



January 08, 2015

Alfred Benesch & Company
Bradley J. Waller, P.E.
3226 Kimball Avenue
Manhattan, Kansas 66503
Email: bwaller@benesch.com

Brad:

Please consider this letter to be our proposal to do the construction staking for the below listed project(s). The price is for the following construction staking services:

**Moritz Memorial Airport
Beloit, Kansas
Runway Extension and Expansion 17/35
AIP # 3-20-008-09**

Base Bid:

As per 50-06 specifications – Construction Layout and Stakes, attached

Total\$29,750.00

Alternative Bid:

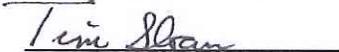
As per 50-06 specifications – Construction Layout and Stakes, attached

Total\$5,600.00

Any additional staking, or re-staking of lost and destroyed stakes will be billed at \$125.00 per hour. If re-staking of the project requires overnight lodging add \$150.00 per day for per diem. The cost for bonding is not included in the above price.

If you have any questions, please call.

Sincerely,


Tim Sloan
SMH Consultants

From time to time, discrepancies within cited standards for testing occur due to the timing of changing, editing, and replacing of standards. In the event the Contractor discovers any apparent discrepancy within standard test methods, he shall immediately call upon the Engineer for his/her interpretation and decision, and such decision shall be final.

The Contractor shall not take advantage of any apparent error or omission on the plans or specifications. In the event the Contractor discovers any apparent error or discrepancy, he shall immediately call upon the Engineer for his/her interpretation and decision, and such decision shall be final.

The contractor shall refer to article 3 for Supplementary Provisions

50-04 COOPERATION OF CONTRACTOR. The Contractor will be supplied with five copies each of the plans and specifications. He shall have available on the work at all times one copy each of the plans and specifications. Additional copies of plans and specifications may be obtained by the Contractor for the cost of reproduction.

The Contractor shall give constant attention to the work to facilitate the progress thereof, and he shall cooperate with the Engineer and his/her inspectors and with other contractors in every way possible. The Contractor shall have a competent superintendent on the work at all times who is fully authorized as his/her agent on the work. The superintendent shall be capable of reading and thoroughly understanding the plans and specifications and shall receive and fulfill instructions from the Engineer or his/her authorized representative.

50-05 COOPERATION BETWEEN CONTRACTORS. The Owner reserves the right to contract for and perform other or additional work on or near the work covered by this contract.

When separate contracts are let within the limits of any one project, each Contractor shall conduct his/her work so as not to interfere with or hinder the progress of completion of the work being performed by other Contractors. Contractors working on the same project shall cooperate with each other as directed.

Each Contractor involved shall assume all liability, financial or otherwise, in connection with his/her contract and shall protect and save harmless the Owner from any and all damages or claims that may arise because of inconvenience, delays, or loss experienced by him because of the presence and operations of other Contractors working within the limits of the same project.

The Contractor shall arrange his/her work and shall place and dispose of the materials being used so as not to interfere with the operations of the other Contractors within the limits of the same project. He shall join his/her work with that of the others in an acceptable manner and shall perform it in proper sequence to that of the others.

50-06 CONSTRUCTION LAYOUT AND STAKES. All staking shall be performed by SMH Consultants as outlined below. This work shall not be paid for by the Contractor. Staking required that is duplicated or outside of this section shall be at the cost of the Contractor. The Engineer shall establish horizontal and vertical control only. The Contractor must establish all layout required for the construction of the work. Such stakes and markings as the Engineer may set for either his/her own or the Contractor's guidance shall be preserved by the Contractor. In case of negligence on the part of the Contractor, or his/her employees, resulting in the destruction of such stakes or markings, an amount equal to the cost of replacing the same may be deducted from subsequent estimates due the Contractor at the discretion of the Engineer.

The Contractor will be required to furnish all lines, grades and measurements from the control points necessary for the proper prosecution and control of the work contracted for under these specifications.

The Contractor must give weekly copies of the survey notes to the Engineer so that the Engineer may check them as to accuracy and method of staking. All areas that are staked by the Contractor must be checked by the Engineer prior to beginning any work in the area. The Engineer will make periodic checks of the grades and alignment set by the Contractor. In case of error on the part of the Contractor, or his/her employees, resulting in establishing grades and/or alignment that are not in accordance with the plans or established by the Engineer, all construction not in accordance with the established grades and/or alignment shall be replaced without additional cost to the Owner.

No direct payment will be made, unless otherwise specified in contract documents, for this labor, materials, or other expenses therewith. The cost thereof shall be included in the price of the bid for the various items of the Contract.

Construction Staking and Layout includes but is not limited to:

Clearing and Grubbing perimeter staking.

Rough Grade slope stakes at 100-foot stations.

Drainage Swales slope stakes and flow line blue tops at 50-foot stations.

Subgrade blue tops at 25-foot stations and 25-foot offset distance (max.) for the following section locations:

- a. Runway – minimum 5 per station
- b. Taxiways – minimum 3 per station
- c. Holding apron areas – minimum 3 per station
- d. Roadways – minimum 3 per station

Base Course blue tops at 25 foot stations and 25-foot offset distance (max.) for the following section locations:

- a. Runway – minimum 5 per station
- b. Taxiways – minimum 3 per station
- c. Holding apron areas – minimum 3 per station

Pavement areas:

- a. Edge of Pavement hubs and tacks (for stringline by Contractor) at 100-foot stations
- b. Between Lifts at 25-foot stations for the following section locations:
 - (1). Runways – each paving lane width
 - (2). Taxiways – each paving lane width
 - (3). Holding areas – each paving lane width
- c. After finish paving operations at 50-foot stations
 - (1). All paved areas – Edge of each paving lane prior to next paving lot
- d. Shoulder and safety area blue tops at 50-foot stations and at all break points with maximum of 50 foot offsets

Fence lines at 100-foot stations

Electrical and Communications System locations, lines and grades including but not limited to duct runs, connections, fixtures, signs, lights, VASIs, PAPIs, REILs, Wind Cones, Distance Markers (signs), pull boxes and manholes.

Drain lines, cut stakes and alignment on 25-foot stations, inlet and manholes.

Painting and Striping layout (pinned with 1.5 in PK nails) marked for paint Contractor. (All nails shall be removed after painting)

Laser, or other automatic control devices, shall be checked with temporary control point or grade hub at a minimum of once per 400 feet per pass (that is, paving lane).

Note: Controls and stakes disturbed or suspect of having been disturbed shall be checked and/or reset as directed by the Engineer without additional cost to the Owner.

50-07 AUTOMATICALLY CONTROLLED EQUIPMENT. Whenever batching or mixing plant equipment is required to be operated automatically under the contract and a breakdown or malfunction of the automatic controls occurs, the equipment may be operated manually or by other methods for a period 48 hours following



Schedule of Direct Labor, Fringe Benefits and
General Overhead and Independent Auditor's Report

May 25, 2014



INDEPENDENT AUDITOR'S REPORT



Board of Directors
Alfred Benesch & Company

Report on the Schedule

We have audited the accompanying schedule of direct labor, fringe benefits and general overhead (the "Schedule") of Alfred Benesch & Company (the "Company") for the fiscal year ended May 25, 2014 and the related notes to the Schedule.

Management's Responsibility for the Schedule

Management is responsible for the preparation and fair presentation of the Schedule in accordance with accounting practices prescribed by Part 31 of the Federal Acquisition Regulation; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedule such that it is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the Schedule based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Schedule is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Schedule. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Schedule whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the Schedule in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the Schedule.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the Schedule referred to above presents fairly, in all material respects, the direct labor, fringe benefits and general overhead of the Company for the year ended May 25, 2014 in accordance with the basis of accounting described in Note 1.

Basis of Accounting

We draw attention to Note 1 to the Schedule which describes the basis of accounting. The Schedule was prepared in accordance with accounting practices prescribed by Part 31 of the Federal Acquisition Regulation, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 8, 2014 on our consideration of the Company's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and other matters, including the applicable sections of Part 31 of the Federal Acquisition Regulation. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Company's internal control over financial reporting and compliance.

Restriction of Use

This report is intended solely for the use and information of the Company and government agencies or other customers related to contracts employing the cost principles of the Federal Acquisition Regulation and is not intended to be and should not be used by anyone other than those specified parties.

FGMK, LLC

Bannockburn, Illinois
August 8, 2014

FGMK, LLC

2801 Lakeside Dr., 3rd Floor • Bannockburn, IL 60015 • 847 374 0400
333 W. Wacker Drive, 6th Floor • Chicago, IL 60606 • 312 818 4300 • fgmk.com

ALFRED BENESCH & COMPANY

NOTES TO THE SCHEDULE OF DIRECT LABOR, FRINGE BENEFITS AND GENERAL OVERHEAD

NOTE 8 - CALCULATION OF OVERHEAD RATE

The following tabulation summarizes the calculation of the Company's overhead rate for the year ended May 25, 2014:

Payroll burden and fringe expense percentage rate	95.30%
General and administrative overhead expense percentage rate	<u>64.27%</u>
Total overhead	159.57%
Facilities capital cost of money percentage rate	<u>0.34%</u>
	<u>159.91%</u>

NOTE 9 – MANAGEMENT'S EVALUATION OF SUBSEQUENT EVENTS

Management has evaluated subsequent events through August 8, 2014, the date the Schedule of Direct Labor, Fringe Benefits and General Overhead was available for issuance.

ATTACHMENT A

**CONSULTANT AGREEMENT
FOR
RUNWAY 17/35 EXTENSION AND EXPANSION
CONSTRUCTION ENGINEERING
AT THE
MORITZ MEMORIAL AIRPORT
BELOIT, KANSAS**

THIS CONTRACT is made and entered into by and between the consulting firm of ALFRED BENESCH & COMPANY of Manhattan, Kansas, hereinafter called the "Consultant" and the CITY OF BELOIT, Kansas, hereinafter called the "Sponsor"

Brad J. Waller, P.E. will represent the Consultant as Project Manager in the performance of this agreement. No one else will be assigned to act in this capacity without the Sponsor's prior written approval. The Project Manager shall be responsible for directing and coordinating all the activities necessary to complete this project.

The Consultant will provide all equipment and personnel necessary to do the tasks listed herein, except as otherwise provided. The Consultant shall be responsible for the quality, accuracy and coordination of the design, drawings, reports, surveys and other items furnished as part of this agreement.

The following are attached and are hereby made part of this scope of services:

Exhibit A: Project Fee Breakdown

Exhibit B: Survey Fee Breakdown

Exhibit C: Summary of Overhead Rates

PHASE 1 – BIDDING SERVICES:

Under this phase of the contract the Consultant will assist the Sponsor in advertising and securing bids. The Consultant agrees to provide the following services. Advertising costs are included in the Benesch fee.

- a. Provide sufficient copies of the approved plans and specifications to permit advertising and bidding. Copies of the documents may be furnished to prospective bidders at a cost fixed by the Consultant.
- b. Host a pre-bid conference and answer questions that arise during the bidding process. Addenda will be completed as required. Benesch will submit a formal report of the conference discussions.
- c. Attend the bid opening, open bids, answer any questions that come up, tabulate and analyze bid results, evaluate bidders and furnish a letter of recommendation regarding the award of a construction contract.
- d. Assist the Sponsor with the submission of documents necessary to obtain construction contract approval.
- e. After appropriate approval, prepare all contract documents necessary for the project including bonds, insurance, contracts, drawings, etc. Bind the contract documents with the specifications and provide one bound set each to the Consultant, and the Sponsor.
- f. Assist the Sponsor in preparing the FAA Grant application and associated “kick-off” paperwork to satisfy FAA requirements.

PHASE 2 – CONSTRUCTION SERVICES:

Under this phase the Consultant agrees to provide consultation and advice to the Sponsor during all base bid construction phases. A Project Engineer will be assigned to the project who will periodically observe work in progress, review test reports and provide weekly working day reports, construction progress and testing reports to the Sponsor and FAA. The Consultant will provide written confirmation that all performance tests required by the specifications were conducted and met or exceeded the specifications.

- a. Participate in a pre-construction conference. Submit a formal report of the conference discussions.
- b. Submit a Construction Observation Program. The Consultant will comply with FAA Central Region AIP Guide No. 1030 – Construction Management Program.
- c. Provide full time on-site construction observation for the duration of the project.
- d. Review and approve shop and erection drawings and all material data submitted by construction contractors for compliance with design concepts.
- e. Prepare and negotiate change orders and supplemental agreements, according to the latest (as of contract date) FAA Central Region AIP Guide No. 1080-Contract Modifications. Prepare independent cost analyses and obtain prior approvals from the Sponsor and FAA.
- f. Determine amounts owed to construction contractors and process financial documents. Consultant's review of construction contractor's work for the purpose of recommending payment does not impose on the Consultant responsibility to supervise, direct, or control such work or for the means, techniques, sequences, or procedures of construction or programs incident thereto.
- g. Perform field interview and record results of inquiries regarding wages paid to construction workers for wage rate determination documentation.
- h. Arrange and conduct final inspections. Submit a summary of test results and a quality control report complete with checklists, performance test results, pay factor adjustments, etc.

This phase will be considered complete when the Sponsor and FAA have accepted the construction reports and final payment has been received by the Contractor for the Base Bid.

PHASE 3 – DEVELOPMENT PROJECT CLOSEOUT:

This phase shall include the preparation and submittal of project close-out documentation to FAA.

Coordinate with the Contractor to acquire documentation needed by the Contractor to close-out the project. Final documents required by the Contractor shall be provided to FAA prior to the consultant's final pay request.

All documentation shall be submitted to FAA within 90 days from the project completion, including a final construction report that addresses pertinent sections of the latest (as of contract date) FAA Central Region AIP Guide No. 1610 – Development Project Closeout, which includes:

- a. Sponsor Certification for Final Acceptance
- b. Final Outlay Report (SF-271)
- c. Final Federal Financial Report (SF-425)
- d. Final Project Cost Summary
- e. Summary of DBE Utilization
- f. Final Construction Report
 - i. Narrative of Work Accomplished
 - ii. Summary of Key Milestone Dates
 - iii. Contract Time
 - iv. Labor Provisions
 - v. Administrative Costs
 - vi. Engineering Costs
 - vii. Construction Costs
 - viii. Buy American Provisions
 - ix. Construction Material Testing and Acceptance Summary
 - x. Final Inspection Report/Record of Completion
 - xi. Contractor's Statement of Completion (Signed Affidavit)
 - xii. Project Photographs
- g. As-Built Record Drawings
- h. As-Built ALP
- i. Sponsor Cover Letter

This phase shall be considered complete when FAA and the Sponsor have successfully closed out the project.

PHASE 4 – PROJECT MANAGEMENT:

This phase involves all project management necessary to insure Phases 1-3 are completed appropriately along with coordinating all aspects of the project with the project team members. This task also involves, but is not limited to:

- a. Complete Grant Application paperwork and coordinate Sponsor authorization to secure funding.
- b. Project Coordination with team members, client, and FAA
- c. Perform internal Quality Control/Quality Acceptance reviews prior to submitting all documentation.
- d. Maintain project correspondence with FAA & Sponsor (including quarterly reports to FAA and potential weekly reports to the Sponsor)

This phase shall be considered complete when FAA and the Sponsor have successfully closed out the project.



Alfred Benesch Company
 3226 Kimball Avenue
 Manhattan, KS 66503-2157
 P 785-539-2202
 F 785-539-2393

Project Name: Runway 1775 Extension & Warehouse Building and Construction Services
 Client: City of Becht
 Date Prepared: January 19, 2015
 Overhead Rate: 15%
 Profit: 15%

Task #	Task Description	Sr. Proj. Mgr.	Proj. Eng. II	Technician I	Lead Inspector (Per Hour)	Inspector (Per Hour)	Inspector (Per Hour)	Vehicle	Mileage	Per Diem	Lab Testing	SMH	Total
1.1	Answer Questions	8	8	2	52.00	52.00	55.60						
1.2	Project Meeting	8	8	2	52.00	52.00	55.60						
1.3	Issue Address	2	2										
1.4	Recommendation of Award	2	2										
1.5	Assemble Documents/Prepare Grant	24	27	2	57.00	57.00	55.00						
1.7	HOURS SUBTOTAL	39	57	2	57.00	57.00	55.00						
	COST SUBTOTAL	\$1,124.00	\$891.00										
LABOR COSTS: \$2,015.00													
OVERHEAD \$357.00													
FIXED FEE \$859.50													
EXPENSES \$55.00													
SUBTOTAL \$4,326.50													

Task #	Task Description	Sr. Proj. Mgr.	Proj. Eng. II	Technician I	Lead Inspector (Per Hour)	Inspector (Per Hour)	Inspector (Per Hour)	Vehicle	Mileage	Per Diem	Lab Testing	SMH	Total
2.1	Preparation of Construction Services	8	8	2	52.00	52.00	55.60						
2.2	Project Construction Services	4	4	1	40.00	40.00	44.00						
2.3	Daily On-site Observation	40	100	400	300	144	140	120	5000				
2.4	Shop Drawing Review	2	2										
2.5	Change Orders	4	4										
2.6	Construction Meeting	2	2										
2.7	Work Area Demarcation	3	3										
2.8	Final Inspection	12	12										
2.9	HOURS SUBTOTAL	76	209	403	500	152	142	120	5000	3350	5000	13350	
	COST SUBTOTAL	\$2,320.00	\$8,772.00	\$16,524.00	\$6,000.00	\$5,284.00	\$9,280.00	\$16,000.00	\$5,000.00	\$16,000.00	\$5,000.00	\$13,350.00	
LABOR COSTS: \$46,796.00													
OVERHEAD \$2,606.00													
FIXED FEE \$2,606.00													
EXPENSES \$55.00													
SUBTOTAL \$56,063.00													

Task #	Task Description	Sr. Proj. Mgr.	Proj. Eng. II	Technician I	Lead Inspector (Per Hour)	Inspector (Per Hour)	Inspector (Per Hour)	Vehicle	Mileage	Per Diem	Lab Testing	SMH	Total
3.1	Development Project Contract	4	4	2	52.00	52.00	55.60						
3.2	Coordinate with the Contractor	2	2										
3.3	Final Contract Report	4	4										
3.4	Final Project Cost Summary	1	1										
3.5	Final Contract Report	40	40										
3.6	As-Built Record Drawings	2	2										
3.7	As-Built Record Drawings	2	2										
3.8	As-Built Record Drawings	2	2										
3.9	As-Built Record Drawings	2	2										
3.10	HOURS SUBTOTAL	57	48	2	52.00	52.00	55.60						
	COST SUBTOTAL	\$1,812.00	\$1,944.00	\$36.00	\$2,606.00	\$2,606.00	\$2,824.00						
LABOR COSTS: \$5,144.00													
OVERHEAD \$8,264.00													
FIXED FEE \$2,606.00													
EXPENSES \$55.00													
SUBTOTAL \$16,069.00													

Task #	Task Description	Sr. Proj. Mgr.	Proj. Eng. II	Technician I	Lead Inspector (Per Hour)	Inspector (Per Hour)	Inspector (Per Hour)	Vehicle	Mileage	Per Diem	Lab Testing	SMH	Total
4.1	Project Management	100	8										
4.2	OCGA	20	20										
4.3	Weekly & Quarterly Reporting	18	18										
	HOURS SUBTOTAL	138	46	0	0	0	0	0	0	0	0	0	0
	COST SUBTOTAL	\$7,960.00	\$3,672.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LABOR COSTS: \$11,632.00													
OVERHEAD \$12,056.00													
FIXED FEE \$3,142.00													
EXPENSES \$55.00													
SUBTOTAL \$27,475.00													
LABOR COSTS: \$50,264.00													
OVERHEAD \$8,158.00													
FIXED FEE \$28,852.00													
EXPENSES \$55.00													
TOTALS \$146,349.00													

REQUEST FOR COUNCIL ACTION

DATE:	TITLE:		
March 17, 2015	Rock Hanger Repair Estimate		
ORIGINATING DEPARTMENT:	TYPE OF ACTION:	<input type="checkbox"/> ORDINANCE	<input type="checkbox"/> RESOLUTION
Airport		<input checked="" type="checkbox"/> FORMAL ACTION	<input type="checkbox"/> OTHER

RECOMMENDATION:

I recommend that the Council approve the Rock Hanger Repair Estimate located at Moritz Memorial Airport from Stillwell Masonry in the amount of \$8,665.00.

FISCAL NOTE:

- Funding for the hanger repairs would come out of the Airport Building Additions and Improvements line item (10-22-7200). 10-22-7200 currently has \$12,000.00 for 2015.

DISCUSSION:

Respectfully submitted,

Glenn Rodden
City Administrator

Stillwell Masonry

3853 C. Rd
Beloit, Kansas 67420
Ph. (785) 439-6592

Estimate of repairs on Rock Hanger at Moritz Memorial Airport

Estimate presented to;
Travis Lattin
1520 W. 8th
Beloit Ks. 67420

2-21-15

Estimate will consist of materials and labor to replace North wall of rock hanger with 8" concrete block up to the radius of the building. Also block will be filled with concrete every 6 foot and a ½ inch rebar will be placed into core of the block and into footings, plate bolts will be placed on top of wall.

The existing exterior of the building will be spot pointed-up where needed.

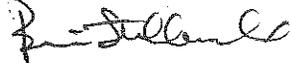
The door on the South East corner of the building will be filled in with rock to match existing, and an angle iron will be placed above header to prevent further movement of the header stone.

Note; If there are no footings for the North wall they will need to be supplied by the owner. The wall from the radius to the top of the building to be framed and sided by the owner.

North Wall Labor and Materials.	\$6300.00
Rock work in doorway and placing angle iron.	\$ 940.00
Spot point existing building where needed.	\$1425.00
	<hr/>
Total of estimate.	\$8665.00

Thank you for your business. Our policy requires payment after completion of work. Please send amount due promptly to:

Stillwell Masonry
3853 C. Rd
Beloit, KS 67420

Sincerely, 

Brian and Dave Stillwell

Thank you for your business!

REQUEST FOR COUNCIL ACTION

DATE:	TITLE:		
May 17, 2015	UNIFORM BID		
ORIGINATING DEPARTMENT:	TYPE OF ACTION:	<input type="checkbox"/> ORDINANCE	<input type="checkbox"/> RESOLUTION
Administration		<input checked="" type="checkbox"/> FORMAL ACTION	<input type="checkbox"/> OTHER

RECOMMENDATION:

I recommend that the Council approve the uniform bid from Action T's in the amount of \$6,240.00.

FISCAL NOTE:

- The approximate cost of this item is \$6,240.00
- Funding for this type of item is available in various funds (line item -2911) in the 2015 budget.

BIDS RECEIVED:

<u>COMPANY</u>	<u>PRICE</u>
Action T's	\$6,240.00
Sunny View Custom Design	No Bid
James Clothing	No Bid
Tipton Print Screening	No Bid

DISCUSSION:

Attached is this year's bid tabulation for employee uniforms. We received a response from one vendor from the bid advertisement. The cost of uniforms will be split between four departments, including Transportation, Parks and Recreation, Plant Operations, and Systems Operations. The Police Department buys their uniforms on an as needed basis and staff from the City Administrator's Office receives a small yearly clothing allowance.

Although I estimate a total cost of approximately \$6,240.00, the actual total cost will be different from the estimate because sizes and quantities will vary. Therefore, I recommend that the Council approve the uniform bid from Action T's in the amount of \$6,240.00.

Respectfully submitted,

Glenn Rodden
City Administrator

119 North Hersey Avenue
P O Box 567
Beloit, Kansas 67420



Tel No (785) 738-3551
Fax No (785) 738-2517
Email mlomax@beloitks.org

NOTICE OF BID

The City of Beloit, 119 N. Hersey, Beloit, Kansas, will be accepting sealed bids at the Office of the City Clerk until:

Date: March 4th, 2015

Time: 3:30 P.M.

For the purchase of the following items:

Approximately 45 Long Sleeve Uniform Shirts
Approximately 55 Short Sleeve Uniform Shirts
Approximately 115 Short Sleeve T-Shirts
Approximately 100 Long Sleeve T-Shirts
Approximately 20 Polo Shirts
Approximately 20 Denim Shirts

**All bids are to be submitted in a sealed envelope prominently marked
"Uniform Bid-2015"**

All bids received by the closing date and time will be publicly opened and read aloud at
3:30 p.m., March 4th,
at the Beloit City Office, 119 N. Hersey, Beloit, Kansas.

The City of Beloit, Kansas reserves the right to select the lowest and/or best bid, waive formalities, or reject any or all bids.

For additional information or results of bid opening, contact the Beloit City Office at (785) 738-3551, Monday-Friday, 8:00 a.m. to 5:00 p.m.

Thank you for taking the time to bid we know it takes a great deal of time to get the information together.

Thanks again,

Amanda Lomax
City Clerk

BID SHEET

This form must be completed for bid to be valid. If minimum requirements cannot be met or sheet is not completed, bid will not be considered. Bids must include all items requested. Attach a description to indicate any deviation from the specifications as long as item still meets minimum requirements. Please bid one price per item.

<u>ITEM</u>	<u>MINIMUM SPECIFICATIONS</u>	<u>PRICE</u>
Short Sleeve Uniform Shirts (approximately 55)	65/35 or 50/50 Polyester-cotton, snaps or buttons, Blue, EMBROIDERED CITY LOGO	L: 22.50 XL: 22.50 2XL: 24.50 3XL: 25.50 4XL: 26.50
Long Sleeve Uniform Shirts - (approximately 45)	65/35 or 50/50 Polyester-cotton, snaps or buttons, Blue, EMBROIDERED CITY LOGO	L: 22.50 XL: 22.50 2XL: 23.50 3XL: 24.50 4XL: 25.50
Short Sleeve T-Shirts w/ pockets (approximately 115)	Light gray, heavy duty, durable t-shirt CITY SCREEN PRINT LOGO (Regular and Big & Tall sizes)	L: 10.50 XL: 10.50 2XL: 11.50 3XL: 12.50 4XL: 13.50
Long Sleeve T-Shirts w/ pockets (approximately 100)	Light gray, heavy duty, durable t-shirt CITY SCREEN PRINT LOGO	L: 10.50 XL: 10.50 2XL: 11.50 3XL: 12.50 4XL: 13.50
Polo Shirts w/ pockets Short Sleeve &/or Long Sleeve	Cotton, multi-color choices, EMBROIDERED CITY LOGO	S: 14.00 M: 14.00 L: 14.00 XL: 14.00
Denim Shirts w/ pockets - Short Sleeve &/or Long Sleeve	Variety EMBROIDERED CITY LOGO	S: 21.00 M: 21.00 L: 21.00 XL: 21.00

Delivery Date:

Warranty (if any):

100% on Any Garment

Return Policy:

Restocking Fee (if any): \$

None

Logo Fee (for silkscreen imprint on t-shirts, if not included in price) \$

no charge

Logo Fee (embroidery on administrative apparel & uniform shirts.) \$

Sublet them out

Sorting Fee (if any): \$

None

Measurements Fee (if any): \$

Miscellaneous Fee (if any): \$

Action T's (Beloit)		logo fee	
Short Sleeve Uniform Shirts (approximately 55)	each shirt		
L	22.50	0.00	\$675.00
XL	22.50	0.00	\$337.50
2XL	24.50	0.00	\$122.50
3XL	25.50	0.00	\$127.50
Long Sleeve Uniform Shirts (approximately 45)			
L	22.50	0.00	\$450.00
XL	22.50	0.00	\$337.50
2XL	23.50	0.00	\$117.50
3XL	24.50	0.00	\$122.50
Short Sleeve T-Shirts (approximately 200)			
L	10.50	0.00	\$1,050.00
XL	10.50	0.00	\$472.50
2XL	11.50	0.00	\$517.50
3XL	12.50	0.00	\$125.00
Long Sleeve T-Shirts (approximately 100)			
L	10.50	0.00	\$420.00
XL	10.50	0.00	\$315.00
2XL	11.50	0.00	\$287.50
3XL	12.50	0.00	\$62.50
Polo Shirts (approximately 20)			
M-XL:	14.00		\$280.00
Denim Shirts Shirts (approximately 20)			
M-XL:	21.00		\$420.00
Approximate Total:			\$6,240.00

Note: Screen Print ONLY for Logo
Warranty: 100% replacement

REQUEST FOR COUNCIL ACTION

DATE:	TITLE:		
March 17, 2015	Outsourcing Utility Bill Printing and Mailing		
ORIGINATING DEPARTMENT:	TYPE OF ACTION:	<input type="checkbox"/> ORDINANCE	<input type="checkbox"/> RESOLUTION
Administration		<input checked="" type="checkbox"/> FORMAL ACTION	<input type="checkbox"/> OTHER

RECOMMENDATION:

I recommend that the Council approve Outsourcing Utility Bill printing and mailing with BillFlash.

FISCAL NOTE:

- Funding for printing and mailing comes out of various line items in the Administration Department. Approximate saving for utility bills is \$4,500.00 per year.

DISCUSSION:

Outsourcing the printing and mailing of the utility bills should save the city time and money.

Respectfully submitted,

Glenn Rodden
City Administrator

119 North Hersey Avenue
Beloit, Kansas 67420
785-738-3551
785-738-2517 (fax)



Amanda Lomax
Director of Finance/City Clerk
Email: mlomax@beloitks.org
www.beloitks.org

March 13, 2015

To: Mayor and Council

In Re: Outsourcing Utility Bills

Dear Governing Body,

The Administrative Department is looking at outsourcing the printing and mailing of our utility bills next month. The outsourcing company BillFlash is already collaborating with our utility billing software Power Manager to send utility bills for them to print and mail. The outsourcing company can print and mail utility bills and any inserts we have cheaper than what we can with the costs of postage, bill paper, and envelopes. Other additional savings to the city includes doing away with our folding machine, leasing a cheaper copy machine, and freeing up two working days for the utility billing clerk. Printing and stuffing utility bills takes the utility billing clerk two working days to complete if nothing goes wrong with our equipment. I feel her time would be better spent working on collecting bad debts and doing other proactive duties. The Parks and Recreation department sends brochures out with the utility bills every other month and it often takes an average of four hours to print the brochures. I feel this is another cost savings for the city.

Attached is a worksheet with estimated costs that the city has on a monthly basis and what BillFlash quoted to print and mail utility bills.

Please feel free to contact me should you have further questions or concerns regarding outsourcing of utility bills.

Sincerely,

A handwritten signature in purple ink that reads "Amanda Lomax". The signature is written in a cursive, flowing style.

Amanda Lomax
City Clerk

City's Current Cost per Month		
Estimated Bills per Month 2200	2200	Cost per page
Bill Paper	125.00	0.06
Envelopes	225.00	0.10
Bulk Mail**	860.00	0.46
Add'l Postage	45.00	0.02
Bulk Mail Permit	18.33	0.01
Printer per Page	198.00	0.09
Labor	250.00	0.11
Folding Machine Lease	87.00	0.04
Total	\$1,808.33	\$0.89
Additional Inserts		
Brochure		
Paper	20.00	0.01
Printer double sided	396.00	0.18
Labor	50.00	0.02
Total	\$466.00	\$0.21
Letters		
Paper	20.00	0.01
Printer per Copy	198.00	0.09
Labor	50.00	0.02
Total	\$268.00	\$0.12
Approximate Total:	\$2,542.33	\$1.22

BillFlash Cost per Month		
Estimated Bills per Month 2200	2200	Cost per page
Statement Package	1,408.00	0.64
Monthly Service Fee	17.50	0.01
Total	\$1,425.50	\$0.65
Additional Inserts		
Brochure		
Double Sided	352.00	\$0.16
Letters		
Single Sided	308.00	\$0.14
Approximate Total:	\$2,085.50	\$0.95

NOTES:

- 1.) The brochures get mailed out every other month and other letters when needed
- 2.) BillFlash statement package also includes remit envelopes and ability for customers to look online for 12 month history

REQUEST FOR COUNCIL ACTION

DATE:	TITLE:
March 17, 2015	SPECIAL EVENTS LICENSE REQUEST
ORIGINATING DEPARTMENT:	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION
Administration	<input checked="" type="checkbox"/> FORMAL ACTION <input type="checkbox"/> OTHER

RECOMMENDATION:

I recommend that the Council approve the special events license request presented by the Solomon Valley Raceway.

FISCAL NOTE:

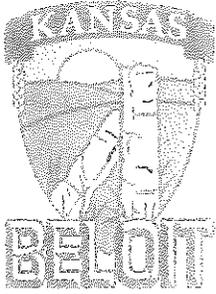
- There is no direct cost associated with this item.

DISCUSSION:

The board for the Solomon Valley Raceway is requesting a beer license for the entire grandstand area for all races scheduled for 2015.

Respectfully submitted,

Glenn Rodden
City Administrator



115 North Henry Avenue
P.O. Box 867
Beloit, Kansas 67420
Phone: 785-738-3551
Fax: 785-738-2517
E-mail: info@beloitks.org

**SPECIAL EVENT LICENSE
REQUEST FORM**

Date: 3-12, 2015

Please Print Clearly

SPECIAL EVENT LICENSE REQUEST FORM

Full Name: Solomon Valley Raceway E-mail: _____

Street Address: PO Box 34 Beloit, KS 67420 Phone No.: 785-534-2266

Location of event: 1318 North Walnut, Beloit, KS 67420

Purpose of event: Solomon Valley Raceway 2015 Race Season

Date/Time of Event: Schedule is attached

*A \$25.00 special event license fee will be assessed. This fee is due upon receipt of the application.

Fee Received by: _____

*I have received a copy of Ordinances No. 2022, 2027, and 2035 and understand and agree to abide by all conditions stated in the Ordinances.

Date: 3 / 12 / 15 Signature: Sara Kinsler

Solomon Valley Raceway 2015 Race Schedule

April 25th Play Day 2pm – 5pm

April 25th Jay Husker Race – Hot Laps 6:30pm Race at 7pm

May 24th Derby Mayhem 2pm (Gates Open at 11am)

June 13th Enduro 7:30pm

July 25th Jay Husker Race – Hot Laps 6:30pm Race at 7pm

July 28th Chad McDaniel Race Hot Laps 6:30 Race at 7pm

August 7th Mitchell County Fair Night

Opening act Rock Garden

Main Event PARAMOUNT – 80's Rock Tribute Band

August 15th Jay Husker Race and Antiques – Hot Laps at 6:30pm Race at 7pm

Schedule is subject to change

REQUEST FOR COUNCIL ACTION

DATE:	TITLE:		
March 17, 2015	Fair Housing Proclamation		
ORIGINATING DEPARTMENT:	TYPE OF ACTION:	<input type="checkbox"/> ORDINANCE	<input type="checkbox"/> RESOLUTION
Administration		<input checked="" type="checkbox"/> FORMAL ACTION	<input type="checkbox"/> OTHER

RECOMMENDATION:

I recommend that the City Council adopt the enclosed Fair Housing Proclamation.

FISCAL NOTE:

- There is no cost associated with approving this proclamation.

DISCUSSION:

This proclamation recognizes the month of April 2015 as Fair Housing Month.

Respectfully submitted,

Glenn Rodden
City Administrator

PROCLAMATION

Celebrating 47 Years of Fair Housing

(City/County) of Beloit

WHEREAS, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

WHEREAS, the (City/County) of Beloit is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

WHEREAS, the Fair Housing groups and the U.S. Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

WHEREAS, equal housing opportunity is a condition of life in our (City/County) that can and should be achieved,

I, (Mayor or County Commissioner) of Beloit, on behalf of its citizens, do hereby proclaim the month of April as

FAIR HOUSING MONTH

And express the hope that this year's observance will promote fair housing practices throughout the (City/County).

Dated this 17th day of March, 2015

(Mayor or County Commissioner)

ITEMS FOR COUNCIL DISCUSSION

DATE:

March 17, 2015

TITLE:

WORK SESSION DISCUSSION

DISCUSSION:

Items for discussion at your March 17th, 2015 Work Session will include the following:

- A. John Divine will follow-up on the goal setting discussion we had last June.

Respectfully submitted,

Glenn Rodden
City Administrator

