

Contracting Guide 2009

CITY OF FOUNTAINS
HEART OF THE NATION



KANSAS CITY
MISSOURI

City of Kansas City
Human Relations Department

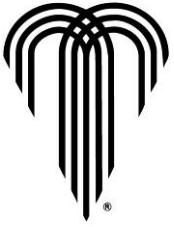
How to do Business with the City of Kansas City Missouri

2009 City Contracting Guide

Mission

The mission of the Human Relations Department is to ensure that all residents of the City of Kansas City, Missouri are free to exercise their economic, social and human rights. This mission is achieved by providing quality service in the areas of vendor certifications, contract compliance, business development, dispute mediation, and civil rights enforcement. Our guiding principle is to exceed normal standards of customer expectations and accountability through the following division operations:

Issued 2007



Human Relations Department

4th Floor, City Hall
414 East 12th Street
Kansas City, Missouri 64106

(816) 513-1836

April 9, 2007

Dear Citizens of Kansas City, Missouri:

I am pleased to share with you this first issue of "Doing Business with Kansas City". This document is intended to provide a clear and concise guide to vendors and companies who have an interest in pursuing contracts with the various departments and entities under the auspices of the City of Kansas City, Missouri.

City government encompasses nineteen (19) City departments and for each of these departments, key contact personnel and other information is provided. We have also provided a summary of what is needed for any company seeking to do business with the City.

The intent of assembling all of this information into one clear publication was to provide to all interested business concerns a road map, in a sense, as to how to do business with the City. This document will be updated and issued each year.

We view this document as one, which can certainly benefit from feedback from readers. Therefore, we invite you to give us comments and suggestions as to changes we might make as we begin preparation for next year's issuance. Meanwhile, we hope that you will find this to be of significant use to your business endeavors.

Sincerely,

Phillip Yelder

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**AFFIRMATIVE ACTION AND CONTRACT COMPLIANCE
MINORITY/ WOMEN/ DISADVANTAGED BUSINESS ENTERPRISE (MBE/WBE) PROGRAM**

The City's MBE/WBE Program, with the passage of Ordinance 970828 in August 1998 (Chapter 38-87-100.2), sets specifics for including minorities and women in City funded contracting. With the passage of Ordinance 978028 and its motion, current goals are based on the ratio of local MBE/WBE's to majority businesses in three areas.

Construction (22%)
Professional Services (21%)
Other Services (28%)
Materials and Supplies (21%)

Ordinance 970828 provides opportunities for disadvantaged businesses to compete for City and federally funded contracts.

Requirements for Certification

- The minority or female owner must possess at least 51% ownership, management, and control of the business.
- The minority or female owner must have the training / expertise to perform the work, where required.
- The firm must be independent and currently operating.
- The firm must not exceed the size standards established by the Small Business Administration in 13 CFR Part 121.201 for its specific standard industry code(s).
- The firm must have its principal place of business in the Kansas City metropolitan area or prove by a preponderance of the evidence it has made substantial efforts to become a market participant in the city; attempts to bid on or respond to solicitations from entities in the city; advertising the firm's goods or services in the city; or any other activity designed to continually seek business opportunities in the city, such that the firm would likely be subject to the discrimination sought to be remedied by this article.
- The firm seeking certification has the burden of demonstrating to the director, by a preponderance of evidence, that it meets all the requirements for certification.

The Certification Process

MBE/WBE Program participation requires certification.

- Preliminary Screening of Application and supporting documentation
- Desk Audit
- Field Audit
- Financial Audit
- Committee Review and decision

It is very important to submit all supporting documentation promptly to ensure a quick decision. Once all paperwork has been provided and an onsite field audit has been performed, a certification decision should be issued within 30 days.

Advantages of Certification

- Listed in the City's M/W/DBE/PDBE Directory, this is updated monthly. The Directory is available on the City of Kansas City Missouri web page: humanrelations@kcmo.org
- Opportunity to bid on contracts, which have MBE/WBE goals.
- Contract opportunity faxes and e-mails
- Access to workshops and seminars sponsored by the Human Relations Department
- Common certification agreements with the Department of Transportation's Unified Certification Program, i.e. MODOT and KCATA.
- Quarterly Newsletter,

TYPES OF CERTIFIED FIRMS

CONSTRUCTION FIRMS	PROFESSIONAL SVC FIRMS	PROCUREMENT FIRMS
ACCOUSTICAL CEILINGS	ACCOUNTING	BOND UNDERWRITERS
ASBESTOS	ADVERTISING	COMPUTER SERVICES
CLEANERS	ARCHITECTS	OFFICE SUPPLIES
ASPHALT	ENGINEERS	PRINTING
CARPENTRY	FINANCE	SUPPORT SERVICES
CONCRETE	INSURANCE	
DEMOLITION	CONSULTANTS	COURIERS
DRYWALL	INTERIOR DESIGN	FOOD SERVICE
ELECTRICAL	MARKETING	MANUFACTURER
ELEVATOR	MANAGEMENT	RETAIL SERVICES
ENGINEERING	PHOTOGRAPHY	TELEPHONE INSTALLATION
ELEVATOR	PLANNER	TRAVEL SERVICES
EXCAVATING/REAL ESTATE		UNDERGROUND STORAGE
EXTERMINATING	REMODELING	
FABRICATION	PUBLIC RELATIONS	
FENCING	RADIO COMMUNICATIONS	
GENERAL CONTRACTING	SECURITY SERVICES	
GLASS	SURVEYOR	
GRADING		
HAULING		
HAZARDOUS MATERIALS		
HEATING AND COOLING		
INSULATION		
LANDSCAPING		
LAWNCARE		
MASONRY		
MECHANICAL		
PIPE INSTALLATION		
PLUMBING		
ROOFING		
SANDBLASTING		
SEWER		
SHEET METAL		
STEEL REINFORCEMENT		
SWEEPING		
TRUCKING		
WATER PRESSURE CLEANERS		

SMALL / MBE/WBE DEVELOPMENT ASSISTANCE PROGRAMS


Attention Small Business Owners

The City of Kansas City Missouri's Human Relations Department Affirmation Action and Contract Compliance Division is pleased

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to announce that the following services are now
available to small business owners:

- 
- **Workshops and Seminars**
 - **How to do Business with the City Workshop**
 - **How to Package a Successful Bid Workshop**
 - **Newsletter,** KANSASCITY
MISSOURI
 - **Contracting Opportunity Information System**
 - **Ombudsman services for assistance, information and dispute resolution**

For more information, call (816) 513-1836

HELPFUL TELEPHONE NUMBERS

City of Kansas City Missouri

Human Relations Department	(816) 513.1836
Contract Compliance Division	(816) 513-1403
Ombudsman (for problem resolution)	(816) 513-1836
Pre-bid Conference Date	(816) 513-1836
Seminars / Workshops	(816) 513-1836

City of Kansas City Missouri Purchasing Division (816) 513-1161

BIDS ONLINE AT DEMAND STAR, email purchasing at purchasing@kcmo.org

TO SUBMIT A BID FOR THE CITY'S CONSTRUCTION PROJECTS, Email www.kcmo.org/cimo.nsf/web/contract2000

Vendor Number (816) 513-1836

City Clerk's Office (816) 513-3360

One Stop Business Assistance Center (816) 513-2880

Other Agencies

Black Chamber of Commerce (816) 474-9901

Business Resource Center (816) 235-6675

Disadvantaged Business Procurement (816) 374-6760

Economic Development Corporation (816) 221-0636

Government Contracting Program (816) 374-6729

Greater Chamber of Commerce of KCMO (816) 374-5443

Hispanic Chamber of Commerce of KCMO (816) 472-6767

Jackson County, Missouri Purchasing Department (816) 881-3292

Kansas City Council of Women Business Owners (816) 452-4700

Missouri Women's Business Center (816) 235-6146

Kansas City Port Authority (816) 221-0636

Small Business Administration (816) 426-4900

SCORE (Services Corps of Retired Executives) (816) 235-6675

University of Missouri KC Business Development Center (816) 235-2947

U.S. General Services Administration (816) 926-7016

INs and OUTs of CITY CONTRACTING

Soliciting business from the City and/or its contractors can be a frustrating, nonproductive experience if you do not learn the system. Remember, City certification does not guarantee City business. You still have to market your company to the individuals that count. These suggestions can help you secure those contracts:

- I. **Get a Vendor Number** This puts you in the City's database, and helps to facilitate the payment process. Vendors may request to be added to the City's automated vendor list by sending a request to the General Services Department on company letterhead or by calling the General Services Department at 816-513-1161

General Services Department

The department's address is:
City of Kansas City, Missouri
General Services Department
414 E 12th St -1st Floor
Kansas City, MO 64106

Att: Brian Hernandez

- II. **Look for Opportunities – do not wait for City contracting opportunities to come knocking on your door.**

For Suppliers of Goods or Nonprofessional Services:

- Initiate contacts with the City departments listed in this Contracting Guide.
- Go to the City's website kcmo.org to view the current requests for proposals and bids.
- Check the Kansas City Star Newspaper Classified Section frequently for City Notices to Bid.
- Attend pre-bid and pre-proposal conferences to meet potential prime contractors.
- Network

For Construction and Construction Related Firms:

- Check the Classified Section of the Kansas City Star frequently to find Notices to Bid for prime and / or subcontracting opportunities
- Attend pre-bid and pre-proposal conferences to meet potential prime contractors. Schedule of pre-bid and pre-proposal conferences can be found on the City's web site at www.kcmo.org/humrel.nsf/web/trainingcal
- Contact a successful low bidder to show how you can help them meet the M/W/DBE and or PDDBE goal
- Network

For Professional Service Providers

- Find the City departments that utilize your service. Call the Human Relations Department for assistance (816- 513-1836)
- Architects and Engineers should go to CIMO and the Public Works Department and ask to be included on the list to which Request for Proposals are sent. (Contacts and numbers for these departments are listed in this guide)
- Check the Kansas City Star, the Kansas City Business Journal and community publications for Request for Proposals.
- Attend pre-proposal conferences to meet potential prime contractors.

III. When Bidding/Proposing, Make Sure Specifications are Met

When responding to a bid or RFP, be sure to

- Read everything.
- Make certain that your goods or services meet City specifications.
- Sign your bid
- Turn your bid/offer in on time. (No exceptions for late responses)
- If you are unsuccessful, keep trying. Go to the City Clerk's Office to review the successful bidder's submission to be better prepared next time.

- IV. **Call the Human Relations Department for Assistance at (816) 513-1836.**

HOW TO DO BUSINESS WITH THE CITY OF KANSAS CITY MISSOURI (General Services Division)

I. Introduction and Purpose

The purpose of this information is to provide you with a general introduction on how to successfully do business with the City of Kansas City Missouri. The General Services Division of the Finance Department is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday. The offices are located on the 1st fl. of City Hall, 414 E. 12th St., Kansas City, Missouri. The main office number is 816.513.1161.

Mission

The mission of the General Services Department (formerly known as the Purchases and Supplies Division) is to provide value-added professional procurement service, based on our customers' requirements and objectives, in the most timely, effective, efficient and economical manner.

II. Role of the Division of Purchases and Supplies

To support the needs of our customers by helping them acquire goods and services of the right quality in the right quantity, at the right price, at the right time, at the right place using the most efficient procurement method.

All purchasing activities are performed in accordance with applicable Federal and State laws and City Ordinances to afford fair and equal treatment to all vendors to compete for City business.

Sales Visits

The General Services Department is the liaison between suppliers and City departments. Sales representatives are a valuable resource for obtaining specifications and information on product advancements. The City values your visits, and staff is available to discuss ideas and concerns. However, Purchasing recommends that you call for an appointment to ensure the buyer assigned to your product category is available.

Posting Bid Notices

The General Services Department seeks maximum competition. In achieving this goal, the City publicizes all formal Bids and RFP opportunities as follows:

Displayed on the bid board, 1st Floor, City Hall, Purchasing Division

In a local legal publication, and / or On the City's web page at www.kcmo.org

III. Supplier Application

A. The Human Relations Department maintains a list of prospective bidders categorized by NIGP commodity/service codes. If you are interested in being placed on the City of Kansas City, MO bidders list:

- ❖ Call (816) 513-1161, or write to
- ❖ General Services Department , 1st Floor City, 414 E. 12th Street, Kansas City, MO. 64106.
- ❖ Send an e-mail message to: purchasing@kcmo.org
- ❖ Complete an application on-line at www.kcmo.org

You will be mailed a supplier application that must be completed and returned to Purchasing.

Suppliers whose commodities fall within professional services or construction should contact the Human Relations Department, 4th Floor of City Hall to be added to the vendor list.

It is the suppliers' responsibility to keep their applications current and to notify the Purchasing Division when changes occur regarding the products or services offered, address ownership, or status as a bidder.

Placement on the bidder list does not guarantee receipt of a request for quotation, invitation for bid, or request for proposal. It is the suppliers' responsibility to check the bid notices posted by the Purchasing Division.

Bidders may be removed from the bidders list if they do not respond to solicitations. However, a bidder may be retained on the bidders list by simply responding with a "no bid" if they are interested in bidding on the items in the future.

The City reserves the rights to validate and update the bidders list from time to time, which may require the bidder to renew the bidders' mailing list application that is on file.

IV. Affirmative Action

The Human Relations Department is responsible for ensuring that all vendors and contractors doing business with the City are in compliance with Civil Rights Ordinance No. 92812. It is the responsibility of all suppliers and contractors to maintain a current certificate of compliance.

V. Taxpayer Clearance

In accordance with City Ordinance No. 010461, prior to making any payment under any contract that was awarded by means of a formal bid or formal proposal; the contractor shall provide proof of compliance with the tax ordinances administered by the Commissioner of Revenue. Submission of this proof shall be a condition precedent to the city making the first payment under this contract. This taxpayer clearance letter may be obtained from the City's Revenue Division.

VI. Minority/ Women/ Disadvantage Business Enterprise

1. Small Purchases

The City solicits goods and services through the small purchase procedures (telephone, facsimile, written or electronic quotations) and competitive sealed bids/ proposals ("Invitations for Bids" or "Requests for Proposals").

Telephone, facsimile, written or electronic quotations are solicited for goods and services under \$100, 000. These solicitations are not publicly advertised.

All quotations are evaluated by the Contracting Officer. The contract award will be made to the lowest and best responsible and responsive bidder.

2. Competitive Sealed Bids (IFB):

Competitive sealed bids are solicited for goods or services estimated to exceed \$100,000. They are solicited through the issuance of an Invitation for Bid, electronically and by paper. Bids are posted on the bid board in various City Departments. Bids may also be published in a legal newspaper of general circulation and posted on the City's web site at www.kcmo.org.

Bids must be mailed or delivered to the respective City Department (which has issued the invitation to bid). All bids received are time stamped, and recorded. Bids received after the designated closing date and time will not be considered and will be returned to the bidder unopened. Envelopes or packages containing bids must be sealed and clearly marked on the outside with the company name, bid number and bid opening date.

Bids are opened and read aloud at the date, time, and place stated on the bid document. No decision to award or to reject will be made during the bid opening. The bid opening is open to the general public, vendors, sales staff and press.

Bids are evaluated by the Contracting Officer. The contract award will be made to the lowest and best responsible and responsive bidder.

The City reserves the right to accept or reject any or all bids and to waive any informality in the bid process.

3. Competitive Sealed Proposals / Competitive Negotiations

Competitive Sealed Proposals / Competitive Negotiations are used for the procurement of goods or services that are highly technical and complex. They are solicited by a "Request for Proposal" (RFP). RFP's are posted on the bid board in the Purchasing Division and may be published in a legal newspaper of general circulation and the City's web site at www.kcmo.org.

Proposals must be mailed or delivered to the Purchasing Division. All proposals are received, time stamped, numbered and recorded. Proposals received after the designated closing date and time will not be considered and will be returned to the bidder unopened. Envelopes or packages containing proposals must be sealed and clearly marked on the outside with the company name, RFP number, and proposal opening date.

The names of the offertory submitting proposals shall be read aloud at the date, time and place stated on the RFP document. No other information will be provided at that time.

Proposals will be reviewed, evaluated, and ranked. Discussions may be held with responsible offer who, in the City's opinion, submitted the best and most advantageous proposal.

VII. Contract Evaluation and Award

Contracts are awarded to the lowest and best responsible and responsive bidder whose bid meets the specification requirements and criteria set forth in the IFB. A responsible bidder is a bidder who has the capacity in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit, which will assure good faith performance. A responsive bidder is a bidder who has submitted a bid, which conforms in all material aspects to the requirements set forth in the IFB or RFP.

VIII. Notification of Successful Vendor

Successful suppliers are notified by receipt of a signed purchase order or by any other contractual agreement indication bid award.

IX. Mistakes in Bids

1. Bids may be modified or withdrawn by written notice prior to the time and date set for bid opening.
2. Correction or withdrawal of bids because of an inadvertent non judgmental mistake in the bid requires careful consideration to protect the integrity of the competitive bidding system, and to assure fairness. If the mistake is attributable to an error in judgment, the bid may not be corrected. Bid corrections or withdrawals by reason of a non-judgmental mistake are permissible but only to the extent it is not contrary to the interest of the City or the fair treatment of other bidders.

X. Bid Tabulations

❖ What is bid tabulation?

Bid tabulation summarizes in matrix format the names of the bidders who submitted bids, the quantity, unit price, and extension for each item bid, and the total bid price quoted.

❖ When is the bid tabulation prepared?

The bid tabulation is prepared after the bid opening date and time.

❖ How does the bidder obtain a copy?

Bidders may obtain bid tabulation by including with their bid a self-addressed, stamped envelope clearly marked with a request for the bid tabulation. Or, after the bid award, a bidder may request a copy of the bid tabulation.

XI. Copy Cost

Cost of copies shall be assessed by the respective City Department. Payment is due at the time the copies are made and may be made in cash or by check. A receipt will be issued upon request.

XII. Tax Exempt.

Suppliers shall not include state, local and federal taxes in any prices quoted to the City. The federal employee ID number is 43-91-0088K and the City's state sales tax exemption number is 12490466. A tax exemption certificate will be furnished upon request.

XIII. Invoices

In order to receive payment for goods or services furnished to the City, submit an invoice to the requesting department at the invoice address shown on the purchase order. The suppliers invoice must include, at a minimum, the following

1. The suppliers invoice number
2. The City purchase order number
3. A complete description of the goods or services furnished, including quantities, unit prices and extensions and / or the discount terms.
4. The name of the requesting department to whom the shipment was made.

XIV. Vendor Payment

The requesting department will authorize payment after delivery and acceptance of the goods or services after receipt of the vendor's invoice. Finance issues a payment check to the vendor. Vendors should direct questions concerning payment to the invoiced requesting department

XV. Bond Requirements

❖ What is a bond?

A bond is a written instrument, issued by a surety, guaranteeing faithful performance by the contractor.

❖ Why require bonding?

Bonds reduce the City's financial risk in the event a contractor fails to perform or defaults on a contract. Bonds transfer the risk of contractor default to a third party – the surety company who issues the bond.

❖ What are the different types of bonds

The City utilizes several types of bonds to procure goods and services:

- **Bid Bond** guarantees that the bidder will enter into a contract if selected as the lowest responsive and responsible bidder. If a bidder does not accept the award, the bid bond is forfeited.
- **Performance Bond** guarantees that a contractor will perform the contract in accordance with the contract terms. The surety who issued the bond may either complete the contract or pay damages up to the bond limit. The bond is used most frequently in construction contracts.
- **Contract bond**, similar to a performance bond, guarantees the contractor will perform pursuant to the terms and conditions of the contract. While performance bonds are used primarily for construction projects, contract bonds are used for service contracts such as microcomputer purchases, grass cutting services, computer programming services.
- **Payment Bond** guarantees the contractor will pay all suppliers and subcontractors who assist in the performance of the work.
- **Fidelity Bond** is similar to an insurance policy and guarantees against losses that may result from proven acts of dishonesty on the part of the contractor's employees. Fidelity bonds are often required in service contracts when the contractor's employees will handle cash or are exposed to opportunities for theft.

❖ When should a bond be required?

As indicated, bonds protect the City against risk. A bond should be required whenever a contractor's default exposes the City to financial liability. The protection offered by the bond is weighed against the potential for the bond requirement to inflate the contract cost or to hinder competition.

❖ How much should the bond amount be?

Except as required by law, the bond amount depends on an assessment of the City's financial risk, the estimate contract value, the importance of the service to be performed, and whether service disruption would be detrimental to the City. For example, the City's risk may be 10% or 15% of the contract amount. To require a bond for 100% of the contract amount may be arbitrary and capricious. Purchasing staff works closely with Risk Management to identify the type and amount of bonds appropriate for each procurement contract.

XVI. American with Disabilities Act (ADA)

The City affirms its intent to fully comply with the mandates of the Americans with Disabilities Act and commits itself to removing any barriers that may impede full participation by disabled persons in the procurement of goods and services.

**CITY OF KANSAS CITY MISSOURI
DEPARTMENTS**

PURCHASE AND SUPPLIES

FINANCE DEPARTMENT

Address: 414 E. 12th, Kansas City, MO. 64106,
Phone No: (816) 513-1161
Email: purchasing@kcmo.org

City Purchasing Agent:

Ray Burnett (816) 513-1153

Assistant Commissioner of Purchases

Bennie Shivers (816) 513-1152

Buyer / Contracting Officer:

Art Roberson (816) 513-1164

Safety shoes	latex paint removal	airfield lighting
Maintenance work	Telecommunications equipment	commercial laboratory
ductile pipe	tow service	safety shoes
Equipment maintenance work	bulk liquid chlorine	turf and vegetation chemicals
Merchant card services	crash rescue equipment	fire sprinkler system
Uniforms, apparel, footwear	snap on toll parts and service	pump repair & parts
Siemens airfield solutions	Waukesha engine parts	replacement parts
Recycled white copy machine	replacement parts and service	insurance brokerage services
Remanufactured toner and ink	video production service	carpeting (no insulation)

ITD Procurement Officer

Art Roberson (816) 513-1164

Buyer / Contracting Officer:

Sharon Reed (816) 513-1160

Propane gas	street sweeper parts	general motors manufactured
Automotive brakes and parts	city vehicle tow service	curbside recycling bins
Batteries for motorized	plumbing supplies	automotive tires
Aftermarket automotive parts	landfill disposal service	landfill disposal
Automotive electrical system	safety and first aid items	replacement parts and service
Medical x-ray film, supplies	mobile preventive maintenance	Recycling services
Operation of City Hall	EMS Supplies	Lighting Waste Recycling
Emergency hazardous material	used tired recycle/disposal	

Buyer/ Contracting Officer:

Ronnell Simpson (816)513-1165

Electric motor rewind and repair	dog & cat food	traffic sign sheeting
Temporary staffing service for heavy	bakery products	ice, snow removal chemical
General purpose deicer	parts & service for john	pressure washer parts
2006 automotive vehicle	janitorial services	electric motor rewind
Janitorial services for Century	paper shop towels and cloths	traffic, pedestrian signs
Traffic warning devices	landscaping maintenance	traffic warning devices
Amend commercial contracting	Deffenbaugh industries	chain fence replacement parts
Armored car service	plumbing supplies	

CONVENTION and ENTERTAINMENT FACILITIES

Address: 301 W. 13th St., Kansas City, MO. 64105
Phone No. (816) 513-5000
Fax Number: (816) 513-5001
Toll Free Number: 1-(800) 821-7060
Email: kcconvention@kcmo.org

Business Manager Contact:	816.513.5070	<u>Nathan Mc Common</u>
Senior Buyer:	<u>Art Roberson</u>	816.513.1164
Purchasing and supply Contact:	<u>Mark Cunningham</u>	816.513.5068
Professional Services Contact:	<u>Nathan Mc Common</u>	816.513.5070
Technical Services Manager	<u>Dean Barrett</u>	816.513.5040

CITY CONTROLLERS OFFICE

G. Mary Temple, City Controller
City Hall, third floor
414 E. 12th St.
Kansas City, MO 64106
Phone: (816) 513-1224
E-mail: gm_temple@kcmo.org

CITY CONTROLLER'S OFFICE

The City Controller's Office provides information for management decision making in planning and control and establishes policy and procedures for the timely and accurate accumulation of data necessary for the preparation of financial statements in accordance with generally accepted accounting principles (per Charter Section 407), and in adherence to the pronouncements of the Governmental Accounting Standards Board. The office is led by the City Controller and is comprised of five major initiatives: P-Financials, Financial Reporting, Payroll, Accounts Payable, and Internal Control and Compliance.

P-Financial Systems Operations is the City's base accounting and financial reporting system. The system provides on-line access to informational tables as well as a system of decentralized data entry of documents. The team is responsible for the functional application of all modules that support the City's financial operations. This team is also charged with the development and delivery of training city-wide to all users of the financial system.

Financial Reporting prepares [monthly financial statements](#) to keep the councilmembers apprised of General Fund activity and status. This department must coordinate financial information from all divisions within the City, and prepare the [Comprehensive Annual Financial Report](#). In addition to monthly and annual financial statements, the section reconciles actual financial results with budgetary expectations. Additionally, the Financial Reporting section provides bond accounting for arbitrage purposes, and initiates debt service payments for bond issues and lease agreements.

Payroll ensures that the bi-weekly payroll of 4,800 to 5,100 City associates is issued on time. The section encourages a direct deposit program which speeds up the payment by placing it directly into associate bank accounts, eliminating the risk of lost or damaged paychecks. Over half of the City's associates benefit from this program. In addition to the customary deductions of Federal, State and City taxes, the Payroll section provides other deduction services, such as, contributions to the United Way, Kansas City Employees' Credit Union, union dues, insurance, savings bonds, deferred compensation programs, pension plans, as well as court ordered payments. This section is also responsible for issuing associate W2s for tax purposes, submitting workers' compensation payments and maintaining all reports required by law. The Payroll section trains timekeepers in each department to enter time for associates in their section, and maintains access and security for the timekeepers who use the system.

Accounts Payable processes remittances for expenses incurred by the City's departments and affiliates. In addition, requests for stopping check payments, voiding checks, and processing encumbrances for construction contracts are handled here. Accounts Payable is also involved with the car sale program, petty cash accounts, retainage on capital contracts, expense audits, and the verification/release of 1099s.

Internal Control and Compliance assists managers, directors, and associates in realizing a satisfactory operation to safeguard assets by critically reviewing and appraising accounting and operating records, systems, and controls throughout the city, reporting exceptions noted and making practical and economical recommendations for corrective action to be taken. The goal of the section is to safeguard city assets, check accuracy and reliability of data, promote operational efficiency, effectiveness and economy, encourage adherence to Charter, Administrative Code, Administrative Regulations and Manual of Instructions. This section is committed to making impartial evaluations and appraisals of internal controls and processes and procedures resulting in reasonable assurance to management that controls are effective, efficient and are following sound management and accounting principles. In addition to the management of the City Controller's Office, the City Controller directs the Fiscal Officers - the departmental representatives for financial stewardship throughout the City.

FINANCE and ADMINISTRATION

Address: 414 E. 12th Street, 3rd Floor City Hall, Kansas City, Mo. 64106
Phone NO: (816) 513-1226
E-mail: finance@kcmo.org

Accounts Manager	<u>Morris, Gary</u>	513-1203
Operations Manager	<u>Williams, Rusty</u>	513-1209
Accounts Payable Manager	<u>Donlon, Roberta</u>	513-1199
Representatives	<u>Devenny, Bill</u> <u>Kibble, Beverly</u> <u>Perkins, Celestine</u>	513-1143 513-1149 513-1148
Administrative Services Main Number Manager		513-1226
Staff	<u>Glover, Coleto</u>	513-1187
	<u>Hollis, Kevin</u>	513-1167
Financial Compliance Manager Vacant		513-1205
Financial Reporting Manager	<u>Kaps, Anne</u>	513-1195
Staff	<u>Baker, Yvette</u> <u>Bell, Kathryn</u> <u>Heckel, Gerald</u> <u>Hughes, Toby</u> <u>Johnson, Valerie</u> <u>Mercer, Vicki</u> <u>Simon, Connie</u> <u>Young, Kristi</u>	513-1207 513-1166 513-1198 513-1208 513-1172 513-1183 513-1211 513-1168
Payroll Information Line Manager		513-1139
Staff	<u>Carmichael, John</u>	513-1134
	<u>Billings, Greg</u> <u>Christmas-Alexander, Myra</u> <u>Roney, Patty</u>	513-1010 513-1142 513-1151
P-Financials Manager		513-1223
	<u>Liu, Charity</u>	513-1144

DEVELOPMENT FINANCE

Manager	<u>Dan Bagunu</u>	513-1033
Administrative Assistant	<u>Karen Lopez</u>	513-1005
Project Analysis	<u>Ruben Alonso, III</u>	513-1021
	<u>Carrie Vanderford</u>	513-2833
	<u>Xin Zhao</u>	513-1238
Project Accounting and Compliance	<u>Matthew Rice</u>	513-1171
	<u>Chris Bouchard</u>	513-1244
	<u>Sean Carroll</u>	513-1001
	<u>Jonathan Watkins</u>	513-1196

FIRE

Address: Century Towers 635 Woodland Street, Suite 2100, Kansas City, MO 64106
Phone No: 816.784.9200 **Fax:** 816.784.9230
Email: kcfcd@kcmo.org

Fire Headquarters' Administration

Assistant to Director overseeing Finance	<u>Leslie Ingram-Wright</u>	816.784.9150
Assistant to the Director overseeing Human Resources	<u>Pat Reisenbichler</u>	816.784.9240
Assistant to Director	<u>Dr. Richard Gist, Principal</u>	816.784.9242
Executive Assistant to the Fire Chief	<u>Michelle Hardiman</u>	816.784.9232
Payroll Supervisor	<u>Mary Madick</u>	816.784.9152
Payroll Staff	<u>Bridget Drew</u> <u>Janette Davis</u>	816.784.9157 816.784.9156
Health Advocate	<u>Ellen Bardy</u>	816.784.9182
Administrative Assistant Fire Headquarters	<u>Leigh Stigler</u>	816.784.9154

Deputy Chief of Technical Services and Administrative Staff
1111 Locust
Kansas City, MO.

Deputy Chief Gene Shepherd 816.784.9244
The **Deputy Chief of Technical Services Bureau** is responsible for the complete oversight and management of the fire communication center, information technology systems, fleet and equipment program and firefighter facilities.

Supt. of Fire Communication-Technical Chuck Zang 816.513.0922

The **Superintendent of the Fire Communication-Technical** is responsible for the planning, development, and maintenance of the CAD System, radios and other communication technology devices for KCFD.

Supt. of Fire Communication-Operations Lawrence Gonnello Sr. 816.513.0940
The **Superintendent of the Fire Communication-Operations** primary responsibilities are to oversee dispatching operations, training, coordination and management of the emergency and non-emergency communication aspects of the Fire Communication Center and personnel.

Equipment Officer John Butler
816.784.2048
The **Equipment Officer** is responsible for oversight of all apparatus and firefighting equipment maintenance.

Asset Manager Mike Moore 816.784.9170
The **Asset Manager** serves as the department liaison with Public Works, Building Maintenance and the Architects Office. This person projects departmental requirements concerning location, design, and functionality of fire stations.

GENERAL SERVICES

Division: General Services
 Address: 1st Floor, City Hall
 Phone No: 816.513.1161
 Email:

Manager of Procurement Services

Administrative Assistant	<u>Cedrick Rowland</u>	816.513.1592
Purchasing Agent	<u>Kim Schinkel</u>	816.513-1161
Assistant Purchasing Agent	<u>Ray Burnett</u>	816.513.1153
Contract Administrator	<u>Bennie Shivers</u>	816.513.1152
Buyer II	<u>Lynda Abbott</u>	816.5131596
	<u>Tom Kelly</u>	816.513.1590
	<u>Delois Moore</u>	816.513.1163
	<u>Sharon Moore</u>	816.513.1160
	<u>Art Roberson</u>	816.513.1164
	<u>Ronnell Simpson</u>	816.513.1165
	<u>Karen Wang</u>	816.513.1594
	<u>Donna Wiliford</u>	816.513.1593

Buyer I	<u>Segrinald DiAmparo</u>	816.513.1155
	<u>Judy Dunagan</u>	816.513.1595
	<u>Carla Hardin</u>	816.513.1154

Administrative Assistant	<u>Gail Keating</u>	816.513.1159
	<u>Sara Lausch</u>	816.513.1591

Fleet Maintenance Operations & Maintenance

Manager	<u>Rives, Robert</u>	513-2532
City Hall Building Manager	<u>Curt Futvoye</u>	513-2380
Administrative Officer I	<u>John Hickernell</u>	513-2527
Sr. Administrative Assistant	<u>Jacquelyn Bagby</u>	513-2586
Administrative Assistant	<u>Bonnie Reed</u>	513-2528
Information Processor	<u>Laspy, Shirlene</u>	513-2606
Maintenance Shop 513-2775		
Maintenance Supervisor	<u>Clark, Tracy</u>	513-2686
City Hall Security		513-2778
Operations & Maintenance, 5300 Municipal Ave.		
Service Requests		513-9150

Superintendent	<u>Eagleburger, Bill</u>	513-9157
Maintenance Supervisors	<u>Brueck, Dennis</u>	513-9153
	<u>Long, John (Dave)</u>	513-9158
Administrative Assistants	<u>Reece, Jennifer</u>	513-9155
	<u>Tatum, Carla</u>	513-9150
18th & Vine Museum, 1616 E. 18th		
Maintenance Supervisor	<u>Burrow, Oscar</u>	221-9479
4900 Swope Parkway		
General Supervisor	<u>Jackson, Earnest</u>	513-9065

HEALTH DEPARTMENT

Address: Administration, 2400 Troost, Suite 4000, Kansas City, Missouri 64108
Phone No: (816) 513-6008
E-mail: health@kcmo.org

Administration:

Interim Chief Financial Officer:

A. Russel (816) 513-6028

Grants and Accounting Manager:

A Russel (816) 513-6028

Purchasing contact:

General Services (816) 513-1160

Contracts Management:

Megan Yularda (816) 513-6217

Administrative Assistant:

Cheryl Redmond (816) 513-6271

Health Levy/ Contract Administration:

Lorie Synder (816) 513-6211

Administrative Officer

HOUSING and COMMUNITY DEVELOPMENT

Address: 414 E. 12th, 15th Fl. City Hall, Kansas City, MO. 64106
Phone No: (816) 513-2907

Fax: (816) 513-2808

Housing Administrator	(vacant)	(816) 513-2907	
Housing Project Administration	<u>Doug Bossert</u>	(816) 513-3034	doug_bossert@kcmo.org
Administrative Assistant	(vacant)	(816) 513-3036	
Housing Project Administration	<u>Shawn Hughes</u>	(816) 513-3027	shawn_hughes@kcmo.org
Housing Project Administration	<u>Bill Judy</u>	(816) 513-3044	bill_judy@kcmo.org
Environmental Reviews	<u>Robbie Ross</u>	(816) 513-3026	robbie_ross@kcmo.org
Environmental Review Coordinator	<u>Tom Neff</u>	(816) 513-1332	tom_neff@kcmo.org
Analyst I	<u>Heather Cater</u>	(816) 513-3006	heather_cater@kcmo.org
Administrative Officer	<u>Lois Christian</u>	(816) 513-2823	lois_christian@kcmo.org

MAYOR'S OFFICE

Address: 414 E. 12th. 29th Fl., Kansas City MO. 64106,

Contact Phone:

Assistant to the Mayor:

Bettie McNeil (816) 513-3516

Mayor

Mark Funkhouser (816) 513-3500

Chief of Staff

Ed Wolf (816) 513-3519

Boards and Commissions

Ruth Bates (816) 513-3511

Director of Communications

Joe Miller (816) 513-3508

Assistant Director of Communications

Kendrick Blackwood (816) 513-3513

Director of Administration

Burnetta Burtin (816) 513-3505

Receptionist

Shawn Pierce (816) 513-3516

Assistant to the Mayor

Crispin Rea (816) 513-3503

OFFICE OF THE CITY MANAGER

Division: Administration
Address: 414 E. 12th St., 29th Fl., Kansas City, MO. 64106
Contact Phone:

Main Number 513-1408

City Manager

Cauthen, Wayne 513-1408

Executive Aide to the City Manager

Doakes, Ramonda 513-1424

Assistant City Managers

Franklin, John D. 513-1364

Noll, Richard R. 513-1369

513-1339

Vacant

Assistants to the City Manager

Baker, Greg 513-3554

Rouse, Earnest 513-2009

Director of Sales & Marketing

Gardner, Ava 513-1371

Downtown Projects Coordinator

Richard Usher 513-1376

Executive Assistants

Kneib, Linda 513-1365

Smidt, Terrie 513-1372

Torres, Erica 513-1300

Intern

Bender, Kate 513-3214

Johnson, Eugene 513-3204

Kolstad, Robb 513-2755

Porta, Ashley 513-1344

Analyst

Xiao, Ling 513-1430

Legislative Liaison

Williams, Greg 513-1307

CAPITOL IMPROVEMENT MANAGEMENT OFFICE

Construction Management

Team Lead

Mark Montgomery 513-2761

Team Members

Abe Tehrani 513-2754

Anita Simmons 513-9170

Edward Lewis 513-9170

John Millett 513-9170

Phillip Travis 513-2540

Walter Haith 513-9170

Daisy Dixon 513-9170

Marty Snyder 513-9170

Dale Perkins 513-9170

Chan To 513-9170

Ron Dubois 513-9170

Sean Hart 513-9170

Shad McCartney 513-9170

Patrick Lewis 513-9170

David Miller 513-9170

Miles Clauson 513-9170

Administration

Jean Davis 513-2653

ARENA

Team Lead

Ralph Davis 513-2740

Deputy Proj Manager

Cameron Blazer 513-2785

K C Live

Public Spaces

Team Members

Dan Witt 513-2788

Janice Gordan 513-2655

Mario Vasquez 513-2726

Administrative Services

Team Lead

Susan Moseley 513-2799

Team Members

Dana Chapman 513-2521

Sandy Piltz 513-2618

Kelly White 513-2797

Sheritha Mills 513-2591

Shirley Thomas 513-2573

Gail Burt 513-2720

Disadvantaged Business Liaison

Mike Hughes 513-2766

HUMAN RELATIONS DEPARTMENT

Address: 414 E. 12th Street 4th Floor City Hall, Kansas City, MO. 64106
Phone No: (816) 513-1836

Fax: (816) 513-1805

Director:

Phillip Yelder

MWDBE Compliance Team Manager

Heidi Moyer

(816) 513-1814

**Professional Services Contact:
Administrative Officer**

Tracey Franklin Bradford

(816) 513-1807

Administration

Roosevelt Draine

MWDBE Compliance Officer

Linda Daily

(816) 513-1803

(816) 513-1829

MWDBE Compliance Officer

Sharon Goodlow

(816) 513-1833

MWDBE Compliance Officer

Ollie Johnson

(816) 513-1830

Contract Compliance Administrator

Sheryl Kaullen

(816) 513-1402

Affirmative Action Team Member

Abubaker Abdul

(816) 513-1820

Contract Compliance Team Member

Shafiq Rehman

(816) 513-2648

Construction Workforce Compliance Officer

Denice Eason

(816) 513-1829

Construction Workforce Compliance Officer

Dan Osman

(816) 513-1815

Contract Compliance Analyst

Twintenia Strother

(816) 513-1404

Small Business Development Division

Address: 1601 E. 18th Suite 200 , Kansas City, MO 64108
Telephone NO: (816) 513-6817

Fax No. (816) 513-6820

Client Liaison

Delores Jackson

(816) 513-6817

Section 3 Training Coordinator

Diane Walker

(816) 513-6826

Facility Manager

Deborah Mason Ward

(816) 513-5803

Business Development Analyst

(816) 513-6804

Program Development

Edwina Jones

(816) 513-6802

SBDD Manager

Section 3 Administrator

Sandra V. Walker

AVIATION

Address: 601 Brasilia Ave., P.O Box 20047, KCMO 64195
Phone no: (816) 243-3000 **Fax:** (816) 243-3170
Email: avwebmail@kcmo.org

MWBE: Sheila N. Williams, D/M/WBE Program Manager (816) 243-3058

Planning & Engineering

Main Number: (816) 243-3030

Fax: (816) 243-3071

Assistant Director Planning & Engineering

Airport Engineer

Phil Muncy (816)243-3035

Registered Engineer

Lapondzia Jones (816) 243-3057

Contract Specialist

Homi Kapadia (816) 243-3038

Contract Specialist

Connie Marascuilo (816) 243-3055

Graduate Engineer

Cherlyn Tanner (816) 243-3059

Secretary

Melvin Price (816) 243-3044

Engineer

Cynthia Sholaja (816) 243-3031

Contract Administration Manager

Joel Taylor (816) 243-3042

Senior Engineering Technician

Leslie Turner (816) 243-3052

Engineering Technician III

Susan Ferrell (816) 243-3060

Environmental Management

Shawn Sierck (816) 243-3051

Environmental Manager

Sabrina Attaluri (816) 243-3110

Environmental Project Manager

Bob Jones (816) 243-3137

Environmental Officer II

Scott Franke (816) 243-3102

Properties & Commercial Development

Assistant Director

Dave Long (816) 243-3027

Senior Property Specialist

Judi O' Donnell (816) 243-3021

Senior Property Specialist

Bolivar Bello (816) 243-3028

Senior Property Specialist

Steve Skorepa (816) 243-3048

Senior Property Specialist

Brett Robinson (816)243-3025

Administrative Assistant II

Jill Ronk (816) 243-3026

Administrative Assistant II

Arnetta Revels (816) 243-3029

Administrative Assistant I

Sherri Gaiser (816) 243-3023

Administrative Assistant I

Erin Canseco-Tobias (816) 243-3041

Purchasing

Purchasing Clerk	<u>Lynette Pecoraro</u>	(816) 243-3159
Information Technology		Fax Number (816) 243-3222
	<u>Chester Smith</u>	(816) 573-0831
	<u>David Evans</u>	(816) 243-3150
Telecommunications System Administrator		
	<u>Ernie Lyons</u>	(816) 243-3114
Senior Systems Analyst		
	<u>Paul Spero</u>	(816) 243-3152
IT Enterprise Network Administrator		
	<u>Dave Sappington</u>	(816) 243-3144
IT Support Technician		
	<u>Khody Yazdi</u>	(816) 243-3141
Contract Programmer		
	<u>Cindy Khosravian</u>	(816) 243-3148

KANSAS CITY EMERGENCY CENTER

Address: 635 Woodland, Suite 2107, Kansas City, MO 6410
Phone No: 816.784.9040 **Fax:** 816.784.9056
Email:

Manager

D.A. Christian (816) 784-9044 da_christian@kcmo.org

Coordinator/Technologist

Steve Bean (816) 784-9056 stephen_bean@kcmo.org

Coordinator / Financial Specialist

Jennifer Shaw (816) 784-9304 jennifer_shaw@kcmo.org

Operations Manager

Adrian Walker (816) 784-9302 adrian_walker@kcmo.org

R.A.C.E.S. / A.R.E.S. Coordinator

Craig Schley R.A.C.E.S (816) 513-3769 craig_schley@kcmo.org

HUMAN RESOURCES

Address: 414 East 12th Street, 12th Floor, City Hall Kansas City, MO 64106
Phone No.: 816.513.1914 **Fax:** 816.513.2639
Email: job@kcmo.org 03

Administration

Director

Gary O'Bannon
Jessica Easter 816.513.1921

Benefits Manager

Susan Timmerman
Dinyelle Baker 816-513-1918
Rebecca Brinkley 816-513-1952
Laura Richardson 816-513-1949

Compensation Manager

Tom Brigg
Kalia McKinley 816-513-1902
Ramona Franklin 816-513-1907

Education & Development Manager

Debra Connor
Paulette Bell 816-513-1396
Rebecca Kinder 816-513-1397
Jan Wilkinson 816-513-1394

Equal Employment Opportunity/Diversity Manager

Marcy Woods
Charryse Berry 816-513-1829

Labor & Employee Relations Manager

Michael Kitchen
Torah Greenlaw 816-513-1908
Kym Lewis 816-513-1923

Recruitment Manager

Yvette Tunley
LaToya Black 816-513-1929
Cathy Himer
Terry Hernandez

Retirement System

Rick Boersma 816-513-1405
JoAnn Bowman 816-513-1905

INFORMATION TECHNOLOGY

Address: 1111 Locust 3rd Floor, Kansas City, MO 64106
Phone: 816.513.3733
Email: infotech@kcmo.org
Contact Person:
Programmer

<u>Adrienne Williams</u>	(816) 513-3636 adrienne_williams@kcmo.org Fax. NO. (816) 513-3620
<u>Cathy Nolan</u>	(816) 513-1162 Fax. NO. (816) 513-3620 cathy_nolan@kcmo.org
<u>Diana Johnson</u>	(816) 513-7543 Fax NO. (816) 513-7712 diana_johnson@kcmo.org
<u>Shanell D. Williams</u>	(816) 513-3744 shanell_williams@kcmo.org

Acting Chief Information Officer

Mary J. Miller (816) 513-3662

The Information Technology Department Today

The City of Kansas City Information Technology Department has emerged from a division of the Finance Department to be a freestanding City department. ITD provides the delivery systems to support various aspects of City operations.

The Information Technology Department provides acquisition and maintenance for the following:

Telecommunications - Includes the City's internal telephone systems; outside telephone service for voice and data; and cellular telephones, pagers, long distance and Internet access. ITD also maintains the accounting system and processes for all telecommunications activities.

Support for Legacy Systems - maintains support functions for legacy applications until enterprise solutions are developed.

Infrastructure Design and Support - provides design and support of the centralized network that connects all City buildings via underground fiber and leased digital connectivity.

Help Desk Services - provides over-the-telephone assistance to City staff on desktop software applications and other centralized software applications (such as Microsoft Word, spreadsheet, database, presentation, and Lotus Notes), electronic mail, and specialized applications. Supports major system applications (i.e., financial, human resources/payroll, computer-aided fire dispatch, on-line permitting), desktop hardware and peripherals, mainframe, central minicomputer, and file server systems.

Web Site and Intranet Support - maintains the City web presence and internal departmental pages. Provides leadership to the City's Internet Policy Ownership Group and provides strategies on new technologies with Internet implications, such as the webcasting of Council meetings.

Training - provides training for desktop software tools and project management.

Technology Planning Services - assists City departments in developing proposals for information technology projects, including cost/benefit analyses, development of technical specifications, and requests for proposals. Develops Service Level Agreements, risk analyses, and implementation strategies.

Enterprise Project Management Services - provides project management for new or enhanced technologies.

PC Life Cycle Program - provides coordination of a lease plan for the uniform placement of desktop workstations, printers and peripherals. Provides on-site support for desktop and telecommunications services.

Enterprise Licensing Coordination - provides record-keeping and requisition of enterprise licenses for Lotus Notes and Microsoft Office products to ensure compliance with federal copyright laws.

Disaster Recovery Plan - establishes an ongoing effort to ensure that there are contracts, agreements and plans in place to rebuild and/or replace any critical system within 48 hours of a disaster. This includes contracts for offsite storage of backups, contracts for on-site and off-site replacement equipment, and agreements with current vendors to supply equipment and services in the event of a disaster, plans to utilize these contracts and agreements efficiently when an event occurs.

LAW

Address: 414 East 12th Street, City Hall, Kansas City, MO 64106
28th Floor, City Hall

Phone No: (816) 513-3142

E-mail: law@kcmo.org

Fax: (816) 513-3133

Contact: Galen Beaufort, City Attorney

NEIGHBORHOOD & COMMUNITY SERVICES

Address: 414 E. 12th, St. 4th Fl., Kansas City, MO 64106
Phone: (816) 513-3201
E-mail: ncs@kcmo.org

Contact Names:

Program Manager	<u>Alexis White</u>	(816) 513-7657	alexis_white@kcmo.org
Administrative Assistant	<u>Cheryl Bennett</u>	(816) 513-3215	cherylbennett@kcmo.org
Administrative Assistant	<u>Kim Harris</u>	(816) 784-4566 Fax. No. (816) 784-4529	kim_harris@kcmo.org
Administrative Assistant	<u>Florence Kinard</u>	(816) 784-4557 Fax No. (816) 784-4525	florence_kinard@kcmo.org
Administrative Assistant	<u>Renee Husereaux</u>	(816) 784-4085 Fax No. (816) 784-4088	renee_husereaux@kcmo.org

LIBRARY

Kansas City , MO Public Library

KCMO Public Library Purchasing Department

Address: 14 West 10th Street Kansas City, MO 64106

Phone No.: (816) 701-3400

[Kansas City \(Mo.\)](#) public libraries

Central 14 West 10h Street, KCMO 64106 816.701.3403

LH Bluford 3050 Prospect Avenue, KCMO 64109 816.701.3482

North East 6000 Wilson Road, KCMO 64123 816.701.3485

Plaza 4801 Main Street, KCMO 64112 816.701.3481

IH Ruiz 2017 W Pennway, KCMO 64108 816.701.3487

Southeast 6242 Swope Parkway, KCMO 64130 816.701.3484

Sugar Creek 102 Sterling Road, KCMO 64054 816.701.3489

Trails West 11401 East 23rd Street, KCMO64052 816.701.3483

Waldo Community Branch 201 East 75th Street, KCMO 64114 816.701.3483

Westport 118 Westport Road, KCMO 64111 816.701.3488

[Johnson County \(KS\)](#) public libraries

[Linda Hall Library](#) of Science, Engineering & Technology

5109 Cherry,

Kansas City, MO 64110-2498

[Longview Community College Library](#)

500 SW Longview Road,

Kansas City, MO 64101

(816) 672-2080

[Maple Woods Community College Library](#)

2601 NE Barry Road, Kansas City, MO 64156

(816) 437-3080

[Penn Valley Community College Library](#)

3201 Southwest Trfwy., Kansas City, MO 64111

(816) 759-4080

[Research Medical Center Library](#)

2316 E. Meyer Blvd., Kansas City, MO 64132

(816) 276-4309

[Saint Luke's Hospital of Kansas City Health Sciences Library](#)

4400 Wornall Road, Kansas City, MO 64111

(816) 932-2333

[University of Health Sciences College of Osteopathic Medicine Library](#)

1750 Independence Ave., Kansas City, MO 64108

(816) 283-2290

[University of Missouri-Kansas City](#) (UMKC) libraries

[North Kansas City](#) public library

2251 Howell

North Kansas City, MO 64116

[Kansas City, Kansas](#) public library

625 Minnesota, Kansas KS 66101

913.551.3280

[Olathe](#) public library

305 S Bury Street

913.971.6850

MUNICIPAL COURTS-ADMINISTRATION

Addresses: 1101 Locust Kansas City, MO 64106
Phone No.: 816.513.2700

Fax No.: 816.513.3863

Honorable Joseph H. Locascio -- Presiding Judge
Bernard E. Schneider -- Court Administrator

PARKS and RECREATION

Address: 4600 East 63rd Street
Phone No.: 816.513.7523 (North) 816.513.7590 (Central) 816.513.7530 (South)

Contact Person:			
Assistant Regional Manager	<u>Alan Schmeizle</u>	(816) 513-7657	alan_schmeizle@kcmo.org
Accounting Clerk III	<u>Ara Peeples</u>	(816) 513-7560 Fax No: (816) 513-7554	ara_peeples@kcmo.org
Clerical Supervisor	<u>Barbara Scott</u>	(816) 513-7595 Fax No: (816) 513-7574	barbara_scott@kcmo.org
Contracts Compliance Office			
Manager Procurement	<u>Brenda Pouncil</u>	(816) 513-7559 Fax No.: (816) 513-7603	brenda_pouncil@kcmo.org
Manager	<u>Richard Enfield</u>	(816) 513-7615	richard_enfield@kcmo.org
Administrative Officer	<u>Dave Buie</u>	(816) 513-7707	buie_dave@kcmo.org
Administrative Assistant	<u>Rebecca Hadjian</u>	(816) 513-7601	rebecca_hadjian@kcmo.org
Administrative Assistant	<u>Pat Losiewicz</u>	(816) 513-7632	pat_losiewicz@kcmo.org
Administrative Assistant	<u>Christopher Chambers</u>	(816) 513-7720	christopher_chambers@kcmo.org
Administrative Assistant	<u>Deborah Dawkins</u>	(816) 513-7543 Fax. NO. (816) 513.7712	deborah_dawkins@kcmo.org
Administrative Assistant	<u>Kim Keeling</u>	(816) 513-7531	kim_keeling@kcmo.org
Landscape Inspector	<u>George Biswell</u>	(816) 513-7524 Fax No.: (816) 513-7574	george_biswell@kcmo.org
Accounting	<u>Jimmie Coleman</u>	(816) 513-7620 Fax No.: (816) 513-7602	jimmie_coleman@kcmo.org
Administrative Assistant	<u>Cheryl Bennett</u>	(816) 513-3215 Fax. No. (816) 513-3201	cheryl_bennett@kcmo.org
Administrative Assistant II	<u>Patt Losiewicz</u>	(816) 513-7632 Fax No. (816) 513-7602	patt_losiewicz@kcmo.org
Administrative Assistant	<u>Rebecca Hadjian</u>	(816) 513-7601 Fax No. (816) 513-7602	rebecca_hadjian@kcmo.org
Administrative Assistant II	<u>Lisa Lambert</u>	(816) 513-1949	lisa_lambert@kcmo.org
Developmental Specialist II	<u>Lorri Calandra</u>	(816) 513-7522	lorri_calandra@kcmo.org
Secretary	<u>Richard Enfield</u>	(816) 513-7615	richard_enfield@kcmo.org
MMT	<u>Ronnette McKinnis</u>	(816) 513-5718	ronette_mckinnis@kcmo.org
Secretary	<u>Shannon Dooley</u>	(816) 513-7605	shannon_dooley@kcmo.org
Administrative Assistant	<u>Sherri Lewis</u>	(816) 513-7651	sherri_lewis@kcmo.org
	<u>Tracy Brucks (CIMO)</u>	(816) 513-7586	tracy_brucks@kcmo.org
	<u>Vanessa Rashaw</u>	(816) 513-7591	vanessa_rashaw@kcmo.org

CITY PLANNING and DEVELOPMENT

Address: 414 East 12th Street 15th Floor City Hall Kansas City, MO 64109
Phone No.: 816.513.1407
Email: planning@kcmo.org

Office of Public Information:

Customer Service Representative [Dodd, Elyssa](#) (816) 513-1451 elyssa_dodd@kcmo.org

Business Services Division:

Customer Service Specialist [Bassett, Christine](#) (816) 513-1515 christine_bassett@kcmo.org
Customer Service Specialist [Mitchem, Carbetta](#) (816) 513-1497 carbetta_mitchem@kcmo.org
Customer Service Specialist [Muhammad, Fareeda](#) (816) 513-1581 fareeda_muhammad@kcmo.org
Customer Service Representative [Bass, Nichol](#) (816) 513-1524 nichol_bass@kcmo.org
Customer Service Representative [Hurst, Sara](#) (816) 513-1513 sara_hurst@kcmo.org
Customer Service Representative [King, Shanta](#) (816) 513-1480 shanta_king@kcmo.org
Customer Service Representative [Simmons, Sarah](#) (816) 513-1507 sarah_simmons@kcmo.org
Customer Service Representative [Strain, Rachelle](#) (816) 513-1521 rachelle_strain@kcmo.org
Customer Service Representative [Tuggle, Pagerine](#) (816) 513-1414 pagerine_tuggle@kcmo.org

Permits Division:

Permit Branch

Customer Service Specialist [Mitchem, Carlean](#) (816) 513-1469 carlean_mitchem@kcmo.org
Customer Service Specialist [Mujahid, Maggie](#) (816) 513-1466 maggie_mujahid@kcmo.org
Customer Service Specialist [Simpson, Valencia](#) (816) 513-1446 valencia_simpson@kcmo.org
Customer Service Specialist [Smith, Victoria](#) (816) 513-1477 victoria_smith@kcmo.org
Customer Service Specialist [Wells, Kimberly](#) (816) 513-1470 kimberly_wells@kcmo.org
Customer Service Specialist [Williamson, Teola](#) (816) 513-1475 teola_williamson@kcmo.org

Plans Management Branch

Customer Service Specialist [Jones-Sherman, Wanda](#) (816) 513-1489 wanda_jones-sherman@kcmo.org
Customer Service Specialist [Woodson, Phyllis](#) (816) 513-1481 phyllis_woodson@kcmo.org
Customer Service Representative [Cubit, Gwendolyn](#) (816) 513-1512 gwendolyn_cubit@kcmo.org
Customer Service Representative [Sanders, Georgetta](#) (816) 513-1506 georgetta_sanders@kcmo.org

Economic Development Division and Business Assistance Center

Secretary Mae Caruthers (816) 513-2880 mae_caruthers@kcmo.org

Property and Relocation

Administrative Assistant Lisa Brown (816) 513-2875 lisa_brown@kcmo.org
Secretary Shurlonda Eason (816) 513-2894 shurlonda_eason@kcmo.org

POLICE

Address: 1125 Locust, Kansas City, MO 64106
Phone: 816.234.5000
Email: chiefsoffice@kcpd.org

Fax: 816.5013

Deputy Chief Nick Nichols **Administration Bureau**

Training Division
Professional Training

Information Services Division
Computer Operations Section
Network Operations

Deputy Chief Cy Ritter **Executive Services Bureau**

Facilities Management Division
Building Operations Unit
Building Maintenance Section

Fiscal Division
Financial Services Unit
Purchasing Section
Supply Section

Planning and Research Division
Special Projects Unit
Special Projects Section

PUBLIC WORKS

Address: 414 East 12th Street, 20th Fl. City Hall, , Kansas City, MO 64106
Phone No.: (816) 513-2627 **Fax. No.:** (816) 513-2615
E-mail: pubworks@kcmo.org
Director: Stanley Harris

The Public Works Department employs about 500 employees who provide many essential city services, such as [recycling](#), [trash collection](#), [bulky item pickup](#), [street maintenance](#), [street sweeping](#), [traffic sign and signal](#), [street lighting](#) and [snow removal](#). Additional responsibilities include oversight of public transportation (Area Transportation Authority).

Stan Harris is the director of Public Works. His office is located on the 20th floor of City Hall. Five division heads help accomplish the department's goals and assist in daily operations.

The Public Works Department is a large and complex organization comprised of five divisions: Administration, Garage and Parking Services, Facilities Management, Solid Waste, and Street and Traffic Operations.

Administration Manager

Marvin Davis (816) 513-2613

HR Consultant

Nicole Wilson (816) 513-2628

Analyst III

Sheila Wates (816) 513-2659

Administrative Assistant II

Linda Sanderson (816) 513-2595

Secretary

Pamela Williams (816) 513-2770

Public Information Officer

Dennis Gagnon (816) 513-2659

Financial Services Section

Lavern Sampson (816) 513-2594

Debbie Moore (816) 513-2658

Leanne Johnson (816) 513-2632

Barbara Hayes (816) 513-2616

Paulette Moorner (816) 513.2626

This division is responsible for general administration of the department, including budgeting, accounting and finance, public information, correspondence and human resources. Specific tasks include:

- Presiding over personnel hearings and administering the department's safety and training programs.
- Processing financial documents, coordinating records management, and overseeing preparation and review of the department's budget.

Facilities Maintenance

Location: 23rd floor and basement of City Hall, and at the Municipal Service Center, 5300 Municipal Ave.

Operations Manager Robert Lawler (816) 513-2532

This division is responsible for the management and operation of City Hall, the Municipal Court building and 155 other city-owned facilities, including:

Administrative Officer

Gailla Rogers (816) 513-2160
Fax NO. (816) 513-1418

Operations & Maintenance of City Hall Information Processor

Shirlene Laspy (816) 513-2606

Maintenance Shop

Maintenance Supervisor

Tracy Clark (816) 513-2686

City Hall Security

(816) 513-2778

Operations & Maintenance 5300 Municipal Ave

Service Requests

(816)513-9150

Superintendent

Bill Eagleburger (816) 513-9157

Maintenance Supervisors

<u>Dennis Brueck</u>	(816) 513-9155
<u>David Bray</u>	(816) 513-9158

Secretary

<u>Carol Martinez</u>	(816) 513-9155
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**Swope Parkway building operations
General Supervisor**

<u>Michael Powell</u>	(816) 513-9065
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**18th Vine Museum, 1616 D. E 18th
General Supervisor**

<u>Oscar Burrow</u>	(816) 221-9479
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Street and Traffic Division

Location: It is located on the 19th floor of City Hall and at six other locations around the city
The Street and Traffic Division is the largest division in Public Works. The division is responsible for providing several programs to the residents. They are:

- [Street Maintenance Program](#). They are responsible for patching potholes, minor bridge repair, cleaning roadside ditches and snow and ice removal. This also includes the 24-hour snow command post which coordinates city-wide snow and ice control operations and disseminates weather-related information.
- Street Maintenance Construction Program. They are responsible for the [street preservation](#) program, [sidewalk construction](#), [materials testing and lab](#), and [city surveying services](#).
- The Traffic Engineering and Operations maintains the city's system of [traffic signals](#) and signs, striping, and street lighting. This also includes traffic studies for speed limit changes, stop signs, signal requests and traffic calming.
- The [Planning Section](#) develops a long term plan of capital improvements and technical review of design plan for the Public Works department.

**Administration Section
City Engineer**

<u>Gregory Rokos</u>	(816) 513-2575
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Administrative Officer

<u>Paul Keleti</u>	(816) 513-2582
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**Transportation Section, 19th Floor
Manager**

<u>Mohsin Zaidi</u>	(816) 513-2683
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Transportation Planning

<u>Maria Stimach</u>	(816) 513-2676
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Customer Service Section, 19th Fl.**Parking Services Division**

Location: 23rd floor of City Hall

Manager: <u>Anderson Moore</u>	816.513-2665
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The primary objective of this division is to consolidate key elements of the City's parking management functions to more effectively and efficiently track, implement, plan and manage the parking resources in the City.

Mission Statement: A division dedicated to being the nation's leader in providing quality, efficient, safe solution oriented technologically advanced parking services. We will accomplish this by being responsible to and partnering with our internal and external customers, consistently measuring and improving all aspects of our business.

Solid Waste

Address: 414 East 12th Street, 23 Floor, City Hall Kansas City, MO 64106
Main Number 816.513.3470

Manager

<u>Michael Shaw</u>

Secretary

<u>Angela Williams</u>	(816) 513-3470
	(816) 513-3454

**Recycle Program
Business Services**

<u>Tonya Davis</u>	(816) 513-3481
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Accounting

<u>Malou Nasto</u>	(816) 513-2566
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Administrative Assistant

<u>Irene Lacy</u>	(816) 513-3455
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Operations, 5300 Municipal

Main Number	(816) 513-9431
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Administrative Assistant

Sharon Ramsey

(816) 513-9431

Community Programs Coordinator

Constance Tate

(816) 513-9327

Community Programs Assistant

Lois Adams

(816) 513-9328

Supervisors

Donald Finley

(816) 513-9421

Francis Fleming

(816) 513-9432

Marion Goodloe

(816) 513-6417

Raymond Moore

(816) 513-9419

Al Wash

(816) 513-9415

Kim Watkins

(816) 513-9433

KANSAS CITY MISSOURI SCHOOL AREA DISTRICTS

KANSAS CITY MISSOURI SCHOOL DISTRICT

Address: 1211 McGee
 Suite 535
 Kansas City, MO. 64106-2416
 Telephone: (816) 418-7300 Fax: (816) 418-7166
 Email: btaylor@kcmsd.net

Purchasing

The Purchasing Department of the Kansas City, Missouri School District accepts all bids on behalf of the District. Bids and proposals are to be received on the posting dates by 2:00 P.M. by the Purchasing Department of the School District of Kansas City, Missouri, 1211 McGee, Suite 535, Kansas City, MO 64106.

Bids received on the designated dates, will be publicly opened and read aloud in the Purchasing Department Conference Room at 2:30 P.M.

RFPs will be publicly opened. Administration will read aloud the names of vendors submitting proposals on the designated dates in the Purchasing Conference Room at 2:30 P.M.

All bids can be accessed on the district's website or a copy may be obtained from the **Purchasing Department, 1211 McGee, Suite 535, Kansas City, MO 64106** or via [email](#).
Phone: (816) 418-7300
Fax: (816) 418-7166

2006-2007 REQUISITION DISTRIBUTION - BUYER ASSIGNMENTS

MYRTLE BURTON Phone X7310 Buyer # 519004	DORISE GILBERT Phone X7308 Buyer # 519005	MONIQUE JEMERSON Phone X7318 Buyer # 529561	DEANNA CHAUNET Phone X7313 Buyer #529859
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High Schools High Schools High Schools High Schools Central Lincoln	Manual Technical Westport	Paseo Van Horn	Northeast Southeast
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Middle Schools Middle Schools Middle Schools Middle Schools Central Lincoln	Clarke Westport	(ACE) KCMSA King Rogers	Northeast Nowlin
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Alternative Schools Anderson Delano Fairview Juvenile Justice Pershing Teenage Parent Center Other Alternative Programs Unlisted	Early Childhood Douglas Parents as Teachers
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Elementary Schools Bryant Graceland NRC/Korte Phillips Pinkerton Sugar Creek Elementary Schools Swinney Three Trails Trailwoods West Rock Creek Wheatley	Elementary Schools Banneker Blenheim Border Star East Fairmount Garcia Elementary Schools Holiday Moore Paige Thatcher (ESL) Carver	Elementary Schools Askew Attucks Chick Faxon Hartman James Elementary Schools Ladd Longan Mt. Washington Pitcher Weeks	Elementary Schools Foreign Language Franklin Garfield Gladstone Knotts Longfellow Elementary Schools McCoy Melcher Richardson Scarritt Troost
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Woodland

Departments

Adult Basic Ed.
Athletic Department
Curriculum
Exceptional Education
Human Resources
Humanities

Cook

Departments

Alternative Programs
Assessment
Career & Technical Ed.
ESL (English as 2nd Lang.)
Facilities/Maintenance
R.O.T.C.

Marlborough

Departments

Administrative Services Center.
Accounting/Investments
Board Services
Budget Information
Business/Finance
Food Service

Excep. Ed. Whittier

Departments

Admissions
Grants
Head start
Tech.
Instructional Tech.

HICKMAN MILLS

Address: 9000 Old Santa Fe Rd.
Kansas City, MO. 64138
Telephone No: (816) 316-7000

Fax No: (816) 31-7020

Administrative & Financial Services Division

Andrea Beck, Chief Fiscal Officer
Phone: (573) 751-4681
Andrea.Beck@dese.mo.gov

General Information

The Purchasing Department is open Monday through Friday, 8:00 a.m. to 4:30 p.m. during normal attendance days, 8:00 a.m. to 3:30 p.m. during the summer schedule.

Mission

To provide quality service through effective communication and a cooperative working relationship with all departments and vendors, in order to fulfill the needs of Hickman Mills C-1 School District for goods and services in a professional, responsive, timely and cost effective manner, and in accordance with all legal requirements, ethical standards and Board of Education Policies.

Functions / Responsibilities

The Purchasing Department seeks to secure equipment, materials and services for District departments in an efficient, professional and timely manner, at the lowest cost and best value for our District.

How Hickman Mills C-1 Procures Goods & Services

The first step in selling supplies and/or services to Hickman Mills C-1 School District is to register on-line with the Purchasing Department by completing a Vendor Information Form. To access the form, you will need a vendor number and password. Contact us at 816-316-7000 requesting this information. Once you have a vendor number and password, click [Become a Vendor](#). The Purchasing Department will use this information to maintain a database of qualified vendors and to evaluate bidder capability. All registered vendors will be notified of any changes to our bidding methodology. (Approval as a qualified vendor requires submission, via U. S. mail, of a [W-9 Form](#), which can also be downloaded from this web site.)

While registering as a vendor places that vendor in the District's database of possible vendors and allows purchases to be made from them, it does not provide notification of bid opportunities. The District has contracted with DemandStar by Onvia for the maintenance of an automated bid notification system, categorized by specific commodities and services. Vendors who have subscribed to the service are notified by fax or e-mail whenever an Invitation for Bid (IFB) or Request for Proposal (RFP) has been offered for the commodity and/or service supplied by the vendor.

Vendors are not required to subscribe to DemandStar by Onvia to obtain bid documents or to do business with Hickman Mills C-1 School District. Vendors choosing not to subscribe can view bid documents on Demand Star. The bid documents can then be downloaded for a fee, or vendors can receive them free, via e-mail or fax, by contacting the purchasing official identified in the bid details. All formal bids will be posted on the DemandStar web site (linked from our web site) and advertised in the Daily Record. For additional information or to subscribe to DemandStar, [click here](#) or call (800) 711-1712.

Invitation to Bid

Whenever an entity of the District requests services, equipment and/or materials in excess of \$2,500.00, vendors who have subscribed with the District's third-party provider will be notified. Any item exceeding \$2,500.00 must be competitively bid per [BOE policy# 1075](#). Upon receiving an Invitation to Bid, the vendor should carefully read the entire document. It is the vendor's responsibility to obtain all bonds, insurance, and any other requested documents, as outlined in the Invitation to Bid. Pre-bid conferences may be held for formal, sealed bids to provide vendors with the opportunity to ask questions regarding the bid. In these cases, the bid solicitation will outline the time and place of the pre-bid conference and indicate if attendance is mandatory in order to participate in the bidding process.

A public bid opening is required for formal, sealed bids. Public bid openings are on the date and time specified in the solicitation in the Purchasing Department located 9000 Old Santa Fe Road, Kansas City, Missouri 64138-3998. Bids must be stamped "received" in the Purchasing Division prior to the stated deadline in order to be accepted.

Any and all procurement of goods and/or services by Hickman Mills C-1 School District must be predicated by the issuance of a **purchase order** as stipulated in section 3.5.1.A of Hickman Mills Board of Education Policy:

"Purchasing of supplies and materials is made on the basis of a purchase order signed by the purchasing agent working under the supervision of the budget director. All purchases should be initiated by a purchase order signed by an administrator or a director in

charge of a department, and signed by the purchasing agent or associate superintendent. **The district shall not be liable for purchases made in any other manner."**

A purchase order is the district's instrument for payment. Without a purchase order being issued, funds will have not been properly encumbered which in turn would render the district unable to process any claim for payment that does not refer directly to an issued purchase order.

Annual Contracts

Annual Contracts are used to purchase certain goods and services the District buys repetitively over the course of a year. These contracts are bid for commodities, equipment or services for a specified period of time, usually one-three years with possible 1-year renewals. Awards may be made to qualified, single or multiple vendors who meet specifications and conditions

Request for Proposal

A Request for Proposal (RFP) is used in lieu of an Invitation to Bid when sealed bidding is either not practicable or not advantageous to the District. When the District issues an RFP, it will contain a scope of work to be addressed by the proposal. Only the names of the responders will be identified at the opening of the RFP.

Using the process of Request for Proposal must promote overall economy for the purpose intended and encourage maximum practicable competition that satisfies the needs of the District. An award may be made to the responsible offer or whose proposal is determined to be the most advantageous to the District.

Purchases Between \$101 and \$2500.00

Purchases between \$101.00 and \$2,500.00 can be processed by a Request for Quotation via telephone, fax or electronic media. Vendors should supply catalogs or other literature regarding their products to the Purchasing staff for review.

CENTER SCHOOL DISTRICT

Address: 8701 Holmes
Kansas City, MO.64131
Telephone NO.: 816.349-3300

Fax NO.: 816.349-3431

Business Operations

Director of Business

E-mail: Gary Poindexter 816.349-3320
gpoindexter@center.k12.mo.us

- Accounts Payable
- Accounts Receivable
- District Safety
- Employee Insurance
- Finance and Budgeting
- Food Service
- Maintenance/Custodial Services
- Payroll
- Property Insurance
- Transportation

Accounts Payable

Lynna Goud 816-349-3315
lgoud@center.k12.mo.us

Business Office Secretary

Debi Julian 816-349-3318
djulian@center.k12.mo.us

Payroll

Debbie Steiner 816-349-3317
dsteiner@center.k12.mo.us

LEES' SUMMIT 7

Address: 600 SE Miller
Lees Summit, MO 64063
Main Number: (816) 986-1000

Business Services

(816) 986-1046

Fax NO. (816) 986-1168

Purchasing Warehouse Manager

Tom Argubright

RAYTOWN SCHOOL DISTRICT 2

Address: 10500 E. 60th Terrace
Raytown, MO 64133

Administration	Telephone	Fax
Administration Building	268-7000	268-7029
Business Office	268-7060	268-7063
Food Service	268-7076	268-7075
Transportation	268-7170	356-3087
Central Media Center	268-7080	268-7085
Buildings and Grounds	268-7160	737-1809
Technology	268-7120	268-7129
Residency Office	268-7115	

ROCKHURST SCHOOL

Address: Rockhurst High School
9301 State Line Road
Kansas City, MO 64114-3299

Telephone NO: (816) 363-2036

Fax: (816) 363-3764

Chief Financial Officer:

Mr. Dana Brack

(816) 363-2036 ext 526

Business & Finance Assistant

Mrs. Kelly Williams

(816) 363-2036 ext 525

**KANSAS CITY MISSOURI UNIVERSITIES
AND
COLLEGES**

ROCKHURST UNIVERSITY

Address: Rockhurst University
1100 Rockhurst Road
Kansas City, MO 64110
Telephone NO: (816) 501-4000
(800) 842-6776

Vice President for Business and Finance
Guy Swanson, B.S.

UMKC –UNIVERSITY OF MISSOURI KANSAS CITY

Address: 1011 E. 51st Street
Kansas City, MO. 64110
Mailing Address: 5100 Rockhill Rd. 108 General Services Building
Kansas City, MO 64110 •
Telephone NO: (816) 235-1371 **Fax:** (816) 235-5552
E-mail: umkcprocurement@umkc.edu

Procurement Division of Administration and Finance

Manager

Cathy Barker

Senior Buyer

Jim Shatto

Management Support

Vacant

(816) 235-1420

Support to Senior Buyer

Ruby Jemison

(816) 235-1372

Purchasing & Fleet credit card programs

Krista Young

(816) 235-6299

Mission Statement

Procurement Services is dedicated to optimizing customer service while providing products and services that maximize system resources; maintaining the highest level of professionalism, ethics and integrity in support of the university mission.

Procurement Guide

[Methods](#)

[Purchase Authorization](#)

[Signatures](#)

[Requisitions](#)

[Purchase Timing](#)

[Bid Limits](#)

[Sole Source Purchases](#)

[Bid Process](#)

[Request for Proposal](#)

[Bid Posting](#)

[List of Contracts](#)

[Services](#)

[Certificate of Insurance](#)

[Internal Loans](#)

[Minority/Woman Owned Business](#)

[Tax Exempt Letter](#)

Campus Procurement assists departments in acquiring goods and services:

- That meet user needs
- At best value
- With minimal use of University resources
- Through a process that meets the University's ethical, legal, and fiduciary responsibilities

Methods of Procurement

Campus departments may make purchases with a purchasing card or purchase order.

Purchasing Card purchases must comply with the policies as stated in cardholder training. The most recent purchasing card policy is available [here](#).

Purchases that cannot be made on the purchasing card must be made with a university issued purchase order.

Authorization to Make a Purchase – Purchase Order

The University of Missouri System Purchasing Policy Manual states: Any employee who commits the University to a purchase, sale, lease, or other arrangements without proper authorization may be personally liable for the transaction.

Purchases on a purchase order must be processed through Campus Procurement, then reviewed and authorized by someone delegated the authority to make a purchase for the campus such as a Senior Buyer or Manager of Campus Procurement. Purchases made prior to review and authorization by an authorized buyer may make the person committing the purchase personally liable.

Authorized Signature

Agreements for items or services purchased on a purchase order or with the purchasing card which require a signature must be submitted to UMKC Campus Procurement for review and signature prior to the purchase being made. The agreement will be reviewed and sent to the General Counsel's Office in Columbia for review and approval if necessary. After the General Counsel's Office has reviewed the agreement, it will be forwarded to an individual at UMKC who has been authorized by University policy, or in writing by the Chancellor, to sign agreements for the University.

Unauthorized individuals signing contracts may be personally liable for the total amount of the contract as well as any damages or liability arising from the contract.

Examples of agreements that require review, approval, and an authorized signature include software license agreements,

software maintenance agreements, copy machine maintenance agreements, equipment rental agreements, and a vendor's terms and conditions if a signature is required.

Requisition / Purchase Order Process

An official purchase order authorizes a supplier to provide materials and services to UMKC and to invoice UMKC for such items. The purchase order is a legal document. All acquisitions not made with the purchasing card or petty cash should be made with a UMKC purchase order issued by Campus Procurement.

Purchase orders result from requisitions created and approved by campus departments. These requisitions are created and approved within PeopleSoft. The originating department must include on each requisition chart field string(s) information, the quantity, units of measure, item description, estimated cost, delivery address, suggested supplier, and include any comments needed. Requisitions that do not involve bid requests or questions are typically converted to purchase orders within two (2) business days or less after passing budget checking.

AVILA UNIVERSITY

Address: 11901 Wornall Road
Kansas City, MO. 64145
Telephone NO: 816-942-8400, ext. 3500

Business Office

<u>Teresa Crew</u>	(816) 501-3735
<u>Michelle Fay</u>	(816) 501-3700
<u>Jeanette Greene</u>	(816) 501-3690
<u>Maggie Lambi</u>	(816) 501-3741
<u>Terry Paine</u>	(816) 501-3606
<u>Debra Weaver</u>	(816) 501-3617

Business Officer Controller

<u>Joe Sjuts</u>	(816) 501-3615
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Purchasing

<u>Janet Redmond</u>	(816) 501-3631
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PARK UNIVERSITY

Address:

8700 N River Park, Parkville, MO 64152

Main Number:

(816) 584-6392

Fax:

(816) 584-505-5450

Purchasing Department

Director of Business Affairs

Phone No.:

Email:

James C. Crum

(816) 584-6382

jcrum@park.edu

Deputy Director of Business Affairs

Phone:

Email:

Donna Gifford

(816) 584-6847

dgifford@park.edu

Purchasing Clerk

Phone No.:

Email:

Marquida Johnson

(816) 584-6803

mjohnson@park.edu

Accounts Payable

Phone No.:

Email

Janine Johnson

(816) 584-6236

jjohnson@park.edu

Controller

Phone No.:

Email:

Nadine Clapp

(816) 584-6235

rclapp@park.edu

WILLIAM JEWELL COLLEGE

Address: 500 College Hill
Liberty, MO 64068
Telephone NO: (816) 781-7700

Business Office

Lead Cashier	<u>Libby Boudreaux</u>	ext 5163	(816) 415-5989
Assistant Controller	<u>Matthew Chapman</u>	Ext 5160	(816) 415-5987
Accounts Payable Clerk	<u>Tracy Hart</u>	Ext 5165	(816) 415-5991
Payroll Clerk	<u>Kathy Le Blanc</u>	Ext 5161	(816) 415-5988
Controller	<u>Linda Sharp</u>	Ext 5888	(816) 415-5994

UNIVERSITY OF KANSAS MEDICAL CENTER

Address: 120 Support Service –
2100 W. 36th Ave
Mail Stop: 2034
Phone: 913) 588-1100

Fax: (913) 588-1102

Hours of Operation: 8:00-5:00PM

Director of Purchasing

Peggy Davis (913) 588-1115

Administers contract cover sheets process, departmental PeopleSoft Liaison, Supervises three Procurement Officers, BPC coordinator, Oversees operations for the Office Supply Store

Procurement Officer III

Peggy James (913) 588-1116

Business Procurement Card Program Administrator, Supervises BPC program staff

Procurement Officer III

Janie Meeker (913) 588-1130

Issues bids for capital equipment and supplies up to \$25,000, Supervises requisition and purchase order processing staff, Processes requests for bid through the Division of Purchases over \$25,000

Procurement Officer II

Bruce Townzen (913) 588-1109

University contracts, Supervises Procurement Officer I, Maintain / Update Purchasing Home Page on Pulse

Accounting Specialist

Wannetta Hoskins (913) 588-1127

Processes requisitions under \$2,000.00

Procurement Officer I

Betty Moore (913) 588-1117

Business Procurement Card Auditor, Contact for Information on the Business Procurement Card (BPC) use, valid purchases, transaction approval, etc.

Procurement Officer I

Deborah Alspaugh (913) 588-1118

Main PeopleSoft Vendor Database, Process requisitions from \$2,000 to \$10,000, Process emergency requisitions and private fund orders Processes PeopleSoft change orders and cancels

Accounting Specialist

Dilcie Spencer (913) 588-1126

Process requisitions under \$2000.00

Storekeeper Specialist

Milton Butler (913) 588-0298

Operates Office Supply Store

Accounting Specialist

Robert Reed (913) 588-1136

Assists with Business Procurement Card Program

Accounting Specialist

Susan Trolinger (913) 588-1140

Assists with Business Procurement Card Program

Accounting Specialist

Barbara Faustlin (913) 588-1100

Process requisitions under \$2,000, Main timekeeper for department, Receptionist

THE UNIVERSITY OF KANSAS

Address: Comptrollers Office, Carruth-O'Leary
The University of Kansas
Lawrence, KS 66045

Phone: 785-864-3066 |

Fax: (785) 864-5829

Accounting Phone: (785) 864-3790

Fax: (785) 864-5267

Purchasing Phone: (785) 864-3790

Fax: (785) 864-3454

Administrative Assistant

Vickie Avery rm 3 (785) 864-5949

Accountant / Buyer

Diane Brown rm 3 (785) 864-5946

Accountant

Linda Bruce rm 3 (785) 864-5949

Accountant

LeAnn Ferguson rm 1 (785) 864-5942

Accountant

Carla Harris rm 1 (785) 864-5939

Accountant / Buyer

Kathy Jansen rm 8 (785) 864-3063

Assistant Comptroller

Debbie Kramer rm 9 (785) 864-5935

Accountant / Buyer

Michael Lewis rm 1 (785) 864-5938

Procurement Officer IV

Deana Merryman rm 6 (785) 864-5971

Administrative Associate

Anita Moske rm 1 (785) 864-5936

Accountant

Kristi Olson rm 1 (785) 864-5131

Account Buyer

Eileen Philips rm 8N (785) 864-5976

Accountant

Cathleen Wilkinson rm 1 (785) 864-5940

Administrative Associate

Mary Williams rm 7 (785) 864-5970

Accountant Buyer

Susan Wright rm 6N (785) 864-5972

Accountant I

Rechelle Wustefeld rm 1 (785) 864-5941

METROPOLITAN COMMUNITY COLLEGE PURCHASING DEPARTMENT

Address: 3200 Broadway,
Kansas City, MO 64111
Telephone No: (816) 759-1100

Fax (816) 759-1221

Director of Purchasing

Dorothy Miller

(816) 759-1258 e-mail Dorothy.Miller@mcckc.edu

Purchasing Manager

Zalfen Colville

(816) 759-1115 e-mail Z.Colville@mcckc.edu

Purchasing Coordinator

Beatrice Westhues

(816) 759-1353 e-mail
Beatrice.Westhue@mcckc.edu

Purchasing Specialist

Brenda Buckner

(816) 759-1106 e-mail Brenda.Bucker@mcckc.edu

Purchasing Assistant

Helen Jones

(816) 759-1113 e-mail Helen.Jones@mcckc.edu

Purchasing Assistant,

Dina Murga

(816) 759-1441 e-mail Dina.Murga@mcckc.edu

JOHNSON COUNTY COMMUNITY COLLEGE

Address: 12345 College Blvd.
Overland Park, Ks. 66210
Telephone NO: (913) 469-3812
Email: dstaples@jccc.edu **Fax:** (913) 469-4429

Purchasing

The Purchasing Division strives to facilitate the expenditure of JCCC funds in a manner that assures the greatest ultimate value per dollar expended

Mission Statement

The Purchasing Division strives to accomplish its mission by:

- providing high quality procurement-related services in support of the diverse JCCC population (students, faculty, staff, and community); thereby promoting the institutional commitment to provide exceptional educational programs and services by creating the opportunity to achieve a greater level of professional excellence.
- facilitating the expenditure of JCCC funds in a manner that assures the greatest ultimate value per dollar expended.
- creating and maintaining goodwill through open communication and relationships with employees, vendors, and the general public; accordingly establishing a strong foundation of honesty, integrity, and fairness to all with ethics being paramount.

Dir. Purchasing

Mitch Borchers (913) 469-8500 x3860

Sr. Buyer

Marilyn Bottrell (913) 469-8500 x2336

Warehouse

Ryan Floy (913) 469-8500 x2338

Purchasing Clerk

Bernie Freeman (913) 469-8500 x3356

Warehouse

Billy Freeman

Sr. Buyer

Dennis Kuder (913) 469-8500 x2337

Warehouse

Michael Myers (913) 469-8500 x3925

Purchasing and Inventory Assistant

Linda Nelson (913) 469-8500 x4333

Warehouse & Postal Svcs Supv.

Keith Pembleton (913) 469-8500 x2338

Admin. Asst. II

Dee Staples (913) 469-8500 x3812

Warehouse Assistant

James Wiesner
(913) 469-8500 x3356

DONNELLY COLLEGE

Address: 608 N 18TH ST
Kansas City, KS. 66102
Telephone No: (913) 621-6070
E-Mail: french@donnelly.edu; cole@donnelly.edu

Business Office

Ellen Cole-Norris

(913) 621-8742

KANSAS CITY KANSAS COMMUNITY COLLEGE

Address: 7250 State Avenue
Kansas City, KS 66112
Telephone NO: (913) 334-1100

Business Office

Dean of Financial and Administrative Services

Director of Financial Records	<u>Brian Bode</u>	(913) 334-1100 ext 7114
Business Office Cashier	<u>Marie Branstetter</u>	(913) 334-1100 ext 7211
Professional Assistant / Bookkeeper	<u>Wendy Brewer</u>	(913) 334-1100 ext 7612
Technical Assistant / Business Office	<u>Linda Burgess</u>	(913) 334-1100 ext 7450
Technical Assistant Business Office	<u>Judy Miller</u>	(913) 334-1100 ext 7249
Supervisor of Business Office	<u>Connie Northup</u>	(913) 334-1100 ext 7112
	<u>Nancy Talbert</u>	(913) 334-1100 ext 7212

Missouri and Kansas Counties

JACKSON COUNTY MISSOURI

Jackson County Courthouse

415 E. 12th Street, Room G-1
Kansas City, MO 64106
Phone: (816) 881-3267
Fax: (816) 881-3268
Email: Purchasing@jacksongov.org

Bidders List Application Forms may be obtained by contacting our Division at the telephone number above.

Jackson County Purchasing Division Staff:

Gloria Ortiz-Fisher, Director
(816)881-3176
gfisher@jacksongov.org

Scott Jacoby, Assistant Director of Finance and Purchasing Operations
(816) 881-1359
SJacoby@jacksongov.org

Barbara Casamento, Purchasing Supervisor
(816)881-3253
bcasamento@jacksongov.org

Susan Caruso, Purchasing Supervisor
(816) 881-3265
scaruso@jacksongov.org

Teddy Ballard, Senior Buyer
(816)881-3465
tballard@jacksongov.org

The Purchasing Division of the Jackson County Finance and Purchasing Department performs the procurement of goods and services for County Departments as outlined in Chapter 10 of the Jackson County Legislative Code. The Public Works Department is responsible for handling procurement activities for Public Works Road and Bridge Projects and other Public Works Construction Projects.

The Purchasing Division is located in Room G-1 on the Ground Floor of the Jackson County Courthouse. Our Business Hours are Monday through Friday, 8:00am to 5:00pm Central Standard Time (Holidays excluded).

Jackson County Purchasing uses a public-private partnership for electronic purchasing, which is a more efficient and cost effective method of procurement. Since July 25, 2001, selected solicitations have been issued via the Internet. Sicommnet of San Diego, CA is partnering with Jackson County in this effort, implementing a solution which provides a secure bid and response system called BASEC (Buying and Selling by Electronic Commerce). This system allows vendors to submit their bids on-line, rather than through the mail, saving paper and postage cost for both the County and prospective vendors. For additional information regarding On-Line Internet Bidding with Jackson County, go to Jackson County's E-Purchasing Page or go directly to www.sicomm.net to get registered in BASEC.

If you would like to learn of request for proposals or register to be a vendor online, the following links are available.

[E-Purchasing and FAQ](#)

[Doing Business with Jackson County](#)

[Current Term and Supply Contracts](#)

[Register online to bid](#)

CLAY COUNTY MISSOURI

Address: 1 Courthouse Square, Liberty, Missouri 64068
Phone No.: 816.407.3620

Fax: 816.407.3601

Central Services

Phone No.: 816.407.3640 Fax 816407.3641

Purchasing Department

Main Phone No.: 816.407.3630 Fax 816407.3601

Charlie Barr	Acting Director
Ethel Kitchell	Purchasing Coordinator
Julie Nollkamper	Purchasing/AP Specialist

Clay County Westside Annex, 1901 NE 48th Street, Kansas City, MO 64119
Phone No.: 816.407.3460

CASS COUNTY MISSOURI

Address: County Commission
3rd Floor Courthouse
102 E Wall Street
Harrisonville, MO 64701

Telephone NO: (816) 380-8155

Purchases / Bids

Janet Burlingame

County Clerk
1st Floor Courthouse
102 E. Wall Street
Harrisonville, MO 64701
(816) 380-8102

E-Mail: janetb@casscounty.com

Procurement Policy

Julie Cooper

Auditor

1st Floor Courthouse
102 E. Wall Street
Harrisonville, MO 64701
(816) 380-8209

E-Mail: auditor@casscounty.com

BIDDER NOTICES

Terms and conditions:

- Cass County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids are considered final. No additions, deletions, corrections or adjustments will be accepted after the time of bid opening.
- All surplus sales are sold in as is condition.
- All delivery costs or changes shall be included in the F.O.B. destination bid price.
- City, County and State Sales Tax and Federal Taxes are not applicable to sales made to Cass County and must be excluded.
- Sealed proposals received after the designed time of the receipt of the sealed proposals will be considered as "NO BID and a Void" and will not be opened.
- All bids must be filed with the County Commission's Office. Electronic version is acceptable, however respondents are cautioned that this office will not guarantee the accuracy of any information provided by the electronic means and the hard copy governs and a **hard copy bid is required**.
- An authorized officer of the company submitting the bid must sign all bids with the required bond, if required, to be enclosed
- Cass County will not award any bids to an individual or business having any outstanding amounts due the County or who owes any amounts for delinquent taxes, fees or licenses.
- For more information contact the County Commission's Office 816 380-8155
Fax 816-380-8156 Email jcantrell@casscounty.com.

RAY COUNTY MISSOURI

Ray County Courthouse
100 Main St.
Richmond, MO 64085-1710
816-776-4502

JOHNSON COUNTY KANSAS

Johnson County Administration Building

111 S. Cherry

Olathe, KS 66061-3486

Phone No.:

913.715.5000

(913) 715-0725

John Mahin

Purchasing Manager

Johnson County Information Line

913.894.8222

TDD

913.894.8822

Johnson County Department Planning & Development

913.715.2200

Fax

913.715.2222

WYANDOTTE COUNTY KANSAS

The Unified Government of
Wyandotte County/Kansas City, KS

Address: 701 North 7th Street, Room 646
Kansas City, Kansas 66101
Telephone: (913)573-5660

Fax: (913)573-5006

Director
Procurement and Contract Compliance

[Phil Sanders](#)

913.573.5440

Fax: 913.573.5444

www.demandstar.com or

call 800.711.1712

Unified Government Clerk

[Tom Roberts](#)
troberts@wycokck.org

913-573-5260

Deputy Clerk

[Carol Godsil](#)
cgodsil@wycokck.org

913-573-5263

LEAVENWORTH COUNTY, KANSAS

Address: 100 North 5th Street
Leavenworth, Kansas 66048-1970
Telephone No.: (913) 682-9201

County Clerk

Linda Scheer

Purchasing Agent

Helen Palmer

City Hall ·
100 North 5th Street ·
(913) 684-0352

Planning & Community Development

Economic Development
Capital Improvements Program

HOSPITALS

CHILDREN MERCY HOSPITAL

Address: 2401 Gillham Road
Kansas City MO 64108
Phone No: 816-234-3000
[Webmaster](#) (E-mail)

President/Chief Executive Officer

Randall L. O'Donnell, PhD

Executive Medical Director/Senior Vice President

V. Fred Burry, MD

Executive Vice President/Chief Financial Officer

Sandra A.J. Lawrence

Executive Vice President/Co-Chief Operating Officer

Karen Cox, RN PhD

Executive Vice President/Co-Chief Operating Officer

Jo Stueve

Administrative Chief of Staff

Leland McGinness

Facilities

Lonnie Breaux: Vice President,

Medical Affairs

Joe Galeazzi: Vice President

Community Relations

Barbara Mueth Vice President

Controller

Michelle Overstreet: Vice President

Financial Services and Managed Care

Laurisa Jackson: Vice President

Associate Executive Medical Director/ Vice President

Charles Roberts, MD:

Vice President and General Counsel

Sally Surridge

Vice President, Resource Development

Davoren Tempel

Vice President, Human Resources

Dan Wright:

TRUMAN MEDICAL CENTER

Address: 2301 Holmes Street
Kansas City, MO 64108
Telephone: 816-404-1000

Purchasing Services

816.404.49150

Gary Schwein
Robert Nicholas
Kim Mason
Cindy Cotner

About TMC

Truman Medical Centers (TMC) is a two-hospital, not-for-profit health system located in Kansas City, Missouri. Our downtown location, TMC Hospital Hill, is the largest provider of outpatient specialty care in Kansas City, operates the busiest adult emergency department in the city and has one of the top Level 1 trauma centers in the Kansas City metropolitan area. Our suburban hospital, TMC Lakewood, is located near Lee's Summit and provides a range of specialty and outpatient services.

Truman Medical Centers has received top clinical quality ratings from University Health System Consortium (UHC) in the areas of patient safety, performance improvement and adult ICU care. TMC has also been named a top performer in heart attack and heart failure care by the Missouri Medical Quality Initiative program; one of "America's Best Hospitals" for asthma treatment by U.S. News and World Report; a "Top 100 Hospital" by Solucient for rating among the highest in improved patient outcomes and financial performance; a "Most Wired Hospital" by Hospitals and Health Networks; and along with the University of Missouri-Kansas City, received the designation of National Center of Excellence in Women's Health by the Department of Health and Human Services.

SAMUEL U RODGERS HEALTH CENTER

Address: 825 Euclid
Kansas City, MO 64124

Phone No: 816-474-4920 **Fax:** 816-474-4914

Gerchena Williams **CFO** 816.-74-4920

Stevie Mannery **Facilities Manager** 816-474-4920

SWOPE HEALTH SERVICES

Address: 3801 Blue Parkway
Kansas City, MO 64130
Phone No.: 816.922.7645
Email: www.swopehealth.org

AGENCIES

KANSAS DEPARTMENT OF COMMERCE

Address: 1000 S.W. Jackson Street, Suite 100
Topeka, Kansas 66612-1354
Telephone: (785) 296-3481 Fax: (785) 296-5055 TTY Service: (785) 296-3487

Purchases (DOA) 785-296-2376
Accounts and Reports (DOA)
900 SW Jackson Street
Room 351, Landon State Office Building
Topeka, Kansas 66612
Phone No: 785-296-2311
<http://da.state.ks.us/ar/>

Minority & Women-Owned Business Director

Rhonda Harris,

(785) 296-3425 Fax: (785) 296-3490
TTY: (785) 296-3487
E-mail: rharris@kansascommerce.com

Senior Administrative Assistant

Jean Harrison

1000 S.W. Jackson Street, Suite 100
Topeka, Kansas 66612 United States
E-mail: jharrison@kansascommerce.com

PORT AUTHORITY

Address: 10 Petticoat Lane, Suite 250
Kansas City, MO 64106-2103
Telephone No: 816.221.0636
1.800.889.0636

Fax No.: 816. 221.0189

Executive Director

Patrick Sterrett, AICP

psterrett@edckc.com

Business Development Officer

Steve Rinne, PE

srinne@edckc.com

Administrative Assistant

Melissa Lloyd

mlloyd@edckc.com

The Port Authority of Kansas City, Mo., was established in 1977 to promote commerce, transportation, trade, riverfront development and economic vitality. The Port Authority has undertaken oversight of projects such as the revitalization of the Missouri riverfront, the redevelopment of the Richards-Gebaur Intermodal Freight Gateway and Kansas City's riverboat gaming operation.

The Port Authority is directed by a seven-member board of commissioners appointed by the mayor. The Port Authority is part of the Economic Development Corporation, the umbrella organization that oversees and supports several development agencies.

MIDAMERICA REGIONAL COUNCIL

Address: 600 Broadway Suite 300
Kansas City, MO 64105

Telephone: 816.474.4240

Fax: 816.421.7758

Financial Affairs

Director of Financial Affairs	<u>Dorothy Pope,</u>
Accountant II	<u>Kathy Mayhew,</u>
Accountant II	<u>Patricia Teague,</u>
Financial Accounting Manager	<u>Jim Keeney,</u>
Accountant I	<u>C.E. Cohn,</u>
Accountant I	<u>Barbara Pittman,</u>
Grant Compliance Manager	<u>Mark Johnson,</u>
Accountant II	<u>Leah Pease</u>
Grant Accountant II	Vacant,
Human Resources Program Manager	<u>Nancy Weitzel,</u>
Human Resources Specialist	<u>Trina Duncan,</u>
Accounting Assistant	<u>Robin Hay</u>
Receptionist	<u>Amy Jacoby,</u>
Administrative Services Coordinator	<u>Debbie Sprehe,</u>

MARCIT was formed in 1983 by nine local government Members as a public entity risk pool serving municipal governments in the Kansas City region.

MARCIT has grown to a Membership of more than 70 Members in Missouri and Kansas. This growth comes from the realization that "pooling" remains the best choice for serving the risk management interests of local governments. MARCIT is the only public entity pool in Missouri offering employee benefits, workers' compensation, and property and liability programs to local governments.

KANSAS CITY AREA TRANSPORTATION AUTHORITY

Address: 1200 E 18th Street
Telephone: 816.346.0200
Email: metro@kcata.org

Manager of Procurement

Michael Graham

816.346.0304

MBE/W/DBE Manager

Denise Bradshaw

MOST FREQUENTLY ASKED QUESTIONS

1. **Are there separate guidelines for the utilization of DBE firms?** No. DBE firms operate under the same administrative procedures and guidelines as M/W/DBE firms.
2. **How much of work may I subcontract?** The City requires that no more than 50% of an MBE/ WBE or DBE's work be subcontracted to a MBE/WBE, DBE or non-minority firm, without a specific waiver from the Affirmative Action Division. Before agreeing to work on a project, make sure that you can do at least 50% of it with your own workforce and resources.'
3. **What is a locally based company?** The Human Relations Department certifies firms to do business on City funded projects that have a local presence, i.e., have a functioning business office in the greater Kansas City Metropolitan Statistical Area (MSA) and licensed to do business in Kansas City, Missouri.
4. **What is a pre-bid conference?** A pre-bid or pre-proposal conference is scheduled by the City department to inform prospective prime contractors and subcontractors of the specifics and details the bid/proposal. Many adjustments and deletions to the scope of work are made at these conferences, so attendance is strongly recommended. These conferences are also an excellent way to meet prime contractors and market your services/ products to them. The bid/ proposal documents and notices contain the date and location of the pre-bid conference. (Web site:)
5. **Does the City work with local banks to provide short-term financing for working capital to companies awarded City contracts?** Currently, the City does not have any formal agreements with any local banks to provide this type of service. Loans are available through the Small Business Administration and through various local lending institutions
6. **What happens once a contract is awarded with a MBE/WBE/DBE participation goal?** Once a contract is approved by City council, the Contract Compliance section of the Affirmative Action and Contract Compliance Division mails a letter to the prime contractor and the MBE/WBE/DBE subcontractors to verify information on the contract. The prime contractor is required to submit a periodic MBE/WBE/DBE utilization report, which is verified by the MBE/WBE/DBE(s).
7. **What types of information should I maintain?** The City and Controller's Office have the right to examine the books and records of all subcontractors that relate to performance under the prime contract. We strongly recommend that the following information be kept for each City contract: Project Name, Contract Number, Start Date / End Date, Award Date, Percentage of Your Award, Telephone Number, and Contact Person. This information should be maintained for minimum of five years. Remember that the Internal Revenue Service requires up to seven years on some records.
8. **What is the vendor number?** The vendor number is an identifier to computerize vital statistics associated with a company, i.e., name, address, telephone, contact, and commodities sold. All companies are required to have a vendor number prior to commencing work with the City. Note that inactive vendor numbers are periodically purged from the system, so updating the vendor number information is recommended. Call (816-513-1836) for more information.

The vendor number is issued by the Finance and Administration Department's Strategic Purchasing Division and/or Human Relations Department located at City Hall, (414 E. 12th St) City Hall after the Supplier Qualification Questionnaire is completed by any company wishing to do business with the City of Kansas City, MO. Vendors can request a vendor number by calling 816-513-1836 and requesting to be placed on the City's vendor list. Vendor numbers can also be obtained in person from the Purchasing and Supplies division.
9. **How do I become certified with the City's Minority, Women, and Disadvantaged Business Enterprise Program?** The Human Relations Department sponsors a workshop covering the requirements for certification and the documents required to be submitted, and discusses any questions concerning your company's qualifications. Check Human Relations website or cable channel 2.
10. **How long is the certification process?** The certification process will take approximately 30 days to complete.
11. **What does the certification process consist of?** The certification process consists of an initial Screening; a Desk Audit; Financial Audit; Field Audit; and Committee Review.

CONSTRUCTION SUBCONTRACTING

How Can I Become a Subcontractor on a City of Kansas City, Missouri Construction Project?

Does the City of Kansas City, MO hire subcontractors?

No. The City awards contracts only to prime contractors. Any prospective subcontractor must negotiate directly with contractors who are bidding the entire project.

How can I find out beforehand who is going to bid on a project?

CIMO, the Public Works Department, and the Parks and Recreation Department maintains a list of firms which have picked up plans and specifications for all projects that are currently being offered for bid. The names, addresses, and telephone numbers on all plan holders are available for anyone who is interested and may be requested. Contacts and locations for these Departments are listed in this Contracting Guide.

How can I submit a bid?

Contact all prospective prime contractors and persuade them that you are qualified to do the work on the part of the project in which you are interested.

How can I convince the prime contractor that I am qualified to do the job?

A personal interview is the most effective means of communication. At that time, resumes, brochures, pictures, financial statements, examples of recently performed work and other documents and letters of reference can be presented to the prospective prime contractor. If the prime contractor you are dealing with accepts your bid, and if that same contractor is awarded the contract, then, if yours is the best bid, you stand a very good chance of becoming a subcontractor on the project. A certificate of agreement is required of the prime contractor before council awards the City project.

Do I have to produce a bid bond in order to participate on a City of KCMO construction project?

Bonding requirements for subcontractors are a private matter to be negotiated with the prospective prime contractor.

What are the insurance requirements on a City of KCMO construction project?

Insurance requirements, like bonding, are a private matter to be negotiated with the prospective prime contractor.

CONSTRUCTION CONTRACTING

How Can I Become a Prime Contractor on a City of Kansas City Missouri Construction Project?

What type of construction does the City of Kansas City do?

CIMO, the Public Works Department, the Aviation Department and the Parks and Recreation are responsible for the acquisition, design, and construction of various projects including: water plants, wastewater treatment plants, health clinics, multi-service centers, fire stations, police stations, other miscellaneous public buildings, as well as park facilities, water mains, sanitary sewers, streets and bridges.

How can I get on the bidder's list for these Departments?

Each Department (CIMO, Aviation, Public Works, Parks and Recreation) maintains its own list of prospective bidders. It is suggested that you contact each department and request that you be placed on the list to receive Request for Proposals or Bid Specifications. (Each of these departments is listed with a contact person in this Contracting Guide)

How can I find out what is going to be built?

The City advertises in the Kansas City Star, the community's largest daily newspaper, and every project that is going to be constructed. City ads appear in the Classified Section and identifies the City Department, which is issuing the bid along with contact information. Bid information is also posted on the City's website kcmo.org.

Where can copies of the project specifications be obtained?

Generally, project specifications can be obtained from the City department, which is identified in the bid or proposal announcement as issuing source.

Can I bid on projects where my experience is limited? Are there any pre-qualification that I must have before bidding?

Since projects may emanate from various City departments in Kansas City, it is strongly suggested that you utilize the contact information available in this Contracting Guide to secure any additional information regarding specific requirements that may exist for business concerns prior to submitting a bid.

Bid preparation

1. Study advertised Notice to Bidders very carefully (a small error can cause your bid to be rejected).
2. Submit one bid proposal. It must be signed by the owner, partner or other authorized person and include a valid Bid Bond and power of attorney as required.
3. Do not qualify your bid. Qualified bids will be rejected.
4. Complete all applicable forms. Acknowledge and / or include addendum to the project.
5. Bid proposals will be accepted at the designated location and must be received no later than the time and date specified on the Notice to Bidders.

DO NOT send to City of Kansas City
DO NOT send to Department of Human Relations
DO NOT send to Mayor's Office
DO NOT send to City Manager's Office

CONSTRUCTION CONTRACTING

Can a non-resident of the State of Missouri bid on Kansas City construction projects?

Yes. Non-residents may bid on City of Kansas City projects. There are no residency requirements for submitting bids on City projects.

Is a general contractor's license required?

No, a general contractor's license is not required in the State of Missouri.

Who decides whose bid will be accepted?

Sealed bids are submitted to the City prior to the time and date noted on the Notice to Bidders. Bids will be accepted on the designated bid date. The bid proposals will be opened and read by the appropriate Department Official.

It is, however, Kansas City's City Council's sole responsibility to make the decision regarding to whom the construction contract shall be awarded.

KCMO DEPARTMENTS & HANDY NUMBERS

Call Hall switchboard (816)513.3600

Department	Phone	Fax	E-mail
Aviation , 601 Brasilia Ave., 64153	(816) 243-3000	(816) 243-3171	avwebmail@kcmo.org
City Auditor's Office , 21st floor, City Hall	(816) 513-3300	(816) 513-3305	auditor@kcmo.org
City Clerk's Office , 25th floor, City Hall	(816) 513-3360	(816) 513-3360	clerk@kcmo.org
City Council Office , 24th floor, City Hall	(816) 513-1368	(816) 513-1612	council@kcmo.org
City Manager's Office , 29th floor, City Hall	(816) 513-1408	(816) 513-1363	manager@kcmo.org
City Planning and Development , 15th floor, City Hall	(816) 513-1407	(816) 513-2838	planning@kcmo.org
Convention and Entertainment Centers , 301 W 13th, Suite 100, 64105	(816) 513-5000	(816) 513-001	kccconvention@kcmo.org
Finance , 3rd floor, City Hall	(816) 513-1173	(816) 513-1174	
Fire , 635 Woodland Ave, Suite 2100	(816) 513-3738		kcfcd@kcmo.org
GIS , 3rd floor, City Hall	(816) 513-3738		gis@kcmo.org
Health , 2400 Troost, 64108	(816) 513-6008	(816) 513-6293	health@kcmo.org
Human Relations , 4th floor, City Hall	(816) 513-1836	(816) 513-1805	humanrelations@kcmo.org
Human Resources , 12th floor, City Hall	(816) 513-1914	(816) 513-2639	jobs@kcmo.org
Information Technology , 1111 Locust, 3rd floor, 64106	(816) 513-3614	(816) 513-3620	infotech@kcmo.org
Law , 28th floor, City Hall	(816) 513-3147	(816) 513-3133	law@kcmo.org
Mayor's Office , 29th floor, City Hall	(816) 513-3500	(816) 513-3518	mayor@kcmo.org
Municipal Court , 1101 Locust, 64106	(816) 513-2700	(816) 513-3863	court@kcmo.org
Neighborhood and Community Services , 4th floor, City Hall	(816) 513-3200	(816) 513-3201	ncs@kcmo.org
Parks & Recreation , 4600 E. 63rd, 64130	(816) 513-7500	(816) 513-7719	parks@kcmo.org
Police , 1125 Locust, 64106	(816) 234-5000	(816) 234-5013	chiefsoffice@kcpd.org
Public Works , 20th floor, City Hall	(816) 513-2627	(816) 513-2615	pubworks@kcmo.org
Water Services , 4800 E. 63rd St., 64130	(816) 513-0123	(816) 513-0185	water@kcmo.org
Other handy contacts			
Action Center (questions, problems)	(816) 513-1313	(816) 513-1303	actioncenter@kcmo.org
Animal Health and Public Safety	(816) 513-9800	(816) 513-9822	animalcontrol@kcmo.org
Birth & death certificates	(816) 513-6309	(816) 513-6285	births@kcmo.org
City Communications Office	(816) 513-1349	(816) 513-1351	communications@kcmo.org
International Office	(816) 513-3521	(816) 513-3524	joanna_edgerton@kcmo.org
Neighborhood resources	(816) 513-3214	(816) 513-3201	neighborhoods@kcmo.org
Revenue Division (general questions)	(816) 513-1120	(816) 513-1077	revenue@kcmo.org
Revenue Division (refund questions)	(816) 513-1281	(816) 513-1282	refunds@kcmo.org
Webmaster	(816) 513-3633	(816) 513-3668	webmaster@kcmo.org