



**Kirkwood City Council
Agenda
Kirkwood City Hall
Council Chambers
139 South Kirkwood Road
Kirkwood, MO 63122
Thursday, December 16, 2021, 7:00 p.m.
*Posted on December 10, 2021***

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. INTRODUCTIONS AND RECOGNITIONS - NONE**
- IV. PRESENTATIONS - NONE**
- V. PUBLIC HEARINGS - NONE**
- VI. PUBLIC COMMENTS – 3 MINUTE LIMIT PER PERSON**

The Public Comments portion of the meeting is an opportunity for the City Council to listen to comments from citizens. It is not a question and answer session and the City Council will not respond to comments or answer questions during this period. The Mayor may refer any matter brought up to the City Council to the Chief Administrative Officer or City Clerk if action is needed.

VII. CONSENT AGENDA

All items within the Consent Agenda will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a member of the City Council. The expenditures listed in the consent agenda are items already approved in the current city budget.

- a) Approval of the December 2, 2021 Council Meeting Minutes

VIII. UNFINISHED BUSINESS - NONE

IX. NEW BUSINESS

1. Bill 10907, appropriating \$15,000 from the Equitable Sharing Fund Balance to the Police Department Equipment Account, accepting the proposal of Leon Uniforms as a single source provider in the amount of \$15,000 for the purchase of Class A dress uniform jackets for the Police Department
2. Bill 10908, adopting a revised City of Kirkwood Classification and Pay Plan, effective January 10, 2022
3. Resolution 115-2021, accepting the proposal of Navigate Building Solutions at the rates provided in the rate sheet for Owners Representative Services, on an as needed basis, and authorizing and directing the Mayor to enter into a contract



4. Resolution 116-2021, accepting the single source quotation of Anixter in the amount of \$46,958, with future purchases to be obtained pending budgetary approval, for the purchase of Elster/Honeywell AMI System Meters for the Electric Department and authorizing and directing the Director of Purchasing to issue a Purchase Order
5. Resolution 117-2021, accepting the bid of Routeware in the amount of \$90,759.04 (pursuant to H-GAC Cooperative Contract) for GPS hardware, installation, training, and annual system support services for the Sanitation Department and authorizing and directing the Director of Procurement to issue a Purchase Order
6. Resolution 118-2021, accepting the proposal of Crawford, Murphy and Tilly, Inc. in the amount of \$168,074.93 for Professional Engineering and Construction Services for STP-5502 (611) North Kirkwood Road Improvement Project and authorizing and directing the Mayor to enter into a contract

X. CONSENT AGENDA ITEMS FOR DISCUSSION (IF ANY)

XI. CITY COUNCIL REPORTS

XII. CHIEF ADMINISTRATIVE OFFICER REPORTS

XIII. CITY ATTORNEY REPORTS

XIV. CITY CLERK REPORTS

1. Planning & Zoning Commission Meeting Reports (if any)
2. Upcoming Public Hearings (if any)

XV. MEETING ADJOURNMENT

The next regular meeting of the Kirkwood City Council will take place at **7:00 p.m. on January 6, 2022.**

CONTINUED ITEMS

NONE

TABLED ITEMS

NONE

Kirkwood City Council: Mayor Tim Griffin, Council Members Maggie Duwe, Liz Gibbons, Bob Sears, Wallace Ward, Kara Wurtz, and Mark Zimmer

Contact Information: For full City Council contact information visit www.kirkwoodmo.org/council. To contact the City Clerk call 314-822-5802. To contact the Chief Administrative Officer call 314-822-5803.

Accommodation: The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as CD by calling 314-822-5802.

THE CONSENT AGENDA IS ATTACHED

- a) Approval of the December 2, 2021 Council Meeting Minutes



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

Kirkwood City Council Meeting Minutes Kirkwood City Hall Thursday, December 2, 2021, 7:00 p.m.

Pursuant to notice of meeting duly given by the Mayor, the City Council convened on Thursday, November 18, 2021, at 7:00 p.m. at Kirkwood City Hall, 139 South Kirkwood Road, Kirkwood, Missouri. Present were Mayor Griffin, Council Member Duwe, Gibbons, Sears, Ward, and Zimmer. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer David Weidler, City Clerk Laurie Ashe, Deputy City Clerk Kim Sansegraw, Planning, Development Services Director Jonathan Raiche, Public Services Director Bill Bensing, Communications Manager Freddy Doss, and City Attorney John Hessel. Council Member Wurtz is absent and excused.

INTRODUCTIONS AND RECOGNITIONS

NONE

PRESENTATIONS

NONE

PUBLIC HEARINGS

NONE

PUBLIC COMMENTS

NONE

CONSENT AGENDA

Motion was made by Council Member Ward and seconded by Council Member Zimmer to approve the Consent Agenda. The Consent Agenda was unanimously approved.

- a) Approval of the November 18, 2021 Council Meeting Minutes
- b) Resolution 111-2021, accepting the bid of Joe Machens Ford (pursuant to MoDOT Cooperative Contract) for the purchase of a 2022 Ford F150 Truck for the Engineering Department and authorizing and directing the Director of Procurement to issue a Purchase Order (\$27,147)
- c) Resolution 112-2021, accepting the bid of Global Rental Co., Inc. (pursuant to Sourcewell Cooperative Contract) for a long term rental agreement for a Backyard Digger Derrick for the Electric Department and authorizing and directing the Mayor to enter into a contract (\$3,600 per month for a not to exceed amount of \$44,825)



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

UNFINISHED BUSINESS

Bill 10905, granting a Special Use Permit for outdoor dining and approving the Site Plan at 150 West Argonne Drive and adjacent yard area (4 Hands/Down By the Station) subject to certain conditions was brought before the council.

Roll Call:

Mayor Griffin	"Yes"
Council Member Gibbons	"Yes"
Council Member Sears	"Yes"
Council Member Duwe	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	Absent

The bill, having received majority approval of the Council, was adopted and became Ordinance 10738.

Bill 10906, amending the provisions of the Municipal Code, Chapter 25 – Zoning and Subdivision, regarding revisions to the minimum number of required off-street parking spaces for Educational Institution (Preschool and K-12) was brought before the council. A discussion was held.

Roll Call:

Mayor Griffin	"Yes"
Council Member Gibbons	"Yes"
Council Member Sears	"Yes"
Council Member Duwe	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	Absent

The bill, having received majority approval of the Council, was adopted and became Ordinance 10739.

NEW BUSINESS

Resolution 113-2021, authorizing and directing the Mayor to enter into a Site Lease Agreement between the City of Kirkwood and Dish Wireless, LLC was brought before the council. Motion was made by Council Member Ward and seconded by Council Member Gibbons to accept the Resolution as read.



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

Roll Call:

Mayor Griffin	"Yes"
Council Member Gibbons	"Yes"
Council Member Sears	"Yes"
Council Member Duwe	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	Absent

Resolution 114-2021, amending and readopting the City of Kirkwood City Fee Schedules was brought before the council. Motion was made by Council Member Zimmer and seconded by Council Member Duwe to accept the Resolution as read.

Roll Call:

Mayor Griffin	"Yes"
Council Member Gibbons	"Yes"
Council Member Sears	"Yes"
Council Member Duwe	"Yes"
Council Member Zimmer	"Yes"
Council Member Ward	"Yes"
Council Member Wurtz	Absent

CONSENT AGENDA ITEMS FOR DISCUSSION

NONE

CITY COUNCIL REPORTS

Council Member Gibbons thanked fellow council members for their support of a second train for the City and a signed letter has been sent to the governor's office.

Council Member Gibbons reported the Wine Walk was sold out and they will be donating \$6,000 to Operation Food Search. The Holiday Walk was also successful.

Council Member Gibbons reported that someone has been caught related to the graffiti in the Special Business District.

CHIEF ADMINISTRATIVE OFFICER REPORT

Mr. Hawes had nothing to report.

CITY ATTORNEY REPORT

Mr. Hessel had nothing to report.



WHERE COMMUNITY AND SPIRIT MEET*

DRAFT

CITY CLERK REPORT

Ms. Asche had nothing to report.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 7:07 p.m. The next regular council meeting is scheduled for December 16, 2021 at 7:00 p.m.

Laurie Asche
City Clerk

Approved:

BILL 10907

ORDINANCE

AN ORDINANCE APPROPRIATING \$15,000 FROM THE EQUITABLE SHARING FUND BALANCE TO THE POLICE DEPARTMENT EQUIPMENT ACCOUNT, ACCEPTING THE PROPOSAL OF LEON UNIFORMS AS A SINGLE SOURCE PROVIDER IN THE AMOUNT OF \$15,000 FOR THE PURCHASE OF CLASS A DRESS UNIFORM JACKETS FOR THE POLICE DEPARTMENT.

WHEREAS, the Police Department wishes to purchase Class A dress uniform jackets for all Police Officers and full-time Dispatchers, and

WHEREAS, staff recommends the acceptance of the proposal from Leon Uniforms as a single source provider in the amount of \$15,000 for the purchase of Class A dress uniform jackets for the Police Department, and

WHEREAS, funds in the amount of \$15,000 needs to be appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 (Equipment).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Funds in the amount of \$15,000 are hereby appropriated from the Equitable Sharing Fund Balance to Account #205-1201-429.75.05 (Equipment).

SECTION 2. The proposal of Leon Uniforms as a single source provider in the amount of \$15,000 for the purchase of Class A dress uniform jackets for the Police Department is hereby accepted and approved.

SECTION 3. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 12/16/2021

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

The Police Department wishes to purchase class A dress uniform jackets for all officers and full time dispatchers. Some staff already have jackets and this addition will permit a uniformed, professional appearance at formal events.

Recommendations and Action Requested:

The Police Department is requesting Council approval of the appropriation from Equitable Sharing of \$15,000 for the purchase of up to 70 Fechheimer Flying Cross dress jackets from Leon Uniform Company. Attached is a letter from Fechheimer identifying Leon Uniform as the sole source in St. Louis.

Alternatives Available:

Not make the purchases

Does this project have a public information component? Yes No

Cost: \$15,000.00 Account #: 20512014297505 Project #: Budgeted: NO

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Brian Murphy

Date: 11/19/2021

Authenticated: folluojd

You can attach up to 3 files along with this request.



Leon Uniforms Authorized
Dealer.docx
Microsoft Word Document
115 KB

File Attachment

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: Sara Foan-Oliver
David Weidler

Date: 12/7/2021

Authenticated: foanolsm

You can attach up to 3 files along with this request.



File Attachment

File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Appropriation

From Account # or Fund Name: Equitable Sharing Fund Balance

To Account # or Fund Name: 20512014297505

Finance Director's Comments:

Equitable Sharing fund balance is available and sufficient to appropriate \$15,000.00 from fund balance to account 205-1201-429-75-05, Equipment to approve the above request.

BY: Sandy Stephens
John Adams

Date: 12/8/2021

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Diasapprove

Chief Administrative Officer's Comments:

BY: 

Date: 12-10-21

Fechheimer

A BERKSHIRE HATHAWAY COMPANY

4545 Malsbary Road Cincinnati, Ohio 45242 513.793.5400 Phone 513.793.7819 Fax www.fechheimer.com

11/18/21

Sgt Will Haskell
Kirkwood Police Department
131 W. Madison Ave,
Kirkwood, MO 63122

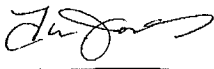
Hello Sergeant Haskell,

This letter is to confirm that Leon Uniforms is the only Authorized Stocking Distributor in the St. Louis, Missouri Market.

If you have any questions or need any additional information, please do not hesitate to reach out to me directly.

We appreciate your trust in our Flying Cross brand and wish you and your department a very Happy and Safe Holiday Season.

Respectfully,



Terry Jones
Fechheimer Director of Sales
859-537-9805



December 7, 2021

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Class A Dress Uniform Jackets; Kirkwood Police Department, Single Source Bid #500373.

The City of Kirkwood Police Department is requesting approval to purchase up to 70 Fechheimer Flying Cross class A dress jackets for all Officers and full-time Dispatchers. Fechheimer has identified Leon Uniforms as the sole source supplier in the Saint Louis area.

The Police Department is requesting that Council approve the appropriation from Equitable sharing in the amount of \$15,000.00 for this purchase,

Vendor

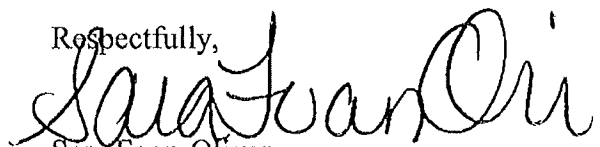
Leon Uniforms

\$15,000.00

Funds in the amount of \$15,000.00 are requested to be appropriated from equitable sharing funds and transferred to account number 205-1201-429.75-05.

Attached is a request from Brian Murphy, Police Chief, authorizing funds to be appropriated from equitable sharing to account number 205-1201-429.75-05 for the purchase of Class A dress uniform jackets from Leon Uniforms, the sole source supplier of such uniforms.

Respectfully,



Sara Foan-Oliver

Assistant Director of Procurement

BILL 10908

ORDINANCE

AN ORDINANCE ADOPTING A REVISED CITY OF KIRKWOOD CLASSIFICATION AND PAY PLAN, EFFECTIVE JANUARY 10, 2022.

WHEREAS, the City of Kirkwood's pay classification system is structured to receive an annual cost of living increase in January of each year and a merit increase coinciding with each fiscal year in April, and

WHEREAS, the City engaged McGrath Human Resources Group to assist in the evaluation of current market conditions to determine an appropriate cost of living increase for this calendar year, and

WHEREAS, after review of market conditions and projected cost of living increases being provided by surrounding municipalities, staff recommends a 2.5% cost of living increase effective January 10, 2022, which modifies all position classification ranges, and

WHEREAS, in addition to the cost of living increase, there are three modifications to the pay classifications; 1) modify a current custodial position to a new Recreation Specialist position to assist in program development at the Community Center and Aquatic Center, 2) modify a part-time Guest Relations Associate position to a full-time Kirkwood Performing Arts Center Guest Relations Coordinator position to assist in the direction of staff and pursue revenue generating activity at the Kirkwood Performing Arts Center, and 3) to remove the positions of Dispatcher and Lead Dispatcher from the Civilian Pay Classification and to create a Dispatch Operations Pay Classification, structured in a step program, to assist the City in competing with local dispatch operations, and

WHEREAS, staff recommends approval of the changes to the City of Kirkwood Classification and Pay Plan (a copy of which is attached hereto and incorporated by reference herein), effective January 10, 2022, and

WHEREAS, the proposed changes will become effective upon passage of this legislation.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The revised City of Kirkwood Classification and Pay Plan (a copy of which is incorporated by reference herein and attached hereto), effective January 10, 2022 is hereby adopted and approved effective upon passage of this Ordinance.

SECTION 2. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS DAY OF.

Mayor, City of Kirkwood

ATTEST:

City Clerk
1st Reading:
2nd Reading:

Legislation Request

Ordinance

Place On The Agenda Of: 12/16/2021

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The City of Kirkwood's pay classification system is structured to receive an annual cost of living increase in January of each year and a merit increase coinciding with each fiscal year in April. Our current pay classifications were developed in conjunction with McGrath Human Resources Group. The City engaged McGrath to assist in the evaluation of current market conditions to determine an appropriate cost of living increase for this calendar year. After review of market conditions and projected cost of living increases being provided by surrounding municipalities, it is recommended that the City of Kirkwood provide a 2.5% cost of living increase effective January 10, 2022 which modifies all position classification ranges. Attached is the revised pay classifications for all City of Kirkwood employees.

In addition to the cost of living changes there are three modifications to the pay classifications. The first is to modify a current custodial position to a new Recreation Specialist position to assist in program development at the Community and Aquatic Centers, reflected in Civilian Pay Classification 35. The second is to modify a part time Guest Relations Associate position to a full time KPAC Guest Relations Coordinator position to assist in the direction of staff and pursue revenue generating activity at the Kirkwood Performing Arts Center. The third is to remove the positions of Dispatcher and Lead Dispatcher from the Civilian Pay Classification and to create a Dispatch Operations Pay Classification, structured in a step program, to assist the City in competing with local dispatch operations departments.

Recommendations and Action Requested:

Adopt a new classification and pay plan effective January 10, 2022.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: N/A Project #: Budgeted: YES

If YES, Budgeted Amount: \$0.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

The current budget should have sufficient funding for the current fiscal year's pay increases.

BY: David Weilder

Date: 12/10/2021

Authenticated: weidledc

You can attach up to 3 files along with this request.



PayClass January 2022.xlsx
Microsoft Excel Worksheet
23.4 KB

File Attachment

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Select...

Date:

Authenticated:

You can attach up to 3 files along with this request.

File Attachment

File Attachment

File Attachment

Step #3: If budgetary approval is required **(Must have Finance Department's approval).**

Select...

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

BY: Select...

Date:

Authenticated:

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY:

A handwritten signature in blue ink, appearing to be "Paul Harris", written over a horizontal line.

Date:

12-10-21

**City of Kirkwood
Classification and Pay Plan**

**All civilian employees Excluding IBEW No. 2 (Electric) and dispatch personnel, plus fire department command staff
Effective January 10, 2022**

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Parking Control Attendant Recycling Center Worker	10	\$32,106	\$35,316	\$38,853	\$44,947
Custodian - Facilities Custodian - Recreation Custodian/Recreation Attendant	15	\$33,711	\$37,073	\$40,783	\$47,204
Maintenance Worker I - Parks Maintenance Worker I- Streets Horticulture Assistant	20	\$35,396	\$38,939	\$42,844	\$49,546
Maintenance Worker - Ice Rink Maintenance Worker - Recreation Police Records Clerk	25	\$38,939	\$42,844	\$47,139	\$54,515
Administrative Associate Customer Service Associate Maintenance Worker II - Parks Maintenance Worker II - Streets Permit Clerk Sanitation Driver	30	\$40,891	\$44,991	\$49,482	\$57,248
Assistant Court Clerk Code Enforcement Specialist Police/Prosecutor Clerk Recreation Specialist Traffic Sign Technician Water Distribution System Worker I	35	\$42,930	\$47,225	\$51,955	\$60,102
Accounting Technician Administrative & Operations Asst.- Sanitation CALEA Accreditation Asst./Grant Manager P/T Deputy City Clerk Human Resources Assistant Lead Worker-Sanitation Lead Worker-Streets KPAC Guest Relations Coordinator Permit Technician Water Distribution System Worker II	40	\$45,077	\$49,591	\$54,558	\$63,105
Dispatcher Maintenance Technician - Facilities Maintenance Technician - Parks	45	\$47,333	\$52,064	\$57,270	\$66,272

**City of Kirkwood
Classification and Pay Plan**

**All civilian employees Excluding IBEW No. 2 (Electric) and dispatch personnel, plus fire department command staff
Effective January 10, 2022**

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Office Manager					
Procurement Officer/Analyst					
Water Equipment Technician					
Assistant Ice Arena Manager*	50	\$51,130	\$56,250	\$61,868	\$71,587
Lead Worker—Dispatch					
Lead Worker - Facilities Maintenance Technician					
Lead Park Ranger					
Lead Worker - Water Distribution					
KPAC Technical Coordinator					
Security Officer					
Sr. Code Enforcement Specialist					
Accountant	55	\$53,691	\$59,070	\$64,977	\$75,166
Fleet Service Mechanic					
GIS Technician					
Horticulturalist					
Ice Arena Manager*					
Inspector I					
IT Systems Administrator					
Parks Supervisor					
KPAC Business Manager*					
Recreation Facilities Manager*					
Recreation Programs Manager *					
Sr. Procurement Officer/Analyst					
Urban Forester					
Communication Coordinator*	60	\$56,380	\$62,021	\$68,225	\$78,941
Inspector II					
Electric Distribution Planning Technician					
Engineering Technician - Water					
Inspector III	65	\$59,200	\$65,122	\$71,630	\$82,890
Municipal Court Clerk					
Streets Division Supervisor					
Water Distribution Supervisor					
Water Support Services Supervisor					
IT Analyst	70	\$62,151	\$68,376	\$75,209	\$87,011
Planner I*					
Plans Examiner/Inspector*					
Procurement Asst. Director*					

**City of Kirkwood
Classification and Pay Plan**

**All civilian employees Excluding IBEW No. 2 (Electric) and dispatch personnel, plus fire department command staff
Effective January 10, 2022**

Title	Pay Grade	Minimum	Market	Midpoint (60%)	Maximum
Sr. IT Systems Administrator					
Facilities Division Superintendent*	75	\$68,376	\$75,209	\$82,737	\$95,731
Parks Division Superintendent*					
KPAC General Manager*					
Planner II*					
Project Engineer*					
Recreation Division Superintendent*					
Safety & Emergency Management Coordinator*					
Sanitation Division Superintendent*					
Streets Division Superintendent*					
Water Division Superintendent*					
Assistant City Engineer *	80	\$75,209	\$82,737	\$91,003	\$105,298
Electrical Engineer*					
Electric Operations Superintendent*					
Finance Assistant Director*					
Fire Marshal*					
Fleet Services Director*					
Human Resources Manager*					
Procurement Director*					
Building Commissioner*	85	\$81,219	\$89,332	\$98,270	\$113,715
Electric Engineer (PE)*					
City Engineer*	90	\$89,332	\$98,270	\$108,097	\$125,060
Deputy Fire Chief*					
Director of Planning & Development Services					
Electric Line Superintendent*					
Assistant Fire Chief*	95	\$98,270	\$108,097	\$118,900	\$137,577
IT Director*					
Parks and Recreation Director*					
Assistant CAO*	100	\$108,097	\$118,900	\$130,788	\$151,331
Finance Director*					
Fire Chief*	105	\$118,900	\$130,788	\$143,868	\$166,451
Police Chief*					
Public Services Director*					

City of Kirkwood
Classification and Pay Plan
Dispatch Operations
Effective January 10, 2022

Dispatcher	Training	1	2	3	4	5	6	7
	\$47,340.80	\$50,181.25	\$53,944.84	\$57,990.70	\$61,470.15	\$65,158.36	\$66,135.73	\$67,127.77
Lead Dispatcher		1	2	3	4	5	6	7
		\$59,825.32	\$61,769.65	\$63,777.15	\$65,849.91	\$67,990.03	\$70,199.71	\$72,481.20

City of Kirkwood
Classification and Pay Plan
Police Employees (excluding Police Chief)
Effective January 10, 2022

Police Officer	Training	1	2	3	4	5	6	7
	\$60,746.93	\$65,144.16	\$67,261.35	\$69,447.34	\$71,704.39	\$74,034.78	\$76,440.91	\$78,925.24
Sergeant		1	2	3	4	5	6	7
		\$79,475.88	\$82,058.85	\$84,725.75	\$87,479.35	\$90,322.43	\$93,257.90	\$96,288.79
Lieutenant		1	2	3	4	5	6	7
		\$91,397.26	\$94,367.67	\$97,434.61	\$100,601.25	\$103,870.78	\$107,246.59	\$110,732.10
Captain		1	2	3	4	5	6	7
		\$105,106.85	\$108,522.82	\$112,049.82	\$115,691.43	\$119,451.41	\$123,333.58	\$127,341.92

City of Kirkwood
Classification and Pay Plan
Fire Employees (excluding Command Staff)
Effective January 10, 2022

Firefighter/EMT		1	2	3	4	5	6	7
		\$59,694.93	\$61,635.02	\$63,638.16	\$65,706.41	\$67,841.86	\$70,046.72	\$72,323.23
Firefighter/Paramedic	Training	1	2	3	4	5	6	7
	\$62,534.97	\$67,061.63	\$69,241.14	\$71,491.47	\$73,814.94	\$76,213.94	\$78,690.89	\$81,248.35
Engineer		1	2	3	4	5	6	7
		\$67,061.63	\$69,241.14	\$71,491.47	\$73,814.94	\$76,213.94	\$78,690.89	\$81,248.35
Captain		1	2	3	4	5	6	7
		\$83,827.04	\$86,551.42	\$89,364.34	\$92,268.68	\$95,267.41	\$98,363.59	\$101,560.41

RESOLUTION 115-2021

A RESOLUTION ACCEPTING THE PROPOSAL OF NAVIGATE BUILDING SOLUTIONS AT THE RATES PROVIDED IN THE RATE SHEET (A COPY OF WHICH IS ATTACHED HERETO AND INCORPORATED BY REFERENCE HEREIN) FOR OWNERS REPRESENTATIVE SERVICES, ON AN AS NEEDED BASIS, AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, a Request for Proposals was developed and proposals were received for Owners Representative Services, and

WHEREAS, the City of Kirkwood contracts with qualified firms to perform owners representative services for facilities construction projects throughout the City on an as required basis to supplement our internal work force, and

WHEREAS, a Selection Committee consisting of the Director of Public Works, Parks and Recreation Director, Procurement Director, Assistant Director of Procurement, and Assistant Chief Administrative Officer reviewed the proposals, and

WHEREAS, the Selection Committee recommends Navigate Building Solutions as the most qualified to provide Owners Representative Services at the rates provided in the rate sheet (a copy of which is attached hereto and incorporated by reference herein), and

WHEREAS, funds are available in various accounts, pending budgetary approval.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The proposal of Navigate Building Solutions at the rates provided in the rate sheet (a copy of which is attached hereto and incorporated by reference herein) for Owners Representative Services is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Navigate Building Solutions at the rates provided in the rate sheet (a copy of which is attached hereto and incorporated by reference herein) for Owners Representative Services.

SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 16TH DAY OF DECEMBER 2021.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 12/16/2021

Step #1:

Strategic Plan Select... Goal # & Title

Background To Issue:

The City contracts qualified firms to perform owners representative services for facilities construction projects throughout the City on an as required basis to supplement our internal work force. Through review of current internal capacity it was found that a contract for owners representative services for facilities construction would be beneficial for upcoming projects throughout the City. This contract would provide for set rates that the City could utilize to manage facilities projects on an as needed basis. All projects with a cost in excess of \$15,000 will require approval through resolution.

Recommendations and Action Requested:

After review of the submitted proposal it is recommended that the City award a rate based contract to Navigate Solutions at the rates provided in their proposal response for owners representative services on an as needed basis.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$0.00 Account #: Various Project #: Budgeted: YES

If YES, Budgeted Amount: If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: David Weilder

Date: 12/9/2021

Authenticated: weidledc

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

[Empty text box for Purchasing Director's Comments]

BY: Brian Mullady

Date: 12/9/2021

Authenticated: foanolsm

You can attach up to 3 files along with this request.



Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name: [Empty text box]

To Account # or Fund Name: [Empty text box]

Finance Director's Comments:

Budgetary appropriation is available and sufficient in various general ledger accounts within the city departments and funds to approve the above as requested.

BY: Sandra Stephens

Date: 12/9/2021

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

[Empty text box for Chief Administrative Officer's Comments]

BY: 

Date: 12-10-21

December 8, 2021

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: On-Call Owner Representative and Construction Advisory Services, RFP # 13853

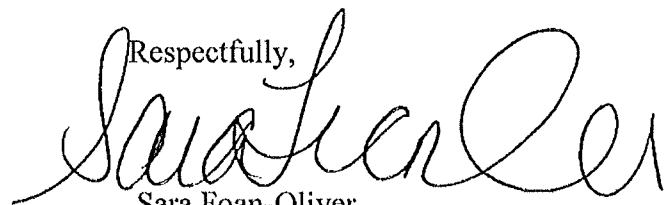
Per Article VI. Procurement of the City of Kirkwood's Code of Ordinances, a Selection Committee was appointed by the Chief Administrative Officer and chaired by the Assistant Director of Procurement to review and recommend to Council a qualified firm to provide the City with On- Call Owner Representative and Construction Advisory Services.

The Selection Committee which consisted of Bill Bensing, Director of Public Works, Kyle Henke, Parks and Recreation Director, Brian Mullady, Procurement Director, Sara Foan-Oliver, Assistant Director of Procurement and David Weidler, Assistant CAO selected Navigate Building Solutions to provide a proposal based on a defined scope which was to include pricing for On-Call Owner Representative and Construction Advisory Services.

After review of the qualified firm's proposal to perform these types of services, the Selection Committee recommended Navigate Building Solutions for On-Call Owner Representative and Construction Advisory Services. This selected qualified firm is providing these services based on rates provided in RFP #13853 (attached).

Funding is available in various accounts and upon future budgetary approval.

Attached is a request from David Weidler, Assistant CAO, requesting a contract be entered into with Navigate Building Solutions based on rates in RFP #13853 Staff Classification Rates and upon future budgetary approval.

Respectfully,

Sara Foan-Oliver
Assistant Procurement Director



Unless otherwise required in this Agreement, NAVIGATE shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

NAVIGATE shall from time to time provide estimates of the project costs. Any such estimate shall be viewed as a projected cost and not a guaranteed cost.

NAVIGATE shall have the right to include photographic or artistic representations of the design of the Project among NAVIGATE's promotional and professional materials.

Any disputes between parties shall be governed by Missouri Law.

COMPENSATION

NAVIGATE shall be compensated the lump sum amount and/or for time and materials as defined by Task Order. Task Orders with a "time and material" compensation provision shall be billed for time incurred in accordance with the following Rates.

	Staff Classification	Contract Year					
		2021	2022	2023	2024	2025	2026
Public Agency Contract Rates	1 Principal	\$155.33	\$159.99	\$164.79	\$169.73	\$174.82	\$180.07
	2 Project Director	\$133.14	\$137.14	\$141.25	\$145.49	\$149.85	\$154.35
	3 Senior Claims Analyst	\$128.00	\$131.84	\$135.80	\$139.87	\$144.07	\$148.39
	4 Senior Project Manager	\$128.00	\$131.84	\$135.80	\$139.87	\$144.07	\$148.39
	5 Project Manager	\$125.00	\$128.75	\$132.61	\$136.59	\$140.69	\$144.91
	6 Senior Scheduler	\$108.72	\$111.99	\$115.34	\$118.81	\$122.37	\$126.04
	7 Scheduler	\$89.51	\$92.19	\$94.96	\$97.80	\$100.74	\$103.76
	8 Project Engr. / Office Engr.	\$89.51	\$92.19	\$94.96	\$97.80	\$100.74	\$103.76
	9 Quality Assurance Engr.	\$108.72	\$111.99	\$115.34	\$118.81	\$122.37	\$126.04
	10 Construction Inspector	\$78.97	\$81.34	\$83.78	\$86.30	\$88.89	\$91.55
	11 Value Engineer Specialist	\$155.33	\$159.99	\$164.79	\$169.73	\$174.82	\$180.07
	12 Senior Cost Estimator	\$108.72	\$111.99	\$115.34	\$118.81	\$122.37	\$126.04
	13 Cost Estimator	\$89.51	\$92.19	\$94.96	\$97.80	\$100.74	\$103.76
	14 Administrative Assistant	\$49.16	\$50.63	\$52.15	\$53.71	\$55.32	\$56.98

A multiplier of 1.45 shall be applied to the rates above to cover all rate burdens, overhead, profit and normal expenses. Rates apply to all services performed during that calendar year January 1 thru December 31.

Payments to NAVIGATE

Payments for services shall be made monthly in accordance with the percentage of work completed for each Phase and/or for time incurred. Payments are due and payable upon presentation of NAVIGATE's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing from time to time in the State of Missouri.

The Owner shall not withhold amounts from NAVIGATE's compensation to impose a penalty or liquidated damages on NAVIGATE.

SCOPE OF THE AGREEMENT

This Agreement represents the entire and integrated agreement between the Owner and NAVIGATE and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and NAVIGATE.

This Agreement is comprised of the following documents listed below:

RESOLUTION 116-2021

A RESOLUTION ACCEPTING THE SINGLE SOURCE QUOTATION OF ANIXTER IN THE AMOUNT OF \$46,958, WITH FUTURE PURCHASES PENDING BUDGETARY APPROVAL, FOR THE PURCHASE OF ELSTER/HONEYWELL AMI SYSTEM METERS FOR THE ELECTRIC DEPARTMENT AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PURCHASING TO ISSUE A PURCHASE ORDER.

WHEREAS, the City of Kirkwood currently utilizes Elster AMI System Meters throughout the Kirkwood Electric distribution system, and

WHEREAS, Kirkwood Electric is seeking to replenish its stock of meters after the initial Elster/Honeywell automated metering information system deployment, and

WHEREAS, Anixter submitted a quotation in the initial amount of \$46,958, with future purchases pending budgetary approval, for the purchase of Elster/Honeywell AMI System Meters for the Electric Department, and

WHEREAS, Anixter is the sole provider of Elster/Honeywell AMI System Meters, therefore is the single source provider of the City, and

WHEREAS, funds are available in Account #501-2215-480.75.15, Project #EL2201.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The single source quotation of Anixter in the amount of \$46,958, with future purchases pending budgetary approval, for the purchase of Elster/Honeywell AMI System Meters for the Electric Department is hereby accepted and approved.

SECTION 2. The Director of Purchasing is hereby authorized and directed to issue a Purchase Order to Anixter in the amount of \$46,958, with future purchases pending budgetary approval, for the purchase of Elster/Honeywell AMI System Meters for the Electric Department.

SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 16TH DAY OF DECEMBER 2021.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 12/16/2021

Step #1:

Strategic Plan YES

Goal # & Title Goal #1 - Enhance the Quality of Life for Kirkwood Residents

Background To Issue:

Kirkwood Electric is seeking to replenish its stock of meters after the initial Elster/Honeywell automated metering information system deployment. Anixter is the sole distributor of Elster/Honeywell meters and has provided a quote for the meters.

Recommendations and Action Requested:

Approval of a resolution allowing the Procurement Director to enter into an agreement to purchase Elster/Honeywell meters in the amount of \$46,958 with future purchases to be obtained as per council budget approved levels.

Alternatives Available:

Elster/Honeywell meters are incorporated in the original communications network and software system associated with the Utilismart Automated Metering Information System. The system requires Elster/Honeywell meters to function properly.

Does this project have a public information component? Yes No

Cost: \$46,958.00 Account #: 50121154807515 Project #: EL2201 Budgeted: YES

If YES, Budgeted Amount: \$344,581.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

The Automated Metering Information System implementation has enabled Kirkwood Electric to remotely access meters to determine outage information, perform billing, determine system loading, and perform trouble-shooting operations. This system's performance surpasses the old manual meter reading process, enabled the department to cut costs associated with the billing process, and provided analytics to improve the departments operation. The department recommends approval of the resolution.

BY: Mark Petty

Date: 12/7/2021

Authenticated: pettyma

You can attach up to 3 files along with this request.



KIRKWOOD HONEYWELL
Quote # U00682536 for
meters dated 12.6.21.pdf
Adobe Acrobat Document
283 KB

File Attachment

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: Brian Mullady

Date: 12/8/2021

Authenticated: foanolsm

You can attach up to 3 files along with this request.



 File Attachment

 File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is available and sufficient for \$46,958 in account 501-2215-480-75-15, Distribution Improvements, Project EL2201, Circuit Upgrade to approve the above request.

BY: Sandra Stephens

Date: 12/8/2021

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 12-10-21



1100 Old State Road
Mattoon, IL 61938

RFQ HONEYWELL

www.anixterpowersolutions.com

Phone: 217.235.0546
Fax: 217.235.0024

Quotation: **U00682536.00**

To: **CITY OF KIRKWOOD**
212 SOUTH TAYLOR AVENUE
KIRKWOOD, MO 63122

Attn: **CASSANDRA JAMES**
Phone:
Fax:

Issued Date: **Dec 06, 2021**

Expiration Date: **Jan 02, 2022**

Sales Contact: **Traci Smith**
(P) 800.637.7121
(F)
traci.smith@anixter.com

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
1		ZH5W3000004D ZH5W3000004D,000000CSPEC-02 Key Number: REXU Product Family: ZH-ZH- REXU GREXU METER Service Type /Test Amps: 5W-3 PHASE; 3W; NETWORK(2 STR) 30 Voltage / Module: 3-120VAC; ZIGBEE DEPOPULATED 60H DEL: 22 WEEKS	150	133.390	EA	20,008.50
2		ZHC24000004D ZHC24000004D,000000CSPEC-02 Key Number: REXU Product Family: ZH-ZH- REXU GREXU METER Service Type /Test Amps: C2-1 PHASE; 3W 2.5 A; 20 AMPS; 4S Voltage / Module: 4-240VAC; ZIGBEE DEPOPULATED 60H DEL: 18 WEEKS	32	125.680	EA	4,021.76
3		ZD3410000LMD ZD3410000LMD,000000CSPEC-01 Product Family: ZD-ZD- A3 CISPR Include Communication Options: N-NO Service Type /Test Amps: 34-FM 16S; CL 320 Voltage / Platform: 1-120-480V; W/ 128 MEMORY DEL: 18 WEEKS	48	225.670	EA	10,832.16
4		ZHC44000004D ZHC44000004D,000000CSPEC-02 Key Number: REXU Product Family: ZH-ZH- REXU GREXU METER Service Type /Test Amps: C4-1 PHASE; 3W 50 A; 320 AMPS;2S Voltage / Module: 4- 240VAC; ZIGBEE DEPOPULATED 60H DEL: 18 WEEKS	96	125.990	EA	12,095.04

SECTION TOTAL: \$46,957.46

QUOTE TOTAL: \$46,957.46



1100 Old State Road
Mattoon, IL 61938

RFQ HONEYWELL

www.anixterpowersolutions.com

Phone: 217.235.0546
Fax: 217.235.0024

Quotation: U00682536.00

Special Notes

- 1) All items are In Stock unless otherwise noted.
- 2) All item pricing on this quote is valid for thirty days unless otherwise specified.
- 3) All applicable taxes apply.

BY ACCEPTING THIS QUOTE, YOU AGREE THAT THE ANIXTER TERMS AND CONDITIONS OF SALE PUBLISHED AT THE LINK BELOW ARE EXPRESSLY INCORPORATED INTO AND SHALL GOVERN THIS TRANSACTION.

<http://www.anixter.com/TERMSANDCONDITIONS>

Anixter Power Solutions offers the industry's most extensive and dynamic portfolio of products, services and solutions for the Public Power, Investor-owned Utilities, Construction and Industrial markets.

The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Anixter's performance or obligations herein. In the event of any delays or adverse impacts, Anixter reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.

December 7, 2021

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Elster/Honeywell AMI System Meters (Hardware), #500375


The City of Kirkwood currently utilizes Elster AMI System Meters throughout Kirkwood Electric distribution system.

Anixter is the sole provider of Elster/Honeywell AMI System Meters in our region and meets the criteria of a single source procurement as defined in Article VI. Procurement of the City of Kirkwood's Code of Ordinances.

Kirkwood Electric recommends approval of a Purchase Order with Anixter at the rates provided for Elster/Honeywell AMI System Meters.

Funds are available in the account number, 501-2115-480.75-15, in the amount of \$344,581.00.

Attached is a request from Mark Petty, Kirkwood Electric Director, to enter into an agreement to purchase with Anixter to purchase Elster/Honeywell AMI System Meters at the rates provided in their proposal of an initial purchase of \$46,958.00 with allowable future purchases to be obtained pending budgetary approval.

Respectfully,

Sara Foan-Oliver
Assistant Director of Procurement

RESOLUTION 117-2021

A RESOLUTION ACCEPTING THE BID OF ROUTEWARE IN THE AMOUNT OF \$90,759.04 (PURSUANT TO H-GAC COOPERATIVE CONTRACT) FOR GPS HARDWARE, INSTALLATION, TRAINING, AND ANNUAL SYSTEM SUPPORT SERVICES FOR THE SANITATION DEPARTMENT AND AUTHORIZING AND DIRECTING THE DIRECTOR OF PROCUREMENT TO ISSUE A PURCHASE ORDER.

WHEREAS, the City may purchase items and services that have been competitively bid and awarded by H-GAC Cooperative Contract, and

WHEREAS, the Sanitation Department has funds budgeted in FY 2021/2022 that have been allocated to improve customer service, route efficiencies and communications through the use of GPS and other intergraded technologies, and

WHEREAS, staff recommends that the City accept the bid of Routeware in the amount of \$90,759.04 under H-GAC Cooperative Contract #FL03-21 for GPS hardware, installation, training, and annual system support services for the Sanitation Department, and

WHEREAS, funds are available in Account #509-2315-482.75.06, Project #SA2204, pending budgetary approval.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The Director of Procurement is hereby authorized and directed to issue a Purchase Order in the amount of \$90,759.04 to Routeware under H-GAC Cooperative Contract #FL03-21 for GPS hardware, installation, training, and annual system support services for the Sanitation Department.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 16TH DAY OF DECEMBER 2021.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 12/16/2021

Step #1:

Strategic Plan NO Goal # & Title

Background To Issue:

In the FY22 Sanitation budget funds have been allocated to improve customer service, route efficiencies and communications through the use GPS and other integrated technologies. This technology will allow Sanitation to validate daily, that all routes have been collected and track reasons why a home was picked up or not. Sanitation trucks will be outfitted with onboard touchscreen pads that will allow for better communication between the office and trucks to improve communications and reduce unnecessary repeat call back trips. It is anticipated that within 12 -18 months with the use of this system, that improved routing and collections will decrease the use of fuel, reduce time on the road, reduce accidents and become more productive.

Recommendations and Action Requested:

It is recommended that the City accept the proposal from Routeware with an initial cost of \$47,500 to provide hardware, installation and training, including an annual system support services of \$43,259 pending annual budgetary approvals.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$90,759.04 Account #: 50923154827506 Project #: SA2204 Budgeted: YES

If YES, Budgeted Amount: \$100,000.00 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Bill Bensing

Date: 12/6/2021

Authenticated: bensinwe

You can attach up to 3 files along with this request.



City of Kirkwood - Routeware -
Quote - HGAC.pdf
Adobe Acrobat Document
22.2 KB

File Attachment

File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Approve

Purchasing Director's Comments:

BY: Brian Mullady

Date: 12/8/2021

Authenticated: foanolsm

You can attach up to 3 files along with this request.



File Attachment

File Attachment

Step #3: If budgetary approval is required **(Must have Finance Department's approval).**

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is available and sufficient for \$90,759.04 in account 509-2315-482-75-06, Rolling Stock, Project SA2204, GPS Routing to approve the above request.

BY: Sandra Stephens

Date: 12/8/2021

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 12-10-21



Order Form

Routeware Global

16525 SW 72nd Ave
Portland, Oregon 97224
United States

Phone: (503) 906-8500
Fax: (503) 906-8544
Email: info@routeware.com

Order #: Q-00735-3
Term: 60 Months
Date: 6/10/2021, 12:34 PM
Expires On: 12/31/2021

Ship To
Bill Bensing
City of Kirkwood - MO
Kirkwood, Missouri
United States
(314) 822-5846
bensinwe@kirkwoodmo.org

Bill To
City of Kirkwood - MO
Kirkwood, Missouri
United States

SALESPERSON	PHONE	EMAIL	PAYMENT TERMS
Dan Cunnane	(503) 906-8530	dcunnane@routeware.com	Net 10

Statement of Confidentiality & Non-Disclosure

This document contains proprietary and confidential information. All information and data submitted to City of Kirkwood - MO is provided in reliance upon its consent not to use or disclose any information contained herein except in the context of its business dealings with Routeware Global. The recipient of this document agrees to inform present and future employees of City of Kirkwood - MO who view or have access to its content of its confidential nature. The recipient agrees to instruct each employee that they must not disclose any information concerning this document to others except to the extent that such information is generally known to, and is available for use by, the public. The recipient also agrees not to duplicate or distribute or permit others to duplicate or distribute any material contained herein without Routeware Global's express written consent.

Routeware Global retains all title, ownership and intellectual property rights to the material and trademarks contained herein, including all supporting documentation, files, marketing materials, and multi-media.

BY ACCEPTANCE OF THIS DOCUMENT THE RECIPIENT AGREES TO BE BOUND BY THE AFOREMENTIONED STATEMENT

Hardware

PRODUCT	UNIT	QTY	UNIT PRICE	EXTENDED
Heavy Duty Tablet 10" Pro Tablet with Full Install Kit (Android)	Each	12.00	USD 825.00	USD 9,900.00
Camera Controller (Camera Not Included)	Each	12.00	USD 475.00	USD 5,700.00
Standard HD Camera for Camera Controller with Cable	Each	24.00	USD 90.00	USD 2,160.00
Camera Power Kit for Windows and Heavy Duty Tablets	Each	12.00	USD 30.00	USD 360.00
Monitor for Camera Controller	Each	1.00	USD 40.00	USD 40.00
Reverse Camera Connector Kit (Android)	Each	12.00	USD 40.00	USD 480.00
Proximity Switch for Windows and Heavy Duty Tablets	Each	12.00	USD 105.00	USD 1,260.00
Hardware TOTAL:				USD 19,900.00

Services

PRODUCT	UNIT	QTY	UNIT PRICE	EXTENDED
Vehicle Installation	Each	12.00	USD 300.00	USD 3,600.00
Project Management and Training	Each	1.00	USD 15,000.00	USD 15,000.00
Camera System Installation	Each	12.00	USD 300.00	USD 3,600.00
Additional Camera Installation	Each	12.00	USD 150.00	USD 1,800.00
Backup Camera Auto Trigger Installation	Each	12.00	USD 150.00	USD 1,800.00
Prox Switch Installation	Each	12.00	USD 150.00	USD 1,800.00
Services TOTAL:				USD 27,600.00

Support Fees

PRODUCT	UNIT	QTY	UNIT PRICE	EXTENDED
Monthly Service Fee	Per Month	12.00	USD 149.00	USD 1,788.00
Cellular Data Charge (RD)	Per Month	12.00	USD 15.00	USD 180.00
Cloud Hosting	Per Month	1.00	USD 599.00	USD 599.00
Picture Service Fee	Per Month	12.00	USD 45.00	USD 540.00
RouteMaker Subscription	Per Month	1.00	USD 497.92	USD 497.92
Auto Pickup System Fee	Per Month	12.00	USD 0.00	USD 0.00
Support Fees TOTAL:				USD 3,604.92

Payment Terms -

Hardware and Software: 100% due upon execution and prior to shipment
Support Fees: Due quarterly in advance per Support Plan terms and conditions
Services: Due upon receipt of invoice

Terms & Conditions Information

This Order and all products and services herein are subject to and limited to the terms and conditions contained in Routeware's Master Terms located at <https://www.routeware.com/Clients>. Any purchase orders issued in response to this Order, will be deemed acceptance of such terms.

<https://www.routeware.com/Clients>

Username: routeware

Password: *RWClient1!*

Prices are exclusive of any federal, state, or local taxes. The customer is responsible for all federal, state, and local taxes.

This system requires a specific server to operate Routeware software, which may need to be purchased separately.

This system requires cellular connectivity for each vehicle which may need to be purchased separately.

If route sequencing by Routeware is a requirement, additional professional services fees may apply.

On-Board Computer software is sold as a perpetual license, allowing the license to be activated on replacement hardware.

Any lapse in support voids perpetual license.

Pricing does not include freight cost or travel expenses, which will be invoiced as they are incurred.

Customer Responsibility for Auto Backup Camera on Reverse Trigger:

The Routeware Backup Camera on Reverse Smart Truck Feature allows the Routeware system to pull a specific camera up on the tablet when the vehicle is put into Reverse. This event requires a "trigger" to indicate to the system that the vehicle is now in Reverse. Routeware requires a circuit that will go "voltage high" (Above 11 VDC) when the vehicle is put into Reverse, A Routeware installer can then can "T" off of the circuit and connect it to our input sensors.

To avoid any vehicle-related concerns or issues Routeware requires the customers to identify an appropriate circuit to use for this purpose. Once this circuit is identified, Routeware will connect our input sensors to this circuit. Routeware will provide general knowledge and or troubleshooting but are reliant on the customer guidance for this feature implementation.

City of Kirkwood - MO

Signature:

Date:

Name (Print):

Title:

Routeware Global

Signature:

Date:

Name (Print):

Title:

Please sign and email to Dan Cunnane at dcunnane@routeware.com or fax to (503) 906-8544

Reviewed By:

ls2\

December 7, 2021

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Sanitation Routeware, #500374

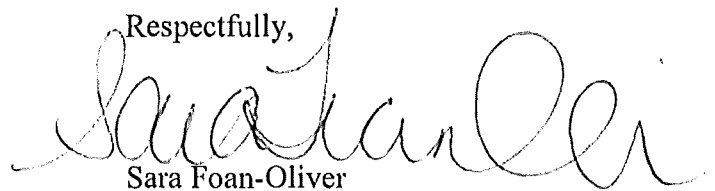
The City of Kirkwood may use cooperative contracts that are competitively bid. Houston-Galveston Area Council (H-GAC) competitively bid this equipment and software and Routeware was the lowest responsible and responsive bid. The H-GAC contract number is FL03-21.

This will help improve customer service, route efficiencies and communication through the use of GPS and other intergraded technologies. It will also allow Sanitation to validate daily, that all routes have been collected and track reasons why or why not a home was picked up. In addition, this will allow for communication between trucks and office and reduce unnecessary call back trips and free up some resources such as fuel, road-time, potential accidents and provide more effective productivity.

Funds are available in the account number, 509-2315-482.75-06, project number SA2204, in the amount of \$100,000.00.

Attached is a request from Bill Bensing, Public Works Director, for a resolution authorizing a purchase order in the amount of \$90,759.04 to be issued to Routeware for the initial amount of \$47,500.00 for GPS hardware, installation and training and \$43,259.00 for system support on an annual basis pending budgetary approval.

Respectfully,

A handwritten signature in cursive script, appearing to read "Sara Foan-Oliver".

Sara Foan-Oliver

Assistant Director of Procurement

RESOLUTION 118-2021

A RESOLUTION ACCEPTING THE PROPOSAL OF CRAWFORD, MURPHY AND TILLY, INC. IN THE AMOUNT OF \$168,074.93 FOR PROFESSIONAL ENGINEERING AND CONSTRUCTION SERVICES FOR STP-5502 (611) NORTH KIRKWOOD ROAD IMPROVEMENT PROJECT AND AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO A CONTRACT.

WHEREAS, a Request for Proposals was developed and proposals were received for Engineering Services for STP-5502 (611) North Kirkwood Road Improvement Project, and

WHEREAS, a Selection Committee consisting of the Public Services Director, Assistant City Engineer, City Engineer, and Senior Procurement Officer/Analyst reviewed the proposals, and

WHEREAS, the Selection Committee recommends Crawford, Murphy and Tilly, Inc. as the most qualified to provide Professional Engineering and Construction Services for STP-5502 (611) North Kirkwood Road Improvement Project, and

WHEREAS, funds are available in Account #301-1401-600.75-14, Project #PW2214.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The proposal of Crawford, Murphy and Tilly, Inc. in the amount of \$168,074.93 for Professional Engineering and Construction Services for STP-5502 (611) North Kirkwood Road Improvement Project is hereby accepted and approved.

SECTION 2. The Mayor is hereby authorized and directed to enter into a contract with Crawford, Murphy and Tilly, Inc. in the amount of \$168,074.93 for Professional Engineering and Construction Services for STP-5502 (611) North Kirkwood Road Improvement Project.

SECTION 3. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 16TH DAY OF DECEMBER 2021.

Mayor, City of Kirkwood

ATTEST:

City Clerk

Legislation Request

Resolution

Place On The Agenda Of: 12/16/2021

Step #1:

Strategic Plan YES

Goal # & Title Goal 5 Invest for the future through public infrastructure

Background To Issue:

Professional engineering services are needed for the design of the Federal Project STP-5502(611) North Kirkwood Road Improvement Project located on Kirkwood Road from 100' south of Swan Avenue to Adams Avenue. Request for Qualifications were sent to design firms through the Purchasing Department and also listed on MoDOT's Website. A selection committee then reviewed and rated the responses of the interested firms and selected Crawford, Murphy and Tilly, Inc. to provide a fee proposal. Crawford, Murphy and Tilly, Inc. submitted a fee proposal of \$168,074.93 for preliminary engineering. The federal grant does provide 80% reimbursement of the estimated costs for preliminary engineering for this project. This contract includes the design of a Pedestrian Hybrid Beacon (PHB) between Washington and Essex. The City will coordinate with The James project on design and construction of the PHB.

Recommendations and Action Requested:

It is recommended that the City Council accept the proposal by Crawford, Murphy and Tilly, Inc. in the amount of \$168,074.93 for preliminary engineering design services.

Alternatives Available:

Does this project have a public information component? Yes No

Cost: \$168,074.93 Account #: 30114016007514 Project #: PW2214 Budgeted: YES

If YES, Budgeted Amount: \$168,074.93 If NO, or if insufficient funding (Complete Step #3).

Department Head Comments:

BY: Christopher Krueger

Date: 12/7/2021

Authenticated: kruegeca

You can attach up to 3 files along with this request.

 File Attachment

 File Attachment

 File Attachment

Step #2: If request involves approval of bids, contracts, proposals, purchases, etc. **(Must have Purchasing Director's approval).**

Select...

Purchasing Director's Comments:

BY: Brian Mullady

Date: 12/8/2021

Authenticated: foanolsm

You can attach up to 3 files along with this request.



File Attachment

File Attachment

Step #3: If budgetary approval is required (**Must have Finance Department's approval**).

Budgetary Approval

From Account # or Fund Name:

To Account # or Fund Name:

Finance Director's Comments:

Budgetary appropriation is available and sufficient for \$168,074.93 in account 301-1401-600-75-14, Streets, Project PW2214, Kirkwood Road Phase 1 to approve the above as requested.

BY: Sandra Stephens

Date: 12/8/2021

Authenticated: stephesf

Step #4: All Requests Require Chief Administrative Officer Approval for Placement on Meeting Agenda.

Approve Disapprove

Chief Administrative Officer's Comments:

BY: 

Date: 12-10-21

To: Russell B. Hawes, Chief Administrative Officer

For Your Consideration: Professional Engineering and Construction Services for Federal Project STP-5502(61) North Kirkwood Road Improvement Project, #13837

Per Article VI. Procurement of the City of Kirkwood's Code of Ordinances, a selection committee was appointed by the Chief Administrative Officer and chaired by the Director of Procurement to review and recommend to Council a qualified firm to provide Electrical Engineering Operations & Maintenance Support Services.

On September 7th, 2021 a Request for Qualifications, #13837, was issued through the e-Procurement platform, IonWave to two hundred-sixteen firms as well as being posted on MoDot's website.

Qualifications were received from nine firms; CBB Transportation Engineers + Planners (George L. Crawford and Associates Inc), Cole and Associates, Inc., Crawford, Murphy and Tilly, Inc., Horner & Shifrin, Inc., IMEG Corp., Oates Associates, Inc., TERRA Engineering, Ltd., TWM-Inc. (Thouvenot, Wade & Moerchen),

The Selection Committee which consisted of Bill Bensing, Public Services Director, Richard Holesinger, Assistant City Engineer, Chris Krueger, City Engineer, and Cassandra James, SR. Procurement Officer/Analyst, reviewed the qualifications.

A summary of the scope of services requested by the City is as follows:

The Missouri Highways and Transportation Commission have determined that the Kirkwood Road Improvement Project is consistent with the goals of the Surface Transportation Program and has awarded the City of Kirkwood grant funding for the project. The City of Kirkwood is requesting Professional Engineering and Construction Services for Federal Project STP-5502(611) North Kirkwood Road Improvement Project located on Kirkwood Road from 100' south of Swan Avenue to Adams Avenue.

The Selection Committee reviewed and evaluated the qualifications based on:

- A. Specialized experience and technical competence of the firm with respect to the type of services required.
- B. Capacity and capability of the consultant to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.
- C. Past record of performance of the consultant with respect to such factors as quality of work and ability to meet schedules.
- D. The consultant's proximity to and familiarity with the area in which the services are located.

After review of the qualified company's qualifications to perform these types of services, the Selection Committee sought a proposal from Crawford, Murphy and Tilly, Inc. The Selection Committee is recommending Crawford, Murphy and Tilly, Inc., to perform services for the Professional Engineering and Construction Services for Federal Project STP-5502(611) North

Kirkwood Road Improvement Project based on their proposal response and the criteria and the scope listed above. This selected qualified company will provide Professional Engineering and Construction Services for Federal Project STP-5502(611) North Kirkwood Road Improvement Project for the Engineering Department at the rates provided in the attached rate sheet for \$168,074.93 with MoDot providing the City with an 80% reimbursement from a Federal Grant.

Funds in the amount of \$168,074.93 are available in account number 301-1401-600-75.14, Project PW2214.

Attached is a request from Christopher Krueger, City Engineer, requesting a contract to be issued to Crawford, Murphy and Tilly, Inc., for the Professional Engineering and Construction Services for Federal Project STP-5502(611) North Kirkwood Road Improvement Project.

Respectfully,

A handwritten signature in black ink, appearing to read "Sara Foan-Oliver". The signature is fluid and cursive, with a large initial "S" and "F".

Sara Foan-Oliver
Assistant Director of Procurement