



Request for Proposal/Bid 24-003	
On-Call Mechanical Services	
RFP/Bid Issued:	February 23, 2024
Question/clarification deadline:	March 13, 2024 12:00 PM CST
Proposals/Bids Due:	March 18, 2024 10:00 AM CST
Buyer:	Amiee Wenson, Director of Budget & Purchasing Finance Department, Jewell Building Kansas City Kansas Community College 7250 State Avenue, Kansas City Kansas 66112 Email: awenson@kckcc.edu

FORM A

RESPONDENT ACKNOWLEDGEMENT

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign, and return this form with their submittal.

Company Name	Authorized Person (Print)
Address	Signature
City/State/Zip	Title
Phone #	Date
Fax #	Tax ID #
Email Address	

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RFP INFORMATION, INSTRUCTIONS, FORMS

REQUEST FOR PROPOSALS NO. 24-003

PROFILE OF KANSAS CITY, KANSAS COMMUNITY COLLEGE

Kansas City Kansas Community College is a centrally located public 2-year institution in the Kansas City metropolitan area, in northeast Kansas. The College was founded in 1923 and is accredited by the Higher Learning Commission. KCKCC's Main Campus and Technical Education Centers are within the city limits of Kansas City, Kansas, located within Wyandotte County near State Avenue and College Parkway. The College also serves Leavenworth County with a satellite center, Pioneer Career Center. In total, KCKCC serves about 8,000 students per year.

The stated mission of KCKCC is "Inspire individuals and enrich our community one student at a time."

INSTRUCTIONS FOR SUBMITTING PROPOSALS

SECTION 1: GENERAL INSTRUCTIONS

All submittals must be in accordance with these instructions.

- A. Must submit three (3) original paper copies of the submittal response in a sealed envelope, labeled with the project number and project title. Two (2) electronic copies of the submittal response should be provided in the sealed envelope with the original paper copies. Deliver or mail to 7250 State Avenue, Kansas City, Kansas 66112, Attention: Amiee Wenson, Director of Budget & Purchasing, Administrative Offices.
- B. The College reserves the right to waive defects and informalities in submittals, to reject any or all submittals, or to accept any submittals as may be deemed in the best interest of the College, in its sole discretion.
- C. Any submittal may be withdrawn at any time prior to the time specified herein for the opening of submittals, but no submittal may be withdrawn for a period of ninety (90) days after the submittal.
- D. Any exceptions taken to the terms, conditions, or specifications of the RFP must be clearly noted in the submittal as follows: **Exceptions to RFP 24-003**. If not so noted, then the successful respondent expressly agrees to the terms, conditions, and specifications of the RFP in its entirety and any exception after submittal will be held invalid and/or cause to reject the submittal, in whole or in part, at the sole discretion of the College.
- E. Questions and information pertaining to any item of this request may be obtained by submitting a request via email prior to the submittal deadline as noted on Page 1. Except in writing as noted on page 1, no other communication will take place between respondents and employees of the College during the RFP process.
- F. Services shall **not** be subcontracted or assigned, in whole or in part, without the express written consent of the College. Areas of work that cannot be accomplished by the respondent must be identified in the submittal, including the identification of other firms to be used. However, ultimate responsibility for the goods/services and all obligations relating to the goods/services will remain with the successful respondent.
- G. It is the responsibility of each respondent to become familiar with the requirements of this RFP. Lack of knowledge concerning the RFP's requirements will not relieve the respondent of conditions submitted in response to the submittal.
- H. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all respondents on record as having received the RFP and posted on the College's website. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their submittal.**

- I. The College will not be liable for any costs that a respondent may incur in the preparation of or presentation of the submittal.
- J. In all cases, no verbal communication will override written communication and only written communications are binding.
- K. The College shall not be obligated to return the respondent's submittal once submitted, whether the submittal is withdrawn or not.

SECTION 2: EVALUATION CRITERIA

Evaluation will be in accordance with the College's policies and practices and purchasing policy. The College shall base its selections for professional services required for a project upon, but not limited to, the following criteria:

- A. **Approach to the Scope of Services.** The scope of the services offered and the extent to which they meet or exceed the requirements of the College.
- B. **Personnel.** Professional credentials and experience of all personnel who will be involved with the project. The specialized experience and technical competence of the respondent with respect to the type of services required.
- C. **Capacity to Perform the Work.** The capacity and capability of the respondent to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project. Total resources of the respondent that can be applied to the Project, including project schedule.
- D. **Experience.** 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. Previous experience with similar or like services as outlined in this RFP, including references, level of satisfaction of present and former clients with accounts of comparable size and complexity.
- E. **Familiarity.** The respondent's proximity to and familiarity with the College and/or higher education. Understanding of the scope and work required as evidenced by the submittal and the ability of the respondent to deliver services as requested.
- F. **Fee Proposal.** Selection will be made based upon the most responsible respondent in the sole discretion of the College, including costs. A responsible respondent is a firm who has the capability and experience in all aspects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance.

SECTION 3: PROPOSAL SUBMITTALS

Bid/Proposal Format

1. Respondent Acknowledgement Sheet – Completed copy of page 2 of this RFP. *FORM A.*
2. Company Overview and History - Describe your company, officers, number of employees, and operating policies. State the number of years your organization has been in business and the financial stability of your company (no more than 2 pages). *No form.*
3. Experience/References – Describe your experience in performing the services requested in this RFP. Indicate if you have previously contracted with KCKCC, and if any contract with KCKCC was terminated or declared in default by the College due to performance, breach, or other concerns. Provide three (3) references, preferably those that include current and former public higher education clients for similar work. *FORM B.*
4. Key Personnel – Identify key personnel who would be assigned to this project to provide the services described in the Scope of Work, highlighting the primary point of contact for the College. Include an organizational chart and resumes as appropriate. *FORM C.*
5. Project Approach – Describe in detail the approach to the project. Provide a detailed, task-oriented timeline for the project as it relates to the project requirements. **FOR ON CALL SERVICES, THIS IS NOT APPLICABLE AND THEREFORE NOT REQUIRED FOR THIS RFP**
6. Fee Proposal – Provide a price proposal with a fixed price / lump sum amount for the project based on the scope of services outlined in this RFP. Also, include a fee schedule in an hourly billable rate format for all project personnel in the event additional services are requested. Unless stated, the College shall assume that no other fees will be assessed in connection with the provision of services and to satisfy the RFP requirements. *FORM E.*

SCOPE OF SERVICES

SECTION 1: INTRODUCTION TO PROJECT

Kansas City Kansas Community College (KCKCC) is requesting bids from qualified, licensed and insured Mechanical Contractors to provide on-call services on an as-needed basis for all KCKCC owned buildings and sites. The contractor will provide mechanical repairs, upgrades, installations, and replacements for components of KCKCC facilities and infrastructure on an as-needed basis. KCKCC expects to award non-exclusive contracts to up to three (3) vendors for this on-call service. The awarded bidder(s) will be expected to respond to requests for services within three (3) business days for scheduling for routine calls for services and also have the capability to respond to requests for emergency services within two (2) hours by phone or other direct communications. Most work will be scheduled during normal business hours. Weekends or Holidays may be needed, however, to complete these emergency repairs.

SECTION 2: SCOPE OF WORK

A. Scope of Services

Upon award of a contract, the respondent will be the contractor for the purposes of this Agreement.

1. Contractor shall perform all mechanical maintenance, repair, and replacement services on mechanical systems found in typical commercial, laboratory, and institutional buildings on an “as-needed” basis at any KCKCC locations on a per project basis as requested by the College.
2. The cost of the work for each request for service will not exceed \$100,000 per request for service. For larger projects, the College will issue stand-alone requests for proposals/bids. The College reserves the right to independently bid any work outside of the “as needed” on-call contract for services.
3. Contractor shall comply with and perform all mechanical maintenance, repair, and replacement services in accordance with all applicable federal, state and local laws, rules, regulations, ordinances, codes and manufacturer’s instructions and shall obtain any licenses or permits required. Cost proposals shall include all labor and materials required for the requested call for services. Materials to be used must be preapproved by the College prior to work commencing.
4. Contractor shall only utilize experienced employees who shall be trained, licensed, authorized or permitted under state and local law to perform the services work required on KCKCC properties. Contractor shall provide a list of licenses or certifications if requested, including without limitation, master and journeyman licenses, applicable certifications, and/or laborer with appropriate supervision on staff with licenses in good standing with the State of Kansas.
5. Contractor(s) shall practice acceptable safety precautions so as not to cause harm to any persons or property while performing services under this Agreement or any resulting contract. Contractor shall follow industry safety standards and use only industry approved safety equipment in accordance with the manufacturer’s specifications in the performance of all duties.
6. Contractor shall conduct all work during normal working hours unless deemed by KCKCC to be disruptive to the normal operations of the organization or an emergency. When the college is closed approved Contractor shall be granted access to buildings by College Police.

7. Contractor shall respond to calls for services with a cost proposal within three (3) business days and respond to emergency calls for services no later than two (2) hours after notification by KCKCC to be billed on an hourly basis, including weekends and holidays. Contractor shall call or check-in with the KCKCC representative who assigned the work within thirty (30) minutes of initial call or notification of need for service and provide estimated time to be on property.
8. Upon completion of the work, Contractor shall clean up the area where the work was performed and Contractor shall remove any debris generated by the repairs from KCKCC premises. At no time, will Contractor discard debris into any KCKCC refuse container without approval from KCKCC. Contractor shall not leave the worksite until reviewing the work performed with designated College personnel.
9. If any mechanical service will be out of service for more than two (2) consecutive hours, the Contractor shall immediately notify the KCKCC representative who assigned the work and inform him/her of the situation and estimated time of completion and make recommendations to restore service temporarily, if possible, so as to minimize student, faculty or staff impact.
10. For routine calls for service, Contractor is to perform all permanent repairs as soon as possible. This must be done within fourteen (14) days after the problem has been diagnosed and approval to proceed has been given. Liquidated damages can be assessed at 5% of project total cost per day past fourteen day deadline at the discretion of KCKCC.
11. Contactor(s) shall clearly mark all work areas that might reasonably be expected to endanger the health and safety of residents, guests, or any other persons. Contractor will provide such signs, markers and barricades as required to identify all work areas and minimize inherent dangers.
12. Contractor shall maintain vehicles that are used to respond to calls for service well stocked with commonly used mechanical supplies and equipment so as to eliminate delays and/or interruption of service.
13. Contractor shall provide proper equipment required to provide the services. The College will not provide equipment for calls for service.
14. Contractor shall inform the designated College personnel within five (5) working days of any change in contact information, including but not limited to contact personnel, mailing address, physical address, phone numbers and email addresses.
15. Contractor, or authorized subcontractor, shall guarantee all installations to meet and pass Authority Having Jurisdiction Inspections. Should a mechanical installation or repair made by Contractor or authorized subcontractor not pass inspection, Contractor shall make all repairs necessary to ensure the installation or repair passes inspection at no additional cost to KCKCC.
16. Contractor shall only invoice KCKCC for the time spent on the property. KCKCC shall not pay for time spent in route or traveling to the job site or to acquire parts/supplies.
17. Contractor shall sign in and out with Facility Services on the campus to show arrival and departure dates and times to and from the property.

18. Contractor shall minimize overstaffing for minor repairs. If Contractor is found to be overstaffing for repairs, based upon customary trade practices, KCKCC reserves the right to only pay for customary trade practices.
19. Any additional repairs items needed that are outside of the typical scope of work, such as cutting or replacing concrete/asphalt, shall be coordinated through the designated College personnel.
20. Contractor shall provide Dispatcher services – 24 hour/7 days a week including weekends and holidays.
21. Contractor shall provide a two (2) year warranty on all parts and labor for all work performed under this Agreement.

B. Cost Estimates & Proposals

Contractor is required to provide cost estimates and proposal for all work over one-thousand dollars (\$1,000.00) on a Project Work Authorization form (sample attached as Appendix 1) to be executed by the College and the Contractor. All proposals are to be broken down by labor, parts/material, other costs, and by individual job. Prior to work commencing, the cost estimate and proposal for work must be preapproved by the College. The cost estimate will be a maximum not to exceed amount per request for services and the actual amount to be billed will be based on the cost proposal under this Agreement. In the event the cost estimate and proposal for the work needs to be modified, preapproval by designated College personnel is required.

All approved materials will be billed at cost plus percentage per the fee proposal as part of this agreement.

Any cost associated with securing the permits and inspections will be paid by the Contractor upfront and reimbursed by KCKCC.

C. Work Locations

KCKCC-Main Campus
7250 State Avenue
Kansas City, KS 66112

KCKCC-TEC 1
6565 State Avenue
Kansas City, KS 66102

KCKCC-TEC 3
6736 State Avenue
Kansas City, KS 66102

KCKCC-Fire Science
6840 State Avenue
Kansas City, KS 66102

KCKCC- Police Academy
7340 State Avenue
Kansas City, KS 66112

KCKCC-Centennial Hall
7360 State Avenue
Kansas City, KS 66112

KCKCC-Little Leaders Day Care
7250 State Avenue
Kansas City, KS 66112

KCKCC- Pioneer Career Center
1901 Spruce St
Leavenworth, KS 66048

GENERAL CONTRACT TERMS AND CONDITIONS

SECTION 1: GENERAL TERMS

- A. **Governing Law.** A standard contract document will be negotiated once the successful respondent(s) has been selected. Per state statute, Form DA-146a is required and the State of Kansas will be the governing law.
- B. **Independent Contractor.** The respondent is now and shall remain a separate and independent entity from the College.
- C. **Submittal.** The submittal received from the successful respondent, along with the RFP, will be incorporated into the Agreement between the College and the respondent, and all provisions therein shall be provided by the respondent in accordance with the requirements of the submittal, unless superseded by the terms and conditions of the Agreement, RFP, or any subsequent amendment. **No contract award shall exist until an agreement is approved by the College and executed by both parties.**
- D. **Term.** The agreement shall include the project schedule and acceptance of the final product. The initial term of the agreement shall be one (1) year with four (4) renewable years. The contract will automatically renew unless the College provides notice at least thirty (30) days prior to the expiration of the annual renewal period.
- E. **Insurance.** While performing the services, the respondent will maintain minimum insurance coverage specified herein. The College will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of the College as an additional insured shall not in any way nullify coverage for claims or actions the College may have against the respondent. The respondent will provide the College certificates evidencing the required coverage prior to commencing services.

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Employers' Liability	\$500,000
Comprehensive General Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate
Automobile Liability	\$1,000,000 per occurrence, \$2,000,000 aggregate

Umbrella	\$2,000,000
Professional Liability	\$1,000,000 per claim

F. Equal Employment Opportunity Clause.

Respondent hereby agrees to the following provisions:

1. No Discrimination

The respondent will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law. The respondent will ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin or any other classification protected by law.

2. Posting Non-Discrimination Notices

The respondent agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The respondent will, in all solicitations or advertisements for employees placed by or on behalf of the respondent, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, or any other classification protected by law.

3. No Retaliation

The respondent will not discharge, or in any other manner discriminate against, any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant, or for filing a complaint of discrimination. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the respondent's legal duty to furnish information.

4. Noncompliance

In the event of the respondent's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the respondent may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

5. Subcontractors

The respondent will include the nondiscrimination provisions herein in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

6. Secretary of Labor Compliance

The respondent agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of respondent and subcontractors with the equal employment opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

- G. **Debarred Contractors.** The respondent further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order, and will carry out such sanctions and penalties for violation of the equal employment opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the respondent agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the respondent under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such respondent; and refer the case to the Department of Justice for appropriate legal proceedings.
- H. **Smoke and Tobacco-Free College.** The respondent agrees to abide by the Smoke and Tobacco-Free College policy for all employees and subcontractors while at College locations.
- I. **Sales Tax Exemption.** The College is exempt from sales tax and it should be excluded from all proposals.

- J. **Executive Order 11246.** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders when requested.
- K. **Procurement of Recovered Materials Clause.** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- L. **Wages & Working Conditions.** Wages billed must be computed on a standard 40-hour work week in compliance with 40 USC 3702. Work in excess of 40 hours per week is permissible if the worker is paid no less than 1.5 their standard pay for hours over 40 in one week for nonexempt employees. Depending on the funding source, federal wage rates may be required from time to time. **Federal wage rates do not apply to this project.**

FORM B: EXPERIENCE / REFERENCES

Project Title/Location (city/state):		a. Year professional services completed:
b. . Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		
Project Title/Location (city/state):		a. Year professional services completed:
b. . Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		
Project Title/Location (city/state):		a. Year professional services completed:
b. . Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		

FORM C: KEY PERSONNEL		
Complete this form for all personnel assigned to the project		
1. Name	2. Role(s) on this Project:	
3. Firm Name / Location (city/state):	4. Total Years Experience:	5. Years Experience w/current firm:
6. Education [Degree(s)/Specialization]:	7. Current Professional Registrations [state(s)/discipline]:	
8. Additional Professional Qualifications [Publications, Organizations, Training, Awards, etc.]:		
Relevant Example Projects Listed in Part B		
___. Project Title / Location (city/state):	Year Services Completed: Professional / Construction	
Specific Role(s):	With current Firm? If no, list firm.	
Brief Description (Scope, Size, Cost, etc.)		
___. Project Title / Location (city/state):	Year Services Completed: Professional / Construction	
Specific Role(s):	With current Firm? If no, list firm.	
Brief Description (Scope, Size, Cost, etc.)		
___. Project Title / Location (city/state):	Year Services Completed: Professional / Construction	
Specific Role(s):	With current Firm? If no, list firm.	
Brief Description (Scope, Size, Cost, etc.)		
Relevant Example Project Not listed in Section B		
1. Project Title / Location (city/state):	Year Services Completed: Professional / Construction	
Specific Role(s):	With current Firm? If no, list firm.	
e. Brief Description (Scope, Size, Cost, etc.)		
2. Project Title / Location (city/state):	Year Services Completed: Professional / Construction	
Specific Role(s):	With current Firm? If no, list firm.	
e. Brief Description (Scope, Size, Cost, etc.)		
3. Project Title / Location (city/state):	Year Services Completed: Professional / Construction	
Specific Role(s):	With current Firm? If no, list firm.	
e. Brief Description (Scope, Size, Cost, etc.)		

FORM D: PROJECT APPROACH

Brief description of project approach

Project Timeline

Data Analytics Methods

Other Information to be Considered

PRICING FORM E – Submit with Proposal

Contractor _____

Contact _____

Phone # _____

Email _____

By submission of this form, we certify that we have examined the site of the project or have otherwise satisfied ourselves as to the existing conditions, size of areas, etc., as provided on the specifications for on-call mechanical services.

	Normal Hours	After Hours
Hourly Rate Service Tech*	\$ _____ per Hour	\$ _____ per Hour
Percentage mark-up on parts or equipment**	_____ %	

**Hourly rate above shall include charges for apprentices and/or laborers accompanying Journeyman Service Fitter on KCKCC maintenance calls.*

***Percentage mark-up on parts, equipment, materials and supplies furnished by a subcontractor shall be paid by KCKCC only once and directly to the contractor and shall not exceed the percentage quoted above. Contractor shall supply a copy of any materials, equipment and invoice to KCKCC if requested.*

Hours of Service

Indicate Normal Service Hours available: _____ a.m. to _____ p.m. _____ days per week.

Indicate name and phone number of the contact person who should receive service calls:

Contact: _____ Phone: _____

Company: _____

List any certifications you or your employees have: _____

FORM E (continued)

ON-CALL RESPONSE TIME

KCKCC Main Campus	
Normal Service Hours	_____ Minutes/Hours
Urgent (risk of security, property damage and/or heath)	_____ Minutes/Hours
Emergency (high risk or danger of injury or loss of life)	_____ Minutes/Hours
KCKCC Pioneer Center	
Normal Service Hours	_____ Minutes/Hours
Urgent (risk of security, property damage and/or heath)	_____ Minutes/Hours
Emergency (high risk or danger of injury or loss of life)	_____ Minutes/Hours
KCKCC TEC 1,3 and Fire Science	
Normal Service Hours	_____ Minutes/Hours
Urgent (risk of security, property damage and/or heath)	_____ Minutes/Hours
Emergency (high risk or danger of injury or loss of life)	_____ Minutes/Hours
KCKCC Police Academy	
Normal Service Hours	_____ Minutes/Hours
Urgent (risk of security, property damage and/or heath)	_____ Minutes/Hours
Emergency (high risk or danger of injury or loss of life)	_____ Minutes/Hours
KCKCC Centennial Hall	
Normal Service Hours	_____ Minutes/Hours
Urgent (risk of security, property damage and/or heath)	_____ Minutes/Hours
Emergency (high risk or danger of injury or loss of life)	_____ Minutes/Hours
KCKCC Little Learners	
Normal Service Hours	_____ Minutes/Hours
Urgent (risk of security, property damage and/or heath)	_____ Minutes/Hours
Emergency (high risk or danger of injury or loss of life)	_____ Minutes/Hours

**KANSAS CITY KANSAS COMMUNITY COLLEGE
SAMPLE
Project Work Authorization**

PROJECT:

This Project Work Authorization is entered into in accordance with the Master Services On Call Agreement between College and Contractor, dated _____ (“Master Agreement”). The parties agree as follows:

1. SCOPE OF SERVICES

Contractor agrees to perform services as described in this Work Authorization:

(insert scope of work for individual projects)

2. TIME OF COMMENCEMENT AND PERIOD OF SERVICE

Services under this Project Amendment shall begin immediately upon execution of this Project Amendment. Services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. The Schedule, which may be modified by mutual agreement, is outlined below:

(insert schedule – notice to proceed and date of completion)

3. COMPENSATION

College shall compensate Contractor as provided for in the Master Agreement based on the specific fee schedule. The estimate for the work shall not exceed:

___ a. **Fee.** College agrees to pay Contractor for the services performed pursuant to paragraph 1, an amount not to exceed of _____.

OR

___ a. **Fee.** College agrees to pay Contractor for the services performed pursuant to paragraph 1 on an hourly basis outlined in the fee schedule _____.

b. **Reimbursable Expenses.** The estimated budget for reimbursable expenses for permits and inspections only is \$_____.

4. AUTHORIZED REPRESENTATIVE

Contractor’s Authorized Representative for the Project is _____ or successor to be designated in writing, subject to Owner’s prior written approval.

5. AUTHORIZED SUBCONSULTANTS

The following firms are approved as subconsultants to the Contractor for this project:

(1) [list any approved subconsultants]

6. ADDITIONAL CONDITIONS OR SERVICES

In the event of any conflict, inconsistency or ambiguity between the terms and provisions of this Work Authorization and those of Master Agreement, this Work Authorization shall govern and control.

**Kansas City Kansas Community College
Kansas City, Kansas**

Contracting Company's Name

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____