
25-5010-1250 SALARIES/WAGES	0.00	0.00	0.00	327,719.00	22,826.66	112,394.69	0.00	215,324.31	34.30
25-5020-1250 FICA	0.00	0.00	0.00	25,751.00	1,835.59	8,800.33	0.00	16,950.67	34.17
25-5030-1250 UNEMPLOYMENT	0.00	0.00	0.00	1,011.00	0.00	0.00	0.00	1,011.00	0.00
25-5040-1250 GROUP INSURANCE	0.00	0.00	0.00	55,986.00	4,262.50	17,046.03	0.00	38,939.97	30.45
25-5045-1250 LAGERS	0.00	0.00	0.00	50,582.00	3,797.63	17,178.18	0.00	33,403.82	33.96
25-5050-1250 OVERTIME	0.00	0.00	0.00	8,892.00	2,257.54	6,909.20	0.00	1,982.80	77.70
25-5060-1250 WORKERS COMP	0.00	0.00	0.00	9,189.00	0.00	2,237.67	0.00	6,951.33	24.35
TOTAL PERSONNEL	0.00	0.00	0.00	498,363.00	34,979.92	164,566.10	0.00	333,796.90	33.02
<u>COMMODITIES</u>									
25-6065-1250 EQUIPMENT & FIXTURES-PARK	0.00	0.00	0.00	6,900.00	0.00	0.00	0.00	6,900.00	0.00
25-6070-1250 FUEL/OIL	0.00	0.00	0.00	10,450.00	302.35	1,862.27	0.00	8,587.73	17.82
25-6150-1010 OFFICE SUPPLIES	0.00	0.00	0.00	1,500.00	45.45	67.61	0.00	1,432.39	4.51
25-6260-1250 TOOLS/EQUIPMENT	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
25-6270-1010 UNIFORMS	0.00	0.00	0.00	162.00	0.00	0.00	0.00	162.00	0.00
25-6270-1250 UNIFORMS	0.00	0.00	0.00	3,825.00	1,135.13	2,593.75	0.00	1,231.25	67.81
TOTAL COMMODITIES	0.00	0.00	0.00	25,337.00	1,482.93	4,523.63	0.00	20,813.37	17.85
<u>MAINTENANCE & REPAIRS</u>									
25-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	(64.73)	0.00	0.00	0.00	0.00
25-6400-1250 BUILDING MAINTENANCE	0.00	0.00	0.00	2,000.00	64.73	64.73	0.00	1,935.27	3.24
25-6410-1250 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	99.96	99.96	0.00	400.04	19.99
25-6430-1250 GROUNDS MAINTENANCE	0.00	0.00	0.00	40,000.00	2,781.69	5,439.82	98.79	34,461.39	13.85
25-6430-1255 GROUNDS MAINT-TREES	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00
25-6430-1500 GROUNDS MAINTENANCE - LEG	0.00	0.00	0.00	0.00	0.00	1,947.39	0.00	(1,947.39)	0.00
25-6490-1010 VEHICLE MAINTENANCE	0.00	0.00	0.00	500.00	302.76	302.76	0.00	197.24	60.55
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	47,000.00	3,184.41	7,854.66	98.79	39,046.55	16.92
<u>UTILITIES</u>									
25-6800-1010 ELECTRICITY	0.00	0.00	0.00	46,564.00	2,701.89	9,832.79	0.00	36,731.21	21.12
25-6810-1010 WATER	0.00	0.00	0.00	215.00	0.00	0.00	0.00	215.00	0.00
TOTAL UTILITIES	0.00	0.00	0.00	46,779.00	2,701.89	9,832.79	0.00	36,946.21	21.02
<u>CONTRACTUAL</u>									
25-7020-1010 ADVERTISING/LEGAL NOTICES	0.00	0.00	0.00	135.00	0.00	0.00	0.00	135.00	0.00
25-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,750.00	910.00	1,024.71	0.00	1,725.29	37.26
25-7090-1255 EDUCATION/TRAINING/SEMINA	0.00	0.00	0.00	500.00	0.00	445.00	0.00	55.00	89.00
25-7140-1250 EQUIPMENT RENTAL	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
25-7180-1010 INSURANCE	0.00	0.00	0.00	12,003.00	0.00	0.00	0.00	12,003.00	0.00
25-7210-1010 LEGAL SERVICES	0.00	0.00	0.00	800.00	0.00	0.00	0.00	800.00	0.00
25-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	6,770.00	583.39	767.55	0.00	6,002.45	11.34
25-7240-1250 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	0.00	(2.50)	0.00	0.00	0.00	0.00
25-7240-1255 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	250.00	2.50	104.50	0.00	145.50	41.80
25-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	1,600.00	75.00	925.00	0.00	675.00	57.81
25-7280-1010 MISCELLANEOUS EXP	0.00	0.00	0.00	110.00	0.00	27.53	0.00	82.47	25.03
25-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	2,076.00	325.64	707.17	0.00	1,368.83	34.06

CITY OF RAYMORE
 DEPARTMENT HEAD REPORT - UNAUDITED
 AS OF: FEBRUARY 28TH, 2019

25 -PARK FUND
 RECREATION DIVISION
 DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
26-5010-1310 SALARIES/WAGES	0.00	0.00	0.00	254,927.00	22,187.43	90,274.41	0.00	164,652.59	35.41
26-5020-1310 FICA	0.00	0.00	0.00	19,740.00	1,680.77	6,924.48	0.00	12,815.52	35.08
26-5030-1310 UNEMPLOYMENT	0.00	0.00	0.00	787.00	0.00	0.00	0.00	787.00	0.00
26-5040-1310 GROUP INSURANCE	0.00	0.00	0.00	25,269.00	2,632.31	10,526.48	0.00	14,742.52	41.66
26-5045-1310 LAGERS	0.00	0.00	0.00	33,881.00	2,587.06	11,729.22	0.00	22,151.78	34.62
26-5050-1310 OVERTIME	0.00	0.00	0.00	3,115.00	140.43	1,637.95	0.00	1,477.05	52.58
26-5060-1010 WORKERS COMP	0.00	0.00	0.00	5,712.00	0.00	1,383.00	0.00	4,329.00	24.21
TOTAL PERSONNEL	0.00	0.00	0.00	343,431.00	29,228.00	122,475.54	0.00	220,955.46	35.66
<u>COMMODITIES</u>									
26-6190-1010 POSTAGE	0.00	0.00	0.00	288.00	2.12	27.62	0.00	260.38	9.59
26-6245-1010 SOFTWARE	0.00	0.00	0.00	1,350.00	(87.01)	0.00	0.00	1,350.00	0.00
26-6260-1010 TOOLS/EQUIPMENT/ADMIN	0.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00
26-6260-1600 TOOLS/EQUIPMENT-MISC	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
26-6260-1610 TOOLS/EQUIP- BASEBALL/SOF	0.00	0.00	0.00	4,000.00	0.00	35.00	0.00	3,965.00	0.88
26-6260-1620 TOOLS/EQUIPMENT - SOCCER	0.00	0.00	0.00	2,500.00	0.00	716.00	0.00	1,784.00	28.64
26-6260-1640 TOOLS/EQUIPMENT - TINY SP	0.00	0.00	0.00	625.00	321.28	321.28	0.00	303.72	51.40
26-6270-1010 UNIFORMS	0.00	0.00	0.00	546.00	534.00	534.00	0.00	12.00	97.80
TOTAL COMMODITIES	0.00	0.00	0.00	10,359.00	770.39	1,633.90	0.00	8,725.10	15.77
<u>UTILITIES</u>									
<u>CONTRACTUAL</u>									
26-7060-1010 CONCESSION EXP-ADMINISTRA	0.00	0.00	0.00	30,000.00	0.00	228.93	67.94	29,703.13	0.99
26-7090-1010 ED/TRAIN/SEMINAR	0.00	0.00	0.00	2,980.00	25.00	2,099.00	0.00	881.00	70.44
26-7240-1010 MEALS/LODGING/MILEAGE	0.00	0.00	0.00	4,570.00	1,132.88	2,731.55	0.00	1,838.45	59.77
26-7250-1010 MEMBERSHIP DUES	0.00	0.00	0.00	35.00	0.00	0.00	0.00	35.00	0.00
26-7280-1290 MISC/CASH/DEBT MGMT	0.00	0.00	0.00	7,500.00	448.05	1,345.46	0.00	6,154.54	17.94
26-7315-1010 PRINTING	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
26-7330-1600 PROGRAM - MISC LEAGUES	0.00	0.00	0.00	5,145.00	18.50	384.50	333.00	4,427.50	13.95
26-7330-1610 PROGRAM - BASEBALL/SOFTBA	0.00	0.00	0.00	34,706.00	0.00	62.00	0.00	34,644.00	0.18
26-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	264.00	(264.00)	0.00
26-7330-1620 PROGRAM - SOCCER	0.00	0.00	0.00	38,000.00	272.00	8,896.14	0.00	29,103.86	23.41
26-7330-1625 PROGRAM - ADULT SOFTBALL	0.00	0.00	0.00	9,000.00	0.00	270.76	0.00	8,729.24	3.01
26-7330-1635 PROGRAM - INSTRUCTION	0.00	0.00	0.00	4,750.00	0.00	455.00	0.00	4,295.00	9.58
26-7330-1640 PROGRAM - TINY SPORTS	0.00	0.00	0.00	1,800.00	209.30	209.30	0.00	1,590.70	11.63
26-7330-1645 PROGRAM - FITNESS	0.00	0.00	0.00	4,550.00	0.00	0.00	0.00	4,550.00	0.00
26-7340-1600 RENT	0.00	0.00	0.00	5,000.00	270.00	770.00	0.00	4,230.00	15.40
26-7360-1010 SOFTWARE MAINT - ADMINIST	0.00	0.00	0.00	4,500.00	87.01	173.91	0.00	4,326.09	3.86
26-7370-1600 SPECIAL EVENTS	0.00	0.00	0.00	28,250.00	526.68	2,819.55	0.00	25,430.45	9.98
TOTAL CONTRACTUAL	0.00	0.00	0.00	183,286.00	2,989.42	20,446.10	664.94	162,174.96	11.52

25 -PARK FUND
 RECREATION DIVISION
 DEPARTMENTAL EXPENDITURES

DEPARTMENTAL EXPENDITURES	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL PROJECTS</u>									
TOTAL RECREATION DIVISION	0.00	0.00	0.00	537,076.00	32,987.81	144,555.54	664.94	391,855.52	27.04

25 -PARK FUND

CENTERVIEW

DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
<u>COMMODITIES</u>									
27-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
27-6150-1010 SUPPLIES	0.00	0.00	0.00	5,000.00	310.22	554.14	0.00	4,445.86	11.08
27-6190-1010 POSTAGE	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
27-6245-1010 SOFTWARE	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
27-6260-1600 TOOLS/EQUIP - MISC	0.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	0.00
27-6270-1010 UNIFORMS	0.00	0.00	0.00	180.00	173.00	173.00	0.00	7.00	96.11
TOTAL COMMODITIES	0.00	0.00	0.00	7,180.00	483.22	727.14	0.00	6,452.86	10.13
<u>MAINTENANCE & REPAIRS</u>									
27-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,600.00	0.00	26.47	47.51	1,526.02	4.62
27-6410-1010 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
27-6430-1010 GROUNDS MAINTENANCE	114.79	114.79	0.00	1,500.00	0.00	114.79	(114.79)	1,500.00	0.00
TOTAL MAINTENANCE & REPAIRS	114.79	114.79	0.00	3,850.00	0.00	141.26	(67.28)	3,776.02	1.92
<u>UTILITIES</u>									
27-6800-1010 ELECTRICITY	0.00	0.00	0.00	9,600.00	444.55	1,239.97	0.00	8,360.03	12.92
27-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	4,200.00	581.27	1,273.61	0.00	2,926.39	30.32
27-6850-1010 TRASH	0.00	0.00	0.00	882.00	160.00	354.60	0.00	527.40	40.20
TOTAL UTILITIES	0.00	0.00	0.00	14,682.00	1,185.82	2,868.18	0.00	11,813.82	19.54
<u>CONTRACTUAL</u>									
27-7020-1010 ADVERTISING	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
27-7280-1010 MISCELLANEOUS EXPENSE	0.00	0.00	0.00	1,280.00	0.00	0.00	0.00	1,280.00	0.00
27-7300-1010 COPIER EXPENSE	0.00	0.00	0.00	2,076.00	28.46	361.19	0.00	1,714.81	17.40
27-7315-1010 PRINTING	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
27-7320-1010 PROFESSIONAL SERVICES	68.00	68.00	0.00	10,987.00	320.00	943.00	147.00	9,897.00	9.92
27-7330-1600 PROGRAM - MISCELLANEOUS	0.00	0.00	0.00	1,200.00	663.25	1,506.75	0.00	(306.75)	125.56
27-7360-1010 SOFTWARE MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL	68.00	68.00	0.00	23,543.00	1,011.71	2,810.94	147.00	20,585.06	12.56
<u>CAPITAL PROJECTS</u>									
TOTAL CENTERVIEW	182.79	182.79	0.00	49,255.00	2,680.75	6,547.52	79.72	42,627.76	13.45

25 -PARK FUND
 RAYMORE ACTIVITY CENTER
 DEPARTMENTAL EXPENDITURES

	PRIOR YEAR ENDING PO BAL.	PRIOR YEAR PO ADJUST.	REMAINING PRIOR YEAR PO BALANCE	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>									
<u>COMMODITIES</u>									
28-6065-1010 EQUIPMENT & FIXTURES	0.00	0.00	0.00	1,500.00	0.00	179.80	219.18	1,101.02	26.60
28-6150-1010 SUPPLIES	0.00	0.00	0.00	1,000.00	0.00	497.24	0.00	502.76	49.72
28-6245-1010 SOFTWARE	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
28-6260-1600 TOOLS/EQUIP - LEAGUE MISC	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
28-6260-1605 TOOLS/EQUIP - DAY CAMP	0.00	0.00	0.00	2,100.00	0.00	0.00	0.00	2,100.00	0.00
28-6260-1615 TOOLS/EQUIP - BASKETBALL	0.00	0.00	0.00	1,100.00	168.00	549.24	202.00	348.76	68.29
28-6260-1650 TOOLS/EQUIP - ADULT VOLLE	0.00	0.00	0.00	1,620.00	0.00	0.00	0.00	1,620.00	0.00
28-6260-1655 TOOLS/EQUIP - ADULT BASKE	0.00	0.00	0.00	1,370.00	0.00	0.00	0.00	1,370.00	0.00
28-6270-1010 UNIFORMS	0.00	0.00	0.00	180.00	0.00	0.00	0.00	180.00	0.00
TOTAL COMMODITIES	0.00	0.00	0.00	10,120.00	168.00	1,226.28	421.18	8,472.54	16.28
<u>MAINTENANCE & REPAIRS</u>									
28-6400-1010 BUILDING MAINTENANCE	0.00	0.00	0.00	1,500.00	0.00	64.73	0.00	1,435.27	4.32
28-6410-1010 EQUIPMENT MAINTENANCE	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
28-6430-1010 GROUNDS MAINTENANCE	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL MAINTENANCE & REPAIRS	0.00	0.00	0.00	4,000.00	0.00	64.73	0.00	3,935.27	1.62
<u>UTILITIES</u>									
28-6800-1010 ELECTRICITY	0.00	0.00	0.00	9,600.00	472.57	2,430.51	0.00	7,169.49	25.32
28-6820-1010 NATURAL GAS/PROPANE	0.00	0.00	0.00	4,200.00	485.74	2,364.44	0.00	1,835.56	56.30
28-6850-1010 TRASH	0.00	0.00	0.00	882.00	0.00	0.00	0.00	882.00	0.00
TOTAL UTILITIES	0.00	0.00	0.00	14,682.00	958.31	4,794.95	0.00	9,887.05	32.66
<u>CONTRACTUAL</u>									
28-7060-1010 CONCESSION EXP - RAC	0.00	0.00	0.00	4,000.00	617.58	617.58	0.00	3,382.42	15.44
28-7280-1010 MISCELLANEOUS	0.00	0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00
28-7320-1010 PROFESSIONAL SERVICES	0.00	0.00	0.00	2,190.00	160.00	240.00	40.00	1,910.00	12.79
28-7330-1600 PROGRAM - LEAGUE MISC	0.00	0.00	0.00	6,205.00	0.00	84.00	0.00	6,121.00	1.35
28-7330-1605 PROGRAM - DAY CAMP	0.00	0.00	0.00	16,400.00	0.00	612.00	0.00	15,788.00	3.73
28-7330-1615 PROGRAM - BASKETBALL	0.00	0.00	0.00	10,900.00	2,140.22	5,446.28	417.72	5,036.00	53.80
28-7330-1630 PROGRAM - MISC	0.00	0.00	0.00	4,725.00	0.00	0.00	0.00	4,725.00	0.00
28-7330-1650 PROGRAM - ADULT VOLLEYBAL	0.00	0.00	0.00	3,850.00	0.00	0.00	0.00	3,850.00	0.00
28-7330-1655 PROGRAM - ADULT BASKETBAL	0.00	0.00	0.00	1,900.00	0.00	0.00	0.00	1,900.00	0.00
28-7360-1010 SOFTWARE MAINTENANCE	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL	0.00	0.00	0.00	52,370.00	2,917.80	6,999.86	457.72	44,912.42	14.24
<u>CAPITAL PROJECTS</u>									
TOTAL RAYMORE ACTIVITY CENTER	0.00	0.00	0.00	81,172.00	4,044.11	13,085.82	878.90	67,207.28	17.20
TOTAL EXPENDITURES	182.79	182.79	0.00	1,400,492.00	84,943.71	373,280.82	6,295.56	1,020,915.62	27.10
REVENUES OVER/(UNDER) EXPENDITURES	(182.79)	182.79	0.00	(1,400,492.00)	(84,943.71)	(373,280.82)	(6,295.56)	(1,020,915.62)	27.10

*** END OF REPORT ***