



FINANCE COMMITTEE

Monday, December 11, 2023 4:30 PM

Administration Conference Room, City Hall

- 1. Call to Order**
- 2. Financial Updates**
- 3. Action Items**
 - A. Approve the minutes for the November 27, 2023, meeting
 - B. Approve a resolution to amend the Purchasing Policy (Administration)
 - C. Amend the agreement with Randy Hollar, LLC (CPA) to update the hourly rate for services and commence with converting sewer utility billing data from gWorks to INCODE (Administration)
 - D. Approve a three-year contract renewal with Curious Eye Productions for broadcast management services and technical consulting (Administration)
 - E. Approve a purchase order with Brenntag Mid-South Inc. for Robin 4000 odor control chemicals for the sanitary sewer lines in the Riss Lake subdivision (Public Works)
- 4. Non-Action Items**
- 5. Unfinished Business (postponed from prior meetings)**
- 6. Other Business**
- 7. Adjourn**



Finance Committee Meeting
Monday, November 27, 2023 4:30 PM
Administration Conference Room, City Hall

Minutes

1. Call to Order

Chair Wylie called the meeting to order at 4:30 p.m. A quorum was present.

Members Present: Chair Douglas Wylie, Vice Chair Bob Bennett, Dean Katerndahl and Michael Lee

City Staff Present: Deputy City Administrator/Finance Director Bryan Kidney, Assistant City Administrator Jeffery Rhodes, Community Development Director Stephen Lachky (via videoconference), Parks & Recreation Director Brittanie Propes (via videoconference) and City Clerk Melissa McChesney

2. Financial Updates

A. City Administrator Approvals

Deputy City Administrator/Finance Director Bryan Kidney provided an overview of purchases within the City Administrator's approval.

3. Action Items

A. Approve the minutes for the November 13, 2023, meeting

Bob Bennett moved to approve the minutes for the November 13, 2023, meeting. Michael Lee seconded; motion passed 4-0.

B. Approve Work Authorization No. 4 with She Digs It, LLC to install a sanitary valve pit and valves for the odor control tank in Riss Lake

Deputy City Administrator/Finance Director Bryan Kidney said that the work created a bypass was necessary during the odor control tank project in Riss Lake.

Bennett moved to recommend that the Board of Aldermen approve an agreement with She Digs It, LLC to install a sanitary valve pit and valves for the Odor Control Tank in Riss Lake in the amount of \$32,643.39. Lee seconded; motion passed 4-0.

4. Non-Action Items

5. Unfinished Business (postponed from prior meetings)

6. Other Business

7. Adjourn

Chair Wylie adjourned the meeting at 4:38 p.m.

Submitted by:

Melissa McChesney
City Clerk

Approval Date

CITY OF PARKVILLE Policy Report

Date: November 30, 2023

Prepared By:

Alexa Barton, City Administrator

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve a resolution to amend the Purchasing Policy (Administration)

BACKGROUND:

The City Attorney and City Administration are reviewing the Parkville Municipal Code and policies to update current standards and practices. The attached Purchasing Policy was created in 2013, with amendments in 2014, 2016 and the last amendment in 2017.

There are numerous revisions and clean-ups to more accurately direct staff on procedures and outlines of how to procure items for the City. The entire document has been updated, revised and amended and is in accordance with Missouri Statute for a 4th Class city. The following highlights areas of importance:

- Thresholds for procurement and competitive bidding process:
 - Under \$2,499 specified/direct purchase.
 - \$2,500 - \$25,000 require three (3) phone or written quotes
 - \$25,001 - \$50,000 require three (3) written quotes
 - \$50,001 and above requires a sealed bidding process

When updating the authority for purchasing, Mid-America Regional Council (MARC) was used for comparison purposes. The approval table below demonstrates the comparison of MARC's purchasing approval levels as reflected in their 2021 revised table. The At-A-Glance Purchasing Authority and Approval Table demonstrates MARC, Parkville's current levels and Parkville's proposed levels:

MARC (2021)	CURRENT		PROPOSED: 12/19/2023	
\$2,501 to \$20,000	Department Director	\$1,000	\$0 to \$10,000	Department Director
	City Administrator	\$2,500	\$10,001 to \$20,000	Deputy City Administrator
\$20,000 to \$50,000 (Executive Director)	City Administrator to Finance/Audit Committee	\$10,000	\$20,001 to \$50,000	City Administrator (provide report to Finance/Audit Committee for Deputy/CA purchases)
Exceed \$50,000 (Board of Directors)	Board of Aldermen	Exceeds \$10,000	Exceeds \$50,000	Board of Aldermen

- Procurement Method via cooperative purchase sources is more thoroughly outlined.
- Emergency purchases with approval by the Mayor or City Administrator non-sewer up to \$50,000 and from the Sewer Fund have been raised from \$50,000 to \$150,000.
- Surplus Assets: Employees are not allowed to have access to ownership of any asset declared surplus.
- Reference to Work Authorization and E-Verify requirements have been added.
- Prevailing wage reference has been updated to reflect that an estimated or actual expenditure of \$75,000 or more shall comply with Missouri Statutes, under the Division of Labor Standards Section 290.210.
- Sales Tax Exemption referenced.
- All new construction purchases of \$50,000 or less utilize a small construction contract template.
- All new construction purchases of \$50,000 or more utilize the large construction contract template.
- Extended guide for procuring professional services and those in accordance with Missouri Statute 8.285 for Qualification Based Selection (QBS) are expanded.
- Payment methodology to be in accordance with Missouri Statute RSMo. 79.300 (4th Class City), which requires the City Treasurer to receive and account for all obligations of the City, with payments to be signed by the Mayor and attested by the City Clerk.

STRATEGIC GOAL(S):

- Operational Excellence

BUDGET IMPACT:

There will be no impact to the budget.

ALTERNATIVES:

1. Approve the item.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:

Staff recommends approval of the Purchasing Policy amendments.

POLICY:

The Board of Aldermen shall be aware and approve policy amendments.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a resolution amending the Purchasing Policy, as presented.

ATTACHMENTS:

1. Draft Resolution
2. Proposed Purchasing Policy



***CITY OF PARKVILLE, MO.
RESOLUTION NO. 23-014***

**A RESOLUTION AMENDING THE PURCHASING POLICY FOR THE CITY OF
PARKVILLE, MISSOURI**

WHEREAS, the City of Parkville Purchasing Policy was adopted by the Board of Aldermen by Resolution No. 02-01-03 on February 5, 2013 and subsequently updated by Resolution No. 10-02-14 on October 20, 2014; Resolution No. 16-012 on August 8, 2016; and Resolution No. 17-016 on June 6, 2017; and

WHEREAS, City of Parkville policies are reviewed from time to time and amended as necessary by resolution; and

WHEREAS; the City Administrator determined that the Purchasing Policy needed to reflect current policies of peer communities to more accurately direct staff on procedures and outlines of how to procure items for the City; and

WHEREAS, said revised policy was considered and recommended for Board of Aldermen approval by the City of Parkville Audit/Finance Committee on December 11, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby amends the City of Parkville Purchasing Policy, as attached hereto and incorporated herein by reference; and

IN TESTIMONY WHEREOF, I have hereunto set my hand, in the City of Parkville this 19th day of December 2023.

Mayor Dean Katerndahl

ATTESTED:

City Clerk Melissa McChesney

CITY OF PARKVILLE

Policy Title:	Purchasing Policy		
Policy Number:	100-02	Category:	Board
Effective Date:	February 5, 2013 Resolution No. 02-01-13	Updates:	Res. 23- -- 12/19/23 Res. 17-016 – 6/6/17 Res. 16-012 – 8/2/16 Res. 10-02-14 – 10/20/14 Ordinance 2674 – 3/5/13 [insert info re latest update]

I. PURPOSE

As a public entity the City is a steward of public funds. The primary purpose of this Purchasing Policy is to ensure that the City obtains goods and services through a competitive process to obtain the best value, cost and quality. This Policy is not an exclusive list of procurement options available to the City, and such options may be pursued in a manner consistent with applicable law, e.g., construction manager at-risk projects (Section 67.5050, RSMo.; design-build projects (Section 67.5060, et seq., RSMo.) In no instance will this Policy apply to the extent that doing so would be inconsistent with superseding state or federal law, or otherwise conflict with applicable laws, regulations, or grant-based requirements or conditions.

II. GENERAL REQUIREMENTS

- A. Revisions:** Formal amendments to the Purchasing Policy require Board of Aldermen approval.
- B. Administrative Policies:** The City Administrator may approve administrative policies to supplement this Purchasing Policy.
- C. Department Head Authority:** Department Heads have the responsibility to make certain that purchases are within the scope of the adopted budget. Department Heads have the authority to approve acquisitions in the manner described in this Policy.
- D. Familiarity with Policy.** All personnel of the City responsible for purchases shall become familiar with and follow the City's policies and procedures as they relate to purchasing.
- E. Local Preference.** It is the City's intention to purchase from local suppliers, as applicable, as it selects the best and most reasonably priced source for each transaction. The local residence of a supplier (City, County, and State) may be a factor considered in selecting among bidders on a purchase. It is the determination of the Board of Aldermen that, in certain instances, choosing a local supplier serves the valid public purpose of supporting local businesses that, among other attributes, pay taxes to the City. The City of Parkville desires to support local Parkville business whenever possible by purchasing locally if feasible and in compliance with this Policy. Whenever satisfactory goods and services are

available locally, local Parkville businesses are invited to provide bids to supply these needs. Preference to local Parkville shall be given in instances in which quality and service are equal and the local Parkville business bid/quote does not exceed the submitted lowest out-of-city, out-of-county, or out-of-state bid/quote by more than three percent (3%). Preference to Platte County (outside Parkville) shall be given in instances in which quality and service are equal and the local Platte County business bid/quote does not exceed the submitted lowest out-of-county or out-of-state bid/quote by more than two percent (2%). Preference to the State of Missouri (outside Parkville and Platte County) shall be given in instances in which quality and service are equal and the local State of Missouri business bid/quote does not exceed the submitted lowest out-of-state bid/quote by more than one percent (1%). The maximum preference allowed for local preference is \$30,000.

- F. Fixed Assets.** Upon purchasing any tangible asset (property, plant, or equipment) each Department Head will consult with the City's Deputy City Administrator/Finance Director, or his/her designee, to determine whether such asset should be included in the City's ongoing fixed asset inventory. If so, a complete description of the asset being purchased and its value will be provided to the Finance Department for inclusion in the fixed asset inventory.
- G. Standard Documents.** The City has established the following standard purchasing document templates: work authorization, professional services agreement, small construction contract for maintenance (with notice to bidders), small construction contract for new construction (with notice to bidders), and large construction contract (with sealed bids project manual). Section IV of this Purchasing Policy explains the appropriate purchasing document to use for each purchasing circumstance. The templates may be amended from time to time with approval from the City Administrator and City Attorney. Agreements that are different than these templates may be used when determined to be appropriate by the City Attorney. An invoice and/or receipt is required to process payment for all approved purchases, in addition to the applicable purchasing document.
- H. Purchases Supported by Grant Funds.** Department Heads shall review all requirements for grant funding to ensure the procurement process required as a condition to receiving said grant funds are complied with during the procurement of the item. The City Administrator will assist in the inclusion of all required procedures that are in addition to the requirements of this Policy.
- I. Work Authorization and E-Verify.** For any contract for services greater than \$5,000, the successful bidder shall comply with Section 285.530, RSMo. as amended, and (1) provide by sworn affidavit affirmation that it does not knowingly employ any person who is an unauthorized alien and (2) provide documentation affirming its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this contract. The required documentation affirming enrollment must be from the federal work authorization program provider. Letter from respondent reciting compliance is not sufficient. When applicable, solicitations shall require the signed and notarized Work Authorization Affidavit and the electronic signature page from the E-Verify program prior to the issuance of a contract.
- J. Prevailing Wage.** Contracts for construction or major repair projects that have an estimated or actual expenditure of \$75,000 or more shall comply with Section 290.210, RSMo. et seq, as amended. Missouri's prevailing wage law establishes a minimum wage for certain projects. For assistance determining if a project is prevailing wage, contact the

City Attorney.

III. PURCHASING AUTHORITY

- A.** The City of Parkville Board of Aldermen has delegated the authority to make purchases as follows:
- a.** Department heads are authorized to approve expenditures up to \$10,000 provided that funds budgeted are equal to or greater than the cost of the item. The City Administrator is authorized to restrict departmental spending on an as-needed basis, such as in the event that revenues fail to meet annual budget projections.
 - b.** The Deputy City Administrator/Finance Director is authorized to approve expenditures between \$10,001 and \$20,000, provided that funds budgeted are equal or greater than the cost of the item.
 - c.** The City Administrator is authorized to approve expenditures between \$20,001 and \$50,000 provided that funds budgeted are equal to or greater than the cost of the item. When submitted by a department head or other authorized staff, the request should be accompanied by a written recommendation to City Administrator.
 - d.** The Finance/Audit Committee must make a recommendation to the Board of Aldermen for all purchases of more than \$50,000. The Finance/Audit Committee recommendation may be waived for time sensitivity or other special circumstances that warrant immediate action by the Board of Aldermen. The Board of Aldermen must approve all purchases of more than \$50,000. Each request shall include a staff recommendation with the relevant background information. A budget impact should be included with all requests.
- B.** Projects may not be broken down into smaller projects for the purpose of exceeding purchasing authority.
- C.** All purchases made by the City must be approved by the Board of Aldermen through majority approval of the Accounts Payable Report, generally on a bi-monthly basis at scheduled legislative meetings.

IV. PROCUREMENT REQUIREMENTS

- A. Purchases For Goods and Materials, Vehicles and Equipment, New Construction, and Maintenance and Repair**
- a.** A minimum of three quotes are required, whenever this is possible, for any purchases costing more than \$2500 and less than \$25,000. Quotes should be documented, whether the quote is received in writing or over the phone. Justification should be provided in writing to the purchasing authority if it is not possible to obtain three quotes.
 - b.** Any purchase of \$25,001 and up to \$50,000 may be made by adequate and reasonable competition by written quotation, obtaining a minimum of three written quotations for the purchase. Adequate records to document the competition shall be maintained. Justification should be provided in writing to the purchasing authority if it is not possible to obtain three quotes.
 - c.** Sealed bids are required for all purchases of goods and materials with a total value exceeding \$50,000.
 - i.** A Notice to Bidders for purchases totaling more than \$50,000 shall be advertised to all known local and other prospective and qualified bidders and shall be posted on the City's official website.

- ii. The City Clerk, or authorized City personnel, shall open all sealed bids and read them aloud in the presence of at least one (1) witness. A bid tabulation of all bids received will be on file in the City Clerk's Office for public inspection.
- iii. The Board of Aldermen shall award the bid to the lowest responsible bidder whose bid is in the best interest of the City.
- iv. The City reserves the right to accept or reject any or all bids and to waive any provisions or technicalities therein.
- v. The sealed bidding requirements may be waived by the Board of Aldermen for emergencies or other special circumstances.
- vi. For contractual, commodities, vehicles and equipment purchases, staff should consult with cooperative purchasing resources such as the State of Missouri, the Kansas City Regional Purchasing Cooperative (KCRPC), GSA, Sourcewell, etc., to determine if there are any state or regional cooperative purchasing contracts for the specified vehicle or equipment.
- d. For the purchase of used vehicles and equipment, staff shall attempt to obtain a minimum of three quotes for similar products that meet the minimum specifications of the required purchase. Staff may request advance approval from the applicable purchasing authority to expend up to a maximum specified amount for a product meeting established specifications. Staff should research all available listings (internet advertisements, newspaper advertisements, local dealers, auctions, etc.) to find the best product to meet the need of the purchase at the lowest possible price.
- e. When applicable, the City may furnish a sales tax exemption certificate number as supplied by the State of Missouri in accordance with state law.
- f. All new construction purchases in the amount of \$50,000 or less must be accompanied by a small construction contract. All new construction purchases in excess of \$50,000 must be accompanied by a large construction contract. The appropriate construction contract shall be made part of the sealed bid package and approved by the contractor prior to approval by the appropriate purchasing authority. Upon approval, the appropriate Department Head shall forward an executed copy of the construction contract to the City Clerk, along with any applicable attachments including the insurance certificate.
- g. Although quotes or sealed bids are desired to the extent possible, routine repairs and maintenance may be performed at pre-approved suppliers/shops. This is intended to address the impracticality of getting bids for certain types of work. For example, where engine parts must be disassembled to determine the work that needs to be done, or where time constraints make obtaining bids impractical.
- h. All maintenance and repair purchases in the amount of \$25,000 or less must be accompanied by a work authorization. All maintenance and repair purchases in excess of \$25,000 but less than \$50,000 must be accompanied by a small construction contract. All new construction purchases in excess of \$50,000 must be accompanied by a large construction contract. The appropriate purchasing document shall be made part of the sealed bid package and approved by the contractor prior to approval by the appropriate purchasing authority. Upon approval, the appropriate Department Head shall forward an executed copy of the work authorization or construction contract to the City Clerk, along with any applicable attachments including the insurance certificate.

B. Professional Services (Other than Engineering, Architectural, or Land Surveying Services Covered by Section IV.D, below).

- a. When the professional services fee shall not exceed \$25,000 the City Administrator, with input from appropriate City staff, may select a firm or individual based upon the particular firm's or individual's expertise, previous performance, competitive pricing, and readiness for the service requirement of the City.
- b. In the event the fees for professional services on any proposed matter are estimated to exceed \$25,000, a Request for Proposals (RFP) or Request for Qualifications (RFQ) process will be utilized and the following will apply:
 - i. The City will obtain necessary professional services on the basis of demonstrated competence and qualifications for the type of service needed at fair and reasonable prices.
 - ii. Prices shall not be the principal factor on which professional services are selected.
 - iii. Preference shall be given to qualified professional firms having a principal office within the Parkville city limits, recognizing the benefits to the local economy realized through spending local dollars locally. Preference may also be given to qualified professional firms that have demonstrated a commitment to the community through membership in the Parkville Area Chamber of Chamber and EDC (PACE).
 - iv. If the City and/or a private developer have invested time and money in a project for which a professional firm has already been involved in preliminary work, the Board of Aldermen may select that firm on the basis of City staff's recommendation or a developer's request, assuming a reasonable fee can be negotiated.
 - v. RFQs or RFPs will be advertised on the City's website and sent to interested firms.
 - vi. A selection committee reviews all proposals, conducts interviews (if needed), checks references (if needed), and makes a recommendation to the purchasing authority.
 - vii. Staff is authorized to negotiate a fee and scope of services with the preferred vendor as recommended by the selection committee. The scope and fee must be incorporated into a professional services agreement for review and approval by the relevant purchasing authority. If an agreement cannot be reached on the scope and fee, the purchasing authority may authorize staff to negotiate with the second choice of the selection committee, and so on, until a satisfactory agreement is negotiated.
- c. All professional services must be accompanied by a professional services agreement. Depending on the scope and nature of the project, and with City Attorney approval, a customized agreement may be substituted for the standard professional services agreement upon request of the vendor. Upon approval, the appropriate Department Head shall forward an executed copy of the professional services agreement to the City Clerk, along with any applicable attachments including the insurance certificate.

C. Emergencies

- a. An emergency is defined as any instance in which either the City's infrastructure or the City's citizens or their property are in jeopardy, and timeliness is crucial.
- b. The Mayor or City Administrator can approve up to \$50,000 for non-sewer related emergencies, and up to \$150,000 for an emergency purchase when the expense will be charged to the City's sewer fund.

- c. The Mayor and the City Administrator may not combine spending authority for the purpose of increasing the amount that can be approved.
- d. As a courtesy, the City Administrator or Mayor will notify Board of his/her action, in writing, via the most expeditious method possible. This is not an approval step.
- e. To the extent possible, the City will enter into multi-year emergency services contracts for routine services such as plumbing, electricity, etc. in order to pre-establish labor and materials fees.
- f. If an existing emergency services contract does not exist for a required purchase, or the emergency services contractor cannot respond in a timely manner, staff shall attempt to obtain a minimum of three quotes from other providers if the process does not jeopardize the timeliness of addressing the emergency.
- g. In the absence of an existing emergency services contract, a work authorization should be executed in advance of the emergency purchase. If a work authorization may not be executed in a timely manner, staff should attempt to document the scope and fee in writing with the contractor via email or an on-site.

D. Qualifications Based Selection (QBS). The QBS process must be used for selection of professional services consultants for architecture, engineering, and land surveying services in accordance with Section 8.285, RSMo. et. seq., as amended. QBS may be used for other types of services allowed or required by law and determined by the City Administrator.

- a. Whenever architectural, engineering, or land surveying, services are needed, the Department Head or designated representative of the City department conducting the solicitation shall prepare a Request for Qualifications (RFQ). The RFQ will include a description of the project or services required and the criteria to be used in evaluating responses from interested professionals. Criteria should be tailored for the specific project or services needed and may include such items as:
 - i. The specialized experience and technical competence of the respondent with respect to the type of services required;
 - ii. The capacity and capability of the respondent to perform the requested work;
 - iii. The past record of performance of the respondent with respect to such factors as control of costs, quality of work, and ability to meet schedules;
 - iv. The respondent's familiarity with the area in which the project is located; and/or
 - v. The respondents' understanding of the required services and specific ways in which the firm is most qualified to provide those services.
- b. When an RFQ is used, a selection committee shall be established by the Department Head or the City Administrator to review the qualifications. Each committee member will score each respondent's response according to the criteria set forth in the RFQ. The scoring of respondents by the committee will be used to determine the top-rated respondent, which may be interviewed at the discretion of the Department Head or the City Administrator. If interviews are conducted, the respondents are again scored after the interviews according to the criteria and a final scoring by the committee will determine the most responsive and qualified respondent(s). The solicitation file shall contain documentation of the basis for selection.
- c. If the Department is unable to negotiate a satisfactory contract with the selected

respondent, those negotiations shall be terminated. Negotiations shall then commence with the second highest scoring respondent. If there is failure to reach agreement with the second respondent, the process will be repeated until a contract has been successfully negotiated. At the conclusion of negotiations, the City should request a fully executed best and final offer (BAFO) from an authorized agent of the selected firm(s) to document any changes made during the negotiation process. Said BAFO shall be incorporated into the applicable contract/agreement. If there is a failure to negotiate a contract with all of the most responsive and qualified, top-rated respondents, as determined by the Department Head or the City Administrator, the Department Head or the City Administrator shall reevaluate the necessary services and scope of work and re-issue a revised RFQ if appropriate and proceed in accordance with the provisions of this article.

V. DISPOSAL OF CITY PROPERTY

- A. Approval to Dispose of Property.** The City Administrator or his/her designee shall give final approval in writing before any City item of personal property is disposed of or transferred from a City Department.
- B. Surplus Assets.** When an item of personal property is no longer needed by a City Department, the respective Department Head should attempt to dispose of the item according to following steps, in priority order:
 - a. Redistribute the item within the City to another Department.
 - b. Trade or sell the item "as is" through available markets approved by City Administrator, including but not limited to online or live auctions.
 - c. Give the item to another local governmental agency or local non-profit agency.
 - d. Items which are damaged or have a nominal value may be recycled or disposed as waste.
- C. Disposal of Real Property.** The sale or transfer of real estate requires prior approval by the Board of Aldermen.
- D. Prohibitions.** Under no circumstances will any employee, or family-member of an employee, have access to or ownership of any asset that is being disposed of in accordance with this Policy.
- E. Computing Technology.** Regardless of how computing equipment is disposed of, all data residing on any computer or other electronic storage device will be removed from the equipment prior to disposal.
- F. Other Fixed Assets.** Prior to disposing of City assets, each Department Head will determine whether such asset is part of the City's ongoing fixed asset inventory. If so, a complete description of the asset being disposed of will be sent to the City's Deputy City Manager/Finance Director or his/her designee.

VI. ALTERNATIVE PROCUREMENT METHOD

- A. Cooperate Purchasing.** Cooperative Purchasing is a form of procurement that can take many forms. Common forms used by the City are:
 - a. Two or more entities combine requirements and solicit bids or offers for goods or services.

- b. Entities include terms in their solicitations that allow a similar entity to piggyback on the awarded contract.
- c. Third Party Aggregators that bring multiple entities together to represent their requirements resulting in the award of contracts.

A cooperative contract is primarily intended for purchases of goods and services. If a Department desires to use a cooperative contract for services, please contact the City Administrator. For approval purposes, the approval levels defined in Section IV shall apply. The City Administrator shall have the authority to approve the City's participation in cooperative contract(s).

The City Administrator and/or City Attorney will review cooperative contract(s) to make sure they are competitively awarded and cost effective, and contain all of the legally required terms and conditions, including E-Verify, non-appropriation, prevailing wage, etc... If necessary, the City may amend the cooperative contract to add legally required terms and conditions. The City may also negotiate the fees and costs of a cooperative contract, provided the goods and services of the cooperative contract do not change. The Department designee will determine if the contract meets the Department's needs. If service or work is to be performed on City property, then review the contract's included insurance as it may not include adequate coverage and protection for the City. Contact the City Administrator for assistance.

VII. EXCEPTIONS TO COMPETITION REQUIREMENTS.

- A. Utility purchases (including but not limited to electricity, water, sewer, and gas) are exempt from the procurement requirements of this Policy. The City Administrator, or his/her designee, is responsible for reviewing all bills for accuracy before payment and to implement methods to control and reduce costs, to the extent practical. Payments must be approved by the Board of Aldermen through majority approval of the Accounts Payable Report.
- B. Sole Source. Competitive bids or proposals are not required if the City Administrator has determined in writing one or more of the following conditions are met: a. goods or services are proprietary and/or only available from the manufacturer, a single distributor, or service provider; b. based on past procurement experience, it is determined that only one (1) distributor services the region in which the goods or services are needed; c. goods or services are available at a discount from a single distributor for a limited period of time; d. company has significant previous or specialized knowledge on a proposed project that would result in significant monetary and/or time savings in completion of the project; or e. to maintain uniformity and consistency in an area (e.g. decorative light pole or other infrastructure), a good must be purchased from a single distributor. If a product or service can be provided by more than one company, it generally does not qualify as a sole source unless it fits within one of the exceptions above.
- C. Any purchase in which the City Administrator determines that a waiver is in the best interest of the City and not in violation of applicable state or federal law.

VIII. PAYMENT/OBLIGATION(S) METHODOLOGY:

- A. The City of Parkville payment processing for payroll, contractual, commodities, equipment and all obligations of the city are processed in accordance with 79.300,

RSMo. et. seq., as amended.

- a. This requires the City Treasurer receive and account for all obligations of the city, with payments to be signed by the mayor, and attested by the City Clerk.

The functionality is as follows:

- i. Finance Department processes items for payment,
- ii. Accounts Payable/Payroll Register is approved by both the Treasurer and the Mayor,
- iii. Checks are printed or payments processed via ACH,
- iv. Signed Accounts Payable Register is reported (attested) at the next available Board of Aldermen meeting.

**CITY OF PARKVILLE
Policy Report**

Date: December 8, 2023

Prepared By:
Alexa Barton, City Administrator

Reviewed By:
Alexa Barton, City Administrator

ISSUE:

Amend the agreement with Randy Hollar, LLC (CPA) to update the hourly rate for services and commence with converting sewer utility billing data from gWorks to INCODE (Administration)

BACKGROUND:

In December 2022, the City of Parkville approved an on-call agreement with Randy Hollar, LLC, a service provider with 30 years of experience with INCODE, to provide support services as it relates to INCODE, the City's Financial Accounting System.

In 2022/2023, the City solicited the services of Baker Tilly to perform a sewer services analysis for the City to consider as best practice and customer service(s) for City of Parkville sewer customers. Based upon that report, provided in April 2023, four (4) options were considered:

1. City retain ownership and continue to contract with an outside contractor for operations/ maintenance,
2. City retain ownership and terminate outside contractor -- City assumes operations/ maintenance,
3. City sells the assets of the system to the private sector, or
4. City negotiates an agreement with the Platte County Regional Sewer District (PCRSD) to absorb city customers, thereby creating a centralized sewer utility for the City of Parkville.

NOTE: A permanent decision to centralize sewer services within PCRSD requires a vote of all Parkville voters that would authorize the permanent centralization of services.

Based upon these options, considerable discussion ensued with the Board of Aldermen's preference for working with PCRSD to become a centralized system, as this would keep infrastructure ownership within a public municipality, thereby providing an avenue of accountability to customers as well as the ability to request grant funding from the Missouri Department of Natural Resources, which is not a funding mechanism provided to the private sector.

Accordingly, further discussion with PCRSD regarding feasibility and interest between the parties ensued with both agreeing* to transition operations and maintenance from an existing contractor to PCRSD for familiarization of the City system, which will commence December 27, 2023, and assess and determine an acceptable level of service to the City.

**NOTE: An intergovernmental agreement will be considered at the December 19, 2023, Board of Aldermen meeting between the City and PCRSD for Operations and Maintenance.*

This agreement encourages and will help the City and PCRSD determine if the transition of these

services to a centralized location is best for the customers of the City of Parkville sewer system as well as the impact on the PCRSD current customer base.

Also, as part of this consideration for centralization, both parties recognize the importance of the 2nd phase, which is PCRSD assuming the responsibility of administration and utility billing for City of Parkville sewer customers. This will:

1. Provide insight as to full-service by PCRSD, and ability to address City of Parkville customers; and
2. Convert the current City of Parkville customer billing from the City of Parkville system, "gWorks" to PCRSD system INCODE-- which is the same financial accounting system used by the City of Parkville.

This policy report addresses the amended hourly rate for services, as well as the 2nd phase of administration and utility billing by commencing conversion of customer data. An INCODE programmer with Randy Hollar, LLC will convert the City's gWorks data to INCODE and PCRSD will test for compatibility and accuracy (Before proceeding to actual service, an amendment to the operations and maintenance agreement will come before the Board of Aldermen for approval).

STRATEGIC GOAL(S):

- Operational Excellence
- Infrastructure and Public Facilities
- Communications Best Practices

BUDGET IMPACT:

The cost for this conversion is estimated to be about \$12,000, to be billed at an hourly rate ranging from \$95 to \$110, utilizing available budget from within the Sewer Fund.

ALTERNATIVES:

1. Approve the item.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:

Staff recommends approval of work for Conversion of Sewer Utility Billing data from gWorks to INCODE thru On-Call Provider, Randy Hollar, LLC (CPA)

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to approve an amendment to the agreement with Randy Hollar LLC and commence with converting sewer utility billing data from gWorks to INCODE through on-call provider Randy Hollar, LLC (CPA)

ATTACHMENTS:

1. Services Amendment

Supplement No. 1

Board Room Audiovisual Upgrades

This supplemental agreement made and entered into as of this 19th day of December 2023, by and between the City of Parkville, Missouri (hereinafter referred to as "City") and Randy Hollar, LLC (hereinafter referred to as "Service Provider"),

WITNESSETH

WHEREAS, on December 6th, 2022, the City approved an agreement with Randy Hollar, LLC to provide professional services associated with best practices and utilization of Incode, the city's financial accounting system; and

WHEREAS, the City's 2023 and 2024 budget include funds to provide said services; and

WHEREAS, Randy Hollar, LLC has adjusted their hourly rate of \$95 to \$110 – the first adjustment in eleven (11) years.

NOW THEREFORE, the City and Randy Hollar, LLC hereby agree to provide the required services from within the original agreement for an hourly rate not to exceed \$110.

IN WITNESS THEREOF, the parties hereto have caused this supplemental agreement to be executed as of the day and year first written above.

Dean Katerndahl, Mayor

ATTEST:

Melissa McChesney, City Clerk

RANDY HOLLAR, LLC

By: _____
Randy Hollar, LLC, Owner

**CITY OF PARKVILLE
Policy Report**

Date: December 5, 2023

Prepared By:

Melissa McChesney, City Clerk

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve a three-year contract renewal with Curious Eye Productions for broadcast management services and technical consulting (Administration)

BACKGROUND:

Curious Eye Productions has been involved with broadcasting City meetings since 2004. Curious Eye records the meetings of the City's boards and commissions, including the Board of Aldermen, Planning and Zoning Commission, Community Land and Recreation Board, Board of Zoning Adjustment and the Diversity & Inclusion Commission.

The Board of Aldermen approved a three-year contract extension in 2021 that expired on December 31, 2023. Overall, staff has been happy with the quality of service received from Curious Eye. As a result, staff proposes a three-year contract extension to maintain the current quality of service and to lock in a long-term hourly rate. Curious Eye will continue to produce, manage and operate the recording system, including hiring and training all production personnel to film and broadcast meetings.

Under the renewal agreement, Curious Eye's production oversight services will be billed at a rate of \$100 per hour in a maximum amount not to exceed \$1,000 per month (10 hours). The compensation for the production assistants will be billed at \$25 per hour with a two-hour minimum for meeting broadcasts. The City will also have annual subscription costs for the online storage service of \$499 per year. A subscription service is recommended in lieu of a free service in order to avoid uncontrolled advertisements on public meeting broadcasts.

STRATEGIC GOAL(S):

- Operational Excellence
- Communications Best Practices

BUDGET IMPACT:

The 2024 Public Information (540) budget includes technical consulting services (\$11,000), production assistant (\$3,500) and routine supplies and maintenance (\$400).

ALTERNATIVES:

1. Approve a three-year contract renewal with Curious Eye Productions for broadcast management services and technical consulting.
2. Do not approve the contract and provide alternative direction to staff.

3. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

Staff recommends that the Board of Aldermen approve a three-year contract with Curious Eye Productions for broadcast management services and technical consulting.

STAFF RECOMMENDATION:

Staff recommends renewing the agreement with Curious Eye for three years through December 31, 2026.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a three-year contract renewal with Curious Eye Productions for broadcast management services and technical consulting through December 31, 2026.

ATTACHMENTS:

1. Draft Agreement



Production for Livestreaming of Parkville Public Meetings Three-Year Contract

Submitted By:



1028 West Street, Parkville, Missouri 64152

Office: 816-584-9995 Fax: 816-584-9996

www.curiouseye.tv

Date: December 5, 2023

Contract

Agreement made this ___ day of December 2023, by and between THE CITY OF PARKVILLE, with its principal offices located at 8880 Clark Avenue, Parkville, MO 64152 (hereafter "Parkville"), and Curious Eye Productions, a Missouri-based LLC with its principal offices at 1028 West Street, Parkville, Missouri 64152 (hereafter "CEP").

WHEREAS Parkville requires broadcast management services and technical consulting required to operate the Parkville Government Access Channel;

WHEREAS Parkville Government Access Channel operations involve the recording, live streaming and on-line archiving of City of Parkville public meetings; and

WHEREAS Parkville desires to engage CEP to operate the Government Access Channel, pursuant to the terms and conditions set forth herein; and

WHEREAS CEP is in the business of broadcast management, technical consulting and video production and desires to be engaged by Parkville to operate the Government Access Channel.

NOW, THEREFORE, the parties agree as follows:

1. **Conditions:**

Description of the scope of work is based on the following conditions:

- 1.1 CEP will provide the services set forth in this agreement. Any other services will be subject to a separate agreement. The scope of work does not include maintaining a 24-7 broadcast or producing original content outside the context of public meeting broadcasts.
- 1.2 The only creation of content that will occur as part of this agreement will be the recording of public meetings, including Board of Aldermen, Planning Commission, Community Land & Recreation Board (CLARB), Diversity and Inclusion Commission, TIF Commission and other public meetings – usually between five and 10 meetings per month. Additional meetings may be added at the request of Parkville. However, depending on the circumstances, additional meetings may require work hours beyond what is currently budgeted in the scope of work. Additional costs will be mutually agreed to by Parkville and CEP before work is performed for added meetings.
- 1.3 All public meetings will be streamed live to the web, recorded to digital video and audio files and archived on Vimeo or another similar web-based storage option.
- 1.4 All equipment used for the purposes of live streaming, recording and archiving meeting broadcasts will be provided by Parkville. The use of CEP owned gear is not included in this agreement.
- 1.5 Parkville will provide CEP with the following in order to enable the completion of work in an efficient, effective and timely fashion:
 - Reasonable access to the Board Chamber and the control room at City Hall
 - A point person at City Hall who will serve as the meeting production liaison and arrange for access to Parkville's IT consultant if internet connection issues arise

- A clean, reliable internet connection with sufficient bandwidth to enable live streaming of content
- A clear process for obtaining the necessary approvals for major equipment purchases on behalf of the Government Access Channel and a prompt response when a purchase request is made

2. *Description:*

SCOPE OF WORK

CEP will complete the following as part of an ongoing management services and technical consulting agreement:

- 2.1** Manage production operations, ensuring that trained personnel handle all public meeting broadcasts and that any technical problems are evaluated and repaired in a timely fashion.
- 2.2** Provide the necessary qualified staff to furnish services set forth in this agreement, including recruitment, hiring, compensation, training, scheduling and supervision. CEP shall comply with all applicable state, federal and local employment laws.
- 2.3** Maintain the legally required archive of recordings of all public meetings handled as part of this agreement. This includes digital files archived on hard drives and the online Archive.
- 2.4** Communicate with all vendors supplying production equipment, software and services if technical issues arise.
- 2.5** Perform regular maintenance on computer systems and equipment used to livestream meetings in order to ensure smooth operation.
- 2.6** Review and make recommendations regarding budgeting, staffing and equipment.
- 2.7** Assist with the purchase and installation of any necessary replacement equipment.
- 2.8** Prepare and present written and oral reports regarding the status of livestream production operations as requested.
- 2.9** Establish and maintain effective working relationships with city staff and elected officials.
- 2.10** Maintain the public address system in the Board chamber and troubleshoot technical issues as they arise.

CEP will spend up to 10-hours per month completing these tasks. If for any reason additional work hours are needed, CEP will obtain written permission from the City Administrator in advance. Such additional hours will be provided at the cost of \$100.00 per hour.

3. *Time frame:*

The terms of this agreement will apply from January 1, 2024 through December 31, 2026.

4. *Consideration:*

4.1 Production operations

CEP will bill Parkville on a monthly basis for all work hours completed.

For management and technical consulting services, CEP will charge \$100.00 per hour in 15-minute increments not to exceed a total of 10-hours per month without prior written authorization from the City Administrator.

Production assistants handling public meeting broadcasts will be billed at a rate of \$25 per hour

with a two-hour minimum for meeting broadcast.

CEP is authorized to arrange for the following purchases on Parkville's behalf:

- Miscellaneous supplies including hard drive storage - maximum amount not to exceed \$150.00 per year
- Routine equipment purchases to maintain continuity of operations including, but not limited to computer monitors, audio cables, and RAM - maximum amount not to exceed \$500.00 per year.

CEP will make all necessary arrangements for the purchase of equipment, supplies and services for Parkville's production needs. Parkville will pay the vendors directly for all such purchases unless other arrangements are agreed to in advance by both parties.

4.2 Additional work hours:

In the event that additional work hours or production assistant time is requested by Parkville, CEP will invoice for that staff time at the conclusion of the month in which the work was completed. Staff hours will be billed according to the terms outlined in section 4.1.

4.3 Payment terms:

All payments are due 30 days from receipt of invoice.

5. Ownership of Project Materials and Copyright:

Parkville will be the sole owner of the Project Materials and all other results of CEP's work and services under this agreement (the Project Materials and said results are hereinafter referred to as "the Work"). CEP acknowledges and agrees that the Work is being specially ordered by Parkville and shall constitute "work made for hire" for Parkville under all relevant copyright laws.

CEP acknowledges and agrees that Parkville will be the sole and exclusive owner of all copyright, title and interest in the meeting recordings that are produced and all components thereof.

6. CEP's Representations and Warranties:

CEP represents, warrants and covenants that it has all necessary rights and power to enter into and fully perform this agreement and that the Project Materials will be free of any liens, claims or encumbrances whatsoever in favor of any other party.

CEP also warrants that it will comply with all laws, rules and regulations applicable to the work to be completed and the employment of individuals therefore including but not limited to employment and immigration laws.

7. Indemnifications: Neither party shall be liable under any contracts or obligations of the other, except as otherwise provided pursuant to this Agreement or for any act or omission of the other party or its officers, employees or agents, and both parties agree, to the extent allowed by law, to indemnify and hold the other harmless from any and all losses, damages, costs and expenses (including reasonable attorney's fees) that are caused or arise out of their own omission, fault, negligence or other misconduct by their employees, independent contractors or volunteers in connection with this Agreement.

8. **Independent Contractor Status:** CEP shall provide all work and services hereunder as an independent contractor. CEP shall have the entire responsibility as an independent contractor to discharge all of its obligations under any federal, state or local laws, regulations or orders now or hereafter in force, including, without limitation, those relating to taxes, unemployment compensation or insurance, social security, workers compensation, disability benefits, tax withholding, and employment of minors, and including the filing of all returns and reports required of independent contractors and the payment of all taxes, assessments, contributions, and other sums required of them.
9. **Force Majeure:** If CEP or Parkville fails to perform any obligation hereunder because of unavailability of services or materials, labor disputes, governmental restrictions, or any other circumstances beyond their control, such failure shall not be deemed a breach of this agreement, and if any time period for performance is specified, such period shall be deemed extended accordingly.
10. **Termination:**
- 10.1 **Termination for cause:** This agreement may be terminated by either party in the event of a material breach by the other, provided that such breach has not been cured within 30 days of written notice thereof to the breaching party. The ownership, representation and warranty, and Indemnification provisions of this agreement will survive termination.
- 10.2 **Termination for convenience:** Either party may terminate this contract at any time by providing 30 days written notice. If the contract is terminated in this fashion, Parkville will pay CEP for all Work completed and expenses incurred up until the date of termination.
11. **Miscellaneous Provisions**
- 11.1 **Applicable law:** This agreement will be subject to and construed in accordance with the laws of The State of Missouri applicable to agreements made and to be entirely performed therein without regard to that jurisdiction's choice of law provisions. The parties hereby agree that any claim or dispute arising from this agreement shall be subject and submitted to the exclusive jurisdiction of courts of competent jurisdiction located in Platte County, Missouri.
- 11.2 **Modification, amendments or waiver:** No modifications or amendments to this agreement shall be made, or no waiver of the terms and conditions of this agreement shall be effected, except as may be mutually agreed upon in writing by both CEP and Parkville.
- 11.3 **Successors and assigns:** Neither party may assign this agreement or its rights hereunder, or delegate its obligations hereunder, in whole or in part, without the advanced written consent of the other party.
- 11.4 **Entire understanding:** This agreement, together with all exhibits attached hereto, is intended by the parties to be the final, complete and exclusive expression of their agreement and understanding and supersedes all prior and contemporaneous contracts, representations, and understandings (written or oral) between the parties concerning the subject matter hereof.
- 11.5 **Severability:** In the event that any provision of this agreement shall be deemed invalid, unreasonable, or unenforceable by any court of competent jurisdiction, such provision shall be stricken from the agreement or modified to render it reasonable, and the remaining provisions of this agreement or the modified provision as provided above, shall continue in full force and effect and be binding on the parties so long as such remaining or modified provisions reflect the intent of the parties at the date of this agreement.

- 11.6 Paragraph headings:** The paragraph headings used in this agreement are for convenience only and shall not be deemed to be a binding portion of this agreement.
- 11.7 Facsimile signatures, counterparts:** This agreement may be executed by original or facsimile signature and in counterparts, each of which when so executed shall be deemed an original, and all of which taken together shall constitute one and the same document.
- 11.8 Notices:** All notices required by this agreement shall be in writing, and unless otherwise directed By this Agreement, shall be sent to the addresses as set forth in this Section:

Notices sent by CEP shall be sent to:

City of Parkville
Attn: City Clerk
8880 Clark Ave.
Parkville, MO 64152

Notices sent by Parkville shall be sent to:

Curious Eye Productions
Attn: Anna Jaffe
1028 West Street
Parkville, MO 64152

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF PARKVILLE, MISSOURI

Dean Katerndahl, Mayor

ATTEST

Melissa McChesney, City Clerk

CURIOUS EYE PRODUCTIONS, LLC

Anna Jaffe, Partner

**CITY OF PARKVILLE
Policy Report**

Date: December 6, 2023

Prepared By:

Daniel Harper, Public Works Director

Reviewed By:

Alexa Barton, City Administrator

ISSUE:

Approve a purchase order with Brenntag Mid-South Inc. for Robin 4000 odor control chemicals for the sanitary sewer lines in the Riss Lake subdivision (Public Works)

BACKGROUND:

The City operates an odor control system located on Riss Lake Drive. This system injects chemicals (Robin 4000) into the low pressure sewer main to dampen the odor that is generated when the low pressure collection system transitions to a gravity main and drains towards the wastewater treatment plant. This system is programmed to regularly discharge the chemical into the main and typically requires two refills per year, around 4,000 to 5,000 gallons.

To manage project costs, the City historically utilized the operator contract negotiated by Alliance Water Resources to establish the annual unit price. Due to the conclusion of that contract, the City contacted Brenntag who previously supplied the same chemical and was provided a unit price of \$0.363 per pound. This unit price was lower than the 2023 unit price of \$0.375 per pound.

STRATEGIC GOAL(S):

This purchase order to establish a unit price before purchase to manage costs is part of the Operational Excellence strategic goal by establishing a partnership with a supplier to manage expenditures.

BUDGET IMPACT:

The City's FY 2024 budget allocates \$57,000 for odor control operations, which covers the cost of purchasing the chemical.

ALTERNATIVES:

1. Approve the item.
2. Approve the item, subject to changes.
3. Do not approve the item.
4. Postpone the item.

FINANCE COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATION:

Staff recommends the approval of the purchase order with Brenntag Mid-South for the unit price of \$0.363 per pound for Robin 4000.

POLICY:

The Purchasing Policy, Resolution No. 17-016, requires Board of Aldermen approval for all purchases above \$10,000 upon recommendation of the Finance Committee.

SUGGESTED MOTION:

I motion to recommend that the Board of Aldermen approve the purchase order with Brenntag Mid-South, Inc. for Robin 4000 odor control chemical for a unit price of \$0.363 per pound.

ATTACHMENTS:

1. Purchase Order

PURCHASE ORDER 12
(non-construction)

CITY OF PARKVILLE (PURCHASER)
8880 Clark Avenue
Parkville, MO 64152

Date: December 19, 2023

Upon proper acceptance, we agree to purchase from you upon terms and conditions set forth below and on the attached pages hereto.

VENDOR: **Brenntag Mid-South, Inc.**
5200 Stillwell Avenue
Kansas City, MO 64120
Phone: 816-483-9996 Cell: 816-585-2241 Fax: 816-245-4685

SHIP TO: City of Parkville
8000 Agron, Riss Lake Subdivision
Parkville, Missouri 64152 (Nearest address for GPS)

INVOICE TO: Parkville City Hall, 8880 Clark Ave., Attn: Dan Harper, Parkville, MO 64152

ALL MATERIAL SHALL BE DELIVERED TO PURCHASER FREIGHT PREPAID, UNLESS OTHERWISE SPECIFIED BELOW.

Vendor agrees to furnish following goods in accordance with the terms and provisions of this Purchase Order Agreement consisting of 5 pages including attachments. Purchaser agrees to pay a **UNIT PRICE** of .363 per pound for such materials, subject to any additions or deductions agreed upon in writing. **Freight charges are included in purchase price and sales taxes will not be charged to the Purchaser as a tax exempt entity. Purchaser will provide Vendor with a Tax Exemption Certificate upon request.** Payment is to be made within thirty (30) days after delivery of goods and receipt of invoice. This purchase order is only valid through December 31, 2024.

ITEMS:

Robin 4000 chemical odor control for Riss Lake Subdivision. Chemical to be ordered on an as-needed basis.

\$.363 per pound – Estimated 96,000 lbs. for 2024

Estimated Cost – \$35,000

The vendor has the ability to adjust the unit price each quarter following written acknowledgement from the City. The vendor shall submit official written notice to the City 30 days prior to the effective date of any price adjustment. The notice shall include justification for the price increase. The price increase shall not exceed Consumer Price Index (CPI)

See Attachment "A" – Terms and Conditions
See Attachment "B" – Insurance Requirements

SCHEDULE OF DELIVERY:

F.O.B. 8000 Agron, Riss Lake Subdivision, Parkville, MO 64152

Please call 816-215-5690 at least 24 hours in advance to schedule delivery.

NOTE: All Terms and Conditions for Purchase Order attached hereto are incorporated herein by reference and made a part of this Purchase Order. Vendor's signature and return of this document as presented, or its delivery of any of the items covered by this Purchase Order, shall constitute acceptance of all of its terms and conditions. If this Purchase Order is not signed and returned to Purchaser within ten (10) days of the date stated on page 1 above, however, it may be deemed voidable at the option of Purchaser. Payment shall not be due until Vendor has furnished Purchaser, with the required Certificates of Insurance and any other documents required by Purchaser.

All terms in any offer, bid, order acknowledgement or other document that are inconsistent with the terms stated herein are explicitly rejected and not a part of this Purchase Order.

CITY OF PARKVILLE, MISSOURI. ("Purchaser")

BRENNTAG MID-SOUTH, INC. ("Vendor")

By: _____
Dean Katerndahl

By: Ray Lippitt

Title: Mayor

Title: Director of Municipal Development

Date: _____

Date: 11/30/23