

# MEETING AGENDA AND PACKET

**PARK BOARD  
Regular Meeting**

**January 30, 2020**

**7:00 PM-Willard City Hall**

**224 W. Jackson Street**

## **PARK BOARD MEMBERS**

Blaine Kennard, President

Valorie Simpson, Vice-President

Fred Burk, Secretary

Laurie Pendergrass

Craig Baird

Jason Knight, Park Director



# **AGENDA ITEM #1**

Roll Call

# **AGENDA ITEM # 2**

Agenda Amendments / Approval of the Agenda

**CITY OF WILLARD  
PARK BOARD  
January 30, 2020  
7:00 P.M.**

Notice posted on November January 28<sup>th</sup>, 2020.

Notice is hereby given that the City of Willard Park Board will conduct a meeting at 7:00 p.m., January 30, 2020 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:

Call the meeting to order.

1. Roll Call
2. Agenda Amendments/Approval of the Agenda
3. Approval of the Minutes from the meeting on December 19th
4. Citizen's Input (5-minute limit)
5. Financial Statements
6. Director's Report
7. New Business
  - a. Fireworks Bid
  - b. HVAC Bid
8. Unfinished Business
9. Adjourn Meeting

REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING:

Jason Knight  
224 West Jackson  
P O Box 187  
Willard, MO 65781

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS.

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Jason Knight, Park Director

## AGENDA ITEM #3

### Approval of Minutes

City of Willard, MO

Park Board Meeting

12/19/2019

Board Members Present: President Blaine Kennard, Vice President Valorie Simpson, Secretary Fred Burk; Laurie Pendergrass; Craig Baird

Staff Present: Park Director: Jason Knight

President called the meeting to order at 7:00

#### Roll Call

Blaine Kennard – present, Valorie Simpson- present, Fred Burk- present,

Laurie Pendergrass- present, Craig Baird- present

#### Approval of Agenda

Motion made by Val to approve the agenda and seconded by Craig

Motion was passed with a vote of 5-0. Voting Aye.

#### **Approval of Minutes**

Motion made by Val to approve the minutes and seconded by Blaine

Motion was passed with a vote of 5-0. Voting Aye.

#### **Approval of Electronic Meeting (e-mail) Minutes**

Motion made by Val to approve the minutes and seconded by Craig

Motion was passed with a vote of 5-0. Voting Aye.

#### **Citizens Input**

- Rachel Burk mentioned how she liked the train in the pool and expressed interest in bringing it back. We believe it's broken and can't be used. She also enjoyed the Haunted House this year.

#### **Financial Statement**

- Expenses were down quite a bit this year compared to last year
- Fred had a question about why we don't buy our own bounce houses- it's due to the price of insurance coverage
- The memorial bench in the financials is for a meditation garden area by the Community Building

Motion made by Blaine to approve the Financial Statements and seconded by Fred

Motion was passed with a vote of 5-0. Voting Aye. All Members Present voted Aye

### **Directors Report**

- Attached
- Val mentioned doing "Movies in the Park" and Jason said it's sometimes poorly attended, and expensive due to movie rights costs being \$500+ (sometimes this cost is sponsored)
- Jason is considering doing a tennis league
- We talked about a Father/Son activity as well- fishing in the pond is an option

### **New Business**

- Blaine mentioned doing a volunteer/sponsor appreciation event along with something they can hang in their business.

### **Unfinished Business**

- We agreed to not have an e-mail meeting in the future- special meeting dates are preferred due to ease of process

### **Adjourn Meeting**

Motion made by Blaine to adjourn meeting and seconded by Craig

Motion was passed with a vote of 5-0. Voting Aye. All Members Present voted Aye

Meeting adjourned at 8:04

Submitted by President Blaine Kennard

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Fred Burk, Secretary

Jennifer Rowe, City Clerk

## **AGENDA ITEM #4**

Citizens Input

## **AGENDA ITEM #5**

Financial Statements: See Attached



# Yearly Progress Account Summary

For Fiscal: 2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 30 - PARKS FUND</b>							
<b>Revenue</b>							
<a href="#">30-800-40000</a>	ADVERTISING REVENUE (PARKS)	25,000.00	25,000.00	0.00	0.00	-25,000.00	100.00 %
<a href="#">30-800-40400</a>	CONCESSION INCOME	40,000.00	40,000.00	306.50	306.50	-39,693.50	99.23 %
<a href="#">30-800-40600</a>	FACILITY INCOME	28,000.00	28,000.00	602.50	602.50	-27,397.50	97.85 %
<a href="#">30-800-40800</a>	MISCELLANEOUS INCOME-PKS	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
<a href="#">30-800-40900</a>	PARK FEES-PKS	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
<a href="#">30-800-40950</a>	SWIM POOL INCOME	75,000.00	75,000.00	0.00	0.00	-75,000.00	100.00 %
<a href="#">30-800-41300</a>	FRANCHISE MOBILE PHONE TOWE	13,567.50	13,567.50	0.00	0.00	-13,567.50	100.00 %
<a href="#">30-800-43000</a>	INTEREST INCOME-PKS	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
<a href="#">30-800-45300</a>	TAX REAL ESTATE-PKS	60,300.00	60,300.00	0.00	0.00	-60,300.00	100.00 %
<a href="#">30-800-45400</a>	TAX SALES & USE REVENUES-PKS	240,000.00	240,000.00	24,352.74	24,352.74	-215,647.26	89.85 %
<a href="#">30-800-45500</a>	TAX SALES CAP IMP-PKS	240,000.00	240,000.00	0.00	0.00	-240,000.00	100.00 %
<a href="#">30-800-46000</a>	TRANSFER FROM GCG	255,000.00	255,000.00	0.00	0.00	-255,000.00	100.00 %
<a href="#">30-800-46500</a>	TRANSFER IN PARKS	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00 %
<a href="#">30-800-47000</a>	ADULT PROGRAMS-PKS	9,000.00	9,000.00	5.00	5.00	-8,995.00	99.94 %
<a href="#">30-800-47100</a>	YOUTH PROGRAMS-PKS	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
<a href="#">30-800-47200</a>	YOUTH CAMP-PKS	80,000.00	80,000.00	382.50	382.50	-79,617.50	99.52 %
<a href="#">30-800-47300</a>	YOUTH SPORTS-PKS	60,000.00	60,000.00	250.97	250.97	-59,749.03	99.58 %
<a href="#">30-800-48000</a>	FREEDOM FEST INCOME	3,500.00	3,500.00	0.00	0.00	-3,500.00	100.00 %
<a href="#">30-800-48100</a>	SPECIAL EVENT INCOME	10,000.00	10,000.00	0.00	0.00	-10,000.00	100.00 %
<a href="#">30-800-48200</a>	SHIRT INCOME	900.00	900.00	0.00	0.00	-900.00	100.00 %
	<b>Revenue Total:</b>	<b>1,157,767.50</b>	<b>1,157,767.50</b>	<b>25,900.21</b>	<b>25,900.21</b>	<b>-1,131,867.29</b>	<b>97.76 %</b>
<b>Expense</b>							
<a href="#">30-800-50000</a>	CHEMICALS-PKS	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00 %
<a href="#">30-800-50110</a>	SUPPLIES - GROUNDS	450.00	450.00	0.00	0.00	450.00	100.00 %
<a href="#">30-800-50130</a>	SUPPLIES GENERAL-PKS	1,500.00	1,500.00	35.84	35.84	1,464.16	97.61 %
<a href="#">30-800-50140</a>	SUPPLIES-AQUATIC	7,035.00	7,035.00	0.00	0.00	7,035.00	100.00 %
<a href="#">30-800-50150</a>	SUPPLIES-SPORTS SHIRTS (PARKS)	12,060.00	12,060.00	0.00	0.00	12,060.00	100.00 %
<a href="#">30-800-50170</a>	SUPPLIES SPECIAL ACTIVITY-PKS	5,025.00	5,025.00	0.00	0.00	5,025.00	100.00 %
<a href="#">30-800-50175</a>	SUPPLIES YOUTH PROGRAM-PKS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">30-800-50177</a>	SUPPLIES-YOUTH CAMP	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
<a href="#">30-800-50180</a>	SUPPLIES SPORTS-PKS	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
<a href="#">30-800-50190</a>	TREE CITY USA-PKS	8,500.00	8,500.00	0.00	0.00	8,500.00	100.00 %
<a href="#">30-800-50200</a>	CONCESSIONS-PKS	20,000.00	20,000.00	195.79	195.79	19,804.21	99.02 %
<a href="#">30-800-50210</a>	TURF MAINTENANCE-PKS	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">30-800-50450</a>	FREEDOM FEST EXPENSE	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">30-800-50500</a>	BUILDING MAINTENANCE-PKS	7,500.00	7,500.00	61.34	61.34	7,438.66	99.18 %
<a href="#">30-800-50550</a>	CUSTODIAL SUPPLIES-PKS	5,000.00	5,000.00	30.93	30.93	4,969.07	99.38 %
<a href="#">30-800-50600</a>	MISCELLANEOUS EXPENSE-PKS	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">30-800-50700</a>	OFFICE SUPPLIES-PKS	1,000.00	1,000.00	7.40	7.40	992.60	99.26 %
<a href="#">30-800-50750</a>	POSTAGE-PKS	150.00	150.00	5.00	5.00	145.00	96.67 %
<a href="#">30-800-51000</a>	REPAIRS AND MAINTENANCE-PKS	2,010.00	2,010.00	0.00	0.00	2,010.00	100.00 %
<a href="#">30-800-52000</a>	SUPPLIES SMALL EQUIPMENT-PKS	5,025.00	5,025.00	15.99	15.99	5,009.01	99.68 %
<a href="#">30-800-55200</a>	ADVERTISING-PKS	2,713.50	2,713.50	170.72	170.72	2,542.78	93.71 %
<a href="#">30-800-55400</a>	AUDIT EXPENSE-PKS	502.50	502.50	0.00	0.00	502.50	100.00 %
<a href="#">30-800-55500</a>	BANK/CREDIT CARD FEES-PKS	3,015.00	3,015.00	0.00	0.00	3,015.00	100.00 %
<a href="#">30-800-55600</a>	CONTRACT LABOR-PKS	350.00	350.00	0.00	0.00	350.00	100.00 %
<a href="#">30-800-55800</a>	DUES AND SUBSCRIPTIONS-PKS	3,000.00	3,000.00	460.00	460.00	2,540.00	84.67 %
<a href="#">30-800-55850</a>	EQUIPMENT RENTAL-PKS	1,650.00	1,650.00	68.28	68.28	1,581.72	95.86 %
<a href="#">30-800-56000</a>	INSURANCE-PKS	34,650.00	34,650.00	0.00	0.00	34,650.00	100.00 %
<a href="#">30-800-56200</a>	LEGAL-PKS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %

Yearly Progress

For Fiscal: 2020 Period Ending: 01/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">30-800-56400</a>	PROFESSIONAL-PKS	5,000.00	5,000.00	341.20	341.20	4,658.80	93.18 %
<a href="#">30-800-56450</a>	CONTRACT SERVICES/SECURITY-PK	600.00	600.00	0.00	0.00	600.00	100.00 %
<a href="#">30-800-56500</a>	SAFETY PROGRAM-PKS	1,450.00	1,450.00	70.00	70.00	1,380.00	95.17 %
<a href="#">30-800-56900</a>	TRAVEL EXPENSE-PKS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">30-800-56950</a>	TRAINING & EDUCATION-PKS	3,200.00	3,200.00	780.00	780.00	2,420.00	75.63 %
<a href="#">30-800-57400</a>	EQUIPMENT/SOFTWARE CONTRAC	10,550.00	10,550.00	5,514.18	5,514.18	5,035.82	47.73 %
<a href="#">30-800-61000</a>	TELEPHONE-PKS	3,750.00	3,750.00	261.58	261.58	3,488.42	93.02 %
<a href="#">30-800-61050</a>	INTERNET-PARKS	4,200.00	4,200.00	379.02	379.02	3,820.98	90.98 %
<a href="#">30-800-62000</a>	UTILITIES ELECTRIC-PKS	48,240.00	48,240.00	2,629.08	2,629.08	45,610.92	94.55 %
<a href="#">30-800-62100</a>	UTILITIES GAS PKS	5,075.25	5,075.25	668.46	668.46	4,406.79	86.83 %
<a href="#">30-800-62300</a>	UTILITIES OTHER-PKS	3,115.50	3,115.50	272.55	272.55	2,842.95	91.25 %
<a href="#">30-800-70000</a>	VEHICLE EXPENSE FUEL-PKS	5,075.25	5,075.25	181.03	181.03	4,894.22	96.43 %
<a href="#">30-800-70100</a>	EQUIPMENT FUEL-PKS	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00 %
<a href="#">30-800-71000</a>	VEHICLE REPAIR & MAINT-PKS	2,512.50	2,512.50	149.89	149.89	2,362.61	94.03 %
<a href="#">30-800-71100</a>	EQUIPMENT REPAIR & MAINT-PKS	5,527.50	5,527.50	0.00	0.00	5,527.50	100.00 %
<a href="#">30-800-90000</a>	SALARIES-PKS	185,451.93	185,451.93	11,318.73	11,318.73	174,133.20	93.90 %
<a href="#">30-800-90500</a>	SALARIES OVERTIME-PKS	500.00	500.00	3.91	3.91	496.09	99.22 %
<a href="#">30-800-91000</a>	SALARIES SEASONAL-PKS	260,000.00	260,000.00	5,604.09	5,604.09	254,395.91	97.84 %
<a href="#">30-800-91500</a>	PAYROLL TAXES-PKS	35,676.15	35,676.15	1,277.06	1,277.06	34,399.09	96.42 %
<a href="#">30-800-92000</a>	RETIREMENT-PKS	13,760.44	13,760.44	657.25	657.25	13,103.19	95.22 %
<a href="#">30-800-92500</a>	UNIFORMS-PKS	1,500.00	1,500.00	134.27	134.27	1,365.73	91.05 %
<a href="#">30-800-93000</a>	GROUP INSURANCE-PKS	50,288.75	50,288.75	3,403.86	3,403.86	46,884.89	93.23 %
<a href="#">30-800-95100</a>	CAPITAL ASSET EXP-PKS	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00 %
<a href="#">30-800-95500</a>	CAPITAL ASSET EXP EQUIPMENT-PK	19,000.00	19,000.00	0.00	0.00	19,000.00	100.00 %
<a href="#">30-800-96000</a>	PRINCIPAL EXPENSE-PKS	195,000.00	195,000.00	0.00	0.00	195,000.00	100.00 %
<a href="#">30-800-96200</a>	INTEREST EXPENSE-PKS	101,000.00	101,000.00	0.00	0.00	101,000.00	100.00 %
<a href="#">30-800-96400</a>	FISCAL AGENT FEES	1,500.00	1,500.00	750.00	750.00	750.00	50.00 %
	<b>Expense Total:</b>	<b>1,157,209.27</b>	<b>1,157,209.27</b>	<b>35,447.45</b>	<b>35,447.45</b>	<b>1,121,761.82</b>	<b>96.94 %</b>
	<b>Fund: 30 - PARKS FUND Surplus (Deficit):</b>	<b>558.23</b>	<b>558.23</b>	<b>-9,547.24</b>	<b>-9,547.24</b>	<b>-10,105.47</b>	<b>1,810.27 %</b>
	<b>Report Surplus (Deficit):</b>	<b>558.23</b>	<b>558.23</b>	<b>-9,547.24</b>	<b>-9,547.24</b>	<b>-10,105.47</b>	<b>1,810.27 %</b>

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
<b>Fund: 30 - PARKS FUND</b>						
Revenue	1,157,767.50	1,157,767.50	25,900.21	25,900.21	-1,131,867.29	97.76 %
Expense	1,157,209.27	1,157,209.27	35,447.45	35,447.45	1,121,761.82	96.94 %
<b>Fund: 30 - PARKS FUND Surplus (Deficit):</b>	<b>558.23</b>	<b>558.23</b>	<b>-9,547.24</b>	<b>-9,547.24</b>	<b>-10,105.47</b>	<b>1,810.27 %</b>
<b>Report Surplus (Deficit):</b>	<b>558.23</b>	<b>558.23</b>	<b>-9,547.24</b>	<b>-9,547.24</b>	<b>-10,105.47</b>	<b>1,810.27 %</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
30 - PARKS FUND	558.23	558.23	-9,547.24	-9,547.24	-10,105.47
Report Surplus (Deficit):	558.23	558.23	-9,547.24	-9,547.24	-10,105.47



City of Willard, MO

# My Detail Report

## Account Detail

Date Range: 01/01/2020 - 01/28/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance
<b>Fund: 30 - PARKS FUND</b>				
<u>30-800-50130</u>	SUPPLIES GENERAL-PKS	0.00	35.84	35.84
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>
01/07/2020	POPKT02289	340148823	43036	MATS (ALL DEPTS) & TOWELS (W/S)
<u>30-800-50200</u>	CONCESSIONS-PKS			
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>
01/21/2020	POPKT02321	26506720		SOFT DRINK CONCESSIONS-PKS
<u>30-800-50500</u>	BUILDING MAINTENANCE-PKS			
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>
01/07/2020	POPKT02286	23426968	43051	FLOOR CLEANER FILTER KIT - PKS
01/21/2020	POPKT02321	8483586		ZORO.COM WATER FOUNTAIN PARTS-P
<u>30-800-50550</u>	CUSTODIAL SUPPLIES-PKS			
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>
01/21/2020	POPKT02316	B130578		CUSTODIAL SUPPLIES-PKS
<u>30-800-50700</u>	OFFICE SUPPLIES-PKS			
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>
01/27/2020	POPKT02335	IN301072		12/20 - 1/19 COPIES - PKS
<u>30-800-50750</u>	POSTAGE-PKS			
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>
01/21/2020	POPKT02316	011420		STAMPS.COM POSTAGE - ALL DEPTS
<u>30-800-52000</u>	SUPPLIES SMALL EQUIPMENT-PKS			
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>
01/13/2020	POPKT02303	00903G		HARBOR FREIGHT ELECTRIC FISH TAPE-



**My Detail Report**

Date Range: 01/01/2020 - 01/28/2020

Account	Name	Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
30-800-55200	ADVERTISING-PKS								0.00	170.72	170.72
		01/21/2020	POPKT02321	18786-1		VISION MEDIA RADIO ADVERTISING-PK	COMMGN - COMMERCE CREDIT CARD SER			100.00	100.00
		01/27/2020	POPKT02328	515		HVAC MAINTENANCE BIDS NOTICE - PK	SQB100 - SQUIBB MEDIA, LLC			36.22	136.22
		01/27/2020	POPKT02335	516		FIREWORKS BIDS NOTICE - PKS	SQB100 - SQUIBB MEDIA, LLC			34.50	170.72
30-800-55800	DUES AND SUBSCRIPTIONS-PKS								0.00	460.00	460.00
		01/07/2020	POPKT02286	22F1BC0X		SESAC MUSIC PERFORMANCE LICENSE -	COMMGN - COMMERCE CREDIT CARD SER			460.00	460.00
30-800-55850	EQUIPMENT RENTAL-PKS								0.00	68.28	68.28
		01/13/2020	POPKT02299	20927298	43041	COPIER RENTAL - ALL DEPTS	CFS100 - CANON FINANCIAL SERVICES, INC			68.28	68.28
30-800-56400	PROFESSIONAL-PKS								0.00	341.20	341.20
		01/13/2020	POPKT02303	1542	43034	IT SERVICES - ALL DEPTS	VDS100 - VDS VISION LLC			219.20	219.20
		01/27/2020	POPKT02335	1676		EMPLOYEE DRUG SCREENING - LAW/W	SPF100 - FAMILY MEDICAL WALK-IN CLINIC			122.00	341.20
30-800-56500	SAFETY PROGRAM-PKS								0.00	70.00	70.00
		01/21/2020	POPKT02321	22898		ALTRA AED LEASE-PKS	COMMGN - COMMERCE CREDIT CARD SER			70.00	70.00
30-800-56950	TRAINING & EDUCATION-PKS								0.00	780.00	780.00
		01/21/2020	POPKT02321	6464		MPRA CONFERENCE REGISTRATION-PKS	COMMGN - COMMERCE CREDIT CARD SER			780.00	780.00
30-800-57400	EQUIPMENT/SOFTWARE CONTRACTS-PKS								0.00	5,514.18	5,514.18
		01/07/2020	POPKT02288	572301413	43017	MICROSOFT SUBSCRIPTION LICENSE - A	DEL100 - DELL MARKETING LP			780.81	780.81
		01/13/2020	POPKT02299	91026439	43031	MONTHLY TIME CLOCK LEASE - ALL DEP	INF100 - QUEST SOFTWARE SYSTEMS INC			333.37	1,114.18
		01/14/2020	POPKT02313	INV-10652	43089	2020 SOFTWARE SUBSCRIPTION - PKS	REC200 - RECDESK LLC			4,400.00	5,514.18



**My Detail Report**

Date Range: 01/01/2020 - 01/28/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance				
<u>30-800-61000</u>	TELEPHONE-PKS	0.00	261.58	261.58				
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/07/2020	POPKT02289	010120		NEXTIVA TELEPHONE EXPENSE - ALL DE	COMMGN - COMMERCE CREDIT CARD SER		163.71	163.71
01/07/2020	APPKT02530	010120		NEXTIVA TELEPHONE EXPENSE - ALL DE	COMMGN - COMMERCE CREDIT CARD SER		-163.71	0.00
01/07/2020	APPKT02530	010120		NEXTIVA TELEPHONE EXPENSE - ALL DE	COMMGN - COMMERCE CREDIT CARD SER		161.07	161.07
01/10/2020	POPKT02289	9844880741	43035	CELL PHONE SERVICE - LAW/P&D/W/S/	VER100 - VERIZON WIRELESS		50.51	211.58
01/13/2020	POPKT02299	010120	43052	CELL PHONE REIMBURSEMENT - PKS	JKN100 - JASON KNIGHT		50.00	261.58
<u>30-800-61050</u>	INTERNET-PARKS						0.00	379.02
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/13/2020	POPKT02299	010120	43062	INTERNET SERVICE - ALL DEPTS	NITEL - NITEL, INC		379.02	379.02
<u>30-800-62000</u>	UTILITIES ELECTRIC-PKS						0.00	2,629.08
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/13/2020	POPKT02299	1587	43025	ELECTRIC UTILITIES - ALL DEPTS	EMP210 - LIBERTY UTILITIES-EMPIRE DISTR		2,629.08	2,629.08
<u>30-800-62100</u>	UTILITIES GAS PKS						0.00	668.46
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/16/2020	POPKT02316	011020C	43094	COMMUNITY BDLG GAS UTILITIES - PKS	MIS315 - SPIRE		173.68	173.68
01/16/2020	POPKT02316	011020E	43093	REC CENTER GAS UTILITIES - PKS	MIS315 - SPIRE		494.78	668.46
<u>30-800-62300</u>	UTILITIES OTHER-PKS						0.00	272.55
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/16/2020	POPKT02316	0394-00601006	43088	TRASH EXPENSE - ALL DEPTS	REP425 - ALLIED SERVICES, LLC		272.55	272.55
<u>30-800-70000</u>	VEHICLE EXPENSE FUEL-PKS						0.00	181.03
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/16/2020	POPKT02316	63120276	43095	VEHICLE & EQUIPMENT FUEL - ALL DEP	WRI110 - WEX BANK		181.03	181.03
<u>30-800-71000</u>	VEHICLE REPAIR & MAINT-PKS						0.00	149.89
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/21/2020	POPKT02316	2367-273330		ANTI-FREEZE, WIPER FLUID-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		19.98	19.98
01/21/2020	POPKT02316	2367-273521		COOLANT HOSE-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		21.76	41.74
01/21/2020	POPKT02316	2367-274247		DIPSTICK TOOL-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		20.05	61.79
01/21/2020	POPKT02321	2367-272940		CONNECTOR CLIPS - PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		10.66	72.45
01/21/2020	POPKT02321	2367-275155		TIRE REPAIR-PKS	ORE145 - O'REILLY AUTOMOTIVE, INC		1.44	73.89
01/21/2020	POPKT02321	313580		TRAILER TIRES-PKS	JOE400 - JOE'S TIRE SHOP		76.00	149.89



**My Detail Report**

Date Range: 01/01/2020 - 01/28/2020

Account	Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Beginning Balance	Total Activity	Ending Balance
30-800-90000								0.00	11,318.73	11,318.73
			Name							
			SALARIES-PKS							
	01/03/2020	PYPKT00560	PYPKT00560 - 12/15/1		PYPKT00560 - 12/15/19 - 12/28/19: Pai				Amount	Running Balance
	01/17/2020	PYPKT00567	PYPKT00567 - 12/29/1		PYPKT00567 - 12/29/19 - 1/11/20: Pai				5,660.60	5,660.60
									5,658.13	11,318.73
30-800-90500			SALARIES OVERTIME-PKS					0.00	3.91	3.91
	01/17/2020	PYPKT00567	PYPKT00567 - 12/29/1		PYPKT00567 - 12/29/19 - 1/11/20: Pai				Amount	Running Balance
									3.91	3.91
30-800-91000			SALARIES SEASONAL-PKS					0.00	5,604.09	5,604.09
	01/03/2020	PYPKT00560	PYPKT00560 - 12/15/1		PYPKT00560 - 12/15/19 - 12/28/19: Pai				Amount	Running Balance
	01/17/2020	PYPKT00567	PYPKT00567 - 12/29/1		PYPKT00567 - 12/29/19 - 1/11/20: Pai				2,692.00	2,692.00
									2,912.09	5,604.09
30-800-91500			PAYROLL TAXES-PKS					0.00	1,277.06	1,277.06
	01/03/2020	PYPKT00560	PYPKT00560 - 12/15/1		PYPKT00560 - 12/15/19 - 12/28/19: Pai				Amount	Running Balance
	01/17/2020	PYPKT00567	PYPKT00567 - 12/29/1		PYPKT00567 - 12/29/19 - 1/11/20: Pai				630.04	630.04
									647.02	1,277.06
30-800-92000			RETIREMENT-PKS					0.00	657.25	657.25
	01/03/2020	PYPKT00560	PYPKT00560 - 12/15/1		PYPKT00560 - 12/15/19 - 12/28/19: Pai				Amount	Running Balance
	01/17/2020	PYPKT00567	PYPKT00567 - 12/29/1		PYPKT00567 - 12/29/19 - 1/11/20: Pai				321.76	321.76
									335.49	657.25
30-800-92500			UNIFORMS-PKS					0.00	134.27	134.27
	01/07/2020	POPKT02289	340149219	43036	UNIFORMS - STS/W/S/PKS	AMP100 - AMERIPRIDE SERVICES INC			Amount	Running Balance
									134.27	134.27
30-800-93000			GROUP INSURANCE-PKS					0.00	3,403.86	3,403.86
	01/03/2020	PYPKT00560	PYPKT00560 - 12/15/1		PYPKT00560 - 12/15/19 - 12/28/19: Pai				Amount	Running Balance
	01/17/2020	PYPKT00567	PYPKT00567 - 12/29/1		PYPKT00567 - 12/29/19 - 1/11/20: Pai				1,689.94	1,689.94
									1,713.92	3,403.86



**My Detail Report**

Date Range: 01/01/2020 - 01/28/2020

Account 30-800-96400 Name FISCAL AGENT FEES

Post Date 01/07/2020 Packet Number POPKT02286 Source Transaction 5026577 Pmt Number 43077 Description SERIES 2015 FISCAL AGENT FEES - PKS Vendor COM385 - THE COMMERCE TRUST CO

Total Fund: 30 - PARKS FUND: Beginning Balance: 0.00 Total Activity: 35,447.45 Ending Balance: 35,447.45

Grand Totals: Beginning Balance: 0.00 Total Activity: 35,447.45 Ending Balance: 35,447.45

Beginning Balance 0.00 Total Activity 750.00 Ending Balance 750.00

Project Account Amount Running Balance 750.00 750.00



# Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
30 - PARKS FUND	0.00	35,447.45	35,447.45
<b>Grand Total:</b>	<b>0.00</b>	<b>35,447.45</b>	<b>35,447.45</b>





City of Willard, MO

# My Detail Report

## Account Detail

Date Range: 01/01/2020 - 01/28/2020

Account	Name	Beginning Balance	Total Activity	Ending Balance				
<b>Fund: 30 - PARKS FUND</b>								
<u>30-800-40400</u>	CONCESSION INCOME	0.00	-306.50	-306.50				
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/02/2020	CLPKT08369	R00158096		CONCESSIONS PARKS-Concessions CON			-35.00	-35.00
01/02/2020	CLPKT08369	R00158099		CONCESSIONS PARKS-Concessions CON			-5.00	-40.00
01/03/2020	CLPKT08370	R00158104		CONCESSIONS PARKS-Concessions CON			-8.00	-48.00
01/03/2020	CLPKT08370	R00158105		CONCESSIONS PARKS-Concessions CON			-25.00	-73.00
01/06/2020	CLPKT08373	R00158125		CONCESSIONS PARKS-Concessions CON			-3.00	-76.00
01/06/2020	CLPKT08373	R00158126		CONCESSIONS PARKS-Concessions CON			-5.00	-81.00
01/07/2020	CLPKT08374	R00158606		CONCESSIONS PARKS-Concessions CON			-225.50	-306.50
<u>30-800-40600</u>	FACILITY INCOME	0.00	-602.50	-602.50				
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/02/2020	CLPKT08369	R00158100		FACILITY INCOME PARKS-Facility INCOM			-100.00	-100.00
01/03/2020	CLPKT08370	R00158107		FACILITY INCOME PARKS-Facility INCOM			-127.50	-227.50
01/03/2020	CLPKT08370	R00158108		FACILITY INCOME PARKS-Facility INCOM			-40.00	-267.50
01/04/2020	CLPKT08371	R00158117		FACILITY INCOME PARKS-Facility INCOM			-50.00	-317.50
01/04/2020	CLPKT08371	R00158119		FACILITY INCOME PARKS-Facility INCOM			-255.00	-572.50
01/05/2020	CLPKT08372	R00158123		FACILITY INCOME PARKS-Facility INCOM			-30.00	-602.50
<u>30-800-45400</u>	TAX SALES & USE REVENUES-PKS	0.00	-24,352.74	-24,352.74				
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/02/2020	CLPKT08392	R00158892		Greene County - Parks Tax II Parks-Sales			-24,352.74	-24,352.74
<u>30-800-47000</u>	ADULT PROGRAMS-PKS	0.00	-5.00	-5.00				
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
01/08/2020	CLPKT08375	R00158608		ADULT PROGRAMS PARKS-Adult Progra			-5.00	-5.00

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/02/2020	CLPKT08369	R00158097		YOUTH CAMP Park-Youth Camp YOUTH			-22.50	-22.50
01/02/2020	CLPKT08369	R00158098		YOUTH CAMP Park-Youth Camp YOUTH			-180.00	-202.50
01/02/2020	CLPKT08369	R00158101		YOUTH CAMP Park-Youth Camp YOUTH			-67.50	-270.00
01/03/2020	CLPKT08370	R00158109		YOUTH CAMP Park-Youth Camp YOUTH			-22.50	-292.50
01/03/2020	CLPKT08370	R00158111		YOUTH CAMP Park-Youth Camp YOUTH			-90.00	-382.50
30-800-47300 YOUTH SPORTS-PKS								
01/02/2020	CLPKT08369	R00158095		SCHOLARSHIP PARKS-Scholarship Fund			-50.00	-50.00
01/03/2020	CLPKT08370	R00158113		YOUTH SPORTS Park-Youth Sports YOUT			-120.00	-170.00
01/03/2020	CLPKT08370	R00158114		YOUTH SPORTS Park-Youth Sports YOUT			-60.00	-230.00
01/24/2020	APPKT02530	Item - 9041838 : Vend		AMAZON SOCCER CONES-PKS			-20.97	-250.97

Total Fund: 30 - PARKS FUND: Beginning Balance: 0.00

Total Activity: -25,900.21

Ending Balance: -25,900.21

Grand Totals: Beginning Balance: 0.00

Total Activity: -25,900.21

Ending Balance: -25,900.21

Grand Totals: Beginning Balance: 0.00

Total Activity: -25,900.21

# Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
30 - PARKS FUND	0.00	-25,900.21	-25,900.21
<b>Grand Total:</b>	<b>0.00</b>	<b>-25,900.21</b>	<b>-25,900.21</b>



Revenue By Period - GL Account Summary

Start Date: 1/1/2020 12:00 AM End Date: 1/28/2020 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

Regular Revenue

	DEBITS		CREDITS										
	Gross	Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
000 - Household Credit Account	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00
30-25800 - Parks-Rent Deposit	10.00	10.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-800-40000 - Parks-Advertising/Sponsorship	1,500.00	1,500.00	0.00	1,250.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00
30-800-40400 - Parks-Concessions	647.98	647.98	637.98	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00
30-800-40800 - Parks-Facility Income	1,420.00	1,420.00	170.00	735.00	0.00	0.00	0.00	0.00	540.00	0.00	0.00	-25.00	0.00
30-800-40950 - Parks-Aquatics Income	130.00	130.00	0.00	0.00	0.00	0.00	0.00	0.00	130.00	0.00	0.00	0.00	0.00
30-800-47000 - Parks-Adult Programs	230.00	230.00	5.00	0.00	0.00	0.00	0.00	0.00	225.00	0.00	0.00	0.00	0.00
30-800-47100 - Parks-Youth Programs	315.00	315.00	35.00	0.00	0.00	0.00	0.00	0.00	280.00	0.00	0.00	0.00	0.00
30-800-47200 - Parks-Youth Camps	200.00	200.00	20.00	20.00	0.00	0.00	0.00	0.00	160.00	0.00	0.00	0.00	0.00
30-800-47300 - Parks-Youth Sports	1,384.00	1,384.00	1,112.00	0.00	0.00	0.00	0.00	0.00	272.00	0.00	0.00	0.00	0.00
30-800-48100 - Parks-Special Event	345.00	345.00	0.00	0.00	0.00	0.00	0.00	0.00	345.00	0.00	0.00	0.00	0.00
30-800-48200 - Parks-Shirts	65.00	65.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NONE - Unassigned	15.00	15.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>6,266.98</b>	<b>6,266.98</b>	<b>2,069.98</b>	<b>2,005.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$2,212.00</b>	<b>0.00</b>	<b>5.00</b>	<b>-25.00</b>	<b>0.00</b>

\*\* Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Sales Tax

DEBITS		CREDITS	
Gross	Net	Refunds	Other
0.00	0.00	0.00	0.00

\*\* Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value



# AGENDA ITEM #6

## Director's Report

### Department Tasks

#### Budget-

It's a new year, and I am excited to continue improving all aspects of the Parks Department. Some of the things that will see focus this year from a budget perspective include small projects to improve efficiency such as motion sensing lights in restrooms, sourcing less expensive custodial supplies where available, and reducing seasonal labor costs through more efficient scheduling. Additionally, I would like to see revenue improve. We are focusing on re-engaging local sports teams and clubs, marketing our summer camps more effectively, and seeking out new programs that will have a low overhead to reach markets that are currently untapped (enrichment, education, art, cultural, etc).

#### Event/Program Planning and Recap

Basketball registration for the Winter Session Sports registration has closed, and numbers are up from last spring's session, as well as from this fall's session. Games begin on January 18<sup>th</sup>. We have our calendar for the year established, always remaining flexible and responsive to outside forces that may effect attendance or program success. One of our team goals this year is to do a better job being responsive to input from the community to offer programs that are not currently offered.

#### **2020 Capital Improvement Projects**

There are not many projects planned outside of replacing our broken HVAC unit. Small, low cost improvements will be peppered in as time and budget allows, but our primary focus is the HVAC. Bids have been issued.

#### **Maintenance**

Maintenance tasks are accumulating at a rate that is outpacing the rate at which our staff can clear them. Many of these tasks are not difficult as much as time consuming. We are working on triaging the critical tasks and will get to lower priority tasks as time allows. Priority tasks for January include light fixture replacements, small building repairs, construction of a storage building for the Rec Center, and deep cleaning of the facilities. Lower priority tasks include tree mulching/trimming, parking lot upgrades, and mower maintenance.

#### **Upcoming Programs / Events**

Basketball Registration underway

School's Out Day January 20<sup>th</sup>

Valentine's Date Night/Parent Night Out at Rec Center February 14<sup>th</sup>

#### **Programs**

As mentioned, we are evaluating program offerings to try to maximize either revenue or community service, and are considering eliminating some of the low revenue, low community impact programs to increase our efficiency and improve our offerings.

## **AGENDA ITEM #7**

### **New Business**

- 1. Fireworks**
- 2. HVAC**

**FIREWORKS BID TAB 1/24/2020 3:00 P.M.**

	<b>COMPANY</b>	<b>COST</b>
J&M DISPLAYS		\$9,500.00
PREMIER PYROTECHNICS		\$9,500.00





Jennifer Rowe, City Clerk

City of Willard

224 W. Jackson

PO Box 187

Willard, MO 65781

City of Willard,

Thank you for taking the time to evaluate our proposal. Your proposal contains a variety of multi-shot barrage units through 2.5-inch shells, varying rising effects, and an impressive finale to cap off your display.

Within your proposal you will find sections marked as free product offered to our customers for early payment and multiple year agreements. These percentages are based on the fireworks dollars of your budget. The early payment would be due 70 days before your display and the multiple year agreement gives you 15% in free product every year of your contract with J&M

Displays.

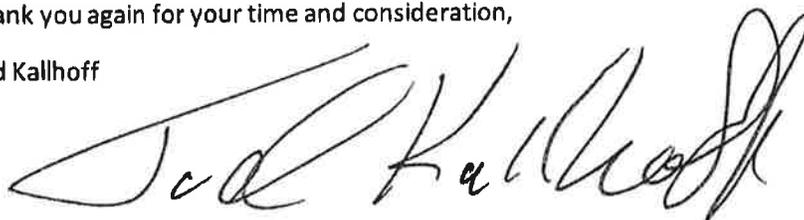
J&M Displays, Inc. carries \$10,000,000.00 in Liability Insurance that can be extended to the City of Willard, its employees, volunteers, officers, elected officials, partners, subsidiaries, divisions, and affiliates. Within this proposal is a sample Certificate of Insurance for your review.

J&M Displays takes pride in their selection and quality of shells as well as customer service. J&M's stringent quality controls mean better reliability, pattern, and duration. For the past 40 years, we've earned a reputation for reliability, customer satisfaction, safety, and professionalism. We look forward to the opportunity of working with you.



Thank you again for your time and consideration,

Ted Kallhoff

A handwritten signature in black ink, appearing to read "Ted Kallhoff". The signature is fluid and cursive, with a large loop at the end of the last name.

Regional Sales Manager

402-639-6065

ted@jandmdisplays.com





# J&M Displays Proposal for: Willard Mo

## Opening

### Multi-shell Barrage Units

Quantity	Name	Rising Effect	Price	Total
2	Patriotic opening comets and reports 100 shot		\$166.40	\$332.80
Category Shell Count: 200				\$332.80
<b>Section Shell Count: 200</b>				

## Walls

### Multi-shell Barrage Units

Quantity	Name	Rising Effect	Price	Total
4	V shape candle bundle 300 shot - Assorted colors		\$73.00	\$292.00
Category Shell Count: 1200				\$292.00
<b>Section Shell Count: 1200</b>				

## Main Event

### Multi-shell Barrage Units

Quantity	Name	Rising Effect	Price	Total
2	Brocade Crown Color Bouquet Rain Bouquet 36 shot		\$130.95	\$261.90
2	Brocade Crown King 36 shot		\$130.95	\$261.90
2	Color & report with brocade tail 100 shot		\$130.95	\$261.90
2	Report with color w/ silver tail 100 shot		\$130.95	\$261.90
2	Brocade to Red White Blue 49 shot		\$166.40	\$332.80
2	Color comets whistles and report finale 100 shot Z		\$166.40	\$332.80
2	Red comets to Red Strobe Willow with Blue 49 shot		\$166.40	\$332.80
2	Silver tails to Red and silver strobe and blue 100 shot		\$166.40	\$332.80
2	New color crossettes 100 shot I shape		\$298.60	\$597.20
2	Whistle tail to titanium salute 100 shot		\$298.60	\$597.20
2	0.8" 150 shot Z Shape Flower Rain		\$356.50	\$713.00
2	Rainbow crossette 100 shot Z shape		\$356.50	\$713.00
Category Shell Count: 2040				\$4,999.20

### 2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
3	Assortment F of 30 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$250.00	\$750.00
3	Assortment G of 15 pairs (30 shells) J&M Brand Shells ELECTRIC FIRE	mixed tails	\$250.00	\$750.00
3	Assortment T of 30 different J&M Brand Shells ELECTRIC FIRE	mixed tails	\$250.00	\$750.00
Category Shell Count: 270				\$2,250.00
<b>Section Shell Count: 2310</b>				

## False Finales

### Multi-shell Barrage Units

Quantity	Name	Rising Effect	Price	Total
2	Red White Blue & crackling comets, with report finale 100 shot		\$166.40	\$332.80
Category Shell Count: 200				\$332.80
<b>Section Shell Count: 200</b>				





## J&M Displays Proposal for: Willard Mo

### Miscellaneous

#### Ignition Items

Quantity	Name	Rising Effect	Price	Total
325	Igniter 3 meter leads		\$1.95	\$633.75
Category Shell Count: 0				\$633.75
Section Shell Count: 0				

### 8% Free for Early Payment

#### 2.5 Inch Finales

Quantity	Name	Rising Effect	Price	Total
5	Red white and blue 10 Shot finale chain		\$96.45	\$482.25
Category Shell Count: 50				\$482.25
Section Shell Count: 50				

### 15% Free for Multiple Year Agreement

#### 2.5 Inch Finales

Quantity	Name	Rising Effect	Price	Total
6	Red white and blue 10 Shot finale chain		\$96.45	\$578.70
5	Salute with palm 10 Shot finale chain		\$96.45	\$482.25
Category Shell Count: 110				\$1,060.95
Section Shell Count: 110				





# J&M Displays Proposal for: Willard Mo

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Fireworks Price:	\$8,840.55	Total Shot Count:	4070
Discount:	\$1,770.55	Packing Check:	382
Subtotal Fireworks:	<b>\$7,070.00</b>	Date of Display:	06/27/20
Sales Tax:		Customer Number:	
Local Sales Tax:			
Insurance Processing:	\$950.00		
License and Permit:			
Shoot Fee:	\$950.00		
Delivery:	\$380.00		
Musical Firing:			
Shoot Cost:	\$150.00		
Equipment Rental:			
Barge/Pontoon Fee:			
Total Price of Show:	<b>\$9,500.00</b>		

**Summary of Free Items Added to Your Show**  
**See Previous Pages for a Listing of Free Items**  
**Free Items are Based on the \$7,070.00 Fireworks Subtotal**

<b>\$482.25</b>	<b>8% Free for Early Payment</b>
<b>\$1,060.95</b>	<b>15% Free for Multiple Year Agreement</b>
<b>\$1,543.20</b>	<b>Total Free</b>

**Total Value of Show is \$12,813.75. Your Price is \$9,500.00**

### Please Note the Following Comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Britton Gallagher One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 216-658-7100      FAX (A/C, No): 216-658-7101 E-MAIL ADDRESS:														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Everest Indemnity Insurance Co.</td> <td>10851</td> </tr> <tr> <td>INSURER B : Maxum Indemnity Company</td> <td>26743</td> </tr> <tr> <td>INSURER C : Axis Surplus Insurance Company</td> <td>26620</td> </tr> <tr> <td>INSURER D : Everest Denali Insurance Company</td> <td>16044</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Everest Indemnity Insurance Co.	10851	INSURER B : Maxum Indemnity Company	26743	INSURER C : Axis Surplus Insurance Company	26620	INSURER D : Everest Denali Insurance Company	16044	INSURER E :		INSURER F :
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<b>INSURED</b> J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660															

**COVERAGES**

CERTIFICATE NUMBER: 555432832

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			SI8ML00060-191	1/15/2019	1/15/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/POP AGG \$2,000,000 \$
D	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			SI8CA00033-191	1/15/2019	1/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$			EXC6028118-04	1/15/2019	1/15/2020	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$ WC STATU-TORY LIMITS      OTH-ER
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Excess Liability			P-001-000063943-01	1/15/2019	1/15/2020	Each Occurrence \$4,000,000 Aggregate \$4,000,000 Total Excess Limits \$9,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

**CERTIFICATE HOLDER****CANCELLATION**

J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> TrueNorth Companies, L.C. 500 1st St SE Cedar Rapids IA 52401	<b>CONTACT NAME:</b> Jodie McCann <b>PHONE (A/C, No, Ext):</b> 224 240 7024 <b>E-MAIL ADDRESS:</b> jmccann@truenorthcompanies.com	<b>FAX (A/C, No):</b> 319-862-0612
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> J & M Displays, Inc. 18064 170th Avenue Yarmouth IA 52660	<b>INSURER A:</b> BrickStreet Mutual Insurance C <span style="float: right;">NAIC # 12372</span>	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

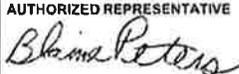
**COVERAGES** **CERTIFICATE NUMBER:** 1961716943 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MFD EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WCP7002550	1/15/2020	1/15/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER** **CANCELLATION**

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## CITY OF WILLARD INVITATION FOR BID #01-2020PKS

Jennifer Rowe, City Clerk  
City of Willard  
224 W. Jackson, P.O. Box 187  
Willard, Missouri 65781

Email: [clerk@cityofwillard.org](mailto:clerk@cityofwillard.org)  
Telephone Number: 417-742-5302  
Due Date: January 24, 2020

SEALED BIDS MUST BE PHYSICALLY RECEIVED AT CITY HALL PRIOR TO **3:00 P.M. ON FRIDAY, January 24, 2020**. Bids will be opened by the buyer at the location listed above.

- Bids shall be submitted on the forms provided and must be manually signed by the individual authorized to legally bind the company.
- Bids shall be submitted with the IFB number clearly indicated on the outside of the mailing envelope.
- Bids received after the opening date and time will be rejected.
- The attached Terms and Conditions shall become part of any purchase order resulting from this bid.
- ***FAXED/EMAILED BIDS WILL NOT BE ACCEPTED.***

You are invited to submit your bid to furnish the materials and/or services described herein. Please submit your prices/fees net of all discounts.

### DESCRIPTION

## FIREWORKS DISPLAY

*See attached General Conditions, Specifications, and Bid Form for detailed information.*

### DELIVERY: F.O.B. DESTINATION

*The articles to be furnished hereunder shall be delivered all transportation charges paid by the bidder to destination.*

It is the intent of the City that this Invitation for Bid promotes competitive bidding. It shall be the Vendor's responsibility to advise the City Clerk if any language, requirements, etc. any combination thereof, inadvertently restricts or limits the requirements stated in this Invitation for Bid to a single source. Such notification must be submitted in writing and must be received by the City Clerk not later than three (3) days prior to the bid opening date.



# CITY OF WILLARD

## INSTRUCTION TO BIDDERS

### **01. Opening Location**

The Bids will be opened at the City of Willard, 224 W. Jackson, Willard, MO 65781 in the presence of City officials at the due date and time indicated on the IFB (Invitation for Bid). All bidders or their representatives are invited to attend the opening of the IFB.

### **02. IFB Delivery Requirements**

Any Bids received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have their Bid delivered to the City Clerk's Office for receipt on or before the due date and time indicated. If a Bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the City Clerk's office. Bids delayed by mail shall not be considered, shall not be opened, and shall be rejected. Arrangements may be made for their return at the bidder's request and expense. Bids may be mailed to the City Clerk's office and accepted if the signed bid form and required information was mailed and received prior to the due date and time. Bids sent by email will not be accepted.

### **03. Sealed and Marked**

If sent by mail, one original signed Bid shall be submitted in one sealed package, clearly marked on the outside of the package with the Invitation for Bid number and addressed to:

City of Willard  
Attn: City Clerk  
P.O. Box 187  
224 W. Jackson,  
Willard, MO 65781

### **04. Legal Name and Signature**

Bids shall clearly indicate the legal name, address, and telephone number of the bidder (company, firm, corporation, partnership, or individual). Bids shall be manually signed above the printed name and title of signer on the Affidavit of Compliance page. The signer shall have the authority to bind the company to the submitted Bid. Failure to properly sign the Bid form shall invalidate same and it shall not be considered for award.

### **05. Corrections**

No erasures are permitted. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the Bid.

### **06. Clarification and Addenda**

Each bidder shall examine all IFB documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the IFB shall be made through the City Clerk's office in writing or through email. The City Clerk shall not be responsible for oral interpretations given by any City employee, representative or others. The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given. It shall be the responsibility of each bidder, prior to submitting their Bid, to contact the City Clerk at phone number 417-742-5302 to determine if addenda were issued and to make such addenda a part of their Bid.

### **07. IFB Expenses**

All expenses for making Bids to the City are to be borne by the bidder.

### **08. Irrevocable Offer**

Any Bid may be withdrawn up until the due date and time set for opening of the IFB. Any Bid not so withdrawn shall, upon opening, constitute an irrevocable offer for a minimum period of ninety (90) days to sell to the City the goods or services set forth in the IFB, until one (1) or more of the Bids have been duly accepted by the City.

### **09. Responsive and Responsible Bidder**

To be responsive, a bidder shall submit a Bid which conforms in all material respects to the requirements set forth in the IFB. To be a responsible bidder, the bidder shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure good faith performance. The lowest responsible bidder shall mean the bidder who makes the lowest Bid to sell goods or services of a quality which conforms closest to the quality of goods or services set forth in the specifications or otherwise required by the City and who is known to be fit and capable to perform the Bid as made.

### **10. Reserved Rights**

The City reserves the right to make such investigations as it deems necessary to make the determination of the bidder's responsiveness and responsibility. Such information may include, but shall not be limited to: current financial statement, verification of availability of equipment and personnel and past performance records.

### **11. The Right to Audit**

The bidder agrees to furnish supporting detail as may be required by the City to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase and to make appropriate adjustments in the event discrepancies are found. The cost of any audit will be paid by the City. The City shall have the right to audit the bidder's records pertaining to the work/product for a period of three (3) years after final payment.



**12. Applicable Law**

All applicable laws and regulations of the State of Missouri and the City including the City Procurement Regulations and Procedures will apply to any resulting agreement, contract or purchase order. Any involvement with the City Procurement shall be in accordance with the Procurement Regulations and Procedures.

**13. Right to Protest**

Appeals and remedies are provided for in the City Procurement Regulations. Protestors shall seek resolution of their complaints initially with the City Clerk. Any protest shall state the basis upon which the solicitation or award is contested and shall be submitted within ten (10) calendar days after such aggrieved person knew or could have reasonably been expected to know of the facts giving rise thereto.

**14. Ethical Standards**

With respect to this IFB, if any bidder violates or is a party to a violation of the general ethical standards of the City Procurement Code or the State of Missouri Statutes, such bidder may be disqualified from furnishing the goods or services for which the Bid is submitted and shall be further disqualified from submitting any future Bids.

**15. Collusion**

By offering a submission to this Invitation for Bid, the bidder certifies the bidder has not divulged, discussed or compared the Bid with other bidders and has not colluded with any other bidder or parties to this IFB whatsoever. Also, the bidder certifies, and in the case of a joint Bid, each party thereto certifies as to their own organization, that in connection with this IFB:

- a. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.
- b. Any prices and/or cost data for this Bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.
- c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.
- d. The only person or persons interested in this Bid, principal or principals are named therein and that no person other than therein mentioned has any interest in this Bid or in the contract to be entered into.
- e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

**16. Contract Forms**

Any agreement, contract or purchase order resulting from the acceptance of a Bid shall be on forms either supplied by or approved by the City.

**17. Liability and Indemnity**

- a. In no event shall the City be liable to the Contractor for special, indirect or consequential damages, except those caused by the City's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. The maximum liability of the City shall be limited to the amount of money to be paid or received by the City under this contract.
- b. The Contractor shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, this contract, or the work or any subcontract there under (the Contractor hereby assuming full responsibility for relations with subcontractors), including, but not limited to, claims for personal injuries, death, property damage or for damages from the award of this contract to Contractor.
- c. The Contractor shall indemnify and hold the City harmless from all wages or overtime compensation due any employees in rendering services pursuant to this agreement or any subcontract, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act, the Missouri Prevailing Wage Law or any other federal or state law.

**18. IFB Forms, Variances, Alternates**

Bids must be submitted on attached City IFB forms, although additional information may be attached. Bidders must indicate any variances from the City requested specifications and/or terms and conditions, on the IFB Affidavit of Compliance. Otherwise, bidders must fully comply with the City requested specifications and terms and conditions. Alternate Bids may or may not be considered at the sole discretion of the City Purchasing Agent.

**19. Bid Form**

All blank spaces must be completed with the appropriate response. The bidder must state the price, written in ink, for what is proposed to complete each item of the project. Bidders shall insert the words "no bid" in the space provided for an item for which no Bid is made. The bidder shall submit an executed Bid form, affidavit of compliance with other requested documents.



**20. Modifications or Withdrawal of Bid**

A modification for a Bid already received will be considered only if the modification is received prior to the time announced for opening of Bids. All modifications shall be made in writing, executed and submitted on the same form and manner as the original Bid. Modifications submitted by telephone, fax or email will not be considered.

**21. No Bid**

If not submitting a Bid, respond by returning the "Statement of No Bid" no later than the stated Bid opening time and date, and explain the reason in the space provided.

**22. Errors in Bids**

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting Bids; failure to do so will be at the bidder's own risk. Neither law nor regulations make allowance for errors either of omission or commission on the part of bidders. In case of error of extension of prices in the Bid, the unit price shall govern.

**23. Prices Bid**

Give both unit price and extended total. Price must be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the Bid, the unit price of the Bid will govern. All prices shall be F.O.B. destination, freight prepaid (unless otherwise stated in special conditions). Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items. If a bidder offers a discount on payment terms, the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified. Payment terms shall be Net 30 if not otherwise specified. Pre-payment terms are not acceptable.

**24. Discounts**

Any and all discounts except cash discounts for prompt payments must be incorporated as a reduction in the Bid price and not shown separately. The price as shown on the Bid shall be the price used in determining award(s).

**25. Descriptive Information**

All equipment, materials and articles incorporated in the product/work covered by this IFB are to be new and of suitable grade for the purpose intended. Brand or trade names referenced in specifications are for comparison purposes only. Bidders may submit Bids on items manufactured by other than the manufacturer specified when an "or equal" is stated.

**26. Deviations to Specifications and Requirements**

When bidding on an "or equal," Bids must be accompanied with all descriptive information necessary for an evaluation of the proposed material or equipment such as the detailed drawings and specifications, certified operation and test data and experience records. Failure of any bidder to furnish the data necessary to determine whether the product is equivalent, may be cause for rejection of the specific item(s) to which it pertains. All deviations from the specifications must be noted in detail by the bidder on the Affidavit of Compliance form, at the time of submittal of Bid. The absence of listed deviations at the time of submittal of the Bid will hold the bidder strictly accountable to the specifications as written. Any deviation from the specifications as written and accepted by the City may be grounds for rejection of the material and/or equipment when delivered.

**27. Samples (if required)**

For certain types of procurements, samples may be required. If samples are required, it will be stated in the IFB. The following conditions and requirements apply to all samples submitted.

- a. The samples submitted by bidders on items for which they have received an award may be retained by the City until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted.
- b. Samples not retained must be removed as soon as possible after award has been made on the item or items for which the samples have been submitted. The City will not be responsible for such samples not removed by the bidder within thirty (30) days after the award has been made. The City reserves the right to consume any or all samples for testing purposes.
- c. Bidders shall make all arrangements for delivery of samples to place designated as well as the removal of samples. Cost of delivery and removal of samples shall be borne by the bidder.
- d. All samples packages shall be marked "Sample for City Clerk" and each sample shall bear the name of the bidder, item number, Bid number, and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of Bid.

**28. Quality Guaranty**

If any product delivered does not meet applicable specifications or if the product will not produce the effect that the bidder represents to the City, the bidder shall pick up the product from the City at no expense. Also, the bidder shall refund to the City any money which has been paid for same. The bidder will be responsible for attorney fees in the event the bidder defaults and court action is required.

**29. Quality Terms**

The City reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

**30. Tax-Exempt**

The City is exempt from sales taxes and Federal Excise Taxes: Missouri Tax ID Number 12494461.

**31. Awards**



- a. Unless otherwise stated in the IFB, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none, or a combination thereof; to reject any and all Bids or waive any minor irregularity or technicality in Bids received.
- c. Awards will be made to the Bidder whose Bid (1) meets the specifications and all other requirements of the IFB and (2) is the lowest and best Bid, considering price, delivery, responsibility of the bidder and all other relevant factors.

**32. Authorized Product Representation**

The successful bidder(s) by virtue of submitting the name and specifications of a manufacturer's product will be required to furnish the named manufacturer's product. By virtue of submission of the stated documents, it will be presumed by the City that the bidder(s) is legally authorized to submit and the successful bidder(s) will be legally bound to perform according to the documents.

**33. Regulations**

It shall be the responsibility of each bidder to assure compliance with OSHA, EPA, Federal, State of Missouri, and City rules, regulations, or other requirements, as each may apply.

**34. Termination of Award**

Any failure of the bidder to satisfy the requirements of the City shall be reason for termination of the award. Any Bid may be rejected in whole or in part for good cause when in the best interest of the City.

**35. Royalties and Patents**

The successful bidder(s) shall pay all royalties and license fees for equipment or processes in conjunction with the equipment being furnished. Bidder shall defend all suits or claims for infringement of any patent right and shall hold the City harmless from loss on account or cost and attorney's fees incurred.

**36. Equal Employment Opportunity Clause**

The City of Willard, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that affirmatively ensure that in any contract entered into pursuant to this advertisement that minority businesses will be afforded full opportunity to submit Bids in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.

**37. Bid Tabulation**

Bidders may request a copy of the bid tabulation of the Invitation for Bid.

**38. Budgetary Constraints**

The City reserves the right to reduce or increase the quantity, retract any item from the Bid, or upon notification, terminate entire agreement without any obligations or penalty based upon availability of funds.

**39. Additional Purchases by Other Public Agencies**

The bidder by submitting a Bid authorizes other public agencies to "Piggy-Back" or purchase equipment and services being proposed in this IFB unless otherwise noted on the Affidavit of Compliance Form.

**40. Order of Precedence**

Any and all Special/General Conditions and Specifications attached hereto, which varies from the instruction to bidders, shall take precedence.

**41. Affidavit for Service Contracts**

The Bidder represents, in accordance with RSMO 285.530.2 that they have not employed, or subcontracted with, unauthorized aliens in connection with the scope of work to be done under the IFB and agrees to provide an affidavit to the City of Willard affirming that they have not and will not in connection with the IFB, knowingly employ, or subcontract with, any person who is an unauthorized alien.

**42. Inspection and Acceptance**

No item(s) received by the City pursuant to this contract shall be deemed accepted until the City has had reasonable opportunity to inspect the item(s). Any item(s) which are discovered to be defective or which do not conform to any warranty of the Seller upon inspection may be returned at the seller's expense for full credit or replacement. If at a later time, the defects were not ascertainable upon the initial inspection may also be returned at the Seller's expense for full credit or replacement. The City's return of defective items shall not exclude any other legal, equitable or contractual remedies the City may have.



**CITY OF WILLARD  
INVITATION FOR BID #01-2020PKS  
INSURANCE REQUIREMENTS**

Without limiting any of the other obligations or liabilities of the Contractor, the Contractor shall secure and maintain at its own cost and expense, throughout the duration of this Contract and until the work is completed and accepted by the City, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City against all hazards or risks of loss as hereunder specified or which may arise out of the performance of the Contract Documents. The form and limits of such insurance, together with the underwriter thereof in each case, are subject to approval by the City. Regardless of such approval, it shall be the responsibility of the contractor to maintain adequate insurance coverage at all times during the term of the Contract. Failure of the Contractor to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability under the Contract Documents.

The certificates of insurance, including evidence of the required endorsements hereunder or the policies, shall be filed with the City within ten (10) days after the date of the receipt of Notice of Award of the Contract to the Contractor and prior to the start of work. All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to modification or cancellation of such insurance and shall list the City as additional insured. Such notices shall be mailed, certified mail, return receipt requested, to:

City of Willard, 224 E. Jackson, Willard, MO 65781

The minimum coverage for the insurance referred to herein shall be in accordance with the requirements established below:

- A. **Workers' Compensation** Statutory coverage per R.S.Mo. 287.010 et seq  
**Employer's Liability** \$3,000,000.00
- B. **Commercial General Liability Insurance**, including coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors, Explosion, Collapse, and Underground Property Damage and endorsed for blasting if blasting required. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of **Three Million Dollars (\$3,000,000.00)** for all claims arising out of a single accident or occurrence and **Two Hundred Thousand Dollars (\$200,000.00)** for any one person in a single accident or occurrence.
- C. **Automobile Liability Insurance** covering Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of **Three Million Dollars (\$3,000,000.00)** for all claims arising out of a single accident or occurrence and **Two Hundred Thousand Dollars (\$200,000.00)** for any one person in a single accident or occurrence.
- D. **Subcontracts:** In case any or all of this work is sublet, the Contractor shall require the subcontractor to procure and maintain all insurance required in subparagraphs (a), (b) and (c) hereof and in like amounts. Contractor shall require any and all subcontractors with whom it enters into a contract to perform work on this project to protect the City through insurance against applicable hazards or risks and shall provide evidence of such insurance.
- E. **Notice:** The Contractor and/or subcontractor shall furnish the City prior to beginning the work, satisfactory proof of carriage of all the insurance required by this contract, with the provision that



policies shall not be canceled, modified or non-renewed without thirty (30) days written notice to the City of Willard.



**REQUEST FOR PROPOSAL #01-2020PKS**  
**SECTION ONE: GENERAL INFORMATION**

**Term:** One year beginning on date of award. The City may, at its option, extend the contract for up to five additional one-year terms.

**Escalation/DeEscalation:** Bid prices shall remain firm for a period of one year from the date of award. The contract prices may be changed after that time for the following reasons:

*An increase or decrease in the supplier's cost of materials may be justification for price change; however, this shall not be construed in any way to increase vendor's margin of profit.*

All written request for price increase must include backup documentation as to the nature of the increase and shall be submitted to the Chief Financial Officer at least 120 days prior to the scheduled price increase/decrease or renewal of contract. Approval of each request shall be by written confirmation from the Chief Financial Officer. If the City should consider said increase unwarranted or unreasonable, the City reserves the right to terminate the contract with the vendor. Any price decline at the manufacturer's level shall be reflected in an immediate reduction of the contract prices and the vendor shall notify the buyer of said decline.

**Quantity:** Budgeted amount may change from year to year.

The City of Willard is soliciting Quotations for our Annual Freedom Fest Fireworks Display. The term of the contract will be one (1) year with five (5) optional renewals. **The show is based on a budget not to exceed \$9,500 for 2020.** The contract will be awarded to the vendor providing the best value to the City of Willard as determined by the evaluation criteria as stated herein.

**Date:**

The 2020 Annual Fireworks Display is to be held on Saturday, June 27, 2020. For each subsequent renewal period, the successful contractor will provide service on a date as set forth by the City and given to the contractor on or before January 1.

**Location - Single site shoot: See Attached Overhead**

220 W. Jackson St. Willard, MO 65781

The show will be fired at 10:00 p.m.



## **1.1 Proposal Due Date**

- 1.2.1 **Sealed proposals in the form of one (1) original and two (2) copies must be received by Friday, January 24, 2020 no later than 3:00 p.m. Proposals will not be accepted after that time.**
- 1.2.2 For Mail or Hand Delivery: City of Willard, 224 W. Jackson, P O Box 187, Willard, MO 65781
- 1.2.3 **Proposals should be marked "FIREWORKS DISPLAY IFB 01-2020PKS"**
- 1.2.4 At time of opening, Proposals will be opened and the names of proposers read.

## **1.2 Bid Requirements**

- 1.3.1 The City will not be liable for any cost incurred by the proposer in connection with the preparation or the submittal of this proposal or any interviews/presentations.
- 1.3.2 It is the intent and purpose of the City that this RFP provide a fair and equal opportunity for each proposer to submit competitive proposals. It is the proposer's responsibility to advise the City at least five (5) days prior to the proposal submission date of any language or requirement in this RFP, which unreasonably limits the ability of the offeror to respond.
- 1.3.3 The City reserves the right to accept or reject any or all proposals.
- 1.3.4 All proposals shall be firm and irrevocable for 120 days after the date and time set herein for proposal submission.
- 1.3.5 If it becomes necessary to modify or amend any part of this request for proposal, the City will provide the revision in the form of a written addendum to all of the prospective proposers who received an original request for proposal. An addendum will be issued to answer questions as well.
- 1.3.6 In accordance with chapter 610 of the Revised Statutes of the State of Missouri, all firms submitting proposals should be aware that the request for proposal and the responses are considered public information. Each company submitting a proposal is requested to identify specifically any information contained in their proposal they consider confidential or proprietary that they believe is exempt from disclosure, specifically citing the applicable exempting law.
- 1.3.7 The proposer shall furnish such additional information as the City of Willard shall reasonably require. This includes information that indicates financial resources as well as the ability to provide and maintain services.
- 1.3.8 Exceptions to any RFP terms, conditions, and specifications must be placed on the Affidavit of Compliance included herein and will be considered in the final analysis of the proposal. Failure to include an exception on the Affidavit of Compliance will render



the exception invalid and the proposer will be treated as being in compliance with the specifications regardless of the intent.

- 1.3.9 The contact for the proposal is Jason Knight, 417-742-5381, parkdir@cityofwillard.org. To insure fair consideration for all proposals, the City prohibits communication with any department, City employee, or City official other than the contact during the submission or evaluation process.







To the members of the 2020 Willard Fireworks Selection Committee:

Thank you all for the opportunity to bid the 2020 Willard fireworks display, attached in this packet, you will find a quote in the amount of \$9,500.00 for a multi position 20 minute display containing a number of selected 3" display shells and multi shot cakes.

For the purposes of being most relevant and direct in the information provided, I have used a number of bullet points below in statements about the proposal in addition to general thoughts for consideration.

- This quote provided was designed based off the winning proposal of the 2019 vendor. Having considered that, it is in my opinion that an angle of approach used by this this vendor was a very high "shot count" which I have often seen in other winning proposals throughout time.
- "Shot count" can be quite ambiguous to those interpreting proposals. While it can be understood why these high numbers can be of interest to those awarding bids, the numbers are only relevant to the products they represent which understandably can be extremely difficult to those outside of the fireworks industry when weighing value. For example, one 600 shot cake can be the same price as one 10" aerial shell causing a difference of 559 shots is a proposal
- It should be noted that when purchasing a fireworks display, one is being provided much more with a service than a product. While it is important that the value in the products itself is present, the overall "entertainment value" of the production is what should be sought by a customer seeking proposals.
- It appears based upon the provided site diagram, that larger shells can be used, however, given all bids from last year had a max size of 3" that is what was used for the proposal. I do believe that further thought should be given to this instance.
- It is our goal to work with our clients using our experience in the design process to select the best and most appropriate products for the show regardless of the number of shots that represents on paper. Having said that, while what is proposed in the bid will certainly be an entertaining display. Our goal is to gain the opportunity to have a personal meeting with the parties involved to further discuss relevant details and refine the products being proposed. If any products in the proposal were to be changed, the total dollar amount of fireworks in the proposal would remain the same. Please note that a full catalog of our products is publicly available for download at [premierpyro.com](http://premierpyro.com).

Having considered the above, should the proposal be of interest, we would invite the opportunity for a personal interview to further explore thoughts and possibilities at a time and date of convenience. If anyone should have any questions or comments I would encourage contact to my phone number or email provided on the bid sheet.

Thank you



# Quote

## Premier Pyrotechnics, Inc.

25255 Highway K  
 Richland, MO 65556  
 (417) 453-6765

Order Number: 0015787  
 Order Date: 1/22/2020  
 Salesperson: CH  
 Customer Number: 31-0008892

Confirm To: Ship VIA

**Sold To:**  
 City of Willard  
 P.O. Box 187  
 WILLARD, MO 65781

**Display / Ship To Location:**  
 City of Willard  
 P.O. Box 187  
 WILLARD, MO 65781

Show Type: Turnkey  
 Show Date: 06/27/2020  
 Terms: Due on Receipt  
 Customer P.O.:  
 Ship VIA:

Item Description	Ordered	Shot Count	Ext Amount
<b>Aerial Shells</b>			
<b>2.5 INCH</b>			
2.5"Shell Mod A 96 Shell 24/4	1	96	361.00
2.5"Shell Mod B 96 Shells 24/4	1	96	361.00
2.5"FC-R Peony B Peony Slvr P	6	72	294.00
2.5" FC - Color & Salute	2	24	98.00
<b>Total 2.5 INCH</b>	<b>10</b>	<b>288</b>	
<b>3 INCH</b>			
3" Shell Mod A 72 Shells 24/3	2	144	972.00
3" Shell Mod B 72 Shells 24/3	1	72	486.00
3"Shell Mod C 24/3 w/Tails	2	144	972.00
3" Shell Mod E 36 Shells 18/2	1	36	243.00
3"FC-R Peony B Peony Slvr Pist	6	60	426.00
3" FC - Color & Salute	9	90	639.00
Smile Face	10	10	70.00
<b>Total 3 INCH</b>	<b>31</b>	<b>556</b>	
<b>Aerial Shells</b>	<b>41</b>	<b>844</b>	
<b>Cakes</b>			
<b>1000 SHOT</b>			
1000 Shot Rainbow Comets W	5	5,000	845.00
<b>Total 1000 SHOT</b>	<b>5</b>	<b>5,000</b>	
<b>300 SHOT</b>			
300 Shot Broc Crkl Report Z	3	900	225.00
300 Shot Violet Broc Z Fan	3	900	225.00
<b>Total 300 SHOT</b>	<b>6</b>	<b>1,800</b>	

480 SHOT

Continued



<b>Show Type</b> Turnkey	<b>Show Date</b> 06/27/2020	<b>Terms</b> Due on Receipt	<b>Customer P.O.</b>	<b>Ship VIA</b>	<b>Order Number</b> 0015787
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Item Description	Ordered	Shot Count	Ext Amount
480 Shot Splendid Dinner	3	1,440	447.00
Total 480 SHOT	3	1,440	
<b>600 SHOT</b>			
600 Shot Four Seasons (Fan)	3	1,800	456.00
600 Shot RWB Crk & Salute (Z)	3	1,800	456.00
Total 600 SHOT	6	3,600	
<b>Cakes</b>	<b>20</b>	<b>11,840</b>	

**Custom and Other Display Items**

Shooter Fee	950.00
Insurance Fee	909.12
Shipping and Handling	100.00

Net Order:	9,535.12
Administrative Adjustment:	35.12-
Sales Tax:	0.00
<b>Order Total:</b>	<b>9,500.00</b>

**Grand total of 12,684 shots in display.**



# CERTIFICATE OF INSURANCE

ISSUE DATE 2/26/2019

**PRODUCER**  
 PROFESSIONAL PROGRAM INSURANCE BROKERAGE  
 DIVISION OF SPG INSURANCE SOLUTIONS, LLC  
 371 BEL MARIN KEYS BLVD., SUITE 220  
 NOVATO CA, 94949-5662

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR LATER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURER(S) AFFORDING COVERAGE**

**INSURER A:** LLOYD'S OF LONDON

**INSURED**  
 Premier Pyrotechnics, Inc.  
 25255 Highway K  
 Richland, MO 65556

**INSURER B:**

**INSURER C:**

**INSURER D:**

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE NAMED INSURED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY CLAIMS MADE</b>  <b>GEN'L AGGREGATE LIMIT APPLIES PER POLICY</b>	PY/19-0015	02/01/2019	02/01/2020	<b>EACH ACCIDENT</b>	\$ 10,000,000
					<b>MEDICAL EXP (Any one person)</b>	\$
					<b>FIRE LEGAL LIABILITY</b>	\$ 50,000
					<b>GENERAL AGGREGATE</b>	\$ 10,000,000
					<b>PRODUCTS-COMP/OPS AGG</b>	\$
	<b>AUTOMOBILE LIABILITY</b> - ANY AUTO - ANY OWNED AUTOS - SCHEDULED AUTOS - HIRED AUTOS - NON-OWNED AUTOS	This is evidence of insurance procured and developed under the Missouri Surplus Lines Laws. It is NOT covered by the Missouri Guaranty Association. The insurer is not licensed by the state of Missouri and is not subject to its supervision.			<b>COMBINED SINGLE LIMIT (Ea accident)</b>	\$
					<b>BODILY INJURY (Per person)</b>	\$
					<b>BODILY INJURY (Per accident)</b>	\$
					<b>PROPERTY DAMAGE (Per accident)</b>	\$
						<b>EACH ACCIDENT</b>
	<b>EXCESS LIABILITY FOLLOWING FORM</b>				<b>AGGREGATE</b>	\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				<b>WC STATUTORY LIMITS</b>	OTH-ER \$
					<b>E.L. EACH ACCIDENT</b>	\$
					<b>E.L. DISEASE-EA EMPLOYEE</b>	\$
					<b>E.L. DISEASE-POLICY LIMIT</b>	\$
	<b>OTHER</b>					

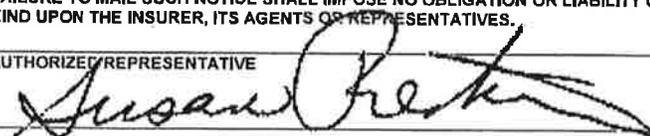
**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

Certificate of insurance is issued as proof of insurance only as respects the above captioned policy.

**CERTIFICATE HOLDER**  
 TO WHOM IT MAY CONCERN

**CANCELLATION**  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE





**HVAC BID TAB 1/24/2020 3:15 P.M.**

	<b>COMPANY</b>	<b>COST</b>
JAMESON HEATING & AIR		\$15,300.00



**Jameson Heating & Air**  
17004 Lawrence 2127  
Mt Vernon, MO 65712 US  
(417) 872-6939  
bjamesonservice@gmail.com



## Estimate

### ADDRESS

City of Willard  
Attn: City Clerk  
PO Box 187  
Willard, MO 65781

**ESTIMATE # 1131**  
**DATE 01/23/2020**

Job Description: HVAC  
Replacement for Parks Dept

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ACTIVITY	AMOUNT
<b>Scope of Work</b>	<b>15,300.00</b>
Remove Existing; 7 1/2 ton air handler 35kw heat strip kit 7 1/2 ton outdoor heat pump	
Install new (this equipment is a direct replacement for what you currently have): American Standard TWE090 air handler - 7 1/2 ton (208/230/460 3 phase) American Standard 35kw heat strip kit American Standard TWA090 outdoor heat pump - 7 1/2 ton (208/230/3) Supply/return ductwork transitions 410-A refrigerant as needed (quantity unknown at this time) Suction line dryer Liquid line dryer Flush/acid scavenger Misc drain, electric Labor	

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Warranty:	<b>TOTAL</b>	<b>\$15,300.00</b>
5 year compressor		
1 year parts		
1 year labor		

Willard Parks will be responsible for removing and putting back any furniture, ceiling grids, and tiles to access the air handler in the ceiling.

On system inspection, we found the compressor had failed causing refrigerant to leak out of the system. This failure caused severe contamination in the refrigerant lines. To keep from damaging the new system, an extensive clean up must be done to the refrigerant lines. This is included in this estimate even though it was not in the specs.



Accepted By

Accepted Date









## **Jameson Heating & Air**

Brian Jameson – Owner

417-872-6939

[bjamesonservice@gmail.com](mailto:bjamesonservice@gmail.com)

Website: [jamesonheatingandair.com](http://jamesonheatingandair.com)

Facebook: @jamesonheating

Google: Jameson Heating & Air

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### **Qualifications:**

- 18 years of experience in the industry working with both commercial and residential customers. Founded Jameson Heating & Air in 2014.
- Masters Licensed. Team members are comprised of Journeyman and Masters
- Install, service, and routine maintenance on all Commercial rooftop and ground level units
- Business is located just outside of Mt Vernon
- Available 24/7
- Insured

### **Past commercial experience prior to Jameson Heating & Air:**

James River Mechanical 2011-2014

Commercial Industrial Service Technician – serviced and replaced units ranging from 5 to 100 ton. Boilers, chillers, cooling towers, DX rooftop units, and building automation.

Johnson Controls 2008-2011

York Commercial Factory Technician – serviced and replaced units ranging from 20 to 100 ton. Boilers, chillers, cooling towers, DX roof top units, and building automation.

### **Commercial Customer References:**

Central Assembly of God

Chad Shell – 417-840-0187

- Building consists of 60 units ranging from split systems to 20 ton rooftop units. Perform all preventative maintenance in the spring and fall, repairs as needed, and system replacements.

Select Genetics

Keith Cook - 417-844-9932

- Main hatchery building consists of 12 units ranging from 10 ton to 20 ton. We service and replace units on over 50 farms in the Mt Vernon, Monett, and Aurora area.

Alternative Opportunities

Jeff Hunter – 417-893-9760

- 12 buildings in Springfield, Aurora, and Joplin, consisting of 60 units ranging from split systems to 20 ton rooftop units. Perform all preventative maintenance in the spring and fall, repairs as needed, and system replacements.



**Southwest Power Administration**

**Beth Whitaker – 417-942-9658**

- Building consists of 10 units ranging from small commercial rooftop units to VAV system with fan coils and building automation.

**Rogersville School District**

**Charles Lee - 417-818-1508**

- Assist maintenance department in service and replacements as needed.

Additional reviews can be found on our Facebook page and Google.



**Customer : ASHLEY GILBERT**  
**Project : WILLARD REC CENTER**  
**Name : JAMESON HEATING**

**ODY\_I-1**

General			
Unit Function	Air Handler	AHU Tonnage	7.5 Ton
AHU Refrigeration Circuit	Single Circuit	AHU Voltage	208-230/60/3
Field Applied Voltage	208-230/3/60	Refrigerant	R-410A
Indoor Fan Size	Standard Motor		

Airflow			
Airflow	3000 cfm	External Static Pressure	0.500 in H2O

Cooling Performance			
Cooling EDB	80.00 F	Cooling EWB	67.00 F
Ambient Temperature	95.00 F		

Heating Performance			
Heating EDB	70.00 F	Heating Ambient DB	17.00 F
Heating Ambient WB	15.00 F	Heaters	26.20/34.88kW (208/230/3/60)

Main Cooling			
Gross total capacity	98.07 MBh	Gross sensible capacity	76.58 MBh
Latent capacity	21.46 MBh	Net total capacity	94.10 MBh
Net sensible capacity	72.64 MBh	Fan motor heat	2.92 MBh
Cooling EDB	80.00 F	Cooling EWB	67.00 F
Cooling LDB	57.72 F	Cooling LWB	56.92 F
Ambient Temperature	95.00 F	Airflow	3000 cfm

Main Heating			
Gross heating capacity	0.00 MBh	Net Heating Capacity	0.00 MBh
Heating EDB	70.00 F	Heating Ambient DB	17.00 F
Heating Ambient WB	15.00 F	Heaters	26.20/34.88kW (208/230/3/60)
Electric heat capacity	34.91 kW	Electric heat delta T	36.56 F

Motor / Electrical			
External Static Pressure	0.500 in H2O	External plus component static pressure	0.500 in H2O
Indoor motor RPM	807 rpm	Indoor mtr operating power	1.26 bhp
Indoor motor power	1.15 kW	EER @ AHRI (with air handler)	12.7 EER
IEER (system)	13.1 IPLV	MCA - A.H.	98.00 A
MOP - A.H.	100.00 A	MCA - A.H. for 230V w/elect. heat	112.00 A
MOP - A.H. for 230V w/elect heat	125.00 A	Evaporator motor FLA	5.30 A



Evaporator face area	<b>8.07 sq ft</b>	Evaporator Rows	<b>4</b>
Evaporator fin spacing	<b>168 Per Foot</b>	Evaporator face velocity	<b>386 ft/min</b>
Min A.H. operating weight	<b>323.0 lb</b>	Max A.H. operating weight	<b>360.0 lb</b>

**Indoor Unit Field Installed Accessories**

Subbase	<b>Subbase</b>
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**Air Handlers**

Major Design Sequence	<b>A - Major Design Sequence</b>	Minor Design Sequence	<b>A - Minor Design Sequence</b>
Efficiency Generation	<b>Generation A (DOE 2018)</b>		



ODY\_I

Job Information



JAMESON HEATING  
 WILLARD REC CENTER  
 ASHLEY GILBERT

Tag	ODY_I-1	Model number	TWE09043AAA**A000000 00000000000000000000
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**Air Handler Information**

AHU Tonnage	7.5 Ton	AHU Refrigeration Circuit	Single Circuit
Max A.H. operating weight	360.0 lb	Min A.H. operating weight	323.0 lb
AHU Voltage	208-230/60/3	Field Applied Voltage	208-230/3/60
		Matched Condensing Unit	7.5 ton Cond Unit, 60Hz, Single Compr

**Cooling Information**

Airflow	3,000 cfm	Gross total capacity	98.07 MBh
Elevation		Gross sensible capacity	76.58 MBh
Cooling EDB	80.00 F	Latent capacity	21.46 MBh
Cooling EWB	67.00 F	Net total capacity	94.10 MBh
Ambient Temperature	95.00 F	Net sensible capacity	72.64 MBh
Cooling LDB	57.72 F	Cooling LWB	56.92 F

**Heating Information**

Heating EDB	70.00 F		
Heating Ambient DB	17.00 F	Heating Ambient WB	15.00 F

**Electrical Information**

External Static Pressure	0.500 in H2O	External plus component static pressure	0.500 in H2O
MCA - A.H.	98.00 A	MCA - A.H. for 230V w/elect. heat	112.00 A
MOP - A.H.	100.00 A	MOP - A.H. for 230V w/elect heat	125.00 A
Evaporator motor FLA	5.30 A	EER @ AHRI (with air handler)	12.7 EER
IEER (system)	13.1 IPLV		

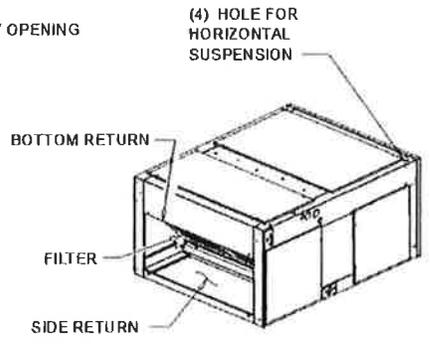
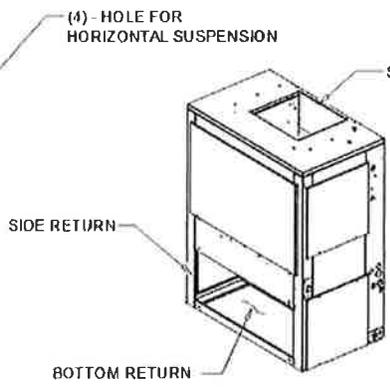
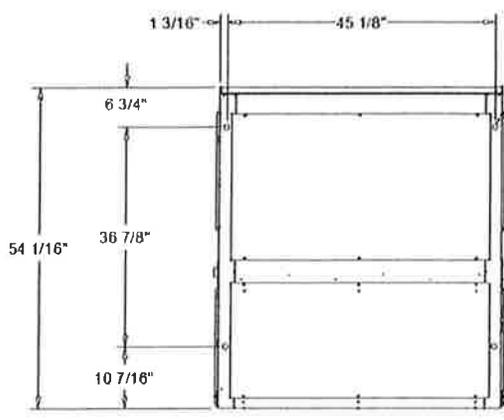
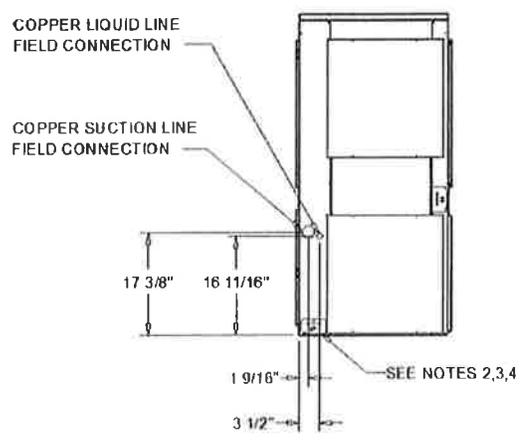
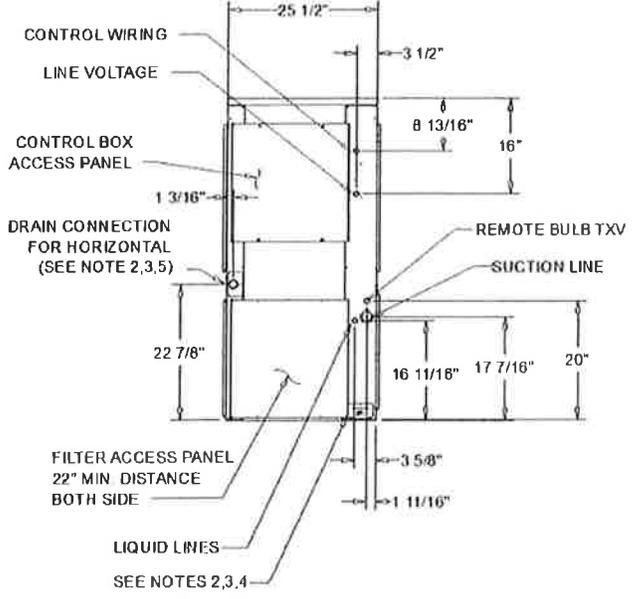
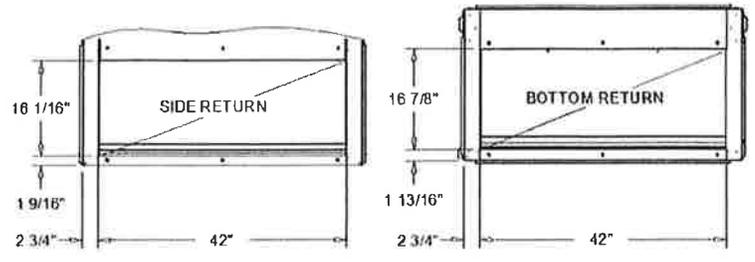
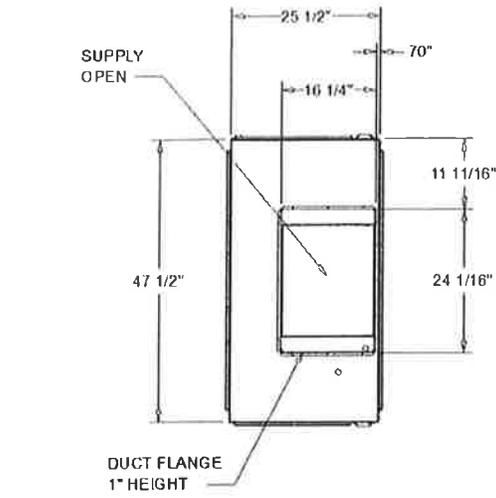
**Refrigerant Information**

Line Length - Actual		Metering Device	
Evaporator Rows	4	Sight glass part#	
Evaporator fin spacing	168 Per Foot	Evaporator face velocity	386 ft/min



NOTES:

- 1 PANEL DEPTH 1/2" (TYP. ALL PANELS)
- 2 REMOVABLE DRAIN PAN AND ATTACHED DRAIN CONNECTION MAY BE INSTALLED ON END OF UNIT IN EITHER THE VERTICAL OR HORIZONTAL CONFIGURATION, PLASTIC DRAIN PAN ACCESS PLATE ON THE END OF UNIT OPPOSITE DRAIN CONNECTION MUST BE REMOVED TO SLIDE DRAIN PAN OUT OF UNIT CLEANING ACCESS PLATE MUST BE RE-INSTALLED AFTER SLIDING DRAIN PAN BACK INTO UNIT.
- 3 IF PERIODIC DRAIN PAN CLEANING IS REQUIRED, ALLOW ROOM FOR PARTIAL REMOVAL OF DRAIN PAN CONNECTION AT END OF UNIT.
- 4 1" FEMALE SCHED. 40 PVC PIPE DRAIN CONNECTION VERTICAL CONFIGURATION
- 5 1" FEMALE SCHED. 40 PVC PIPE DRAIN CONNECTION HORIZONTAL CONFIGURATION.



**7 1/2 TON AIR HANDLER (SINGLE CIRCUIT)**  
DIMENSIONAL DRAWING



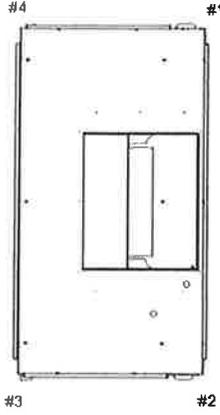
**AIR HANDLER ELECTRICAL DATA**

<b>ELECTRICAL DATA</b> Convertible 460 Voltages Model: Unit Operating Voltage: Minimum Circuit Ampacity: Maximum Fuse Size: Maximum Circuit Breaker:		<b>EVAPORATOR FAN MOTOR (9)</b> Convertible 460 Voltages No. : Volts: Phase: Motor HP: Amp-FLA: Amp-LRA:	
<b>GENERAL DATA</b>			
<b>SYSTEM DATA</b> No. Refrigerant Circuits            1 Suction Line (in.) OD            1 3/8" Liquid Line (in.) OD            1/2"		<b>INDOOR COIL - TYPE</b> Tube Size:                            3/8" Face Area:                            8 1/8" Row/FPI                                4 / 14 Refrigerant Control                EXPANSION VALVE Drain Connection Size            1" PVC	
<b>INDOOR FAN</b> Type:                                    CENTRIFUGAL No. Used/Diameter x Width:        1 / 15"X15" Drive Type/No. Speed:            BELT/ADJUSTABLE CFM:                                     3000 No. Motor:                             1 Motor HP - Standard/Oversized    1.5 / 2.0 / 3.0 Motor RPM:                            1725 Motor Frame Size:                  56H		<b>FILTER</b> Type:                                    THROWAWAY Furnished:                            YES No. Size Recommended            (3) 16"X25"X1"	
<b>HEATER DATA</b>			
<b>ELECTRICAL DATA</b> Heat Rating (kW): Control Stages: Power Supply: Minimum Circuit Ampacity: Maximum Fuse Size: Maximum Circuit Breaker:		Notes: 1. KW ratings are at: 208/240V for 208-230V air handlers 480V for 480V air handlers 600V for 575V air handlers For other than rated voltage, capacity = $\left(\frac{\text{Voltage}}{\text{Rated Voltage}}\right)^2 \times \text{Rated Capacity}$ 2. Any power supply and circuits must be wired and protected in accordance with local electrical codes. 3. The HACR circuit breaker is for U.S.A. installations only. 4. With motor field converted to 460V.	

**NOTES:**

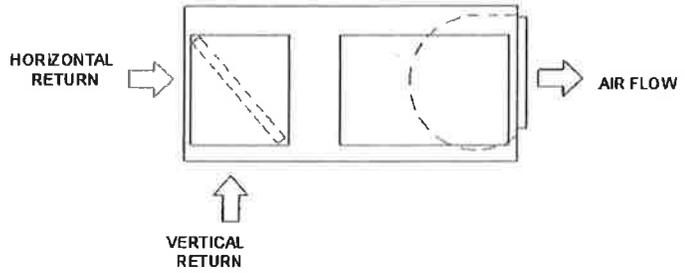
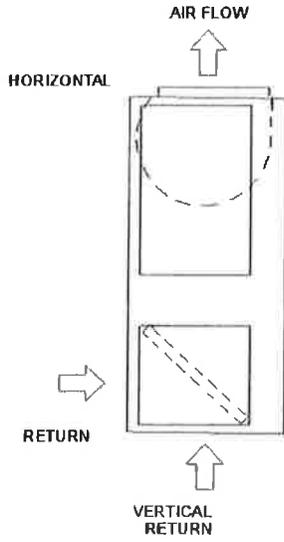
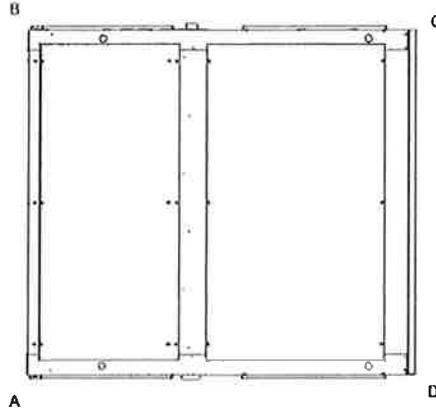
1. Cooling performance is rated at 95 F ambient, 80 F entering dry bulb, 67 F entering wet bulb
2. Gross capacity does not include the effect of fan motor heat. AHRI capacity is net and includes the effect of fan motor heat. Ratings shown are tested and certified in accordance with AHRI Standard 340/360 or 365 certification program.
3. Condensing Unit Only Gross Cooling Capacity rate at 45 F saturated suction temperature and at 95 F ambient.
4. AHRI Net Cooling Capacity is calculated with matched blower coil and 25 ft. of OD interconnecting tubing. EER is rated at AHRI conditions and in accordance with DOE test procedures.
5. Integrated Part Load Value is based on AHRI Standard 340/360 or 365. Units are rated at 80 F ambient, 80 F entering dry bulb, and 67 F entering wet bulb at AHRI rated CFM.
6. Sound Rating shown is tested in accordance with AHRI Standard 270.
7. Refer to refrigerant piping program for line sizing and line length.
8. Refrigerant (operating) charge is for condensing unit (all circuits) with matching blower coils and 25 ft. of interconnecting refrigerant lines. All units are shipped with a small nitrogen holding charge only.
9. Second Column data Coverable to 460 volt





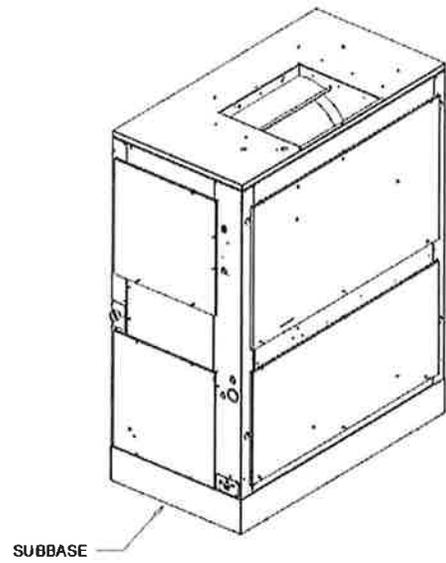
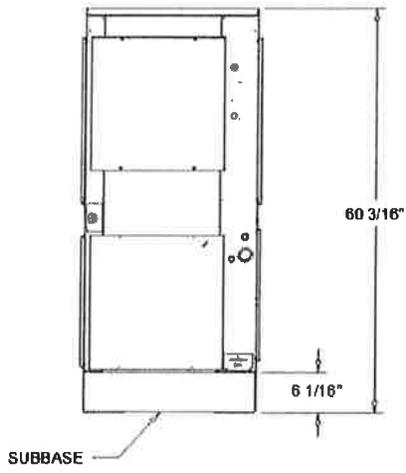
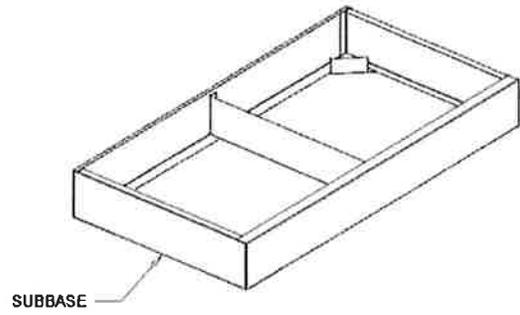
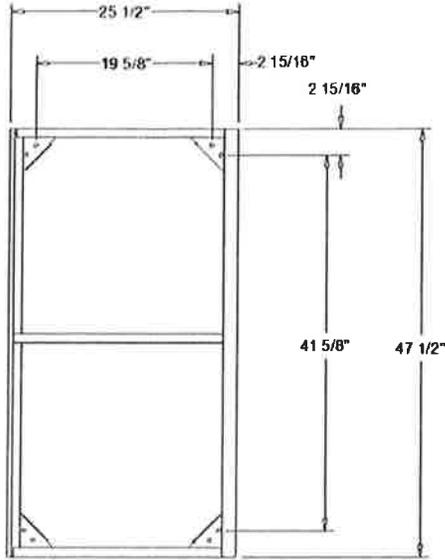
**WEIGHTS AND CORNER WEIGHTS**

Shipping:	380.0 lb
Net	323.0 lb
<b>VERTICAL</b>	
Corner 1:	67.0 lb
Corner 2:	99.0 lb
Corner 3:	75.0 lb
Corner 4:	82.0 lb
<b>HORIZOTNAL</b>	
Corner A:	56.0 lb
Corner B:	92.0 lb
Corner C:	87.0 lb
Corner D:	88.0 lb



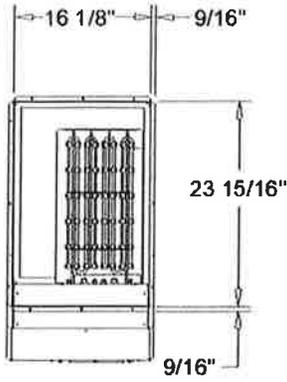
**WEIGHTS AND LOAD POINT LOCATION FOR CONDENSOR**  
**WEIGHT AND RIGGING**





**7 1/2 TON SUBBASE**  
DIMENSIONAL DRAWING



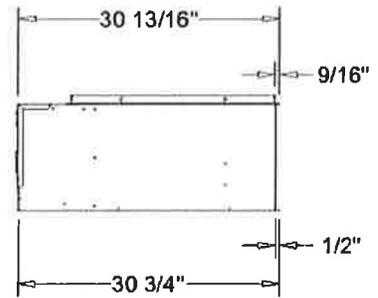
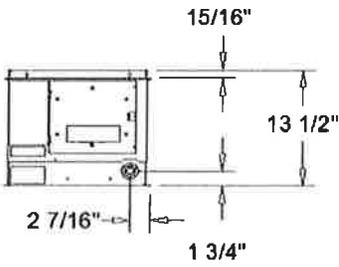
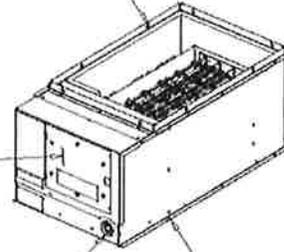


(12) 1/4" DIA HOLE  
SAME PATTERN AS TOP

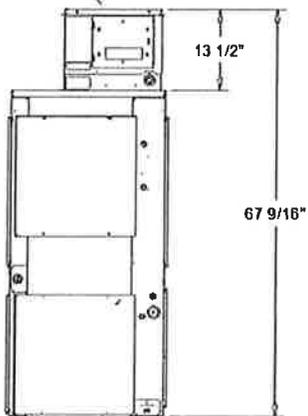
REMOVABLE  
PANEL

3 KNOCKOUT FOR 7/8", 1 3/8" AND 2"  
DIA CONDUIT POWER SUPPLY ENTRY

(12) 1/4" DIA HOLE  
SAME PATTERN AS TOP

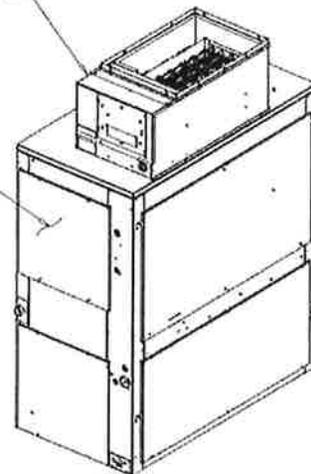


ELECTRIC HEATER



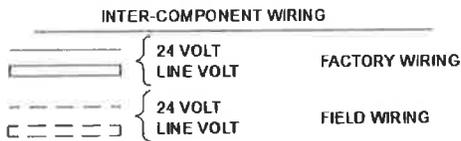
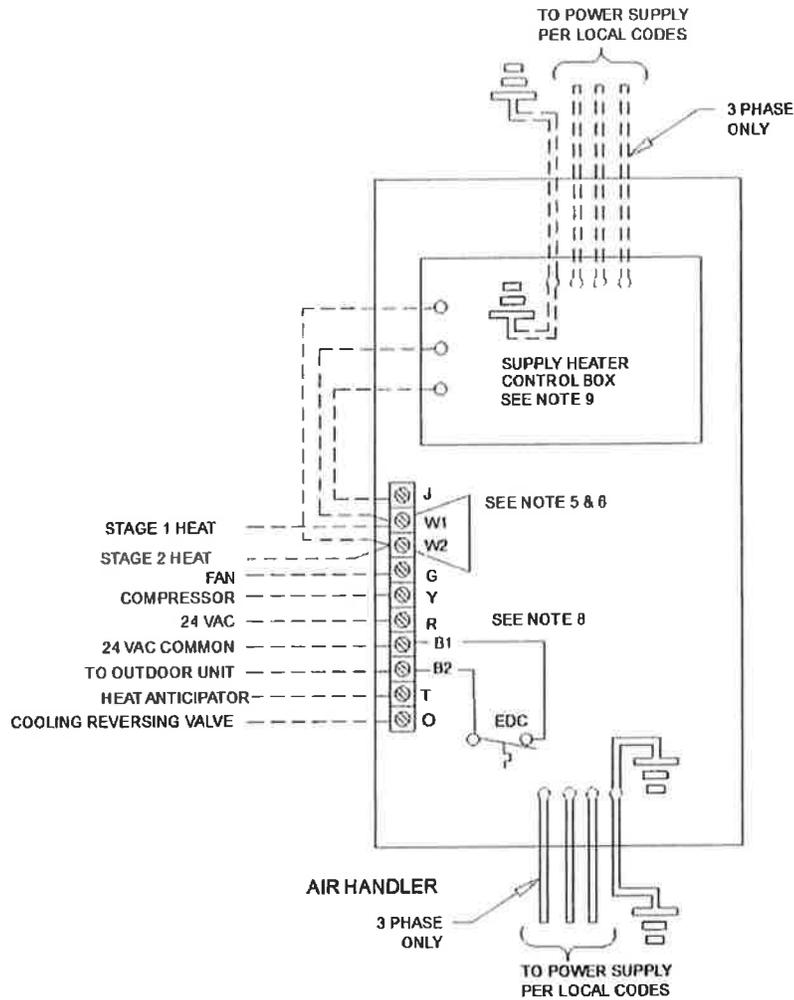
ELECTRIC HEATER

AIR HANDLER



**7 1/2 TON ELECTRIC HEATER**  
DIMENSIONAL DRAWING

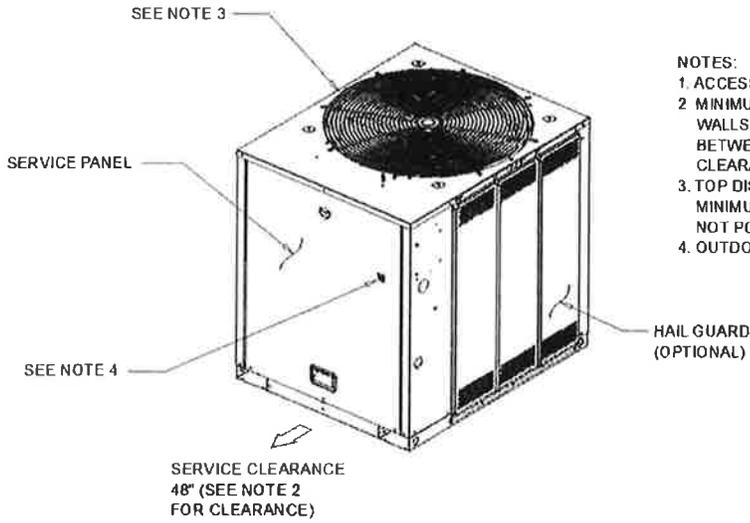




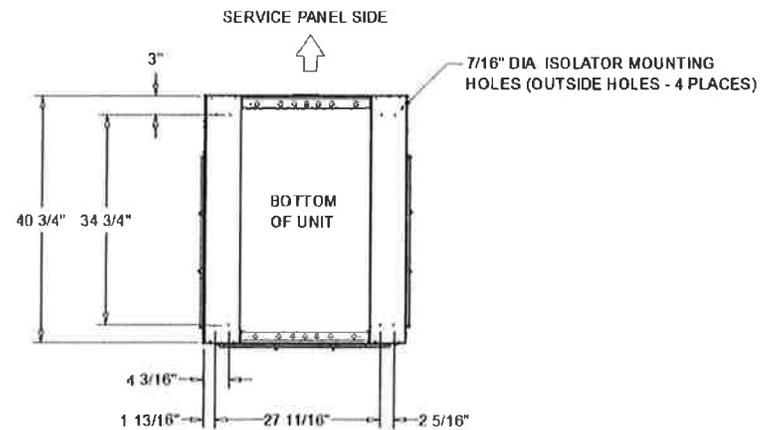
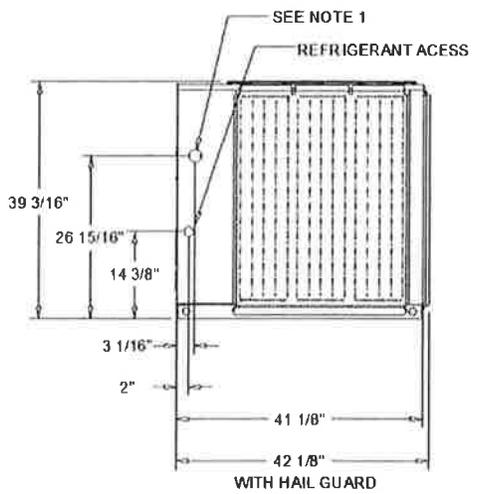
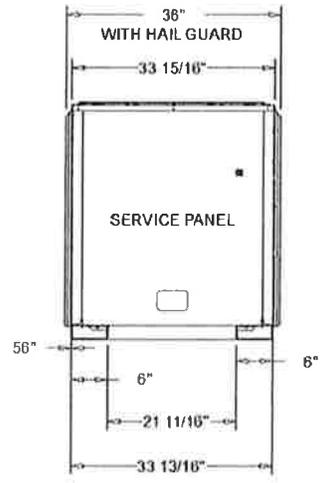
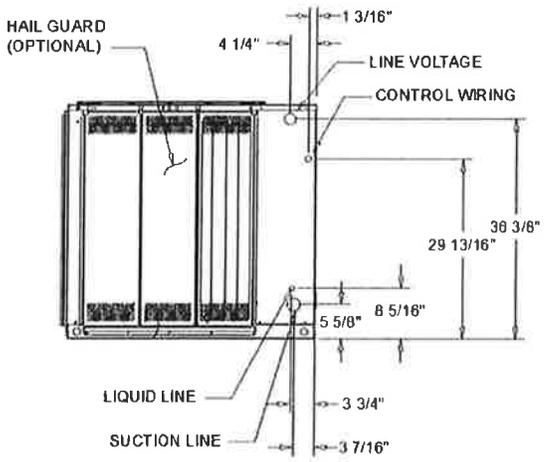
NOTES:

1. POWER WIRING AND GROUNDING OF EQUIPMENT MUST COMPLY WITH LOCAL CODES.
2. BE SURE POWER SUPPLY AGREES WITH EQUIPMENT NAMEPLATE.
3. LOW VOLTAGE WIRING TO BE 18 A.W.G. MINIMUM CONDUCTOR.
4. USE COPPER CONDUCTORS ONLY.
5. IF TWO STAGE ELECTRIC HEATERS AND THERMOSTAT ARE USED, REMOVE JUMPER BETWEEN W1 AND W2.
6. FOR SINGLE STAGE ELECTRIC HEATER, OMIT WIRE BETWEEN W2 AND THERMOSTAT AND W2 AND ELECTRIC HEATER.
7. FOR COOLING ONLY, OMIT WIRES BETWEEN W1, W2 AND THERMOSTAT AND OMIT ELECTRIC HEATER.
8. IF THE EDC SWITCH IS TO BE CONNECTED IN THE CIRCUIT, THE EDC WIRE MUST BE REMOVED FROM THE B1 TERMINAL AND RECONNECTED TO THE "Y" TERMINAL ON THE INDOOR SECTION LOW VOLTAGE TERMINAL BOARD AS SHOWN.
9. WHEN ELECTRIC HEATER ACCESSORY IS USED, SINGLE POINT POWER ENTRY OR DUAL POINT POWER ENTRY IS FIELD OPTIONAL. SINGLE POINT POWER ENTRY OPTION IS THROUGH ELECTRIC HEATER ONLY.





- NOTES:
1. ACCESS OPENING IS FOR FIELD INSTALLED BAYLOAM ACCESSORY.
  2. MINIMUM CLEARANCE FOR PROPER OPERATION IS 36" FROM WALLS, SHRUBBERY, PRIVACY FENCES ETC. MINIMUM CLEARANCE BETWEEN ADJACENT UNITS IS 72". RECOMMENDED SERVICE CLEARANCE 48"
  3. TOP DISCHARGE AREA SHOULD BE UNRESTRICTED FOR 100' MINIMUM. UNIT SHOULD BE PLACED SO ROOF RUN-OFF WATER DOES NOT POUR DIRECTLY ON UNIT
  4. OUTDOOR AIR TEMPERATURE SENSOR OPENING (DO NOT BLOCK OPENING)



**6 - 7 1/2 TON HEAT PUMP CONDENSER (SINGLE COMPRESSOR)**  
DIMENSIONAL DRAWING



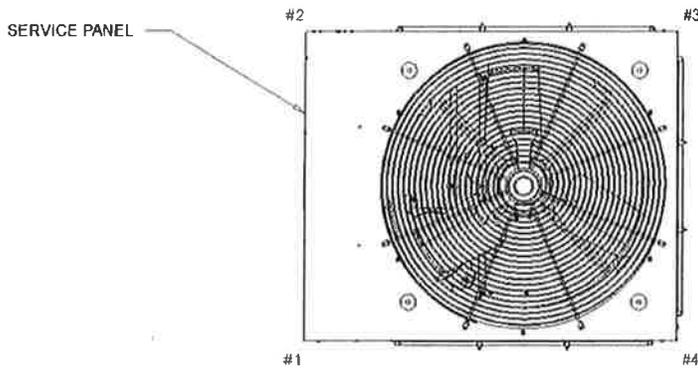
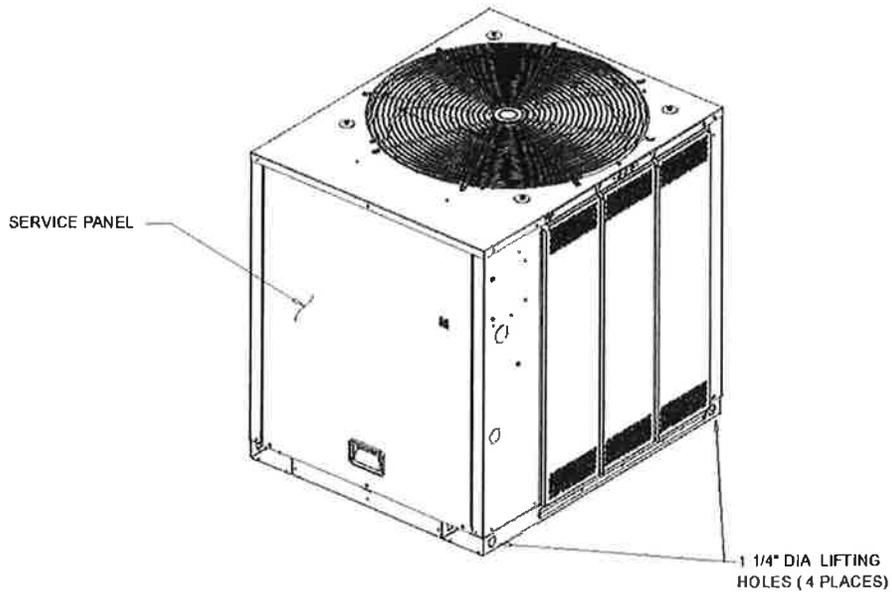
**ELECTRICAL DATA CONDENSER**

ELECTRICAL DATA		COMPRESSOR MOTOR		CONDENSER FAN MOTOR	
Model:	TWA09043A	No.:	1	No.:	1
Unit Operating Voltage:	187-253	Volts:	208-230	Volts:	208-230
Minimum Circuit Ampacity:	34.0	Phase:	3	Phase:	1
Maximum Fuse Size:	50.0	Amp-RLA:	25.0	Amp-FLA:	3.1
Maximum Circuit Breaker:	50.0	Amp-LRA:	184.0	Amp-LRA:	8.1
<b>GENERAL DATA CONDENSER</b>					
<b>COOLING PERFORMANCE</b> (1)(2)(3)(4)(5)			<b>COMPRESSOR</b>		
Matched Air Handler:	TWE0904*A*	Number:	Scroll		
Condensing Unit Only:	84,000	No. Compressor / Tons:	1/6.9		
ARI Net Cooling Capacity:	86,000				
Matched Air Handler (EER):	11.3				
Condensing Unit Only (EER):	11.0				
System KW	7.6				
Condensing Unit KW:	6.8				
System IEER:	12.4				
			<b>SYSTEM DATA</b> (7)		
			No. Refrigerant Circuits:	1	
			Suction Line (in.) OD:	1 1/8" Horizontal & Vertical	
			Liquid Line (in.) OD:	1/2"	
<b>OUTDOOR COIL</b>			<b>OUTDOOR FAN</b>		
Tube Size (in.) OD	3/8"	No. Used/Diameter (in.):	1 / 26"		
Face Area (sq. ft.)	19 1/4"	Drive Type/No. Spoods:	DIRECT / 1		
Rows/FPI	2/18	No. Motors/HP:	1 / 0.5		
			Motor RPM:	1,100	
<b>REFRIGERANT CHARGE</b> (Fld Supplied) (7)(8)					
TYPE:	R-410A				
(Circuits #1):	22.0 lb				
(Circuits #2):	N/A				

**NOTES:**

- Cooling performance is rated at 95 F ambient, 80 F entering dry bulb, 67 F entering wet bulb. Gross capacity does not include the effect of fan motor heat. AHRI capacity is net and includes the effect of fan motor heat. Ratings shown are tested and certified in accordance with AHRI.
- Standard 340/360 or 365 certification program.
- Condensing Unit Only Gross Cooling Capacity rate at 45 F saturated suction temperature and at 95 F ambient.
- ARI Net Cooling Capacity is calculated with matched blower coil and 25 ft. of OD interconnecting tubing. EER is rated at AHRI conditions and in accordance with DOE test procedures.
- Integrated Part Load Value is based on AHRI Standard 340/360 or 365. Units are rated at 80 F ambient, 80 F entering dry bulb, and 67 F entering wet bulb at AHRI rated CFM.
- Sound Rating shown is tested in accordance with AHRI Standard 270.
- Refer to refrigerant piping program for line sizing and line length.
- Refrigerant (operating) charge is for condensing unit (all circuits) with matching blower coils and 25 ft. of interconnecting refrigerant lines. All units are shipped with a small nitrogen holding charge only.





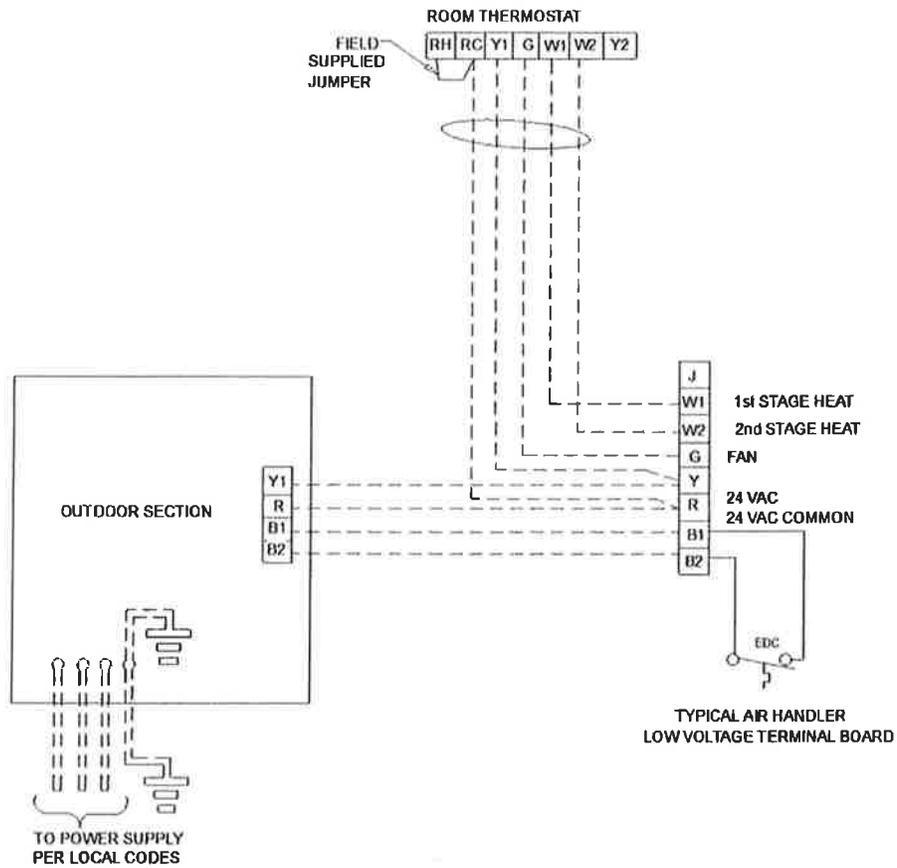
**WEIGHTS AND CORNER WEIGHTS**

Shipping:	383.0 lb
Net	333.0 lb
Corner 1:	83.0 lb
Corner 2:	117.0 lb
Corner 3:	60.0 lb
Corner 4:	73.0 lb

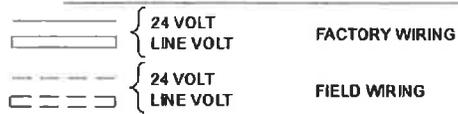
**WEIGHTS AND LOAD POINT LOCATION**

**WEIGHT AND RIGGING**





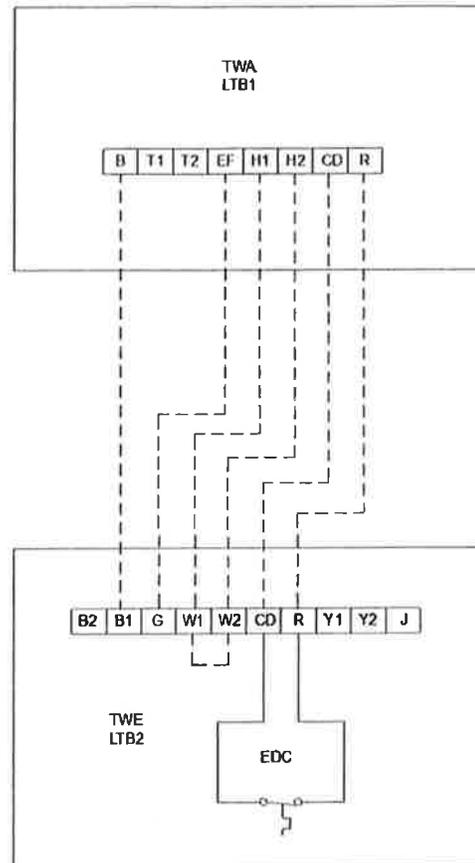
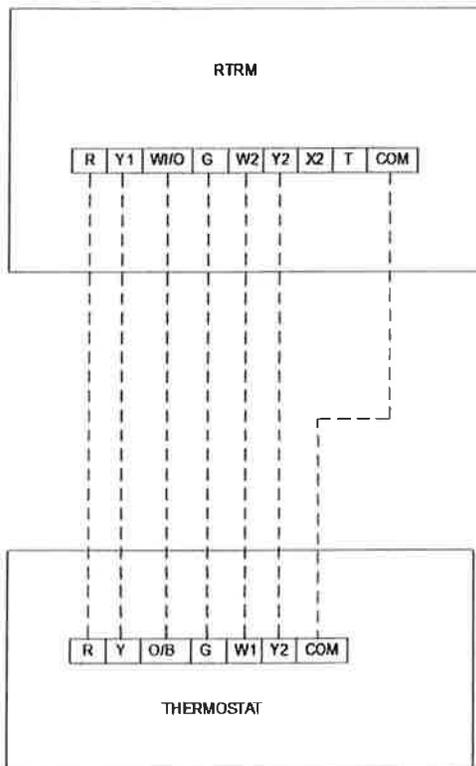
INTER-COMPONENT WIRING



NOTES:

1. POWER WIRING AND GROUNDING OF EQUIPMENT MUST COMPLY WITH LOCAL CODES.
2. BE SURE POWER SUPPLY AGREES WITH EQUIPMENT NAMEPLATE.
3. LOW VOLTAGE WIRING TO BE 18 A.W.G. MINIMUM CONDUCTOR
4. USE COPPER CONDUCTORS ONLY.





- NOTES:
1. POWER WIRING AND GROUNDING OF EQUIPMENT MUST COMPLY WITH LOCAL CODES.
  2. BE SURE POWER SUPPLY AGREES WITH EQUIPMENT NAMEPLATE.
  3. LOW VOLTAGE WIRING TO BE 18 A.W.G. MINIMUM CONDUCTOR.
  4. USE COPPER CONDUCTORS ONLY.
  5. REMOVE JUMPER BETWEEN W1 AND W2 IF ODT ACCESSORY IS USED.



## **AGENDA ITEM #8**

Unfinished Business

## **AGENDA ITEM #9**

Adjourn

