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|-------------|----|--|
| ACTION      | 1  | <b>Roll Call to Determine Quorum</b><br>Justine Del Muro      Beto Lopez      Jaime Guillen<br>Phyllis Hernandez      Dr. Julia Vargas      Valerie Coyazo<br>Octavio Villalobos      Rosemary Martin  |
| INFORMATION | 2  | <b>Welcome &amp; Introduction</b>  |
| ACTION      | 3  | <b>Consent Agenda</b><br>3.1 December 15, 2022 Board Meeting Minutes<br>3.2 December 28, 2022 Special Meeting Minutes<br>3.3 HR Board Staff Report January 2023<br>3.4 December 2022 Financial Statement<br>3.5 December 2022 Check Register<br>3.6 December 2022 Credit Card Statement<br>3.7 PowerSchool HR Information System<br>3.8 Hollis Miller Library Expansion, MKEC Engineering Contract<br>3.9 Carter Door & Gate, High School Parking Lot Gate<br>3.10 Design Mechanical, High School Gym RTU Replacement<br>3.11 Universal Construction, Kansas Winger<br><b>ACTION RECOMMENDED: APPROVAL</b> |
| ACTION      | 4  | Updated Strategic Plan- Mr. Mendez<br><b>ACTION RECOMMENDED: APPROVAL</b>  |
| ACTION      | 5  | New Policy 4800- Staff Complaints and Grievances<br><b>ACTION RECOMMENDED: APPROVAL</b>  |
| ACTION      | 6  | Revise Policy 2200- Admission and Withdrawal<br><b>ACTION RECOMMENDED: APPROVAL</b>  |
| ACTION      | 7  | New Policy 1475- Parent and Student Concerns and Complaints<br><b>ACTION RECOMMENDED: APPROVAL</b>   |
| ACTION      | 8  | Revise Policy 0120- Legal Status<br><b>ACTION RECOMMENDED: APPROVAL</b>  |
| ACTION      | 9  | American Digital Security (ADS), NVR Upgrade- Alan Olson<br><b>ACTION RECOMMENDED: APPROVAL</b>  |
| ACTION      | 10 | American Digital Security (ADS), DMP Intrusion Detection System- Alan Olson<br><b>ACTION RECOMMENDED: APPROVAL</b>   |
| ACTION      | 11 | American Digital Security (ADS), Avigilon Control Manager Upgrade- Alan Olson<br><b>ACTION RECOMMENDED: APPROVAL</b>   |
| INFORMATION | 12 | <b>Superintendent Report</b><br>12.1 60 Second Success Stories- Each Bldg. Principal<br>12.2 By The Numbers- Dr. Miguel<br>12.3 Real World Learning Update- Mr. Meaney, Mr. Schoen, Mr. Mendez   |

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ACTION	18	<b>Adjourn</b>

Next regular Board of Directors Meeting: **Thursday, February 23, 2023**

Guadalupe Education System Inc.  
Board of Director Meeting Minutes  
December 15, 2022

The meeting was called to order by the Board President, Beto Lopez at 4:31pm at the GCI Gallagher room and via Zoom. The board members present established a quorum. Mr. Lopez welcomed all those in attendance.

Board Members Present:   Beto Lopez                   Jaime Guillen                   Phyllis Hernandez  
  Justine Del Muro

Board Members Absent:   Dr. Julia Vargas           Valerie Coyazo           Rosemary Martin  
  Octavio Villalobos

Also present:           Dr. Jim Hammen           Eduardo Mendez           Charlotte Hawkins           Jennifer Clay  
Dr. Alicia Miguel       Daisy Myrick           Samantha Novak           Omar Fierros           Patricia Hernandez  
Dr. April Soberon       Elizabeth Marentes       Jesse Harvey           Esteban Martinez       Michael Meaney  
Luis Posada           Shannon Spradling       Mark Nasteff           Alan Olson           James Engelby  
Frances Alaniz       Kent Peterson

Some of the following finance items were not discussed at the December Finance Committee meeting and could not formally recommend for board approval at that time due to a lack of a quorum. Each item will be discussed individually for full board approval.

**Closed Session**

A motion to move into closed session pursuant to Section 610.021.(1) RSMo. was made at 4:33pm by Beto Lopez, seconded by Jaime Guillen. The following also remained in closed session- Mark Nasteff and Dr. Jim Hammen. The motion passes unanimously by roll call vote as follows:

Yes:   Beto Lopez, Jaime Guillen, Phyllis Hernandez, Justine Del Muro

The Board of Directors returned to open session at 5:15pm, Dr. Jim Hammen reported no decisions were made in closed session.

**Consent Agenda**

November 17, 2022 Board Meeting Minutes  
Board Staff Report December 2022

There were no further questions or concerns noted.

Jaime Guillen moved to accept the Consent Agenda, Phyllis Hernandez seconded the motion. **Motion carried unanimously.**

**November 2022 Financial Statement**

Shannon Spradling discussed November 2022 Financial Statement. Revenue is at 47% and expenditures at 44%, expenditures are a little high but has to do with the school starting. Overall, the school is in good shape. Phyllis Hernandez moved to accept the November 2022 Financial Statement, Jaime Guillen seconded the motion. **Motion carried unanimously.**

**November 2022 Check Register**

Judge Del Muro would like to have information on Office Essentials purchases, Dr. Jim Hammen stated it was for new classroom furniture at the elementary school due to an additional class added.

Judge Del Muro moved to accept the November 2022 Check Register, Phyllis Hernandez seconded the motion. **Motion carried unanimously.**

### **November 2022 Credit Card Statement**

Judge Del Muro would like follow up on missing receipts from the high school. Dr. Jim Hammen will provide information at next month's board meeting.

Phyllis Hernandez moved to accept the November 2022 Credit Card Statement, Judge Del Muro seconded the motion. **Motion carried unanimously.**

### **Kenton Brothers, Middle School Locks**

Alan Olson stated they replaced the doors and hardware at the High School over the summer to be steel doors and upgraded the lock security to be mindful of active shooter drills and those types of situations. This agreement is to do the same at the middle school. Kenton Brothers will create a master key system for the Middle School, this will provide the overall security aspect of the building.

Judge Del Muro moved to accept the Kenton Brothers, Phyllis Hernandez seconded the motion. **Motion carried unanimously**

### **Universal Construction Company, Middle School Locks**

Alan Olson stated this is in conjunction with Kenton Brothers. Universal Construction Company is used for the replacement of all the doors. Jaime Guillen stated the quote is a bit outdated, Judge Del Muro and he would like confirmation that the price will remain the same.

Judge Del Muro moved to accept the Universal Construction Company agreement contingent that the price remains as quoted, Phyllis Hernandez seconded the motion. **Motion carried unanimously**

### **Universal Construction Company, Soccer Goals Fencing**

Alan Olson stated several vehicles were damaged by balls, they replaced the fencing with a larger fence for better protection to prevent any other damages be made.

Judge Del Muro moved to accept the Universal Construction Company Fencing, Phyllis Hernandez seconded the motion. **Motion carried unanimously**

### **Hollis + Miller and MKEC, Master Planning**

Alan Olson indicated there are 2 parts of the Master Planning, Hollis + Miller provides the campus master planning and MKEC provides the engineering aspect.

Jaime Guillen moved to accept Hollis + Miller Master Planning, Phyllis Hernandez seconded the motion.

**Motion carried unanimously**

Jaime Guillen moved to accept MKEC Master Planning, Phyllis Hernandez seconded the motion. **Motion carried unanimously**

### **Hollis + Miller and MKEC, Library Expansion**

Alan Olson indicated there are 2 parts of the Library Expansion, Hollis + Miller provides master planning and MKEC provides the engineering aspect. The library project has been put on hold, however Hollis + Miller completed the schematic design. MKEC did a little bit of topographical and boundary survey work, which is listed there as not to exceed \$7,500. The civil site design, the landscape, design and construction.

Administration. Aspects of this contract will not be performed. MKEC was not approved at this moment and has been put on hold for more clarification.

Judge Del Muro moved to accept the Hollis + Miller Library Expansion, Phyllis Hernandez seconded the motion. **Motion carried unanimously**

### **Purchase of Smart Boards**

James Engelby stated the schools have been using smart boards for 7+ years, they are outdated and have been used to their full capacity. The new smart boards compared to what is currently used can bring the classrooms to the next level and bring exciting, new tools to their teachers. This quote is currently for the Middle School to replace every smart board there and puts several on carts as well. He will work on receiving quotes for the remaining schools as well.

Ms. Phyllis Hernandez moved to accept the Smart Boards, Judge Del Muro seconded the motion. **Motion carried unanimously**

### **GCCS McKinney Vento / Homeless Liaison**

Dr. Hammen stated the McKinney Vento / Homeless Liaison is a requirement that each affiliation has in accordance with state and federal mandates. This role is designated as the Director of Student Services, Dr. Alicia Miguel.

Jaime Guillen moved to accept the GCCS McKinney Vento / Homeless Liaison, Phyllis Hernandez seconded the motion. **Motion carried unanimously**

### **Steve Gering MOU**

Dr. Hammen discussed ways he can do things better as he took on his role as Superintendent. One of the suggestions, as he has been working with Robbyn Wahby with the Charter Commission and Angelique Nedved with School Smart KC is to have mentorship. Steve Gering comes highly recommended, he has great experience and has worked with several different superintendents and some administrators within the organization.

Judge Del Muro moved to accept Steve Gering MOU, Jaime Guillen seconded the motion. **Motion carried unanimously**

### **KU Nursing Students**

Dr. Hammen stated there are currently 4 nurses throughout the district. This agreement would allow them to be able to work with the school of nursing from the University of Kansas so they can work alongside the nurses and learn from them. That gives the school that second person 2 days a week for 7 weeks for a maximum of 20 hours a week, they would be able to take care of students under the supervision of their nursing staff.

Phyllis Hernandez moved to accept the KU Nursing Students, Jaime Guillen seconded the motion. **Motion carried unanimously**

The following action items were put on hold until the January 26, 2023 board meeting.

- American Digital Security (ADS), Security Monitoring and Badge Access
- American Digital Security (ADS), DMP Intrusion Detection System
- American Digital Security (ADS), Avigilon Control Manager Upgrade
- MKEC, Library Expansion
- PowerSchool HR Information System

### **Superintendent Report**

#### **60 Second Success-**

Elementary School- Dr. April Soberon shared a little shout out to their family and community engagement coordinator Lorena Patino and their family advocate Blanca Villa with their really impressive efforts for their family food pantry. School Smart KC and Harvesters partnered with the school district to help provide for their families.

Middle School- Esteban Martinez stated one of the things that they are proud of is that they are done with their NWEA testing. Preliminary data shows they are looking at students gaining anywhere from 8 to 10 points, this shows their kids are on the right track.

High School- Michael Meaney shared there was a brief celebration today over at the early college space and celebrated their students first semester of courses. 93% of their students passed their classes with a C or higher and that's compared to 76% last year. They're seeing a huge jump in their students' success in their early College Academy and that's primarily attributed to their support systems over there, Keith Schoen, Ashlyn Welch and Andrew Heimberger.

**By The Numbers-** Dr. Alicia Miguel stated the current student enrollment provided didn't have much change from last month's report, it has stayed consistent. They have opened the application process for new families, it opened on November 11, 2022. They have received 186 new applications this past month. Returning students' re-enrollment started on January 9, 2023. New students have until March 1, 2023 to apply. A lottery will be held via Zoom on March 3, students will receive an offer on March 6 and have until March 13 to accept the offer.

**Elementary Semester Changes and Hiring 3 Additional Specials Teachers-** Dr. Jim Hammen discussed the hiring of 3 additional specials teachers that will help provide additional planning time for their teachers. Dr. April Soberon and her staff will take on this challenge on some adjustments of scheduling and restructuring.

**Strategic Plan Update-** Mr. Mendez shared the semi final draft of the Strategic Plan. They are needing some feedback from the board, principals and cabinet. They will have Robbyn Wahby at the Charter Commission review the Strategic Plan as well. This will be brought to the board at the January 2023 meeting for approval.

**Provision II Free and Reduced Lunch Update-** Dr. Hammen mentioned they had applied for the Provision II Free and Reduced Lunch application, they did not qualify due to a technicality. There was an appeal submitted by Sonia Lopez, the State Department recognized the dates were not clear of when materials were due. That being said, they have since honored the school with Provision II, all of the students will eat for free for the next 3 years in the school district. Families that paid up to that point were refunded from the beginning of the school year.

**Initial Planning for 2023-** Dr. Hammen stated they are currently working on the following items for 2023: Summer School, 2023-24 Regular School Calendar/School Year Budget, Faculty Compensation Planning, 2023-24 Student Enrollment, Facilities Planning, Curriculum Materials Order and Summer Maintenance Projects.

### **Organizational Development**

Mr. Kent Peterson has helped in the past with the board retreat. He will help conduct the board self assessment process. Board members will receive a link to take their assessment survey, there will also be a survey done on a small group of staff and parents as well. They'll compile a set of reports and findings that will be available the first of the year and will be able to integrate into the board retreat.

### **Operations Report**

Mr. Olson provided a report, no further questions or comments were made.

### **Committee Reports**

**Finance Committee-** Beto Lopez stated they did not meet due to lack of a quorum.

**Executive Committee-** Beto Lopez stated they did not meet due to lack of a quorum.

**Instructional & Safety Committee-** Mark Nasteff stated they did meet, there is nothing additional to report.

### **Old Business**

None.

### **New Business**

Dr. Hammen discussed the KCMCC Scholastic Crime Stoppers MOU, this is no cost to the school district. This will give the school access to a reporting system and is done through an app. This will focus on the safety and security of our students and gives students the ability to report any kind of harmful situation, self harm or observed harm that might be taking place. The goal is early identification so that students know how to process that, we all own our own safety and all elements of what we do is the school district, Phyllis Hernandez moved to accept KCMCC Scholastic Crime Stoppers, Jaime Guillen seconded the motion.

**Motion carried unanimously**

### **Public Comment**

None.

### **Adjournment**

A motion made by Beto Lopez, seconded by Phyllis Hernandez to adjourn at 6:57pm passed unanimously.

Respectfully Submitted  
Patricia Hernandez, Board Secretary

The next Board of Directors Meeting is scheduled for **Thursday, January 26, 2023**.  
Minutes prepared by Recorder: Patricia Hernandez, Administrative Assistant

Guadalupe Education System Inc.  
Special Board of Director Meeting Minutes  
December 28, 2022

The meeting was called to order by the Board President, Beto Lopez at 11:06am in the GCI Gallagher Room and via Zoom. The board members present established a quorum. Mr. Lopez welcomed all those in attendance.

Board Members Present:	Beto Lopez	Phyllis Hernandez	Octavio Villalobos
	Dr. Julia Vargas	Valerie Coyazo	Rosemary Martin

Board Members Absent:	Jaime Guillen	Justine Del Muro
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Also Present:	Dr. Jim Hammen	Mark Nasteff	Patricia Hernandez
	Amy Quinn		

**Westbrook FY22 Audit Report**

Mr. Spradling presented and discussed the Westbrook FY22 Audit Report.

Mr. Villalobos moved to accept the Consent Agenda, Ms. Phyllis Hernandez seconded the motion. **Motion carried unanimously.**

**Adjourn**

Mr. Lopez made the motion to adjourn the meeting, seconded by Ms. Phyllis Hernandez. Meeting adjourned at 11:19am.

Respectfully Submitted  
Patricia Hernandez, Board Secretary

The next regular Board of Directors Meeting is scheduled for **Thursday, January 26, 2023.**

Minutes prepared by Recorder: Patricia Hernandez, Administrative Assistant



**BOARD REPORT**  
**January 26, 2023**

**HR UPDATES**

- Monitor Employee Covid-19 Reporting
- Continue Hiring New Staff for the SY 2022-2023 and 2023-2024
  - Pursuing the hiring of Long-Term Subs
  - Preparing to start career fair events for the Spring
- Paycom to PowerSchool HRMS implementation completed

**CURRENT VACANCIES & RECRUITING**

Building	New/Existing Position	Position
1. Middle School	Existing	Long-Term Substitute Teacher
2. Middle School	Existing	ELA Teacher
3. Middle School	New	Recess/Hall Monitor
4. High School	New	Paraprofessional (Grant)
5. High School	Existing	SPED Paraprofessional
6. High School	Existing	Soccer Coach
7. High School	Existing	ELD Paraprofessional
8. High School	New	Recess/Hall Monitor
9. Elementary	New	Literacy Interventionist
10. Elementary	New	SPED Paraprofessional
11. Elementary	Additional	Art Teacher
12. Elementary	Additional	Spanish Teacher
13. Elementary	Additional	Computer & Technology Teacher

**GUADALUPE CENTERS CHARTER SCHOOLS**

**Human Resources Report**



**Guadalupe  
Centers**  
EDUCATIONAL SYSTEM  
AND  
CHARTER SCHOOLS

14. Elementary	New	Recess/Hall Monitor
15. Elementary	Additional	Library Media Specialist
16. Elementary	Existing	Speech, Language Pathologist

**NEW HIRES for SY 2022-2023**

Name	Position
1. Mayra Figueroa	ELD Paraprofessional
2. Scott Halbert	Baseball Coach
3. Rosa Guerrero-Correa	Long-Term Sub
4. Jeannie Russell-Frank	Long-Term Sub
5. Ali Stallbaumer	Long-Term Sub
6. Karissa Reeves	Temporary ESL Paraprofessional
7. Brian Stevenson	Basketball Coach
8. Molly Manske	Girls Soccer Coach
9.	

**INTERNAL TRANSFERS**

Name	Position
1. Jeanette Tobar	Administrative Assistant of Special Services

**RESIGNATIONS**

Name	Position
1.	
2.	

**RELEASED**

Name	Position
1. Vinson Smith	Long-Term Substitute Teacher



**TERMINATIONS**

Name	Position
1.	

**MOVING EXPENSES, BILINGUAL, DOCTORATE STIPENDS**

Name	Position	Building	Noted Area(s)	Amount
Marcos Castillo	PE Teacher - Long Term Sub	Elementary	Bilingual Skills	\$1,000.00

# Guadalupe Educational System

## 2022-23 Balance Sheet

	<u>as of December 31, 2022</u>
<b>Assets</b>	
Cash & Cash Equivalents	11,407,929
Property & Equipment, net	4,869,067
<b>Total Assets</b>	<u><u>16,276,996</u></u>
<b>Liabilities &amp; Net Assets</b>	
Fund Balance	16,276,996
<b>Total Liabilities &amp; Net Assets</b>	<u><u>16,276,996</u></u>

## Guadalupe Educational System

### 2022-23 Revenue & Expenses Compared to Annual Budget

	Approved Budget FY23	Actual as of 12.31.22	Budget Variance	% of Budget
<b>Revenues</b>				
5100 Local	\$ 2,742,170	\$ 2,379,821	\$ (362,349)	87%
5300 State	19,799,904	10,589,314	(9,210,590)	53%
5400 Federal	3,742,764	639,572	(3,103,192)	17%
<b>5899 GRAND TOTAL REVENUES</b>	<b>26,284,838</b>	<b>13,608,707</b>	<b>(12,676,131)</b>	<b>52%</b>
<b>Expenditures</b>				
1111 Elementary Classroom Instruction	3,535,786	2,018,597	1,517,189	57%
1131 Middle School Classroom Instruction	2,309,047	1,226,163	1,082,884	53%
1151 High School Classroom Instruction	2,810,632	1,517,908	1,292,724	54%
1191 Summer School	514,475	532,422	(17,947)	103%
1221 Special Programs	949,126	517,436	431,690	55%
1251 Supplemental Education	1,241,746	578,624	663,121	47%
1411 Student Activity-Extracurricular	66,800	138,939	(72,139)	208%
1999 TOTAL INSTRUCTION	11,427,612	6,530,090	4,897,522	57%
2111 Support Services-Pupils	927,115	645,857	281,258	70%
2134 Health Services	295,571	137,915	157,656	47%
2152 Speech Pathology	-	23,822	(23,822)	NA
2213 Professional Development	113,250	60,701	52,549	54%
2321 Executive Administration Services	1,087,726	647,053	440,673	59%
2329 Special Education Administration	209,187	54,503	154,684	26%
2660 Technology Services	223,400	87,137	136,263	39%
2411 Building Principal Services	1,136,127	559,759	576,368	49%
2511 Business Support Services	729,100	332,571	396,529	46%
2541 Operation of Plant Services	5,744,120	3,281,772	2,462,348	57%
2551 Contracted Pupil Transportation	1,479,000	381,611	1,097,389	26%
2562 Food Services	864,831	620,277	244,554	72%
2642 Recruitment & Placement	45,925	29,313	16,612	64%
2998 TOTAL SUPPORT SERVICES	12,855,352	6,862,291	5,993,061	53%
3510 Early Childhood Program	627,715	344,960	282,755	55%
3912 Parental Involvement	208,498	104,117	104,381	50%
3999 TOTAL COMMUNITY SERVICES	836,213	449,077	387,136	54%
4011 Facility Acquisition	1,000,000	-	1,000,000	0%
4999 TOTAL FACILITY ACQUISITION	1,000,000	-	1,000,000	0%
<b>9999 GRAND TOTAL EXPENDITURES</b>	<b>26,119,177</b>	<b>13,841,458</b>	<b>12,277,719</b>	<b>53%</b>
<b>Total Revenue Over/(Under) Total Expenses</b>	<b>165,661</b>	<b>(232,751)</b>	<b>398,412</b>	
<b>Beginning Fund Balance, July 1</b>	<b>11,701,789</b>	<b>11,701,789</b>		
Year-to-date change in payroll liabilities	-	(61,109)		
<b>Ending Fund Balance, December 31</b>	<b>\$ 11,867,450</b>	<b>\$ 11,407,929</b>		
<b>Ending Cash Fund Balance %</b>	<b>45%</b>	<b>41%</b>		

## Guadalupe Educational System

### 2022-23 Revenue Compared to Annual Budget

Revenue	Approved Budget FY23	Actual as of 12.31.22	Budget Variance	% of Budget
<b>5100 Local</b>				
5113 Prop C	\$ 2,380,170	\$ 1,456,107	\$ (924,063)	61%
5141 Interest	400	81,697	81,297	20424%
5151 Student Food Sales	15,600	142	(15,458)	1%
5161 Adult Food Sales	7,800	-	(7,800)	0%
5171 Student Activity	83,200	2,564	(80,636)	3%
5192 Gifts	250,000	192,500	(57,500)	77%
5198 Other	5,000	646,811	641,811	12936%
<b>Total Local</b>	<b>2,742,170</b>	<b>2,379,821</b>	<b>(362,349)</b>	<b>87%</b>
<b>5300 State</b>				
5311-19 Basic Formula & CTF	19,589,904	10,191,842	(9,398,062)	52%
5312 Transportation	168,000	397,472	229,472	237%
5333 Food Service - State	7,000	-	(7,000)	0%
5381 Special Ed High Need Fund	35,000	-	(35,000)	0%
5397 Other State Revenue	-	-	-	NA
<b>Total State</b>	<b>19,799,904</b>	<b>10,589,314</b>	<b>(9,210,590)</b>	<b>53%</b>
<b>5400 Federal</b>				
5412 Medicaid	88,400	76,052	(12,348)	86%
5422 CARES ESSER III	1,500,000	-	(1,500,000)	0%
5424 CARES ESSER I - Teacher Retention	26,554	24,444	(2,110)	92%
5441 Special Ed Part B	257,782	-	(257,782)	0%
5442 ESCE - Special Ed (611 & 619)	6,676	-	(6,676)	NA
5445-48 Lunch/Breakfast/Snack	811,200	530,596	(280,604)	65%
5451-66 Consolidated Federal Funds	1,052,152	8,480	(1,043,672)	1%
5497 Other Federal Revenue	-	-	-	NA
<b>Total Federal</b>	<b>3,742,764</b>	<b>639,572</b>	<b>(3,103,192)</b>	<b>17%</b>
<b>5899 Total Revenue</b>	<b>26,284,838</b>	<b>13,608,707</b>	<b>(12,676,131)</b>	<b>52%</b>

## Guadalupe Educational System

### 2022-23 Expenses Compared to Annual Budget

Expenditures by Function	Approved Budget FY23	Actual as of 12.31.22	Budget Variance	% of Budget
<b>1111 Elementary Classroom Instruction</b>				
6100 Salaries	2,435,343	\$ 1,159,921	\$ 1,275,422	48%
6200 Benefits	730,603	330,146	400,457	45%
6300 Purchased Services	113,400	51,399	62,001	45%
6400 Supplies & Materials	181,440	315,750	(134,310)	174%
6412 Technology	75,000	161,382	(86,382)	215%
6500 Equipment	-	-	-	0%
<b>Total Elementary Instruction</b>	<b>3,535,786</b>	<b>2,018,597</b>	<b>1,517,189</b>	<b>57%</b>
<b>1131 Middle Classroom Instruction</b>				
6100 Salaries	1,355,573	657,681	697,892	49%
6200 Benefits	412,579	188,753	223,826	46%
6300 Purchased Services	76,500	23,180	53,320	30%
6400 Supplies & Materials	99,395	67,923	31,472	68%
6412 Technology	365,000	288,626	76,374	79%
6500 Equipment	-	-	-	0%
<b>Total Middle Instruction</b>	<b>2,309,047</b>	<b>1,226,163</b>	<b>1,082,884</b>	<b>53%</b>
<b>1151 High School Classroom Instruction</b>				
6100 Salaries	1,763,076	862,751	900,325	49%
6200 Benefits	534,906	237,638	297,268	44%
6300 Purchased Services	229,500	101,458	128,042	44%
6400 Supplies & Materials	108,150	118,438	(10,288)	110%
6412 Technology	175,000	197,622	(22,622)	113%
6500 Equipment	-	-	-	0%
<b>Total High School Instruction</b>	<b>2,810,632</b>	<b>1,517,908</b>	<b>1,292,724</b>	<b>54%</b>
<b>1191 Summer School</b>				
6100 Salaries	150,000	73,351	76,649	49%
6200 Benefits	11,475	11,573	(98)	101%
6300 Purchased Services	350,000	444,848	(94,848)	127%
6400 Supplies & Materials	3,000	2,650	350	88%
6500 Equipment	-	-	-	0%
<b>Total Summer School</b>	<b>514,475</b>	<b>532,422</b>	<b>(17,947)</b>	<b>103%</b>
<b>1221 Special Programs</b>				
6100 Salaries	641,293	337,145	304,148	53%
6200 Benefits	190,383	100,465	89,918	53%
6300 Purchased Services	102,000	34,760	67,240	34%
6400 Supplies & Materials	15,450	45,067	(29,617)	292%
6500 Equipment	-	-	-	0%
<b>Total Special Programs</b>	<b>949,126</b>	<b>517,436</b>	<b>431,690</b>	<b>55%</b>
<b>1251 Supplemental Education</b>				
6100 Salaries	933,812	426,562	507,250	46%
6200 Benefits	280,144	114,896	165,248	41%
6300 Purchased Services	2,040	3,652	(1,612)	179%
6400 Supplies & Materials	25,750	33,514	(7,764)	130%
6500 Equipment	-	-	-	0%
<b>Total Supplemental Education</b>	<b>1,241,746</b>	<b>578,624</b>	<b>663,121</b>	<b>47%</b>

## Guadalupe Educational System

### 2022-23 Expenses Compared to Annual Budget

Expenditures by Function	Approved Budget FY23	Actual as of 12.31.22	Budget Variance	% of Budget
<b>1411 Student Activity-Extracurricular</b>				
6100 Salaries	In Instruction	82,172	-	na
6200 Benefits	-	9,083	(9,083)	na
6300 Purchased Services	51,500	22,955	28,545	45%
6400 Supplies & Materials	15,300	24,729	(9,429)	162%
6500 Equipment (Capital Outlay)	-	-	-	0%
<b>Total Title I</b>	<b>66,800</b>	<b>138,939</b>	<b>10,033</b>	<b>208%</b>
<b>2111 Support Services-Pupils</b>				
6100 Salaries	563,879	287,975	275,904	51%
6200 Benefits	168,921	71,709	97,212	42%
6300 Purchased Services	193,800	286,065	(92,265)	148%
6400 Supplies & Materials	515	107	408	21%
6500 Equipment	-	-	-	0%
<b>Total Support Services-Pupils</b>	<b>927,115</b>	<b>645,857</b>	<b>281,258</b>	<b>70%</b>
<b>2134 Health Services</b>				
6100 Salaries	228,525	104,756	123,769	46%
6200 Benefits	58,836	24,756	34,081	42%
6300 Purchased Services	3,060	1,471	1,589	48%
6400 Supplies & Materials	5,150	6,933	(1,783)	135%
6500 Equipment	-	-	-	0%
<b>Total Support Services-Pupils</b>	<b>295,571</b>	<b>137,915</b>	<b>157,656</b>	<b>47%</b>
<b>2152 Speech Pathology</b>				
6100 Salaries	-	19,190	(19,190)	NA
6200 Benefits	-	4,632	(4,632)	NA
6300 Purchased Services	-	-	-	0%
6400 Supplies & Materials	-	-	-	0%
6500 Equipment	-	-	-	0%
<b>Total Support Services-Pupils</b>	<b>-</b>	<b>23,822</b>	<b>(23,822)</b>	<b>#DIV/0!</b>
<b>2213 Professional Development</b>				
6100 Salaries	-	-	-	0%
6200 Benefits	-	-	-	0%
6300 Purchased Services	108,150	54,787	53,363	51%
6400 Supplies & Materials	5,100	5,915	(815)	116%
6500 Equipment	-	-	-	0%
<b>Total Professional Development</b>	<b>113,250</b>	<b>60,701</b>	<b>52,549</b>	<b>54%</b>
<b>2321 Executive Administration Services</b>				
6100 Salaries	513,176	311,582	201,594	61%
6200 Benefits	329,600	121,071	208,529	37%
6300 Purchased Services	229,500	176,593	52,907	77%
6400 Supplies & Materials	15,450	37,807	(22,357)	245%
6500 Equipment	-	-	-	0%
<b>Total Executive Admin Services</b>	<b>1,087,726</b>	<b>647,053</b>	<b>440,673</b>	<b>59%</b>
<b>2329 Special Education Administration</b>				
6100 Salaries	176,936	43,999	132,937	25%
6200 Benefits	32,251	10,504	21,747	33%
6300 Purchased Services	-	-	-	0%
6400 Supplies & Materials	-	-	-	0%
6500 Equipment	-	-	-	0%
<b>Total Special Education Administration</b>	<b>209,187</b>	<b>54,503</b>	<b>154,684</b>	<b>26%</b>
<b>2331 Technology Services</b>				



# Guadalupe Educational System

## 2022-23 Expenses Compared to Annual Budget

<b>Expenditures by Function</b>	<b>Approved Budget FY23</b>	<b>Actual as of 12.31.22</b>	<b>Budget Variance</b>	<b>% of Budget</b>
6100 Salaries	-	-	-	0%
6200 Benefits	-	-	-	0%
6300 Purchased Services	173,400	87,137	86,263	50%
6400 Supplies & Materials	-	-	-	0%
6412 Technology	50,000	-	50,000	0%
6500 Equipment	-	-	-	0%
<b>Total Technology Services</b>	<b>223,400</b>	<b>87,137</b>	<b>136,263</b>	<b>39%</b>

## Guadalupe Educational System

### 2022-23 Expenses Compared to Annual Budget

Expenditures by Function	Approved Budget FY23	Actual as of 12.31.22	Budget Variance	% of Budget
<b>2411 Building Principal Services</b>				
6100 Salaries	860,912	438,584	422,328	51%
6200 Benefits	256,775	115,673	141,102	45%
6300 Purchased Services	10,200	3,361	6,839	33%
6400 Supplies & Materials	8,240	2,140	6,100	26%
6500 Equipment	-	-	-	0%
<b>Total Building Principal Services</b>	<b>1,136,127</b>	<b>559,759</b>	<b>576,368</b>	<b>49%</b>
<b>2511 Business Support Services</b>				
6100 Salaries	381,651	139,736	241,915	37%
6200 Benefits	76,999	37,722	39,277	49%
6300 Purchased Services	255,000	148,891	255,000	58%
6400 Supplies & Materials	15,450	6,222	9,228	40%
6500 Equipment	-	-	-	0%
<b>Total Business Support Services</b>	<b>729,100</b>	<b>332,571</b>	<b>545,420</b>	<b>46%</b>
<b>2541 Operation of Plant Services</b>				
6100 Salaries	227,400	92,660	134,740	41%
6200 Benefits	17,729	7,089	10,641	40%
6300 Purchased Services	5,089,051	2,595,759	2,493,292	51%
6400 Supplies & Materials	409,940	258,331	151,609	63%
6500 Equipment	-	327,933	(327,933)	NA
<b>Total Operation of Plant Services</b>	<b>5,744,120</b>	<b>3,281,772</b>	<b>2,462,348</b>	<b>57%</b>
<b>2551 Contracted Pupil Transportation</b>				
6100 Salaries	-	-	-	0%
6200 Benefits	-	-	-	0%
6300 Purchased Services	1,479,000	360,261	1,479,000	24%
6400 Supplies & Materials	-	-	-	0%
6500 Equipment	-	21,350	(21,350)	0%
<b>Total Contracted Transportation</b>	<b>1,479,000</b>	<b>381,611</b>	<b>1,457,650</b>	<b>26%</b>
<b>2562 Food Services</b>				
6100 Salaries	49,508	17,610	31,898	36%
6200 Benefits	3,608	1,347	2,261	37%
6300 Purchased Services	811,200	249,479	811,200	31%
6400 Supplies & Materials	515	351,842	(351,327)	68319%
6500 Equipment	-	-	-	0%
<b>Total Food Services</b>	<b>864,831</b>	<b>620,277</b>	<b>494,033</b>	<b>72%</b>
<b>2642 Recruitment &amp; Placement</b>				
6100 Salaries	-	-	-	0%
6200 Benefits	-	-	-	0%
6300 Purchased Services	43,350	28,973	43,350	67%
6400 Supplies & Materials	2,575	340	2,235	13%
6500 Equipment	-	-	-	0%
<b>Total Recruitment &amp; Placement</b>	<b>45,925</b>	<b>29,313</b>	<b>45,585</b>	<b>64%</b>
<b>3510 Early Childhood Program</b>				
6100 Salaries	453,016	267,577	185,439	59%
6200 Benefits	138,749	69,387	69,362	50%
6300 Purchased Services	10,200	1,104	10,200	11%
6400 Supplies & Materials	25,750	6,892	18,858	27%
6500 Equipment	-	-	-	0%
<b>Total Early Childhood Program</b>	<b>627,715</b>	<b>344,960</b>	<b>283,858</b>	<b>55%</b>

## Guadalupe Educational System

### 2022-23 Expenses Compared to Annual Budget

Expenditures by Function	Approved Budget FY23	Actual as of 12.31.22	Budget Variance	% of Budget
<b>3912 Parental Involvement</b>				
6100 Salaries	156,218	78,582	77,636	50%
6200 Benefits	46,640	23,308	23,332	50%
6300 Purchased Services	2,550	2,226	2,550	87%
6400 Supplies & Materials	3,090	-	3,090	0%
6500 Equipment	-	-	-	0%
<b>Total Parental Involvement</b>	<b>208,498</b>	<b>104,117</b>	<b>106,607</b>	<b>50%</b>
<b>4011 Facility Acquisition</b>				
6100 Salaries	-	-	-	0%
6200 Benefits	-	-	-	0%
6300 Purchased Services	-	-	-	0%
6400 Supplies & Materials	-	-	-	0%
6500 Capital Outlay	1,000,000	-	1,000,000	0%
6600 Interest	-	-	-	0%
<b>Total Facility Acquisition</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>0%</b>
<b>9999 GRAND TOTAL EXPENDITURES</b>	<b>\$ 26,119,177</b>	<b>\$ 13,841,458</b>	<b>\$ 13,174,647</b>	<b>53%</b>

Payee Type: Vendor

Check Type: Check

Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
63906	12/01/2022	X			GUADALUPE	GUADALUPE CENTERS, INC.	274,256.33
63907	12/01/2022	X			KCBISTATEL	KC BI STATE, LLC	2,831.58
63908	12/09/2022	X			21STCENTUR	21st Century Therapy, PC	5,705.65
63909	12/09/2022	X			ALANFRA	Frances Alaniz	28.88
63910	12/09/2022	X			ALLPRO	ALL-PRO PEST CONTROL, INC.	1,650.00
63911	12/09/2022	X			ALLSTATE	ALLSTATE	155.30
63912	12/09/2022	X			AMERICAND1	AMERICAN DIGITAL SECURITY, LLC	480.00
63913	12/09/2022	X			AMPLIFYEDU	AMPLIFY EDUCATION, INC	134,166.00
63914	12/09/2022	X			ASIANFOODS	ASIAN FOOD SOLUTIONS	1,729.50
63915	12/09/2022	X			ATT	AT&T	1,252.40
63916	12/09/2022	X			ATT	AT&T	1,417.79
63917	12/09/2022	X			ATTMOBILE	AT&T MOBILITY	2,605.34
63918	12/09/2022	X			ATTMOBILE	AT&T MOBILITY	668.84
63919	12/09/2022	X			BSNSPORTSL	BSN SPORTS, LLC	575.00
63920	12/09/2022	X			CENGAGE	CENGAGE LEARNING INC	117.04
63921	12/09/2022	X			CUTRITE	CUTRITE LAWN CARE	15,356.62
63922	12/09/2022	X			DESIGNMECH	DESIGN MECHANICAL INC	11,751.25
63923	12/09/2022	X			EVERDRIVEN	EVERDRIVEN TECHNOLOGIES, LLC	2,970.00
63924	12/09/2022	X			FAVORITEHE	FAVORITE HEALTHCARE STAFFING, INC	639.00
63925	12/09/2022	X			FHEGMCCPEN	FHEG METROPOLITAN COMM COLLEGE- PENN VALLEY	13,385.38
63926	12/09/2022	X			FIEROMA	OMAR FIERROS	145.00
63927	12/09/2022	X			GETSMARTER	GET SMARTER PREP INC	8,950.00
63928	12/09/2022	X			GFLENVIRON	GFL ENVIRONMENTAL	238.77
63929	12/09/2022	X			GUADALUPE	GUADALUPE CENTERS, INC.	141,235.91
63930	12/09/2022	X			HEALTHSYST	HEALTH SYSTEM EDUCATIONAL SERVICES, LTD	2,385.00
63931	12/09/2022	X			HEARTLANDM	Heartland Macs LLC	19,877.13
63932	12/09/2022	X			HOUGHTONMI	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	3,799.50
63933	12/09/2022	X			IVERHAN	Hannah Iversen	72.50
63934	12/09/2022	X			JAYHAWKFIR	JAYHAWK FIRE SPRINKLER CO., INC.	647.26
63935	12/09/2022	X			JEWIVOCATI	JEWISH VOCATIONAL SERVICE	2,226.33
63936	12/09/2022	X			KCMOHEALTH	KANSAS CITY MO HEALTH DEPARTMENT	354.00
63937	12/09/2022	X			KCPREMITRAN	KC Premier Transportation LLC	24,999.29
63938	12/09/2022	X			KCMOCITYTR	KCMO CITY TREASURER	150.00
63939	12/09/2022	X			KENTONBROT	Kenton Brothers Inc.	169.11
63940	12/09/2022				MARTYES	Yesenia Martinez	41.75
63941	12/09/2022	X			MENDEDU	Eduardo Mendez	185.00
63942	12/09/2022	X			MCCPENNVA	METROPOLITAN COMMUNITY COLLEGE - PENN VALLEY	25,681.00
63943	12/09/2022	X			MIGUALI	ALICIA MIGUEL	217.50
63944	12/09/2022	X			MORGANHUNT	MORGAN HUNTER EDUCATION, LLC	4,515.00
63945	12/09/2022				NAJJBIL	BILAL NAJJAR	41.75
63946	12/09/2022	X			NASTEFF	NASTEFF & QUINN LLC	5,775.00
63947	12/09/2022				NOREDINK	Short Sandra	8,666.25
63948	12/09/2022	X			NKCSD	North Kansas City School District NO 74	300.00
63949	12/09/2022	X			OFFICEESSE	Office Essentials	11,646.64
63950	12/09/2022	X			OTTFOODPRO	OTT FOOD PRODUCTS LLC	46.00
63951	12/09/2022	X			PALENMUSIC	PALEN MUSIC CENTER, INC	615.93
63952	12/09/2022	X			PROSHREDSE	PROSHRED SECURITY	178.50
63953	12/09/2022	X			RODRIGUEZM	RODRIGUEZ MECHANICAL CONTRACTORS INC	2,275.42
63954	12/09/2022	X			ROMABAKERY	ROMA BAKERY	791.20
63955	12/09/2022	X			SCHOKEI	Keith Schoen	185.00
63956	12/09/2022	X	X	12/09/2022	SHOWMECURR	Show Me Curriculum Administration Association	340.00
63957	12/09/2022	X			SOLIPRINT	Tim Shields	567.00
63958	12/09/2022	X			SPRINGFIEL	SPRINGFIELD PUBLIC SCHOOLS	14,194.00
63959	12/09/2022	X			STACOELECT	STACO ELECTRIC CONSTRUCTION	1,071.31
63960	12/09/2022	X			TAPCOPRODU	Tapco Products Co	602.60

Payee Type: Vendor

Check Type: Check

Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
63961	12/09/2022	X			UNIVERSIT	UNIVERSITY CAREER CENTER	175.00
63962	12/09/2022	X			UNIVERSIT7	UNIVERSITY OF MISSOURI - KANSAS CITY AR	640.00
63963	12/09/2022				VOTYERI	ERIN VOTYPKA	41.75
63964	12/09/2022	X			WASTEMANAG	Waste Management	3,521.86
63965	12/09/2022	X			WESTSIDEA	WESTSIDE APPAREL	120.00
63966	12/09/2022	X			WINPROSOLU	WINPRO SOLUTIONS, INC	7,973.12
63967	12/12/2022	X			UNIONSTAT	UNION STATION	75.00
63968	12/12/2022	X			UNIONSTAT	UNION STATION	75.00
63969	12/12/2022	X			UNIONSTAT	UNION STATION	75.00
63970	12/14/2022				SHOWMECURR	Show Me Curriculum Administration Association	690.00
63971	12/15/2022	X			KCPRS	KCPRS	87,945.25
63972	12/15/2022	X			UNITEDWAY	UNITED WAY	53.05
63973	12/19/2022	X			ATTMOBILE	AT&T MOBILITY	2,603.34
63974	12/19/2022	X			BOARDOPOL	BOARD OF POLICE COMMISSIONERS	60.00
63975	12/19/2022	X			CENGAGE	CENGAGE LEARNING INC	117.04
63976	12/19/2022	X			CENTEGIX	CENTEGIX	63,450.00
63977	12/19/2022	X			CINTAS	CINTAS FIRE PROTECTION	360.30
63978	12/19/2022	X			CUSTOMMEET	Custom Meeting Planners of MO, LLC	600.00
63979	12/19/2022	X			FARHAROOFI	FARHA ROOFING KC, LLC	475.00
63980	12/19/2022	X			FPMAILINGS	Francotyp-Postalia, Inc.	212.25
63981	12/19/2022	X			GUADALUPE	GUADALUPE CENTERS, INC.	56,142.13
63982	12/19/2022	X			HEALTHSYST	HEALTH SYSTEM EDUCATIONAL SERVICES, LTD	1,755.00
63983	12/19/2022	X			HEIMAND	Andrew Heimburger	198.37
63984	12/19/2022				JAYMARBUSI	Jaymar Business Forms, Inc.	146.87
63985	12/19/2022				KCPS	Kansas City Public Schools	1,200.00
63986	12/19/2022	X			KENTONBROT	Kenton Brothers Inc.	42.50
63987	12/19/2022	X			KNOWATOM	KnowAtom	1,660.00
63988	12/19/2022				LEXINGTONR	LEXINGTON R-V SCHOOL DISTRICT	300.00
63989	12/19/2022	X			THEMARIAC	THE MARIACHI CONNECTION	2,395.32
63990	12/19/2022	X			MSBA	Missouri School Boards' Association	1,086.61
63991	12/19/2022	X			MORGANHUNT	MORGAN HUNTER EDUCATION, LLC	5,863.73
63992	12/19/2022				MSHSAA	MSHSAA	50.00
63993	12/19/2022				NATIONALA1	NATIONAL ASSOCIATION OF SCHOOL NURSES	780.00
63994	12/19/2022	X			NUESYNERG1	NUESYNERGY, INC	279.75
63995	12/19/2022				OFFICEESSE	Office Essentials	2,066.26
63996	12/19/2022	X			PALENMUSIC	PALEN MUSIC CENTER, INC	185.30
63997	12/19/2022				PROSHREDSE	PROSHRED SECURITY	157.50
63998	12/19/2022	X			ROMABAKERY	ROMA BAKERY	115.00
63999	12/19/2022				THESCHOOLD	THE SCHOOL DISTRICT OF ST. JOSEPH	450.00
64000	12/19/2022				SCHOOLSPE	SCHOOL SPECIALTY, INC.	553.17
64001	12/19/2022	X			TAPCOPRODU	Tapco Products Co	288.32
64002	12/19/2022	X			UNIVERSIT7	UNIVERSITY OF MISSOURI - KANSAS CITY AR	30.00
64003	12/19/2022	X			ZTRIP	zTRIP	2,047.25
64004	12/30/2022				KCPRS	KCPRS	87,505.03
64005	12/30/2022				UNITEDWAY	UNITED WAY	48.85
Checking Account ID: 1					Void Total:	340.00	Total without Voids: 1,089,198.47
Check Type Total:		Check			Void Total:	340.00	Total without Voids: 1,089,198.47
Payee Type Total:		Vendor			Void Total:	340.00	Total without Voids: 1,089,198.47
Grand Total:					Void Total:	340.00	Total without Voids: 1,089,198.47

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number:</b>	<b>Invoice Number: ACCT 123022</b>	<b>Amount:</b>	<b>322.52</b>
Description: Security Bankcard Center		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2165	GYM KC - Membership J Herrera		322.52		N
<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230533</b>	<b>Invoice Number: ADMIN 123022-1</b>	<b>Amount:</b>	<b>37.23</b>
Description: Sam's Club membership		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2411 6371 1925 3 40001	SAMS CLUB - Membership		37.23		N
<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230589</b>	<b>Invoice Number: ADMIN 123022-10</b>	<b>Amount:</b>	<b>209.85</b>
Description: Amazon -Headphone for WIDA Testing		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1251 6411 6905 3 40001	AMAZON - Headphones		209.85		N
<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230017</b>	<b>Invoice Number: ADMIN 123022-11</b>	<b>Amount:</b>	<b>266.05</b>
Description: curriculum & instruction		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1151 6411 1925 3 40001	NASCO - Art & Physics Supplies		41.57		N
10 1151 6411 1925 3 40001	NASCO - Art & Physics Supplies		224.48		N
<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230581</b>	<b>Invoice Number: ADMIN 123022-12</b>	<b>Amount:</b>	<b>35.26</b>
Description: To pay for yearly membership		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1131 6371 3925 3 40001	SAMS - Membership		35.26		N
<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230501</b>	<b>Invoice Number: ADMIN 123022-2</b>	<b>Amount:</b>	<b>100.92</b>
Description: Sam's Club- drinks for breakroom		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 2321 6411 1925 3 00000	SAMS CLUB - Drinks for Breakroom		100.92		N
<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230041</b>	<b>Invoice Number: ADMIN 123022-3</b>	<b>Amount:</b>	<b>57.00</b>
Description: curriculum & instruction		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
10 1151 6412 1925 3 40001	SCREENCASTIFY- Subscription for C Baird		57.00		N
<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230521</b>	<b>Invoice Number: ADMIN 123022-4</b>	<b>Amount:</b>	<b>549.00</b>
Description: Storage Totes for Reading Materials		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00

Sequence: 1    Check Type: Automatic Payment    Checking Account ID: 1    Check Number: 1252301    Check Date: 01/25/2023    CC: X  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
 10 1111 6411 6905 3 40001    SAMS CLUB - Storage Totes       549.00       N    Final

**Vendor ID: SECURITYB    SECURITY BANKCARD CENTER, INC.    PO Number: 22-230579    Invoice Number: ADMIN 123022-5    Amount: 177.64**  
 Description: Sam's Club- replenish snacks    Invoice Date: 12/30/2022    Due Date: 01/25/2023    Status: AP    1099 Amount: 0.00  
 Sequence: 1    Check Type: Automatic Payment    Checking Account ID: 1    Check Number: 1252301    Check Date: 01/25/2023    CC: X  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
 10 2321 6411 1925 3 00000    SAMS CLUB - replenish snacks for PD's       15.58       N    Final  
 10 2321 6411 1925 3 00000    SAMS CLUB - replenish snacks for PD's       162.06       N    Final

**Vendor ID: SECURITYB    SECURITY BANKCARD CENTER, INC.    PO Number: 22-230387    Invoice Number: ADMIN 123022-6    Amount: 205.00**  
 Description: Homeless Supplies    Invoice Date: 12/30/2022    Due Date: 01/25/2023    Status: AP    1099 Amount: 0.00  
 Sequence: 1    Check Type: Automatic Payment    Checking Account ID: 1    Check Number: 1252301    Check Date: 01/25/2023    CC: X  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
 10 2111 6411 6905 3 40001    WALMART - Diapers       205.00       N    Incomplete

**Vendor ID: SECURITYB    SECURITY BANKCARD CENTER, INC.    PO Number: 22-230551    Invoice Number: ADMIN 123022-7    Amount: 119.99**  
 Description: Amazon rug for L. Stark's ELD classroom    Invoice Date: 12/30/2022    Due Date: 01/25/2023    Status: AP    1099 Amount: 0.00  
 Sequence: 1    Check Type: Automatic Payment    Checking Account ID: 1    Check Number: 1252301    Check Date: 01/25/2023    CC: X  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
 10 1251 6411 6905 3 40001    AMAZON - A,B, C Rug       119.99       N    Final

**Vendor ID: SECURITYB    SECURITY BANKCARD CENTER, INC.    PO Number: 22-230601    Invoice Number: ADMIN 123022-8    Amount: 517.50**  
 Description: postage    Invoice Date: 12/30/2022    Due Date: 01/25/2023    Status: AP    1099 Amount: 0.00  
 Sequence: 1    Check Type: Automatic Payment    Checking Account ID: 1    Check Number: 1252301    Check Date: 01/25/2023    CC: X  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
 10 2321 6361 0000 3 00000    FP MAILINGS - Postage       517.50       N    Final

**Vendor ID: SECURITYB    SECURITY BANKCARD CENTER, INC.    PO Number: 22-230580    Invoice Number: ADMIN 123022-9    Amount: 517.50**  
 Description: Epworth postage meter    Invoice Date: 12/30/2022    Due Date: 01/25/2023    Status: AP    1099 Amount: 0.00  
 Sequence: 1    Check Type: Automatic Payment    Checking Account ID: 1    Check Number: 1252301    Check Date: 01/25/2023    CC: X  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
 10 2321 6361 0000 3 00000    FP MAILINGS - Postage       517.50       N    Final

**Vendor ID: SECURITYB    SECURITY BANKCARD CENTER, INC.    PO Number: 22-230587    Invoice Number: EM 123022    Amount: 63.13**  
 Description: lunch meeting    Invoice Date: 12/30/2022    Due Date: 01/25/2023    Status: AP    1099 Amount: 0.00  
 Sequence: 1    Check Type: Automatic Payment    Checking Account ID: 1    Check Number: 1252301    Check Date: 01/25/2023    CC: X  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full  
 10 2321 6391 0000 3 00000    4 SURA EATS - Working Lunch w/Principals       63.13       N    Final

**Vendor ID: SECURITYB    SECURITY BANKCARD CENTER, INC.    PO Number:    Invoice Number: FS 123022    Amount: 402.70**  
 Description:    Invoice Date: 12/30/2022    Due Date: 01/25/2023    Status: AP    1099 Amount: 0.00  
 Sequence: 1    Check Type: Automatic Payment    Checking Account ID: 1    Check Number: 1252301    Check Date: 01/25/2023    CC: X  
Chart of Account Number    Detail Description    Cost Center ID    Detail Amount    1099 Detail Amount    Asset/Asset Tag    In Full

10 2562 6471 6905 3 00000	PRICE CHOPPER - Season Salt	21.32	N
10 2562 6471 6905 3 00000	RESTAURANT DEPOT - Chili w/beans	278.79	N
10 2562 6471 6905 3 00000	RESTAURANT DEPOT - Red/Green Bread	51.34	N
10 2644 6319 0000 3 40001	KC HEALTH - Food Manager Training 1/19	51.25	N

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230541 Invoice Number: GCES 123022-1 Amount: 93.63**  
 Description: Staff holiday treats/celebration. Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00  
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
 10 2411 6411 6905 3 40001 705 WALMART - Holiday Treats for staff 93.63 0.00 N Final

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230540 Invoice Number: GCES 123022-2 Amount: 208.47**  
 Description: Staff holiday treats/celebration. Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00  
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
 10 2411 6411 6905 3 40001 COSTCO - Holiday Treats for staff 208.47 N Final

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230528 Invoice Number: GCES 123022-3 Amount: 214.83**  
 Description: pre-k curricular materials to be purchas Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00  
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
 10 3512 6411 6905 1 00000 909 AMAZON - Curricular Materials 3.83 N Final  
 10 3512 6411 6905 1 00000 909 AMAZON - Curricular Materials 211.00 N Final

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230509 Invoice Number: GCES 123022-4 Amount: 40.95**  
 Description: Classroom supplies for Student behavior Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00  
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
 10 1111 6411 6905 3 40001 AMAZON - Digital Timers 28.98 N Final  
 10 1111 6411 6905 3 40001 AMAZON - Adhesive Strips 11.97 N Final

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230539 Invoice Number: GCES 123022-5 Amount: 42.92**  
 Description: Staff holiday treats/celebration. Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00  
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
 10 2411 6411 6905 3 40001 AMAZON - Decorations 42.92 N Final

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230336 Invoice Number: GCES 123022-6 Amount: 0.00**  
 Description: Broom for pandas classroom, PreK Z210 Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00  
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
 10 3512 6411 6905 3 00000 705 AMAZON - Heavy-Duty Broom, Blue and 17.09 N Final  
 10 3512 6411 6905 3 00000 705 AMAZON - Heavy-Duty Broom CREDIT (17.09) N Final

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230593 Invoice Number: GCES 123022-7 Amount: 66.98**



Description: Replacement headphones.	Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1111 6411 6905 3 40001	AMAZON - 30 piece bulk Headphones		66.98	N Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230594</b>	<b>Invoice Number: GCES 123022-8</b>	<b>Amount: 371.93</b>	
Description: Replacement headphones for elementary.	Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1111 6411 6905 3 40001	AMAZON - 30 piece bulk headphones.		371.93	N Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230494</b>	<b>Invoice Number: GCES 123022-9</b>	<b>Amount: 66.71</b>	
Description: Supplies for nurse's office.	Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1111 6411 6905 3 40001	AMAZON - Tooth Containers		66.71	N Incomplete
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230479</b>	<b>Invoice Number: GCHS 123022-1</b>	<b>Amount: 197.47</b>	
Description: Dual Credit - Tuition	Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 1 40001 918	TN UNIV CENTRAL MO -Dual Credit Tuition		5.47	N Final
10 1151 6411 1925 1 40001 918	TN UNIV CENTRAL MO -Dual Credit Tuition		192.00	N Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230547</b>	<b>Invoice Number: GCHS 123022-10</b>	<b>Amount: 15.98</b>	
Description: Art supplies	Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Art Supplies		15.98	N Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230557</b>	<b>Invoice Number: GCHS 123022-11</b>	<b>Amount: 105.99</b>	
Description: AED Cabinet fits All Brands Cardiac Scie	Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2134 6411 1925 3 40001	AMAZON - AED Cabinet fits All Brands		105.99	N Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230572</b>	<b>Invoice Number: GCHS 123022-12</b>	<b>Amount: 377.29</b>	
Description: Wilton Build it Yourself Mini Village Gi	Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Gingerbread Village		377.29	N Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230563</b>	<b>Invoice Number: GCHS 123022-13</b>	<b>Amount: 14.00</b>	
Description: DocHub annual subscription	Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP	1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023	CC: X	

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1151 6412 1925 3 40001	DOCHUB - Monthly Charge		14.00		N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230513 Invoice Number: GCHS 123022-14 Amount: 280.00</b>						
Description: Pigwich lunch for escalera students Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1151 6411 1925 1 40001 915	SQ LOCAL PIG - lunch boxes		280.00		N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230582 Invoice Number: GCHS 123022-15 Amount: 137.00</b>						
Description: Leadership Team Team builder Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2411 6411 1925 3 40001	HARRYS COUNTRY CLUB - Appetizers		137.00		N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230569 Invoice Number: GCHS 123022-16 Amount: 395.25</b>						
Description: Breakfast food for staff Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2411 6411 1925 3 40001	FS GILLHAM - Breakfast for Staff		395.25		N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230532 Invoice Number: GCHS 123022-17 Amount: 50.80</b>						
Description: Art supplies Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1151 6412 1925 3 40001	AMAZON - USB Wired Computer Mouse		50.80		N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230503 Invoice Number: GCHS 123022-2 Amount: 220.00</b>						
Description: Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1151 6411 1925 1 40001 918	OZARKS TECH - Dual Credit		220.00		N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230529 Invoice Number: GCHS 123022-3 Amount: 710.76</b>						
Description: Concession Stand Start up Items Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1411 6411 1925 3 00000	SAMS - Concession Stand Start Up Items		211.06		N	Final
10 1411 6411 1925 3 00000	SAMS - Concession Stand Start Up Items		499.70		N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230527 Invoice Number: GCHS 123022-4 Amount: 299.95</b>						
Description: Wrestling Shoes Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1411 6411 1925 3 00000	PLAY IT AGAIN - wrestling shoes		299.95		N	Final

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230517</b>	<b>Invoice Number: GCHS 123022-5</b>	<b>Amount: 579.36</b>
Description: Nov.18 art supply order.		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Art Supplies		29.96	N Final
10 1151 6411 1925 3 40001	AMAZON - Art Supplies		549.40	N Final

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230556</b>	<b>Invoice Number: GCHS 123022-6</b>	<b>Amount: 271.54</b>
Description: First Aid Kit Items		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 2134 6411 1925 3 40001	AMAZON - First Aid Kit Items		31.98	0.00 N Final
10 2134 6411 1925 3 40001	AMAZON - First Aid Kit Items		262.53	N Final
10 2134 6411 1925 3 40001	AMAZON - CREDIT		(22.97)	N Final

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230549</b>	<b>Invoice Number: GCHS 123022-7</b>	<b>Amount: 450.00</b>
Description: RAA Certification		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1411 6398 1925 3 00000	NIAAA - Application for RAA		75.00	N Final
10 1411 6319 1925 3 00000	NIAA - LTC 501 Course		125.00	N Final
10 1411 6319 1925 3 00000	NIAA - LTC 501 Course		125.00	N Final
10 1411 6319 1925 3 00000	NIAA - LTC 501 Course		125.00	N Final

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230514</b>	<b>Invoice Number: GCHS 123022-8</b>	<b>Amount: 133.28</b>
Description: Water Bottles and Carriers		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1411 6411 1925 3 00000	AMAZON - Water Bottles w/Carriers		133.28	N Final

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230386</b>	<b>Invoice Number: GCHS 123022-9</b>	<b>Amount: 363.98</b>
Description: Materials for 3D printing project at IA		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 1 40001 918	AMAZON - Filament, Storage Box, Silica		363.98	N Final

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230357</b>	<b>Invoice Number: GCMS 123022-1</b>	<b>Amount: (49.95)</b>
Description: Uniforms for Cheer		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1411 6411 1925 3 00000	AMAZON - CREDIT		(49.95)	N Final

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230554</b>	<b>Invoice Number: GCMS 123022-2</b>	<b>Amount: 687.40</b>
Description: WENT OVER 127.70 FROM APPROVED \$\$		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1131 6411 3925 3 40001	AMAZON - Power Strips		687.40		N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230550 Invoice Number: GCMS 123022-3 Amount: 29.99</b>						
Description: mariachi Attire Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1411 6411 1925 3 00000	TARGET - Mariachi Attire		29.99	0.00	N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230583 Invoice Number: GCMS 123022-4 Amount: 2,180.36</b>						
Description: School Holiday Dinner Banquet Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2411 6398 3925 3 40001	BUCA DI BEPPO - Holiday Dinner		2,180.36	0.00	N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230520 Invoice Number: GCMS 123022-5 Amount: 128.21</b>						
Description: perfect attendance pizza party for end Q Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1131 6391 3925 3 40001	PIZZA HUT - Perfect Attendance Party		128.21		N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: Invoice Number: HR 123022 Amount: 271.03</b>						
Description: Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2642 6319 0000 3 00000	MO DEPT OF HEALTH - C Bybee		14.53		N	
10 2642 6319 0000 3 00000	IDENTOGO - J Mijarez		42.75		N	
10 2642 6319 0000 3 00000	IDENTOGO - J Gonzalez		42.75		N	
10 2642 6319 0000 3 00000	IDENTOGO - M Figueroa		42.75		N	
10 2642 6319 0000 3 00000	IDENTOGO - E Miller		42.75		N	
10 2642 6319 0000 3 00000	IDENTOGO - H Hoagland		42.75		N	
10 2642 6319 0000 3 00000	IDENTOGO - S Halbert		42.75		N	
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230565 Invoice Number: HR 123022-1 Amount: 93.00</b>						
Description: Indeed Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2642 6362 0000 3 00000	INDEED - OnLine Job Posting		93.00		N	Final
<b>Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230592 Invoice Number: HR 123022-2 Amount: 39.00</b>						
Description: Jotform - Incident Reporting system Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2511 6412 0000 3 40001	JOTFORM - Incident Reporting Monthly Chr		39.00		N	Final

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230538 Invoice Number: JH 123022 Amount: 1,795.78**  
 Description: Holiday Party Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00  
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
 10 2321 6411 0000 3 00000 CHAR BAR - Admin/Cabinet Dinner 1,795.78 N Final

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: Invoice Number: MAINT 123022 Amount: 10,062.18**  
 Description: Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00  
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
 10 2541 6411 1925 3 00000 WESTLAKE - Tarp 37.99 N  
 10 2541 6411 1925 3 00000 RWCO - Plumbing 1.58 N  
 10 2541 6411 1925 3 00000 RWCO - Plumbing 95.00 N  
 10 2541 6411 3925 3 00000 ALL NATIONS FLAG - New Flag 46.00 N  
 10 2541 6411 3925 3 00000 HOME DEPOT - Closet Rod 25.47 N  
 10 2541 6411 1925 3 00000 HOME DEPOT - Plumbing 220.31 N  
 10 2541 6411 1925 3 00000 HOME DEPOT - Paint Sprayer 190.00 N  
 10 2541 6411 3925 3 00000 HOME DEPOT - Duct Tape, Sheeting, Knife 60.43 N  
 10 2541 6411 6905 3 00000 AMAZON - Water Closets 89.16 N  
 10 2541 6411 6905 3 00000 AMAZON - Tire Sensor 9.99 N  
 10 2541 6411 6905 3 00000 AMAZON - Clothes Racks 79.98 N  
 10 2541 6411 6905 3 00000 AMAZON - Brooms 85.45 N  
 10 2541 6411 1925 3 00000 AMAZON - Anti Graffiti Coating 214.67 N  
 10 2541 6411 3925 3 00000 AMAZON - Bottle Fillers (3) 3,680.79 N  
 10 2541 6411 1925 3 00000 AMAZON - Bottle Fillers (4) 4,907.72 N  
 10 2541 6411 1925 3 00000 AMAZON - Vacuum Cleaner Filters 29.99 N  
 10 2541 6411 6905 3 00000 AMAZON - Plumbing Parts 58.68 N  
 10 2541 6411 1925 3 00000 AMAZON - Phone Case 18.99 N  
 10 2541 6411 1925 3 00000 AMAZON - Paint Supplies 89.35 N  
 10 2541 6411 1925 3 00000 HOME DEPOT - Mirror 120.63 N

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230116 Invoice Number: SPED 123022-1 Amount: 111.71**  
 Description: Independent Living Supplies for HS Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00  
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
 10 1221 6411 1925 3 12210 WALMART - Independent Living Supplies 28.10 N Incomplete  
 10 1221 6411 1925 3 12210 WALMART - Independent Living Supplies 83.61 N Incomplete

**Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 22-230219 Invoice Number: SPED 123022-2 Amount: 183.64**  
 Description: Independent Living Supplies for GCES Invoice Date: 12/30/2022 Due Date: 01/25/2023 Status: AP 1099 Amount: 0.00  
 Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 1252301 Check Date: 01/25/2023 CC: X  
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
 10 1221 6411 6905 3 12210 WALMART - Independent Living Supplies 69.14 N Incomplete  
 10 1221 6411 6905 3 12210 AMAZON - Independent Living Supplies 114.50 N Incomplete

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230584</b>	<b>Invoice Number: SPED 123022-3</b>	<b>Amount: 13.67</b>
Description: Walmart - Hearing Aid		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1221 6411 1925 3 12210	WALMART - Hearing Aid for student		13.67	N Final

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number: 22-230571</b>	<b>Invoice Number: SPED 123022-4</b>	<b>Amount: 69.92</b>
Description: Amazon - sped supplies		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1221 6411 1925 3 12210	AMAZON - Calculator, Clipboards		69.92	N Final

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number:</b>	<b>Invoice Number: SS 123022</b>	<b>Amount: 1.99</b>
Description:		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2511 6412 0000 3 40001	GOOGLE - Storage Support Monthly Charge		1.99	N

<b>Vendor ID: SECURITYB</b>	<b>SECURITY BANKCARD CENTER, INC.</b>	<b>PO Number:</b>	<b>Invoice Number: TECH 123022</b>	<b>Amount: 703.33</b>
Description:		Invoice Date: 12/30/2022	Due Date: 01/25/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 1252301	Check Date: 01/25/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2511 6412 0000 3 40001	TANDEM - Monthly Subscription		220.00	N
10 1131 6412 3925 3 40001	GOOGLE FIBER - Monthly Subscription		483.33	N

Report 1099 Total: 0.00

Report Total: 25,611.62



PowerSchool Group LLC  
 150 Parkshore Dr., Folsom, CA 95630  
 Quote #: Q-697364 - 2  
 Quote Expiration Date: 30-SEP-2022

Prepared By:	Andrew Troester	Customer Contact:	Omar Fierros
Customer Name:	Guadalupe Educational System dba Guadalupe Center Charter Schools	Title:	Human Resources
Enrollment:	1,700	Address:	5123 E Truman Rd
Contract Term:	36 Months	City:	Kansas City
Start Date:	19-SEP-2022	State/Province:	Missouri
End Date:	18-SEP-2025	Zip Code:	64127
		Phone #:	8167027417

Product Description	Quantity	Unit	Extended Price
<b>Initial Term 19-SEP-2022 - 18-SEP-2023</b>			
<b>License and Subscription Fees</b>			
Unified Admin eFinancePlus Core SaaS	1,700.00	Students	USD 20,187.50
License and Subscription Totals:			<b>USD 20,187.50</b>

<b>Professional Services and Setup Fees</b>			
Unified Admin eFinancePlus Deployment Custom	1.00	Each	USD 60,750.00
Unified Talent Records and Onboard eFP Integration	1.00	Each	USD 0.00
Unified Talent Applicant Tracking eFP Integration	1.00	Each	USD 0.00
Professional Services and Setup Fee Totals:			<b>USD 60,750.00</b>

<b>Quote Total</b>	
<b>Total Discount:</b>	<b>USD 7,812.50</b>
<b>Initial Term</b>	<b>19-SEP-2022 - 18-SEP-2023</b>
<b>Initial Term Total</b>	<b>USD 80,937.50</b>

Annual Ongoing Fees as of 19-SEP-2023 - Fees subject to an annual uplift, which will be reflected on renewal quote

Unified Admin eFinancePlus Core SaaS	1,700.00	Students	USD 20,187.50
Annual Ongoing Fees Total:			<b>USD 20,187.50</b>

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless

otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: [https://www.powerschool.com/MSA\\_Feb2022/](https://www.powerschool.com/MSA_Feb2022/)

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Guadalupe Educational System dba Guadalupe Center Charter Schools

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 19-SEP-2022

Date:



# Unified Administration Statement of Work

**CUSTOMER:** GUADALUPE EDUCATION SYSTEM CHARTER SCHOOLS



# Guadalupe Centers

**EDUCATIONAL SYSTEM  
CHARTER SCHOOLS**

**DATE:** 9/19/2022

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This Statement of Work (this “SOW”) for Professional Services, effective as of [9/19/2022](#), is entered into and between **POWERSCHOOL GROUP LLC (“POWERSCHOOL”)** and [Guadalupe Educational System Charter Schools \(“Customer”\)](#). This SOW is not a software subscription agreement, nor does it provide Customer with licenses to any POWERSCHOOL application which requires a separately executed Main Services Agreement (“MSA”) and PowerSchool Quote. This SOW is issued pursuant to the Professional Services terms and conditions incorporated into the MSA entered into by and between POWERSCHOOL and Customer.

“**Project**” refers to the scope of services, including the performance of all work, activities, and deliverables, set forth in this SOW. Appendices are hereby included in this SOW. Notwithstanding any other provision of these terms, the timeline and total hours contained in this SOW shall be regarded only as estimates.

“**Professional Services**” as used herein means Professional Services work rendered by POWERSCHOOL in relation to this SOW. It is distinguished from the meaning of “Service” as used in the MSA.

## 1. UNDERSTANDING OF OBJECTIVES

Our understanding of Customer objectives and desired outcome is the following:

- Replace human resources system and prepare for future financial system.
- Create efficiencies through improved enterprise resource planning systems.
- Reduce manual processes and improve operational workflows.

## 2. SCOPE OF WORK

This section defines the scope of the Professional Services to be delivered by POWERSCHOOL with support from Customer resources under this SOW.

The scope and objectives will be confirmed during the Define and Design phases. If changes or expanded scope are necessary, the parties shall follow the Project Change Control Request (“CCR”) Procedure in the attached Appendix A. The investigation and implementation of changes may result in modifications to the Estimated Schedule, Fees, or other terms of this SOW.

### 2.1 Organizational Scope

The following organizations are in scope:

- 1 Organization
- 1 Language (English)
- 1 Currency (USD)

The Project will be located at the following locations:

- Remote

All countries, divisions, user types, and product lines will leverage the same data structures, processes, approval workflows, and interfaces. No time has been budgeted to design or configure variations by these organizations. The estimated SOW fees assume one configuration across the entire organization.

No other countries, divisions, product lines, and users are in scope.

### 2.2 Software Version Scope

The following version of Unified Administration will be installed as part of the initial deployment. During the implementation, additional monthly updates may be installed at the discretion of Services or Support teams from PowerSchool.

- [Unified Administration eFinancePlus 22.4.X](#)

### 2.3 Product Scope

Application Suite	Module	In-Scope	Details
Financials	General Ledger	Yes	Required Chart of Accounts and Ledgers to operate Salaries and Fringe Costing.
	Budget Preparation	Yes	Required Chart of Accounts and Ledgers to operate Salaries and Fringe Costing.
	Accounts Payable	No	Out of Scope
	Receivables	No	Out of Scope
	Bank Reconciliation	No	Out of Scope
	Personnel Budgeting	No	Out of Scope
	Central Receipting	No	Out of Scope
	Billing & Receipts	No	Out of Scope
	Project Accounting	No	Out of Scope

Application Suite	Module	In-Scope	Details
Procurement	Purchasing	No	Out of Scope
	Purchasing Card Interface	No	Out of Scope
	Warehouse Inventory	No	Out of Scope
	Fixed Assets	No	Out of Scope
	Fixed Assets Communicator	No	Out of Scope
	Punchout	No	Out of Scope

Application Suite	Module	In-Scope	Details
Human Resources & Payroll	Human Resources	Yes	
	Employee Access Center	Yes	
	Benefits Management	Yes	
	Position Control	No	Out of Scope
	Attendance	No	Out of Scope
	Payroll	No	Out of Scope
	Employee Timesheets	No	Out of Scope
	Salary Projections	No	Out of Scope

### 2.4 Workflows Scope

As part of these services, PowerSchool will include and assist with the following workflows to optimize the workflow approvals procedures.

Application Suite	Module	In-Scope	Details
Workflows	TIBCO Workflow Engine *	Yes	
	Employee Termination	Yes	
	Purchase Requisitions	No	Out of Scope
	Employee Expenses & Reimbursements	No	Out of Scope
	Job Position Requisitions	No	Out of Scope, Payroll required.
	Leave Requests	No	Out of Scope, Payroll required.

\* Note: Tibco Workflow is a 3<sup>rd</sup> party best in class workflow engine that is fully integrated into the PowerSchool ERP solution as baseline functionality.

### 2.5 Authentication Services

As part of these services, PowerSchool will assist the customer to configure Single Sign On (SSO) for the

PowerSchool product(s) undergoing implementation under the scope of this statement of work. Additionally, PowerSchool will assist with the enablement of the PowerSchool AppSwitcher for any other live PowerSchool product(s) (i.e. already implemented) where AppSwitcher is supported. This will be a one-time setup for which the PowerSchool implementation team will assist with the setup and configuration of the authentication services for live product(s), and the currently implemented product(s).

	Service	In-Scope	Details
<b>Authentication</b>	Update user accounts to ensure matching between systems	Yes	
	Configure Single Sign-On (SSO)	Yes	Google for eFinancePlus and Employee Access Center only.
	Configure AppSwitcher with current and new PowerSchool products	Yes	

## 2.6 Data Migration Scope

Data elements included in the data conversion are defined in the table below. If additional data elements are required, they will be addressed using the Software Development Request process and Change Control Procedures as defined herein, and a quote provided for the additional services.

Data Conversions	Module	Details
<b>Data Migrations (Conversions)</b>	Financial Data	<ul style="list-style-type: none"> <li>Calendar &amp; Fiscal Required Chart of Accounts and Ledgers to operate Salaries and Fringe Costing. (No Financial Historical Transactional Data)</li> </ul>
	Employee Demographics	<ul style="list-style-type: none"> <li>All Employee Data (Active &amp; Separated)</li> </ul>
	Employee Assignments	<ul style="list-style-type: none"> <li>Employee Assignments Current Year Data (if state required)</li> </ul>
	Employee Certifications	<ul style="list-style-type: none"> <li>Active Certifications &amp; Clearances</li> </ul>
	Employee Deductions	<ul style="list-style-type: none"> <li>Active Employees with required deductions for Quarterly/Annual Reporting.</li> </ul>
	Employee Deductions Reference Tables	<ul style="list-style-type: none"> <li>Reference Tables required to input Employee Deductions</li> </ul>
	Payrates - Calendars	<ul style="list-style-type: none"> <li>Data imported will be determined during the design phase of the implementation. Required Salary tables can be imported as needed.</li> </ul>
	Payrates - Pay Codes Names, deductions, exemptions	<ul style="list-style-type: none"> <li>Reference Tables required to input Payrates</li> </ul>
	Payrates - Employee Salary Schedule	<ul style="list-style-type: none"> <li>Data imported will be determined during the design phase of the implementation. Required Salary tables can be imported as needed.</li> </ul>
	Payrates - Job Classes General, leave, deduction	<ul style="list-style-type: none"> <li>Reference Tables for all job classes.</li> <li>Each Job Class Requires <ul style="list-style-type: none"> <li>Calendar</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Pay Code</li> <li>○ Pay Method</li> <li>○ Pay Group</li> </ul>
	Payrates - Employee Pay	<ul style="list-style-type: none"> <li>● Current Active Employee Pay Rates</li> <li>● Employees Payrates are based on the Job Class Table.</li> </ul>
	Employee Benefits	<ul style="list-style-type: none"> <li>● Data imported will be determined during the design phase of the implementation. Dependencies on dependent information and where it is stored.</li> </ul>

**2.7 Customizations Scope**

The listing below defines any specific customizations are to be included in the deliverable of the POWERSCHOOL Solution.

- **No Customizations are in scope**

**2.8 Reporting Scope**

- Standard POWERSCHOOL reports and reporting functionality are in scope. No custom reports are included.
- Standard Cognos Report Pack includes preconfigured reports available to all customers utilizing the PowerSchool ERP solution. No custom reports are included.

Reporting & Analytics	Module	In-Scope	Details
<b>Reports</b>	eFinancePlus System Standard Reports	Yes	
	Cognos 11 Reporting Tool *	Yes	
	Cognos Application Baseline Training	Yes	
	Standard Cognos Report Pack	Yes	
	<b>Missouri</b> Compliance Reporting	No	Out of Scope. Not required for HR implementation.

\* Note: Cognos is a 3<sup>rd</sup> party best in class reporting and analytics tools that is fully integrated into the PowerSchool ERP solution as baseline functionality.

**Report Development**

PowerSchool has allocated 40 hours to develop data exports for Human Resources as part of the implementation. The PowerSchool technical reporting resource will work with [Guadalupe Educational System Charter Schools](#) to determine the export reports that need to be built during the design phase of the implementation (*Reference: Section 5. Project Methodology & Delivery Assurance*) to collect requirements and determine priorities. Reports and exports delivered will require testing and sign-off by the customer.

**2.9 Add-on Module Scope**

- POWERSCHOOL will provide best practice recommendations towards interface development. If middleware is used, the Customer will own all parts of the source application to the middleware. Specifically:
- 

Add-On Modules	Module	In-Scope	Exceptions
<b>Modules</b>	Student Activities	No	Out of Scope

	3 <sup>rd</sup> Party Absence Management Interface	No	Out of Scope
	3 <sup>rd</sup> Party Applicant Tracking Interface	No	Out of Scope
	Batch Timecard Interface	No	Out of Scope
	Unified Insights Analytics for eFinancePlus	No	Out of Scope
	Professional Development Plus (PD+)	No	Out of Scope
	Cognos Analytics Managed Services for eFinancePlus	No	Out of Scope

## 2.10 Interface Scope

- POWERSCHOOL will provide best practice recommendations towards interface development. If middleware is used, the Customer will own all parts of the source application to the middleware. Specifically:

Interface	Module	In-Scope	Exceptions
Integrations	Unified Talent Applicant Integration	Yes	
	Unified Talent Records Integration	Yes	
	SmartFind Express Integration	No	Out of Scope, Payroll required.

- POWERSCHOOL will provide guidance around mapping to POWERSCHOOL objects
- Customer will build integrations between POWERSCHOOL/Salesforce and Customer's systems

## 2.11 Forms Scope

Print Form	Module	In-Scope	Exceptions
Forms	Forms Manager - Payroll Checks	No	Out of Scope
	Forms Manager - Vendor Checks	No	Out of Scope
	Forms Manager - Purchasing Order	No	Out of Scope
	Optio - Billing Invoice	No	Out of Scope

## 2.12 Out of Scope

- Development of customer specific or custom training materials
- Support related activities on non-PowerSchool third party products not outlined in this statement of work
- Compliance outside of the United States
- State compliance not outlined in this statement of work

## 3. COMPLETION CRITERIA

### Acceptance of Deliverables

Deliverables will be produced in accordance with the Project Plan and POWERSCHOOL will strive to provide early draft copies whenever feasible to facilitate a prompt review and approval.

Customer shall have two (2) business days from the date of receipt of a deliverable to provide final acceptance or rejection of the deliverable.

If Customer rejects a deliverable, it will specify in reasonable detail each deficiency and / or nonconformance

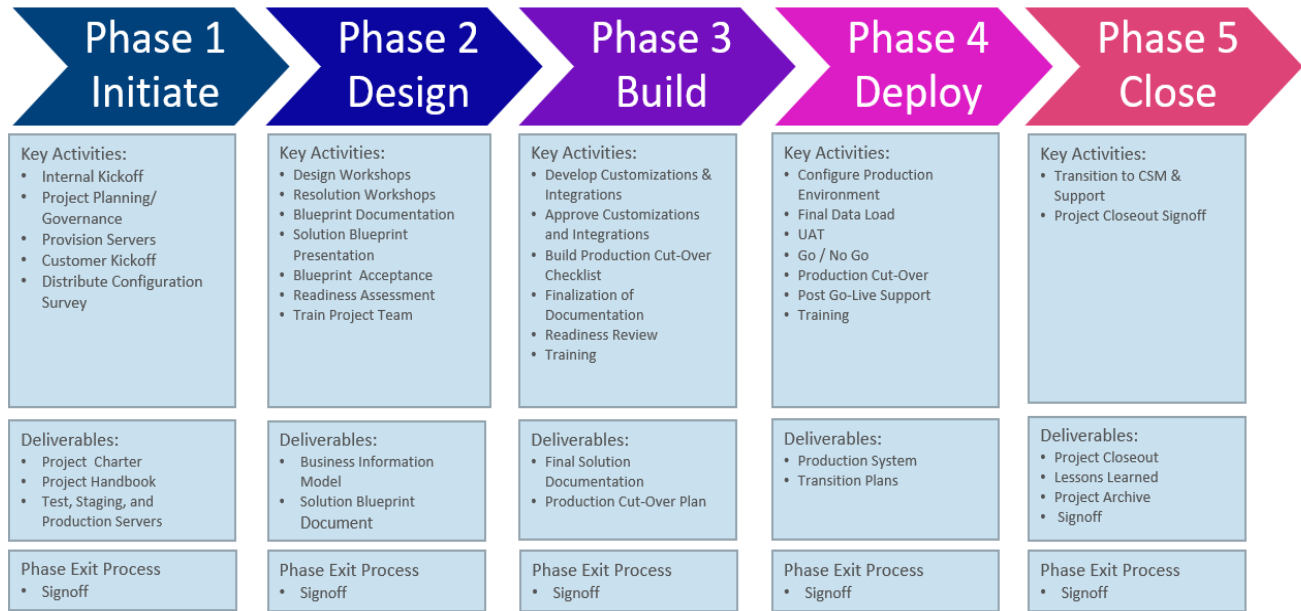
serving as the basis of rejection. Upon receipt of such rejection notification, POWERSCHOOL will promptly correct such deficiencies and / or nonconformities and re-deliver the deliverable for Customer’s review. Upon re-delivery of the deliverable, Customer shall provide notification of final acceptance or rejection as soon as reasonably possible, but no later than two (2) business days from the date of receipt.

If Customer does not provide notice of final acceptance or rejection within two (2) business days of a deliverable or re-delivery of a rejected deliverable, the deliverable will be deemed accepted.

**4. PROJECT METHODOLOGY & DELIVERY ASSURANCE**

PowerSchool’s professional services methodology is based on similar and proven approaches used by the largest and most renowned systems integration firms. At the same time, it has been tailored to include the many unique organizational and architectural benefits of PowerSchool’s ERP and its products.

The implementation approach uses a “partnership” model between PowerSchool and Customer such that the PowerSchool team primarily serves as an enabler, coach, and trainer for the client to implement the solution themselves. This client-enabled approach achieves a balance of speed and cost, while taking advantage of available capacity of client staff.



The phases and associated checkpoints are outlined below:

**Initiate** - The initiation phase is the beginning of the project. This phase will focus on the project kickoff, planning, governance, and provisioning of your PowerSchool applications. The foundation is laid for a successful project execution. The appointed PowerSchool project manager develops the project scope and project management guidelines, conducts the preliminary risk assessment, and clearly defines the partnership between PowerSchool and the customer. The project manager stays with the customer from project kick-off until the complete solution is delivered.

**Design** - The design phase is the process which the project specifications are collected to create the master blueprint for the future phases of the project. This phase will begin with workshops on design, configuration, and resolution to design. The master blueprints of the implementation are established as the project map to build out the future phases. To design the PowerSchool Solution Blueprint for the customer’s business case,



training is conducted on the PowerSchool solution and information is collected about the customer's current environment. This is followed by the Readiness Review for Delivery that verifies that we can deliver.

**Build** - The build phase of the project is to create any customer specific customizations & integrations. Customer data will be converted from legacy systems and applied to the environment. The project team will be trained on the application and system will be finalized for production readiness. The system is built and serves as the foundation for the final testing and data migration.

**Deploy** - The deploy phase will provide a completely tested and prototype solution is ready to be deployed. The end-users are trained, and a test run is conducted. The customer will cut over to the production environment and provided post go-live support to ensure stabilization of the system. A completely tested and prototype solution is ready to be deployed.

**Close** - In the closure phase the customer will be transitioned to the PowerSchool Support ecosystem which will include the support helpdesk, PowerSchool Community, and customer success manager. All project collateral will be review for acceptance of project closure. More details regarding the partnering of PowerSchool and Customer for this project will be described in the Project Handbook that is considered as one of the first deliverables of the Initiate phase. This Project Handbook covers the following areas:

- Project Planning
- Project Control
- Project Administration

POWERSCHOOL may utilize one or more of the following tools to support the implementation efforts. The tools are templated for fast and consistent implementation results. The client Project team may be granted access for the duration of the Project. POWERSCHOOL tools are supported by a central PMO that will train and support the client team if needed.

#### **Tools / Purpose:**

1. **SmartSheets** - Project management software used to manage comprehensive plans. Allows you to monitor and control progress and foresee and address potential challenges early.
2. **Confluence** - Collaborative Project Space that navigates team through methodology, templates, and Project artifact repository
3. **JIRA** - Issue Tracking Software that is integrated into Confluence and used to assign discrete, time-estimated pieces of build work and to document and triage defects. This is where all the user stories will be documented and tracked.
4. **Zephyr** - Test management Software native to JIRA. It helps organize test steps and track test execution. Defects can be directly linked to failed tests or test cycles.
5. **GitHub** - A system for hosting version control code management and configuration repository prerequisite for Automated Deployment.

## **5. PROJECT PLAN**

Project kick-off will be planned on a mutually agreed upon date, based on POWERSCHOOL and Customer resource availability and completion by the Customer of the Pre-requisite deliverables. Adjustments to the Project Plan may occur during the Project and may require the Project CCR Procedure to be followed which may result in a Change Order.

Based upon the known requirements, estimates effort and scope, the following Project Plan is anticipated for the delivery of the solution. The Project Plan will be confirmed after the design phase.

Planned Project duration: **4 Months (3 Months to Launch plus 1 Months of Postproduction Support)**

Resource:	Month 1	Month 2	Month 3	Month 4	Month 5
	Initiate				
	Design				
		Build			
			System Testing		
			User Testing		
			Training		
			Prep/Go-Live		
				Post Go-Live	

For the avoidance of doubt, a day is eight (8) hours, Monday through Friday, on POWERSCHOOL’ standard business days. The timeline can vary based on a number of factors. Anticipated deviations from the Project Plan will be brought to the attention of Customer and agreed with the Steering Committee in-line with the agreed Project governance.

Any changes in duration or delays to the go-live date will require the Project Change Control Procedure to be followed.

**Go-Live**

- “Go-Live” refers to the on-boarding of users to the POWERSCHOOL in the Production environment.
- A single go-live event is in scope. Additional go-lives are not in scope and any functionality that is mutually agreed to be deferred from the single go-live is no longer part of the scope of this SOW.
- Go-Live will occur after the migration of the POWERSCHOOL Solution to the Production environment.
- Customer will be responsible for Go-Live planning with guidance from POWERSCHOOL
- POWERSCHOOL assumes that Customer’s information technology policies, those that govern the deployment of Solutions to the Production environment and the Go-Live of new information technology, will not extend the Project Plan described herein via a delay in the deployment or Go-Live of the POWERSCHOOL Solution.

**Post-production Support**

- “Postproduction Support” describes the period and Professional Services following the Go-Live of the POWERSCHOOL Solution.
- For a release of the POWERSCHOOL Solution, the Postproduction Support period will begin at Go-Live and conclude in thirty (30) business days, i.e. one (1) month, unless otherwise stated.
- Issues identified after the Postproduction Support period will be addressed per the terms set forth in the MSA.

**6. RESOURCING, ROLES AND RESPONSIBILITIES**

**Resourcing**

The responsibility for the execution of the Project will be shared by POWERSCHOOL and Customer resources. POWERSCHOOL and Customer assigned resources will be required to attend the Project kickoff meeting and perform agreed upon activities throughout the lifecycle of the Project.

**Customer Roles and Responsibilities**

Customer Roles	Customer Responsibilities
Steering Committee Representative	<ul style="list-style-type: none"> <li>• Provide Project oversight and high-level direction</li> <li>• Guide the Project’s alignment to key objectives</li> <li>• Highest level of escalation, decision making and issue resolution</li> </ul>
Project Manager	<ul style="list-style-type: none"> <li>• Act as primary point of contact for POWERSCHOOL Project Manager</li> </ul>

Customer Roles	Customer Responsibilities
	<ul style="list-style-type: none"> <li>• Coordinate all Project activities and required Customer resources</li> </ul>
Business Analyst	<ul style="list-style-type: none"> <li>• Assist in driving business requirement sessions with the Subject Matter Experts (SME)</li> </ul>
Subject Matter Expert (Business and Technical)	<ul style="list-style-type: none"> <li>• Provide business and technical expertise to the Project related to Customer's desired Solution processes; resources that are familiar with Customer business processes, documents, approval processes, etc.</li> </ul>
QA Lead and Testers	<ul style="list-style-type: none"> <li>• Develop User Acceptance Testing (UAT) test strategy, test scenarios, and test plans</li> <li>• Execute test cases and report findings to the Project managers</li> </ul>
System Administrators	<ul style="list-style-type: none"> <li>• Administer Sandbox environment(s)</li> <li>• Manage all CRM activities required by and related to the Project</li> </ul>
Trainers	<ul style="list-style-type: none"> <li>• Attend POWERSCHOOL 'Train the Trainer' training</li> <li>• Develop Customer training material</li> <li>• Train Customer users on the day-to-day use of the configured Solution</li> </ul>
Cutover Lead	<ul style="list-style-type: none"> <li>• Co-ordinate the migration of the Solution to the Production environment</li> </ul>
Business Transformation Leads	<ul style="list-style-type: none"> <li>• Manage all change management activities within the Customer organization related to the configured POWERSCHOOL Solution</li> </ul>
Customer Functional Resources	<ul style="list-style-type: none"> <li>• Limited design of the POWERSCHOOL Solution with guidance from POWERSCHOOL</li> <li>• Limited configuration of the POWERSCHOOL Solution with guidance from POWERSCHOOL</li> <li>• Test the POWERSCHOOL Solution</li> </ul>
Customer Technical Architect	<ul style="list-style-type: none"> <li>• Integration of CRM and POWERSCHOOL with Customer systems</li> <li>• Provides expertise in technical specifications for Customer's integrated systems</li> <li>• Data mapping and data preparation</li> </ul>

### POWERSCHOOL Resourcing and Resource Allocations

The following POWERSCHOOL resourcing roles, sometimes also referred to as "Resources" will be assigned and/or allocated to the Project. This is subject to change based upon further analysis and discovery through the Project stages. The Customer will be notified of any changes to these roles. The Project is targeted to start within **one (1) week** of execution of this SOW.

POWERSCHOOL Staffing/Resource Roles	POWERSCHOOL Responsibilities
Practice / Engagement Director	<ul style="list-style-type: none"> <li>▪ Advises on strategic direction and vision of Project</li> <li>▪ Resolves impasses in solution implementation</li> <li>▪ Participates in steering committee meetings</li> </ul>
Project/Engagement Manager	<ul style="list-style-type: none"> <li>▪ Helps monitor and advise</li> <li>▪ Performs functional and Project management activities, including management of POWERSCHOOL consulting team</li> <li>▪ Issues status reports, manages risk and issue tracking and manages budget and schedules</li> </ul>
Application Specialist(s)	<ul style="list-style-type: none"> <li>▪ Interprets business requirements</li> <li>▪ Leads functional solution designs</li> <li>▪ Performs solution modeling and configuration</li> <li>▪ Assists with testing activities</li> <li>▪ Primary contact of Business SME(s)</li> <li>▪ Configures and unit tests solution</li> </ul>
Technical Specialist(s)	<ul style="list-style-type: none"> <li>▪ Leads Technical design and integration design</li> </ul>

POWERSCHOOL Staffing/Resource Roles	POWERSCHOOL Responsibilities
Developer	<ul style="list-style-type: none"> <li>▪ Document technical requirements and design based on sessions with the Application Specialists</li> <li>▪ May participate in solution design sessions</li> <li>▪ Implements features based on approved design documentation using Apex and Visual Force</li> <li>▪ Provide guidance on or perform production deployment migration (including providing input on the development of Deployment Tracker)</li> <li>• Responsible for conducting unit testing on any implementation</li> </ul>

**POWERSCHOOL Staffing Allocation Grid**

The numbers in the resourcing grid below represent estimated hours per week per resource:

Resource:	Month 1	Month 2	Month 3	Month 4	Month 5
	Initiate				
	Design				
		Build			
			System Testing		
			User Testing		
			Training		
			Prep/Go-Live		
				Post Go-Live	
Resource:	Month 1	Month 2	Month 3	Month 4	Month 5
Project Manager	16	16	16		
Solution Consultation	15	15			
Application Specialist	32	32	30		
Post Live Support				12	
Technical Specialist	40	36	40		
<b>TOTALS</b>	<b>103</b>	<b>99</b>	<b>86</b>	<b>12</b>	<b>0</b>

**Project Management**

POWERSCHOOL has staffed a Project manager at approx. **4 hours** per week to handle status reporting and management of POWERSCHOOL resources. Customer, or its designee, is responsible for managing Customer resources, organizational change management, data conversions and interfaces from legacy systems, and user acceptance testing. If more time is required from the POWERSCHOOL Project Manager, the parties will follow the Project Change Control procedure.

**Pre-Requisite Deliverables**

**Customer will provide POWERSCHOOL with Pre-Requisite Deliverables prior to Project start.**

- Business Objectives and Key Performance Indicators
- Business Requirements Document
- End to end business process flows
- Business use cases
- Core Data (i.e. Product, Pricing, etc.)
- Business rules/inputs/outputs
- Sample Templates
- Approval matrixes/rules
- List of impacted Stakeholders
- Metrics such as quote/contract volumes, size of quotes/contracts (number of lines/pages), etc.

- Solution architecture diagram of existing QTC systems, including upstream and downstream systems
- Any master data requirements

### Project Deliverables and Activities

The following activities, work products and deliverables are the minimum required for the Project. POWERSCHOOL and Customer will be responsible for completing their activities, work products and deliverables, as indicated in the following table:

- **Deliverable** for which POWERSCHOOL/Customer has Primary responsibility and are subject to the deliverable acceptance provisions described herein
- **Work Product** a methodology component that is a documented output used to support Project delivery that does not require Customer approval
- **Activities** a methodology component that is a task that does not require Customer approval

Roles and Responsibilities definitions:

- **R = Responsible** - POWERSCHOOL or Customer performs the work to complete the Activity, Deliverable and /or Work Product
- **A = Accountable** - POWERSCHOOL or Customer responsible for justifying actions or decisions made to complete the Activity, Deliverable and / or Work Product
- **C = Consulted** -POWERSCHOOL or Customer whose opinions are sought by the person responsible for the Activity, Deliverable and / or Work Product
- **I = Informed** - POWERSCHOOL or Customer that should be kept up to date on progress of the Activity, Deliverable and / or Work Product

Stage/Category	Activity/Deliverable	Owner		Type
		POWERSCHOOL	Customer	
Project Initiation	Project Kick Off	C	R	Activity
	Review and Accept Customer Deliverables	R	C	Activity
	Develop Project Charter	C	A, R	Deliverable
	Develop Project Plan	R	A	Deliverable
	Provision Servers	R	C	Work Product
	Develop Training Plan	C	R	Work Product
	Develop Migration Plan	C	R	Work Product
	Develop Integration Plan	C	R	Work Product
	Plan for Requirements Workshop	C	R	Activity
	Develop Requirements Workshop Agenda	R	C	Work Product
Project Governance	Resource Management	R	R	Activity
	Facilitate Regular Project Meetings	C	R	Activity
	Publish Weekly Status Reports	R	R	Work Product
	Facilitate Steering Committee	C	R	Activity
	Manage Issues/Risks	R	R	Activity
	Manage Project Plan and Budget	R	R	Activity
Design / Build	Conduct Requirements Workshop	R	A, C, R	Activity
	Develop Solution Blueprint Document	C	A, R	Deliverable
	Provide guidance on what to leverage from current solution	C	R	Activity
	Provide Best practices	R	C	Activity
	Train Project Team	R	C	Work Product

	Create solution design	R	A	Deliverable
	Configure POWERSCHOOL solution	R	R	Deliverable
	Product Tailoring	R	R	Deliverable
	Develop interfaces	C	R	Deliverable
	Solution Checkpoint Reviews	R	R	Activity
Testing	Develop Test Plan	C	R	Deliverable
	Complete test cases	C	R	Work Product
	Develop End-to-End Test Cases	C	R	Deliverable
	Develop UAT Test Cases	C	R	Deliverable
	Migrate solution from Development Environment to Test Environment	C	R/C	Activity
	Conduct End-to-End Testing	C	R	Deliverable
	Conduct UAT Testing	C	R	Deliverable
	Manage Support Tickets and Communicate status updates	C	R	Activity
Go-Live Readiness	Testing Sign-off	C	R	Deliverable
	Develop Deployment Plan	C	R	Work Product
	Develop Postproduction Support Plan	C	R	Work Product
	Go/No-Go Decision	C	R, A	Activity
	Post Go-Live Support Offerings reviewed and finalized.	R	R	Activity
	Finalize Adoption Plan	C	R	Work Product
	Partner Transition activities including End User Training	C	R	Activity
	Migrate solution from Test Environment to Production Environment	C	R/C	Activity
Post Live Services Support	Develop Support Transition Project Overview	R	R	Deliverable
	Validate Status and Availability of Key Deliverables	R	R	Activity
	Information Sharing Sessions to Tech Support	R	A	Activity
	Disposition Cases opened during Project	R	C	Activity

## 7. FEES, PAYMENT AND EXPENSES

### Professional Services Fees

The estimated value of this SOW is comprised of the following components:

Description	Hours	Hourly List Rate	Total in USD
Estimated Fees Services	300	\$225.00	\$67,500.00
One Time Discount	-		(\$6,750.00)
<b>TOTAL:</b>	<b>300</b>		<b>\$60,750.00</b>

**Hourly Rate:**

The Professional Services will be delivered on a **Time & Materials** basis. Customer will be billed **\$225.00** per hour for resources up to **300** hours. Any additional hours will be billed at the Change Order rate card below.

**Professional Service Fees:** Customer will be invoiced monthly in arrears for actual hours delivered; payment is due net 30 days from invoice date. Invoices may be sent to the Customer via electronic mail.

The Fees and Expenses are based on the assumptions on roles, plans, scope, etc. as described in this SOW. Material changes to these assumptions may impact schedule and/or cost. If changes to resources are requested or required that would cause the Total Estimated Fees and Expenses to change materially, then the parties agree to address any such change using the CCR process (Appendix A).

**Change Order Rates:**

- All Change Orders to this SOW will follow the process outlined in the Change Control Procedure, in Appendix A, of this SOW and will need to be mutually agreed **\$225.00** per hour.
- POWERSCHOOL Standard Hourly Rates are subject to change at POWERSCHOOL sole discretion. The above rates will remain in effect for the duration of this SOW.

**Limitation on Pricing:**

POWERSCHOOL shall be obligated to honor the pricing contained herein only if this SOW is signed by Customer and received by POWERSCHOOL by **9/30/2022**. However, if upon receipt of the SOW after the aforementioned deadline, POWERSCHOOL countersigns the SOW and returns to Customer, then such deadline shall be deemed to have been waived by POWERSCHOOL and the SOW terms, including pricing, shall be binding and in full effect.

**Travel and Expenses:** Customer will be invoiced separately for travel expenses incurred on a monthly basis. Payment is due net 30 days from invoice. Invoices may be sent to the Customer via electronic mail. These travel and expenses are not included in the hourly rate.

## 8. PROJECT GOVERNANCE

During the Plan stage for the Project, the Customer and POWERSCHOOL Project Managers will establish appropriate governance to support effective and appropriate decision making, sign off and escalation procedures. Governance will include the following:

- Regularly scheduled Project Status meetings. Both POWERSCHOOL and Customer participants are required to attend.
- Regularly scheduled (no more frequently than weekly) status reports provided by POWERSCHOOL to Customer's Project management team.
- Delivery assurance phase gate reviews conducted by POWERSCHOOL.
- A Steering Committee for Project oversight, direction, escalation, arbitration and decision making. POWERSCHOOL and Customer participants are required to attend. Steering Committee representatives will be assigned no later than the Project Plan Phase.
- POWERSCHOOL and Customer Joint Steering Committee meetings at phase completion and on ad-hoc basis as needed.
- The first level of escalation within the Project governance structure is the Customer and POWERSCHOOL Project managers. Any issues which cannot be resolved at this level will be escalated to the Steering Committee. The Steering Committee shall then act to resolve in 48 hours.
- The Steering Committee will be the highest escalation point and should be comprised as follows:

POWERSCHOOL Representation

1. Senior Director, PowerSchool Professional Services
2. Project Manager, PowerSchool Professional Services
3. Customer Success Manager, PowerSchool

Customer Representation

1. Senior Representative - [Omar Fierros, Director of Human Resources](#)

**9. ASSUMPTIONS**

Professional Services and/or scope not included in this SOW and not itemized as “Scope” are out of scope. Any Professional Services and Project scope not identified in this SOW are not provided for by the Professional Services described herein. Any Professional Services or Project scope desired to be added can be done via the Change Control Procedure (ref: Appendix A).

Please reference Appendix D for general assumptions.



**10. APPENDICES**

**Appendix A. POWERSCHOOL Change Control Request (CCR) Procedure and Template**

The following process will be followed in cases of change to Project scope, budget or timeline:

- A Project CCR form will be the vehicle for communicating change. The CCR must describe the change, the rationale for the change, and the effect the change will have on the Project.
- The designated Project Manager of the requesting party will submit the request to the other party.
- All Project Managers will review the proposed change and approve it or reject it.
- A Project CCR form must be signed by the POWERSCHOOL Project Manager and Client Project manager to authorize implementation and invoicing of the changes.
- The following is an example template:

**“Sample Template”**

<b>Customer Name:</b>	<b>Date Requested:</b>
<b>Change Order #:</b>	<b>POWERSCHOOL EM:</b>
<b>Project Name:</b>	<b>Project Sponsor:</b>

<b>Change Order Value:</b>		<b>Billing Type:</b>
<b>Estimated Fees:</b>	\$	<b>Type of Change:</b>
<b>Estimated Expenses:</b>	\$	Scope? Schedule? Both?
<b>Estimated Total:</b>	\$	

**Hourly Rate:**

The Professional Services will be delivered on a Time & Materials basis. Customer will be billed \$xxx per hour starting with the first monthly invoice and up to a maximum of xxx hours. Any additional hours will require a new Change Order.

<b>Description of Change Requested:</b>
<b>Reason for Change:</b>
<b>Proposed Approach to Resolve:</b>

<b>Impact on Scope</b>	<b>Impact on Proposed Changes:</b>
<b>Impact on Scope Risk</b>	
<b>Impact on Schedule</b>	
<b>Approvals to Proceed:</b>	
<b>Customer:</b>	<b>POWERSCHOOL Corporation</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>

---

**Appendix B. Escalation Procedures**

The following procedure will be followed if resolution is required to a conflict arising during the performance of this SOW.

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to - [pmleadership@powerschool.com](mailto:pmleadership@powerschool.com)
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

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## Appendix C. General Assumptions

The following procedure will be followed if resolution is required to a conflict arising during the performance of this SOW.

1. There are no business initiatives (e.g., audits, annual meetings, conferences, vacations, etc.) or technical projects and/or conflicts (e.g., major implementations, rollouts, business initiatives, etc.) during the project timeline that will impact our ability to meet with required business and/or technical subject matter experts and that may delay the project schedule.
2. PowerSchool will have space to work at the CLIENT offices as required during this strategic project.
3. Current related business (as-is SOP and flowcharts) and technical requirements are available and will be provided to the Project Team, while future requirements are not available and developing future requirements is not within the scope of this strategy project.
4. The scope of this project does not include a specific tool selection or the development of documents for conducting a tool selection (e.g., vendor RFI's, RFP's, demo scripts, vendor score cards, etc.).
5. All CLIENT personnel who need to be interviewed for this project will be sufficiently knowledgeable about their business area's needs and have the authority to represent their business area.
6. All CLIENT personnel who need to be interviewed for this project will be available and responsive in a timely manner, so as not to delay the schedule for this project.
7. Data conversion pricing is based upon the Standard Conversion Definitions as identified in Addendum A. Should additional conversion cycles or historical data be required the cost to do so will be provided to the CLIENT via the Project Change Order Procedure.
8. Unless otherwise noted in the Technical Elements section of this SOW, or specifically identified within the contract, all customizations, enhancements, forms, reports, etc. not contained within the base package are considered out of scope and will follow the Project Change Control Procedure.
9. Implementation services will be a combination of onsite and remote delivery, depending upon Customer preference, COVID allowances, and the ability of our specialists to travel at that time.
10. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all the above mentioned "Customer Responsibilities" in a complete manner within the project timeline.
11. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer's behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
12. All sign offs must be done by an employee and designated signatory of the Customer. Third-party entities engaged by the Customer are not acceptable signatories for any project sign offs.
13. Customer will provide PowerSchool with remote access to systems, as required.
14. The PowerSchool Implementation Specialist will point Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
15. Other items outside of the Statement of Work may need to be planned for by the Customer prior to go live.

Library Classroom Expansion Project

Board requested follow up information as to the total cost for MKEC Engineering services prior to approving the contract. Hollis & Miller the Architects have provided a letter with summary of services as of the Stop work date of Oct 2022.

Of the \$56,500 specified on the contract for services only \$7500 were performed.

Attached

Hollis & Miller letter

MKEC Engineering Contract

Alan Olson

*Edward D. Jermyton*

December 20, 2022

Mr. Alan Olson  
Guadalupe Centers  
1015 Avenida Cesar E Chavez  
Kansas City, MO 64108

RE: Guadalupe Centers Elementary Campus – Library Classroom Addition

Dear Mr. Olson,

Guadalupe Centers requested the design services of Hollis + Miller and their consultants to design a classroom addition on the recently renovated Library building on the Elementary campus. Hollis + Miller coordinated with Henderson Engineers and MKEC engineers for MEP and Civil services. A kick-off meeting occurred on July 29, 2022, and schematic design work began at that time. Hollis + Miller worked with Henderson Engineers for expansion of the existing fire suppression system, utility mains and technology. Site fieldwork was performed to evaluate those existing conditions and determine potential upgrades.

MKEC Engineers worked with Hollis + Miller to evaluate site conditions and critical planning steps with the Development Department of the City of Kansas City, MO. A private utility locate was performed and evaluated by MKEC Engineers for the addition. Roads were analyzed for traffic flow and a new drive was proposed onto Van Brunt Blvd. As a result of the classroom addition, new parking lot configurations would be required and were analyzed for site setback requirements.

Based on the program of the classroom addition, it was determined that the 3-story classroom option was the most desired with the High Wind Shelter cafeteria on the ground level per 2018 IBC Building Codes. These elements resulted in a construction estimate of \$8.9 million. The design fee is based on 7% of this estimate and was proposed in the H+M contract for \$623,000 which includes structural and MEP scope. MKEC developed their contract based on the scope of work and presented Guadalupe Centers with a contract for \$56,500

During a design meeting with Guadalupe Centers on August 26<sup>th</sup>, it was determined to hold on the Library addition so that full campus master planning could occur. This is a critical step for the planning process with KCMO. At that time, schematic design work had been completed by the design team and fee spent for that time.

As of the end of October 2022, the following amounts were invoiced to Guadalupe Centers for services performed:



Hollis + Miller - \$99,680.00 (80% of Schematic Design Completed)  
MKEC Engineers - \$7,500 (site survey work completed)  
Henderson Engineers - \$1,960 (technology services)

The invoice dated November 15, 2022, captures all work completed up to the point of stopping work. No further invoices will be sent to Guadalupe Centers until the project has been given the approval to proceed with design work.

Please let me know if you should have any further questions about the scope of design work completed or the November invoice.

Sincerely,

Jennifer Berka, AIA  
Client Leader





Call H&M  
to get what work  
completed

December 2, 2022

Ms. Jennifer Berka  
Client Leader  
Hollis + Miller Architects  
1828 Walnut Street, Suite 922  
Kansas City, MO 64108

Reference: **Guadalupe Classroom Addition**  
1535 Van Brunt Blvd, Kansas City, MO 64127  
Survey, Civil Engineering, and Landscape Services

Dear Ms. Berka:

MKEC Engineering, Inc. is pleased to offer this proposal for survey, civil engineering, and landscape architecture services for the construction of a classroom addition to the existing library building at the Guadalupe Centers' campus. Our proposal is based on previous meetings, plans, and discussions. Our scope of services is outlined in the attached document.

A multistory addition will be designed and constructed on the south side of the existing library building. It is anticipated that 12 to 15 classrooms will be added to serve 4<sup>th</sup> and 5<sup>th</sup> graders. A new drive access to Van Brunt will be provided from the existing parking lot, as well as re-configuring the existing drive southeast of the new building addition. New water service will be required to serve the building from the existing Van Brunt water main.

Construction documents will be completed, and necessary planning and zoning submittals will be made to the City of Kansas, City. A separate proposal has been provided for campus master planning efforts.

MKEC will evaluate utility connections, provide grading and stormwater design to meet City standards for site design. Storm water detention and storm water quality BMP facilities will be provided to handle additional impervious area.

**ENGINEERING SERVICES REIMBURSEMENT:**

Professional services will be billed monthly on a lump sum basis for work completed. **Reimbursable expenses, including but not limited to sub consultants, printing and deliverables will be billed in addition at actual cost plus 10%.** Invoices are due within 30 days of date of invoice. Invoices past due are subject to interest at the rate of 1½% per month. This proposal will become void after 60-days from the date submitted.

Please note that if there are significant changes or revisions made after the primary development of our work is done, if additional engineering work requested, or if any additional design phase services are desired, re-negotiation of fees will be necessary.

**SUMMARY OF FEES:**

Boundary and Topographic Survey	\$7,500*
Civil-Site Design & Construction Documents	\$39,000
Landscape Design & Construction Documents	\$5,000
Construction Administration	\$5,000
<b>TOTAL</b>	<b>\$56,500</b>

\*Title report fee and private utility locates are in addition to survey fee and will be billed at actual expense. Estimated cost is \$2,000.

**ATTACHMENTS** – As a supplement to this proposal please find the following documents:

1. Scope of Services / Survey Exhibit
2. MKEC Engineering, Inc. General Terms and Conditions (Professional Services)

We look forward to an opportunity to discuss any questions you may have regarding our proposal. Should you have any questions, please do not hesitate to call us as we want to ensure that we have a clear understanding of the project and are identifying our services clearly in this proposal. If it is acceptable, please sign and return one copy as our notice to proceed. We appreciate the opportunity to be of service to Hollis + Miller Architects.

Sincerely,

**MKEC ENGINEERING, INC.**



Brian Hill, P.E.  
Principal

**NOTICE TO PROCEED**

The above proposal is understood and accepted. By accepting this proposal you are also agreeing to the MKEC Engineering, Inc. GENERAL TERMS AND CONDITIONS (PROFESSIONAL SERVICES) attached to this proposal.

By: \_\_\_\_\_ For: \_\_\_\_\_  
(Signature) (Organization)

Date: \_\_\_\_\_



**BASE SURVEY SERVICES** - Our fee proposal is based on providing survey services for the following:

1. Collect field topography including: existing buildings; fences; ground elevations; apparent utilities, utilities located through One-Call, and private utility lines as located by the Owner; drives/roads; storm structures; and 6-inch caliper trees; student loading and drop-off zones; ADA parking and access routes; and obtain the finished floor elevation at the principal exterior doors.
2. Survey limits are shown below.
3. Obtain an informational title report for the proposed project. The fee for the title report is in addition to survey fee. We will bill the actual expense of the title report as a reimbursable expense.
4. Investigate boundary locations for the current proposed project property. Boundary Lines will be shown for information, reference, and design purposes only.
5. Private locates will be provided by a separate party and will be billed at actual expense.
6. Provide the survey in an AutoCAD file for design use.

**BASE CIVIL SITE DESIGN SERVICES** - The Civil Engineer shall provide the following Construction Documents for Owner/Architect review and work closely with the Architect/Owner to provide plan coordination and product deliverables. The Architect/Owner will require interim product deliverables at the following levels of plan completion for quality control review: Schematic Design, Design Development, Construction Documents, and Permit Set of Documents with professional seal in the State in which the project is located.

1. Provide Schematic Design Documentation / Plans. MKEC will provide:
  - a. Create exhibits for use in meetings with City.
  - b. Assist with general site layout analysis (turning movements, parking requirements, ADA access locations, determine general utility service availability and locations, effects the storm water runoff requirements may have on the site, etc.), as necessary.
  - c. Assist in selecting bore locations once the best site plan is selected.
  - d. A narrative documenting the proposed construction items required for site related items.
  - e. MKEC will provide proposed site schematic plans for a general understanding of the site function. Such plans will include schematic grading and utility layouts on the proposed site plan. Provide a schematic landscape plan.
2. Provide Design Development Plans. These documents shall include:
  - a. Refine the paving and parking arrangement on the site. Determine the size of vehicles beyond the standard passenger vehicle. Ensure all turning movements can be met.
  - b. Emergency Access – Investigate the local fire marshal's requirement for emergency access around the site. Make sure the proposed site plan meets the emergency access requirements. Design the site to have the proper fire hydrant coverage per the local requirements.
  - c. Detention Evaluation – Determine if detention will be required for the proposed project. Produce high-level drainage analysis. Meet with local municipality to discuss the project and discuss preliminary runoff and detention numbers. Document any agreements made in the meeting(s).
  - d. Provide Design Development plans for the proposed improvements. These plans may be revised as the design process moves into further stages of design.
    - i. Demolition Plan – Display the areas needing to be removed for the proposed improvements.
    - ii. Utility Plan – Coordinate with City and Architect to display the potential utility service line extension locations and approximate sizes in plan view. Provide approximate location and size for the water, sewer, and storm sewer systems. The storm system will be designed to convey the runoff from the building's storm drains. Utility services will include; sanitary sewer; storm water sewer; water line; gas line; electricity; cable TV; and telephone. Provide a plan depicting revisions to existing utility lines which are affected by the proposed building addition and/or any improvements required as a result of the building addition.
      1. The MEP will coordinate with the water, electrical, and gas companies to determine the available power/pressure/flow to serve the proposed project.
      2. The MEP will also provide the water and gas service line sizes for the project.
      3. The MEP will provide the alignment for electricity and gas to MKEC for reference on the site utility plan.
    - iii. Grading Plan – Preliminary grading to indicate general drainage patterns, and consider ADA parking and access. Determine the conceptual height and extents of any retaining wall.
    - iv. Detention Plan – Analyze storm water runoff increase on the site, provide a conceptual location and size of the proposed detention facility based on general engineering practices. This facility will be subject to change pending on the actual design and approval from City staff.
    - v. Water Quality Plan - Provide design development level of water quality (BMP) facilities. We will indicate potential size, location, and type of BMPs.
    - vi. Landscape Plan – Provide design development level landscape and irrigation design for DD documents.
    - vii. Dimension Plan – Provide key dimensions for the proposed improvements. Provide call-outs for pavement thickness and materials.
  - e. Submit a Specification outline for the DD package.
  - f. Review the DD Cost Estimate generated by others.

3. Provide Construction Documents. The documents shall include:
  - a. Survey Plan – Produce a plan displaying boundaries and topographical survey of existing site. Plan to indicate control points and benchmarks.
  - b. Demolition Plan – Display the areas needing to be removed for the proposed improvements.
  - c. Utility Plan – Final design for all utility services. Coordinate connection points for all downspouts and roof drains as needed.
  - d. Grading Plan – Fine Grade the entire site. Spot elevations will be shown to display the top of curb, necessary pavement elevations, drainage patterns (convey storm water away from proposed building), and ADA parking and access. Determine the height of any wall as part of the grading plan. Evaluate the storm water runoff around the existing site and provide design solutions for the proposed improvements. Evaluate the existing ADA accessible plan and provide a design to meet current ADA requirements.
  - e. Dimension Plan – Fully dimension the site. Dimensions shall be tied to existing buildings, back of curbs, and other physical features to assist the contractor in checking the location for proposed improvements. Provide typical sections for parking, curbs, and sidewalk areas.
  - f. Detention Plan – Design the storm water detention basin to meet the City's requirement for water quantity control. Provide details for the control structure and downstream discharge/connection. MKEC will produce a drainage report and meet with City staff to obtain approval of the design.
  - g. Water Quality Plan - Design the storm water quality (BMP) facility to meet the City's requirement for water quality control. Provide calculations and details for the facility. MKEC will produce a drainage report and meet with City staff to obtain approval of the design.
  - h. Landscape Plan – Provide landscape and irrigation design for CD documents.
  - i. Erosion Control Plan – Create an erosion control plan for the site.
  - j. Details – Provide details for the project including paving, curb, and sidewalk sections, sanitary manholes, storm water sewer inlets, handicap parking, detention and water quality features, and erosion control.
4. Attend consultant coordination meetings with Architect/Owner throughout the design phase of the project as required. Fully coordinate the civil engineering scope of work with other disciplines.
5. Attend meetings with local jurisdictions.
6. Provide construction specifications for the proposed construction items. Provide construction specifications for Division 31, 32, and 33 sections in MasterSpec.
7. Attend progress meetings with the Client and City prior to submittal of the plans.
8. Construction Administration - Assist in reviewing shop drawings and RFI's. Attend one site visit per month during construction and conduct a final walk through followed up with a final punch list. Landscape Architect shall only attend the pre-construction meeting and conduct a final punch list.

**ASSUMPTIONS** – Items considered in the above listed Scope of Services:

1. A geotechnical report will be provided by the Architect/Client and will include all pavement and retaining wall design parameters. Location, depth, and nature of rock (if existing) will be provided along with other typical sub-surface information.
2. Application fees and reproduction costs will be an owner direct expense.
3. MEP will provide the design sizes for the water and sanitary sewer service lines.
4. A Master Planned Development submittal to the City shall be by separate contract.

**EXCLUDED SERVICES** – Design services that are excluded with the agreed Scope of Services:

1. Printing or distribution of schematic documents.
2. Bidding alternates that require multiple design options and separate alternate sheets.
3. Off-site or downstream storm water analysis.
4. Preparing Platting documents, ALTA survey, or certificate of survey.
5. Easement dedications and vacations, as we are not aware of any easement issues at the assembly of this proposal.
6. Coordination with the Corps of Engineers
7. As-built drawings production.
8. Construction Staking
9. Providing separate bid packages (site/building packages), as this will involve more meetings, coordination, and plan sheets.
10. Structural design (such as but not limited to retaining walls, foundations, buildings, bleachers, etc.)
11. Assistance for LEED approval.
12. Design for utility services lines other than sanitary sewer and storm water sewer.
13. Adjustments to the layout after effort is made toward the site civil plans will result in additional time for MKEC to adjust plans and studies. We may seek to be compensated for any additional time.
14. Design beyond the boundary of the proposed site's property.
15. Public Improvements – creating roadway or utility public improvement plans are not anticipated.
16. Environmental assessments for wetlands, hazardous wastes, etc.
17. Traffic impact study.
18. Design associated with any improvements as recommended from the Traffic Impact Study.
19. Generate engineering construction cost estimates.

20. Wetlands delineation or mitigation plans.
21. Electrical lighting studies.
22. MEP design services, including fire protection line sizing.
23. Irrigation design and construction documents.
24. Submitting information for permits.
25. Floodplain study

**SURVEY LIMITS**



## General Terms and Conditions (Professional Services)

1. **Agreement.** There is an "Agreement" between you, the "Client," and MKEC Engineering, Inc. ("Consultant"). This Agreement includes the Project proposal, these General Terms and Conditions, Consultant's Addenda, and the Fee Schedule. The Agreement represents the entire and only agreement between the parties and supersedes any and all agreements between the parties, either oral or in writing, including any purchase or work order issued by Client relating to the Project. If any term or provision of these General Terms and Conditions is found to be invalid under any applicable law, rule or regulation, that provision shall, to the narrowest extent possible, be deemed omitted and the remainder of the Agreement shall remain in full force and effect. This Agreement is exclusive of any other agreement(s) that may exist between Client and Consultant for separate proposals or projects not enumerated in the Project that is the subject of this Agreement. The rights and obligations of the parties under this Agreement and those of any other agreement are autonomous and exclusive to the individual agreement.
2. **Services.** Client engages Consultant to provide professional services ("Services") in connection with the project described in Consultant's proposal ("Project") to which these General Terms and Conditions are attached. Client agrees that services not specifically described in the Scope of Services Identified in Consultant's proposal are covered by this Agreement but, at the Consultant's discretion, may require an amended Scope of Services and will require additional compensation to Consultant.
3. **Payment.** Client shall pay invoices upon receipt. Invoices not paid within thirty (30) days of the invoice date shall be subject to a late payment fee of 1 ½% per month from the date of invoice. In the event Client's invoice remains unpaid for thirty (30) days from the date of invoice, Consultant may suspend all Services until paid in full and, in addition, may terminate the Agreement.
4. **Work Product.** Services provided under this Agreement, including, but not limited to, all drawings, reports, information, recommendations, opinions or other work product prepared or issued by Consultant, are for the exclusive use and benefit of Client or its agents in connection with this Project, and are not intended to inform, guide, or otherwise influence any other entities or persons with respect to any particular business transactions, and should not be relied upon by any entities or persons other than Client or its agents for any purpose other than the Project. Client will not distribute or convey or disclose such Services to any other persons or entities without Consultant's prior written consent, which shall include a release of Consultant from liability and indemnification by the third party. Consultant's Services are part of Consultant's professional services, do not constitute goods or products, and are copyrighted works of Consultant. However, such copyright is not intended to limit the Client's use of its work product in connection with the Project.
5. **Standard of Care.** Consultant will strive to perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the Consultant's profession practicing in the same locality under similar circumstances at the time the Services are performed. This Agreement creates no other representation, warranty, or guarantee, express or implied. **CONSULTANT HEREBY EXCLUDES AND DISCLAIMS ANY AND ALL IMPLIED WARRANTIES INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE AND ANY IMPLIED WARRANTY OF MERCHANTABILITY.**
6. **Limitation of Liability.** To the fullest extent permitted by law, the total liability of Consultant for any damages, costs, fees, or other losses, for any claim or cause of action related in any way to the Project or Services, shall be limited to the greater of compensation actually paid to Consultant for the Services under the Project or \$25,000.00. Client hereby releases Consultant from any and all liability above such amount. This Limitation of Liability shall include any losses payable to Client. This Limitation of Liability applies to any and all claims, no matter how pleaded, including but not limited to, claims for errors and omissions, breach of contract, tort/negligence, quantum meruit/unjust enrichment, or breach of fiduciary duty, and applies to all phases of Services performed under this Agreement. Client agrees Consultant's Services will not involve the design of any equipment or the implementation of equipment in any use. Client agrees Consultant will not be liable for any claims, damages, costs, or expenses for personal injury brought by Client or any third party relating to design or implementation. Client agrees to defend, indemnify, and hold harmless Consultant from any liability for such claim.
7. **Client Responsibilities.** Client shall bear sole responsibility for (a) jobsite safety; (b) notifying third-parties, including any governmental agency or prospective purchaser, of the existence of any hazardous or dangerous materials located in or around the Project site; and (c) cooperation with all requests by Consultant, including obtaining permission for access to the Project site. Client releases Consultant from liability for any incorrect advice, judgment, or decision based on inaccurate information furnished by Client or others. If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including hazardous materials, encountered on the Project site, Consultant shall immediately stop work in the affected area and report the condition to Client.
8. **Electronic Media.** Because data stored on electronic media can deteriorate undetected or be modified without Consultant's knowledge, the Client accepts responsibility for the completeness or readability of the electronic media.
9. **Dispute Resolution.** The parties shall attempt resolution of any dispute arising under or related to this Agreement by mediation. Notwithstanding the foregoing, in the event of Client non-payment, Consultant may, at its sole option, waive mediation. Either party may demand mediation by serving a written notice on the other party stating the essential nature of the dispute. The mediation shall be conducted in accordance with the AAA Construction Industry Mediation Procedures then in effect within forty-five (45) days from the service of notice. The parties shall share the fees equally. If mediation fails, either party may institute litigation, if at all, in the 18<sup>th</sup> Judicial District, Sedgewick County, KS or the United States Federal District of Kansas. The prevailing party shall be entitled to attorneys' fees, cost, including costs incurred in the mediation and costs of enforcement of any judgment. The parties expressly waive any statute of limitations for a longer period of time and agree that any action shall be brought within one year from the date of Consultant's final invoice; however, this limitation on the statute of limitations shall not apply in the event of Client non-payment. In the event of Client non-payment, the standard Kansas statute of limitations applicable to actions related to written contracts shall apply. The parties expressly waive any and all rights to a trial by jury in any action, proceeding, or counterclaim brought by either of the parties against the other with respect to any matter relating to, arising out of, or in any way connected with this Agreement.
10. **Changed Conditions.** If during the course of performance of this Agreement conditions or circumstances are discovered that were not contemplated by Consultant at the commencement of this Agreement, Consultant shall notify Client of the newly discovered conditions or circumstances, and Client and Consultant shall renegotiate, in good faith, the terms and conditions of this Agreement. If amended terms and conditions cannot be agreed upon within thirty (30) days after the notice, Consultant may terminate this Agreement, and Consultant shall be paid for its services through the date of termination.
11. **Construction Observation.** If included in the Services, Consultant's construction observation service shall be limited to general observation of construction operations. Consultant shall not be responsible for constant or exhaustive inspection of the work, the means and methods of construction, or the safety procedures employed by Client's contractor. Performance of construction observation services does not constitute a warranty or guarantee of any type, since even with diligent observation, some construction defects, deficiencies or omissions in the Contractor's work may occur. Client shall hold its contractor solely responsible for the quality and completion of the Project, including construction in accordance with the construction documents. Any duty hereunder is for the sole benefit of the Client and not for any third party, including the contractor or any subcontractor. Client, or its designees, shall notify Consultant at least twenty-four (24) hours in advance of any observations required by the construction documents.
12. **Governing Law /Severability.** The laws of the State of Kansas shall govern interpretation of this Agreement. If any term is deemed unenforceable, the remainder of the Agreement shall stay in full force and effect.
13. **Supplemental Conditions.** If any of the following conditions occur during the course of design or construction of the Project, this Agreement is terminated, billing of engineering Services completed to date will be provided, and a new engineering services contract will be negotiated to accommodate the new scope:
  - a. Redesign or analysis of alternates after Design Development is accepted to accommodate value engineering items due to lack of funding or contractor requests that requires a re-negotiated engineering services contract. Consultant assumes project team leaders directly contracted to the client have budgeted and revealed all costs with Client and has accepted the values given. Consultant assumes no responsibility as to final contractor bidding that might deviate from the proposed budget. If rough budget values are required by any engineering discipline, it will be the responsibility of Client to request these values unless the original project's scope included engineering cost estimates provisions.
  - b. If the project is put on hold or temporarily terminated for more than 15 calendar days, the Agreement will have to be re-negotiated prior to restart of the Project to re-establish a new schedule into Consultant's current work load.

High School parking lot gate controls

Due to several break-ins and thefts the School requested motorized controls to secure the parking lot. This project requires both motor contractor and controls contractors.

Anticipated install after Board approval.

Carter Door & Gate: install hardware

Bid                    13,681.00

American Digital Security (ADS): controls

Bid                    3,747.67

Alan Olson

A handwritten signature in blue ink, appearing to read "Eduardo Fernandez". The signature is written in a cursive, flowing style.



**Carter Door & Gate, LLC**  
206 NW 12th St.  
Blue Springs, MO 64015  
(816) 220-2800  
cartergates14@gmail.com  
www.carterdoorandgate.com

**ADDRESS**

Guadalupe Centers  
1524 Paseo Blvd.  
Blue Springs, MO 64108 USA

**SHIP TO**

Guadalupe Centers  
1524 Paseo Blvd.  
Blue Springs, MO 64108 USA

**Proposal 1350**

**DATE** 07/13/2022

**DESCRIPTION** **ITEM**

**QTY.**

**RATE**

**AMOUNT**

Thank you, we appreciate your business,

DESCRIPTION	ITEM	QTY.	RATE	AMOUNT
-------------	------	------	------	--------

Carter Door & Gate has had the opportunity to visit the above stated facility regarding the adding of a gate operator to the rear parking area gate. Carter Door & Gate proposes to trench power and control wiring from proposed operator location to basement control area where all wiring and electrical boxes are located. Carter has corresponded with ADS regarding installation of additional conduit for low voltage power and data to this area and was told this will work for them to tie in to access system at this location. Carter Door & Gate proposes to cut pavement at proposed gate operator location , across drive, with saw and across sidewalk towards building. Carter will then trench along building where bushes are located to stairwell and then conduits beneath guttering and ultimately through the wall and into the control room area. In addition Carter will trench across drive for the access control to the pedestal. Carter will install new pedestal 42 in above grade. Carter will install one conduit for 120v high voltage consisting of three strands of 10 gauge wire and one additional conduit with pull string for the Access Control. Carter Door & Gate proposes to manufacture one new steel base and furnish and install one new Allomatic Gate Operator model # DCFP 90 with new controller, on board diagnostics, LED Indicators, soft start/ stop Technology, Continuous Duty DC Motor, new chain, and battery back up. Carter Door & gate will furnish and install two new Omron E3K monitored safety obstruction photo eyes w/ hoods for eyes and reflectors as per requirements. Carter Door & gate will furnish and install one new MMTC Siren Activated Sensor for Emergency Access (Police, Fire & EMS), and one new Optex Heated Vehicle Presence Sensor for a free exit opposed to having to cut additional pavement and maintenance of a traditional loop. Carter will also manufacture one new custom pedestal utilizing 2-1/2" x 2-1/2" x 1/4" square steel cut on 22.5 degree angles and will be set 42" above grade. Carter Door & gate also proposes to furnish and install two new 4" schedule 40 full weight bollards, one to protect the pedestal and one to protect gate operator with UV resistant, reflective striped bollard covers. Carter will clean up thoroughly and haul away all debris upon completion.

Thank you, we appreciate your business,



DESCRIPTION	ITEM	QTY.	RATE	AMOUNT
<b>Mobilization Fee</b>	Mobilization Fee	1	225.00	225.00
<b>Materials</b>	Allomatic Gate Operator model # DCFP 90 with new controller, on board diagnostics, LED Indicators, soft start / stop Technology, new chain, and battery back up, unit has a FULL FIVE YEAR WARRANTY on all components except batteries	1	2,560.00	2,560.00
<b>Materials</b>	Omron E3K Monitored safety obstruction photo eye w/ cover for eye and reflector	2	295.00	590.00
<b>Materials</b>	Optex Vehicle Presence Sensor w/ post and cap	1	875.00	875.00
<b>Materials</b>	MMTC Siren Activated Sensor Police, Fire, & EMS	1	482.00	482.00
<b>Materials</b>	10 gauge stranded wire, pvc conduit (approx. 150' x 2), low voltage wire, fittings, junction boxes, grounding rod wire and clamp, concrete, sealant, misc. steel for base, primer, paint, etc.	1	1,175.00	1,175.00
<b>Materials</b>	custom pedestal 42" above grade 2-1/2" x 2-1/2" x 1/4" thick steel cut on 22.5 degree angles finished in black	1	299.00	299.00
<b>Materials</b>	4" schedule 40 full weight pipe bollard w/ UV resistant cover, reflective striping	2	325.00	650.00
<b>Materials</b>	Custom built pedestal 22 1/2 degree angles 6x6 in with hood.	1	350.00	350.00
<b>Equipment</b>	Trencher / Skid Steerer/ Concrete Saw/Diamond Blade	1	1,500.00	1,500.00
<b>Labor</b>	Labor to perform the above stated application	48	100.00	4,800.00
<b>Freight</b>	Freight	1	175.00	175.00
	*			
	Notes: No bonds or permits included. All materials warranted per manufacturer, and all labor is warranted for one year of installation date. Carter Door & Gate will perform application as stated in a safe, professional, and POSITIVE manner only. Carter Door & Gate will provide all manuals and documentation upon completion. All wiring is to be in sealed conduit. Carter will clean up thoroughly and haul away all debris upon completion.			
	*			
	Terms: 50% down and net balance due 30 days of invoice date.			
	*			

Thank you, we appreciate your business,

DESCRIPTION	ITEM	QTY.	RATE	AMOUNT
-------------	------	------	------	--------

Please allow 1-2 weeks for manufacturing, shipping, and scheduling upon confirmation of this proposal. I appreciate your time and patience and allowing me the opportunity to present this proposal to your firm. Please contact me anytime at (816) 522- 4190.

Thank you, we appreciate your business,

Bob Riczo

SUBTOTAL 13,681.00

TAX 0.00

**TOTAL \$13,681.00**

Accepted By

Accepted Date

Thank you, we appreciate your business,



Division of The Kincaid Group

## Guadalupe Centers - Paseo HS Gate Operator system

This proposal contains all details and relevant information regarding the scope of work, pricing and terms requested by Guadalupe Centers - Paseo HS.

Rob Behrens

816-694-9803

rob.behrens@americandigitalsecurity.com

TIPS Contract #200203

### Family

Our foundational value, delivered through our commitment to caring about each person like they are a part of our family.

### Safety

Our cornerstone commitment, safety is pursued in every aspect of our work through ongoing extensive training and attention to detail.

### Service

Through transparency and integrity, we strive to provide service which exceeds expectations. In addition, we look to continually find ways to give our time, talent, and treasure in support of the communities in which we are located.

### Respect

Simply put, as a company, we strive to follow the Golden Rule and treat every person the way we wish to be treated.

# OUR SOLUTIONS

REST ASSURED, WE WILL HELP FIND THE BEST SOLUTION THAT FITS YOUR NEEDS



## Video Surveillance

Our latest and most advanced video management software is designed to revolutionize how operators interact with and gain situational awareness from their video security systems. Our easy-to-deploy video systems are highly scalable, efficient, and affordable - reducing the need for more cameras, saving you money.



## Access Control

Create safer, more secure spaces with complete access control with scalable cloud-based software and endless integration capabilities. It's as easy as unlocking doors from your smartphone. Built to scale for thousands of users across multiple locations, centralize security management with robust cloud-based software or on-site appliance, allowing seamless integrations.



## Intrusion Alarms

Gain around-the-clock protection, remote access and central station monitoring with our custom-tailored, state-of-the-art burglar alarm systems. Simple and practical alarm systems are one of the most effective ways to protect your assets.



## Visitor Management

Protect students and faculty by logging visitors and screening for sex offenders or school-restricted individuals. Positive identification and unique security put your school in control with a simple scan of a driver's license.



## Fire Detection Systems

Fire safety is a fundamental mandate for every enterprise, facility, campus and municipality. Fire safety begins with fire detection, and as a long time expert in all things safety, ADS is here to provide service, installation, testing & inspection of your fire detection system.



## Self-Learning Video Analytics

Our video analytics technologies feature a sophisticated deep learning AI search engine for video. Sort through hours of video with ease to quickly locate a specific person or vehicle of interest by entering physical descriptions, uploading a photo, or by finding an example within recorded video.





## Scope of Work

- ADS Technician to pull (2) Cat 6 DB used for data / card reader cabling and (1) 18/2 AWG for power from gate pedestal to inside HS to MDF
- ADS Technician to install a HID Prox card reader to the pedestal / hood
- ADS Technician to install a MR-52S3B door controller board inside existing Altronix PS can
- ADS Technician to terminate cabling at pedestal, gate operator, and headend
- ADS Technician to program this new card reader into customer existing ACM system

## Contractor Responsibilities - direct to Guadalupe Centers

- Contractor to install all conduit from HS bldg to gate operator, out to pedestal location
- Contractor to install a jet line from pedestal to gate operator motor, then out to HS Bldg inside
- Contractor to provide / install pedestal and hood
- Contractor to provide / install inground loop detector

## Customer Responsibilities

- Provide access to gate operator area and also MDF





American Digital Security  
 140 Westwoods Dr.  
 Liberty MO 64068  
 United States

**Estimate**  
 #EST0003028  
 08/30/2022

**Bill To**  
 Maintenance  
 5301 E Truman Rd  
 Kansas City MO 64127-  
 United States

**Ship To**  
 Paseo High School  
 1524 Paseo Blvd  
 Kansas City MO 64108  
 United States

**TOTAL**

**\$3,747.67**

Expires: 10/14/2022

Terms	Expires	PO #	Sales Rep	Title	Memo
	10/14/2022		Robert E Behrens	Gate Operator Card Reader system	

Quantity	Item	Options	Rate	Amount
1	<b>MR-52-S3B</b> MR52 card reader interface panel		\$826.47	\$826.47
400	<b>CAT6DB-BLK</b> Cable, 23AWG 4Pair Bare Copper Unshielded, Black Jacket NOT UL Rated		\$0.41	\$164.00
1	<b>900NTNNEK0002J</b> RDR, R10, ICLASS, SE E, LF OFF, HF STD/SIO/SEOS, WIEG, PIG, BLK, STD-1, LED RED, FLSH OFF, BZR ON, CSN 32-BIT MSB, IPM OFF		\$131.01	\$131.01
4	<b>1/2-EMT</b> Length 10 Feet		\$9.31	\$37.24
1	<b>Hardware100</b>		\$100.00	\$100.00
2	<b>Project Engineering</b>		\$125.00	\$250.00
3	<b>ADSPROJECTMANAGEMENT</b>		\$125.00	\$375.00
14	<b>ADSLABOR</b> Installation		\$125.00	\$1,750.00
1	<b>Shipping and Handling Charge</b>		\$49.95	\$49.95
200	<b>18-02DB-BLK</b> Cable, 18AWG 2 Conductor Bare Copper, Unshielded, Non-Plenum Black Jacket		\$0.32	\$64.00

<b>Subtotal</b>	\$3,747.67
<b>Tax Total (\$)</b>	\$0.00
<b>Total</b>	\$3,747.67





## Terms

Projects less than \$75,000.00 will be billed upon substantial completion of the project.

Projects greater than \$75,000.00 will follow the below billing schedule.

ADS will bill in stages, and Customer will receive invoices as outlined below:

- First Invoice will include the initial 30% of the Purchase Order (PO) amount. This invoice will be sent when ADS receives Customer PO.
- Final Invoice will include the remaining 70% of the PO amount as well as all applicable tax and freight charges and any monetary adjustments related to changes to the PO previously approved by ADS and Customer. This invoice will be sent upon substantial completion of the project.

The foregoing billing terms do not apply to ADS provided monthly-recurring managed services, which will be invoiced monthly.

I have the authority to order the above work and do so as outlined above. It is agreed that American Digital Security LLC (ADS) will remain title to any equipment or material furnished until final payment is made, and if settlement is not made as agreed, ADS shall have the right to remove same and ADS will be held harmless for any damages resulting from removal thereof. Quote is valid for 45 days from date above.

Buyer agrees not to tamper with, remove, or otherwise interfere with the system. The equipment shall remain in the same location as installed and Buyer agrees to bear the cost of repairs, replacement, relocation, or additions to the system made necessary because of any painting, alteration, remodeling, or damage. Ordinary wear and tear repair or replacement shall be serviced by ADS without additional charge in accordance with the warranty. Batteries, obsolete components, vandalism, critters, rodents, pests, and components exceeding manufacturers useful life are not included in service or warranty and will be repaired or replaced at Buyer's expense.

ADS is authorized to make preparations such as drilling holes, driving nails, making attachments or doing any other thing necessary in ADS's sole discretion for the installation and service of the system, and ADS shall not be responsible for any condition created thereby as a result of such installation, service, or installation of the system. ADS shall not be responsible for the condition of the premises upon removal of the system and Buyer represents that the owner of the premises, if other than the Buyer, authorizes the installation of the system under the terms of this agreement.







Division of The Kincaid Group

ADS is not responsible for lawn/landscape repair if damage occurs while working on site and traveling to and from work areas with lifts. Any preparedness in gym for lift work must be discussed prior to work starting. ADS will charge accordingly for any necessary plywood or protective covering required to be laid down to protect flooring. ADS is not responsible for lift or any equipment rental required to service equipment after initial installation is complete.

Surveillance equipment is attached to a Network Video Recorder computer and Buyer shall not use the computer for any other purpose or load any software without prior approval by ADS. ADS shall be permitted to access and make changes to the system's operation on site and over the internet. ADS shall have no liability for data corruption or inability to retrieve data even if caused by ADS's negligence. Buyer's data shall be maintained confidential and shall be retrieved and released only to Buyer or upon Buyer's authorization or by legal process. Internet access is not provided by ADS and ADS has no responsibility for such access or IP address service. ADS shall have no liability for unauthorized access to the system through the internet or other communication networks or data corruption or loss for any reason whatsoever.

In the event of any delays and/or errors resulting from your failure to perform work as agreed, you understand that ADS will not be responsible for any such delays and you agree to pay ADS for any extra work that must be performed beyond the scope of the original agreement as a result of those delays/errors. This includes waiting for site personnel for access to locked areas in facilities.

The Customer's failure to make payment when due is a material breach of this agreement. The Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law.

The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as deemed in the scope of work above. If the actual number of devices installed or services to be performed is greater than that set forth in the scope of work, the price will be increased accordingly. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state, and local sales and excise taxes, however designated, levied, or based on the service charges pursuant to this agreement.

Any reference to "monitoring services" of any kind in this agreement is included for pricing purposes only. Monitoring services are performed pursuant to the terms and conditions of Company's standard monitoring agreement.

The Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the scope of work.



Division of The Kincaid Group



## Warranty

### 1 year warranty on manufacturer equipment

ADS cooperates with a range of industry partners to complete your physical security system. These components are subject to the respective product manufacturer's warranties and their associated terms and conditions. ADS does not separately provide a warranty in respect of these products. For further information, please see the appropriate product documentation or visit the specific product manufacturer's website for details.

**Equipment.** All equipment furnished by ADS comes with each manufacturer's standard warranty, licenses and indemnities only. ADS will provide to Customer third party information detailing any license, warranty and indemnity right it receives from any third party provider of such Equipment upon request and will reasonably cooperate with Customer in enforcing such rights. Manufacturer warranty periods start the date equipment is shipped from the manufacturer, not the date of installation unless shipment and installation dates are the same. ADS' prior approval is required to return any Equipment, except for Equipment erroneously ordered by ADS. If the manufacturer authorizes an Equipment return request and agrees to credit ADS for the cost paid by ADS for such Equipment, ADS will accept Equipment for return (a) subject to a 15% restocking fee and (b) return freight charges, each of which will be invoiced to and paid by Customer unless otherwise specified in the authorization to return the Equipment. All Equipment returns are subject to ADS' inspection and acceptance.

**Services.** ADS warrants the work against defective workmanship for a period of 1 year, from the above stated job completion date. This warranty is extended to the owner named above and is not transferable. If a defect covered by this limited warranty occurs, ADS will repair or replace the defective workmanship, materials, or equipment at no charge to the Owner. To obtain service under this limited warranty please call ADS technical support at 888.833.4237. This limited warranty covers and includes any special terms specified in the plans, specifications and contract documents for this project. This limited warranty does not include: (1) Items that have been subjected to accident, misuse and abuse including damage resulting from lack of Owner maintenance or damage from ordinary wear and tear; (2) Items that have been modified, damaged, altered or worked on by anyone other than ADS; (3) Items furnished by the Owner for installation. **NOTICE TO OWNER:** Under no circumstances shall ADS be liable for injury to any person or damage to any property whatsoever by virtue of this warranty or otherwise. Under no circumstances shall ADS be liable for any incidental, secondary, indirect, consequential, special or other damages of any nature arising out of the use of or inability to use as a result of a defect in the work performed or the materials and/or equipment installed by ADS This limited warranty gives you specific legal rights, and you may also have other rights which vary from state to state.





Division of The Kincaid Group



# Agreement

Estimate 3028

Thank you for your business Alan! We are excited to be working with you and would like to thank you for choosing ADS as your security solutions provider!

By signing below, Guadalupe Centers - Paseo HS agrees to accept this proposal and enter into a contractual agreement with American Digital Security beginning on the date of signing.

**American Digital Security**

**Guadalupe Centers – Paseo HS**

08 / 31 / 2022

Rob Behrens

Alan Olson



Division of The Kincaid Group

# Signature Certificate

Reference number: N5GGF-S9M3B-UHDHA-UIASG

Signer	Timestamp	Signature
<b>Rob Behrens</b> Email: rob@securitybyads.com Sent: 31 Aug 2022 18:40:26 UTC Signed: 31 Aug 2022 18:40:27 UTC	31 Aug 2022 18:40:26 UTC 31 Aug 2022 18:40:27 UTC	 IP address: 136.37.134.76 Location: Overland Park, United States

Document completed by all parties on:  
31 Aug 2022 18:40:27 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 30,000+ companies worldwide.



High School GYM RTU replacement

The two RTU HVAC units are over 20 years old, expected life is 15 to 20 years. One unit has a cracked heat exchanger, this has the ability to pass Carbon Monoxide into occupied space.

This bid is to replace the 2 units.

Anticipated install March/April.

We requested bids from Martin Mechanical, P1, and Design Mechanical.

Design Mechanical's bid was selected for cost.

Base Bid	96,787.00
Alternate 1 (duct cleaning)	6,250.00
<u>Contingency 10%</u>	<u>10,000.00</u>
Total	113,037.00

Alan Olson

A handwritten signature in blue ink that reads "Edward W. Yerrington". The signature is written in a cursive, flowing style.

December 6, 2022

Gaudalupe Centers Charter  
1524 The Paseo  
Kansas City, MO 64108

Guadalupe High School Gym RTU Replacement

**Subject: Lennox RTU's (2)**

Dear Alan and Beto,

Design Mechanical is pleased to offer the following for heating ventilation and air conditioning work at the above referenced building. These prices are based on review of existing drawings, meeting and site visit. The following is a breakdown of the scope of work you asked us to prepare:

1.1 DESCRIPTION The contractor shall provide and install replacement ground mounted rooftop air conditioning units. To replace these units, the following work shall include but not be limited to:

1. Obtain all necessary Permits required for Project and all additional documentation required for process.
2. Remove refrigerant and oil from existing units per EPA regulations.
3. Contractor shall read existing units total cfm prior to removal and record for balancing of new units.
4. At RTU power source panel, turn breaker off.
5. Disconnect existing units from curbs, ductwork, building power, gas utility, FA duct detectors, wiring to existing thermostats/sensors, hoist units off ground mounted curbs and dispose of. Existing ground mounted curbs to remain. Remove fencing as required for project area access.
6. Maintain existing power circuitry at the RTU.
7. At RTU power source panel coordinate with owner for breaker replacement. If main power is to be shut down for RTU breaker replacement work. Power outage shall be coordinated with the owner. Replace existing 90A/3P breaker with GE 80A/3P breaker. New breaker to match existing panelboard construction.
8. Provide new rooftop units as specified.
9. Provide and/or modify curb to allow new units to set on existing roof curbs or replace with new to accommodate units.
10. Provide new unit mounted electrical disconnect and extend/connect existing electrical wiring to new unit (provide all material). Securely fasten disconnects to unit. Provide additional electrical connection if required to accommodate new equipment.
11. Crane usage: Contractor will need to coordinate with school calendar for a day with no students present.
12. Provide new wiring to between new wall mounted thermostats/sensors, twinning / paralleling kit panel (located in Electrical Room and outside units). Install new CO2 sensor in return air section of rooftop unit and wire into unit controls for outside air control. Install new thermostats and program per direction of Guadalupe Personnel.
13. Connect existing fire alarm duct detectors to RTU relay. Connect/Extend existing fire alarm circuitry to new RTU (provide all material).
14. Provide all required ductwork transitions to accommodate new units. Provide canvas connections at units. Match existing duct fabrication and insulation type means and methods. Ductwork shall be fabricated and sloped away from unit as to prevent standing water at a minimum of 2/12 slope.
15. Reinstall fencing removed during demolition.

**SCOPE OF SERVICES 2**

16. Provide gas-piping rework to connect gas piping to new units. Provide each unit with dirt leg (minimum 6" in length at minimum of 4" above ground) union and gas cock. Replace

all gas cocks, 17. Provide condensate piping from Units and indirect waste onto ground a min of 12" away from housekeeping pad or as approved by Guadalupe Personnel. 18. Provide startup of new equipment and calibrate all operating and safety controls. 19. Contractor shall balance new units to cfm readings read prior to removal. Unit outside air shall be set for 20% of total cfm. 20. Contractor shall label units to match designation on electrical panel board in storage room of building. 21.

For the above work a price of **\$96,787.00** This budget is based on all work being performed during normal working hours.

**Clarifications:**

- No temporary conditioning
- No painting
- No structural steel or engineering
- No overtime is included

Design Mechanical appreciates the opportunity to work with you on this project. Please call my cell 913-461-1666 with any questions.

**To accept this complete contract please sign and date:**

**Signature :** \_\_\_\_\_ **Company :** \_\_\_\_\_

**Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sincerely,

Scott Haakonstad  
Service Sales Engineer  
DESIGN MECHANICAL, INC.

**FORM OF PROPOSAL**

**BID REQUEST**

Guadalupe High School Gym RTU Replacement  
1524 Paseo, Kansas City MO 64108

By submission of the attached proposal we certify that we have examined the site of the project or have otherwise satisfied ourselves as to existing condition, size of areas, etc., as provided on the drawings and in the specifications.

**BASE BID**

\$ 96,787.00

Addendums recognized and included in the above bids are as follows: \_\_\_\_\_

**COMPLETION DATE: October 1, 2022**

**EQUIPMENT MANUFACTURER:** Lennox Model # LGT180H4-PKG (2)

Lead Time: First Quarter of 2023

**ADD ALTERNATE No. 1** Clean all existing ductwork

\$ 6,250.00

**DUCT CLEANING COMPANY:** Midwest Duct Cleaning

  
Signature

Scott Haakonstad Service Sales Engineer

Name and Title (Typed)

Design Mechanical, INC. Company (Typed)


100 Greystone Ave Address (Typed)

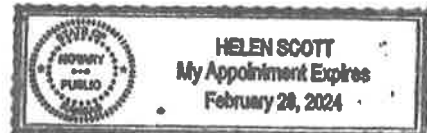
Kansas City, Kansas 66103

913-281-7200 Telephone (Typed)

(Date and Certification signature by Notary Public is required)

State of Kansas  
County of Wyandotte

ON 5-26-2022 Scott Haakonstad \*\*\*\*\*  
Signed before me. 







# P1 Group, Inc.

13605 W. 96TH TERR.

LENEXA, KS 66215

P: 913.529.5000 www.p1group.com

May 27<sup>th</sup> 2022

P1 Est #: 22-3316

Mr. Alan Olson  
Guadalupe Centers Charter High School  
1524 The Paseo  
Kansas City, MO 64108

**Re: Guadalupe Centers Charter High School – Gym RTU Replacement Proposal**

Mr. Olson,

Thank you for the opportunity to provide this proposal. We have developed our scope of work based on conversations, site visits, and our understanding of the project. We propose to furnish the necessary equipment, materials, tools, and labor to accomplish the scope listed below.

**We Have Included:**

- Provide airflow pre-readings of existing units.
- Lock-out tag-out electrical connections
- Disconnect utilities from existing ground mounted rooftop units to prepare for removal.
- Disconnect sheetmetal ductwork back 1-fitting in preparation for reconnecting with new canvas connector.
- Mobilize crane and provide parking lot surface protection for hoist,
- Dispose of refrigerant from existing units per EPA standards.
- Remove old rooftop units and dispose of them.
- Furnish and install new Lennox ground mount RTUs to sit on existing curbs.
- Reconnect gas piping and electrical service to new units.
- Fabricate new duct transitions to allow for installation of canvas connectors at unit connections.
- Provide electrical to install new twinning system with proper control devices.
- Reconnect existing fire alarm shutoff relays.
- Provide new phenolic unit labels.
- Startup and provide NEBB certified airflow TAB of units.
- One year parts and workmanship warranty.

**We Have Excluded:**

- All applicable taxes – a project exemption certificate will be required before any materials or equipment is released for production to avoid incurring taxes, and/or project delays.
- Payment and performance bonds (Add 0.72% to our bid if bonding is required).
- Premium time labor, except as clarified above.
- Permits and fees.
- Replacement of existing 90A breakers with 80A breakers. This is not needed as unit is furnished with factory mounted 80A fused disconnect switch.
- TAB of grilles within the space. TAB is limited to airflow measurements at unit only.
- Integration of units into new P1 Group BMS being installed as part of summer HVAC program. If interested, we can provide a add price to integrate units into BMS.

**Anticipated Project Schedule**

- 6/10/22 - Owner Issues Notice to Proceed and/or Contract
- 6/17/22 – Equipment Approvals by Owner, P1 Group, Lankford Fendler
- 6/17/22 – Equipment on Order
- 3/31/23 – Equipment Received
- 4/7/23 (Good Friday) – Equipment Hoist Install with Students Away from School

**Total Price (Base Bid):**

**Ninety-nine thousand eight hundred fifty-five dollars..... \$99,855.00**

**Total Add Price (Duct Cleaning):**

**Five thousand one hundred and sixty-six dollars..... \$5,166.00**

Thank you for the opportunity to provide this proposal. Due to material price increases, the quote above is good for 14 days. All work must be done in a continuous manner Monday through Friday between 7:00 am and 3:30 pm. If you have any questions concerning this quote, please feel free to call me at 913-529-5000.

The Price does not include any amounts for changes in taxes, tariffs, or other similar charges that are enacted after the date of this Quotation. P1 Group shall be entitled to an equitable adjustment in time and money for any costs that it incurs directly or indirectly that arise out of, or relate to changes in taxes, tariffs, or similar charges due to such changes including, without limitation, escalation, delay damages, cost to re-procure, costs to change suppliers, costs of manufactured equipment or goods, or other costs of any kind resulting from the changes.

**P1 Group reserves the right to amend, withdraw or otherwise alter this submission without penalty or charge as a result of any event beyond its control arising from or due to the current Covid-19 epidemic or events subsequent to this epidemic / pandemic including changes in laws, regulations, by laws or direction from a competent authority.**

Thank you,

**Andrew Noone**

**Project Manager**

P1 Group, Inc. | 13605 W. 96th Terr. | Lenexa, KS 66215

**Proud Past. Focused Future. 100 Years Strong.**

[www.p1group.com](http://www.p1group.com)

(P) 913.529.5000

(D) 913.275.5605

(C) 913.522.5732

Kansas Winger exterior paint & window replacement

The first part of this project is to replace all the windows in Kansas Winger. The existing windows are original wood frame single pane. During the Hazardous materials testing several windows frames tested positive for Lead paint.

The second part is to paint the exterior. The contractor will remove the Lead paint and paint all paintable exterior surfaces.

This project has a construction window from June 1 to July 31 2023.

We requested bids from 4 companies. Of the 4 only one company provided a complete bid for services. I am asking for an additional contingency of 10%.

Universal Construction

Bid	449,843.00
Contingency	50,000.00
Total	499,843.00

Alan Olson





# AIA® Document A133™ – 2019

## Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price

**AGREEMENT** made as of the 5 day of December in the year 2022  
*(In words, indicate day, month, and year.)*

**BETWEEN** the Owner:  
*(Name, legal status, address, and other information)*

Guadalupe Centers  
1015 Avenida Cesar E Chavez  
Kansas City, MO 64108

and the Construction Manager:  
*(Name, legal status, address, and other information)*

Universal Construction  
1615 Argentine Blvd  
KCKS 66105

for the following Project:  
*(Name, location, and detailed description)*

Kansas Winger Window Replacement  
5123 E Truman Rd, Kansas City MO 64127

The Architect:  
*(Name, legal status, address, and other information)*

N/A

The Owner and Construction Manager agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

**TABLE OF ARTICLES**

- 1 INITIAL INFORMATION
- 2 GENERAL PROVISIONS
- 3 CONSTRUCTION MANAGER'S RESPONSIBILITIES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES
- 6 COMPENSATION FOR CONSTRUCTION PHASE SERVICES
- 7 COST OF THE WORK FOR CONSTRUCTION PHASE
- 8 DISCOUNTS, REBATES, AND REFUNDS
- 9 SUBCONTRACTS AND OTHER AGREEMENTS
- 10 ACCOUNTING RECORDS
- 11 PAYMENTS FOR CONSTRUCTION PHASE SERVICES
- 12 DISPUTE RESOLUTION
- 13 TERMINATION OR SUSPENSION
- 14 MISCELLANEOUS PROVISIONS
- 15 SCOPE OF THE AGREEMENT

**EXHIBIT A GUARANTEED MAXIMUM PRICE AMENDMENT**

**EXHIBIT B INSURANCE AND BONDS**

**ARTICLE 1 INITIAL INFORMATION**

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project, as described in Section 4.1.1:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

All work per Exhibit A

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

§ 1.1.3 The Owner's budget for the Guaranteed Maximum Price, as defined in Article 6:

*(Provide total and, if known, a line item breakdown.)*

\$449,843.00

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

TBD

.2 Construction commencement date:

5/15/23

.3 Substantial Completion date or dates:

8/15/23

.4 Other milestone dates:

§ 1.1.5 The Owner's requirements for accelerated or fast-track scheduling, or phased construction, are set forth below:  
*(Identify any requirements for fast-track scheduling or phased construction.)*

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:  
*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

N/A

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Construction Manager shall complete and incorporate AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E234–2019 is incorporated into this agreement, the Owner and Construction Manager shall incorporate the completed E234–2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 Other Project information:  
*(Identify special characteristics or needs of the Project not provided elsewhere.)*

§ 1.1.8 The Owner identifies the following representative in accordance with Section 4.2:  
*(List name, address, and other contact information.)*

Alan Olsen

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:  
*(List name, address and other contact information.)*

**§ 1.1.10** The Owner shall retain the following consultants and contractors:  
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

.2 Civil Engineer:

.3 Other, if any:  
(List any other consultants retained by the Owner, such as a Project or Program Manager.)

**§ 1.1.11** The Architect's representative:  
(List name, address, and other contact information.)

N/A

**§ 1.1.12** The Construction Manager identifies the following representative in accordance with Article 3:  
(List name, address, and other contact information.)

Archie W. Smith V  
1615 Argentine BLVD  
KCKS 66105

**§ 1.1.13** The Owner's requirements for the Construction Manager's staffing plan for Preconstruction Services, as required under Section 3.1.9:  
(List any Owner-specific requirements to be included in the staffing plan.)

See Exhibit A

**§ 1.1.14** The Owner's requirements for subcontractor procurement for the performance of the Work:  
(List any Owner-specific requirements for subcontractor procurement.)

See Exhibit A

**§ 1.1.15** Other Initial Information on which this Agreement is based:

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the Project schedule, the Construction Manager's services, and the Construction Manager's compensation. The Owner shall adjust the Owner's budget for the Guaranteed Maximum Price and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 Neither the Owner's nor the Construction Manager's representative shall be changed without ten days' prior notice to the other party.

## **ARTICLE 2 GENERAL PROVISIONS**

### **§ 2.1 The Contract Documents**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. Upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Contract Documents will also include the documents described in Section 3.2.3 and identified in the Guaranteed Maximum Price Amendment and revisions prepared by the Architect and furnished by the Owner as described in Section 3.2.8. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. If anything in the other Contract Documents, other than a Modification, is inconsistent with this Agreement, this Agreement shall govern. An enumeration of the Contract Documents, other than a Modification, appears in Article 15.

### **§ 2.2 Relationship of the Parties**

The Construction Manager accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Construction Manager's skill and judgment in furthering the interests of the Owner to furnish efficient construction administration, management services, and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish or approve, in a timely manner, information required by the Construction Manager and to make payments to the Construction Manager in accordance with the requirements of the Contract Documents.

### **§ 2.3 General Conditions**

§ 2.3.1 For the Preconstruction Phase, AIA Document A201™–2017, General Conditions of the Contract for Construction, shall apply as follows: Section 1.5, Ownership and Use of Documents; Section 1.7, Digital Data Use and Transmission; Section 1.8, Building Information Model Use and Reliance; Section 2.2.4, Confidential Information; Section 3.12.10, Professional Services; Section 10.3, Hazardous Materials; Section 13.1, Governing Law. The term "Contractor" as used in A201–2017 shall mean the Construction Manager.

§ 2.3.2 For the Construction Phase, the general conditions of the contract shall be as set forth in A201–2017, which document is incorporated herein by reference. The term "Contractor" as used in A201–2017 shall mean the Construction Manager.

## **ARTICLE 3 CONSTRUCTION MANAGER'S RESPONSIBILITIES**

The Construction Manager's Preconstruction Phase responsibilities are set forth in Sections 3.1 and 3.2, and in the applicable provisions of A201-2017 referenced in Section 2.3.1. The Construction Manager's Construction Phase responsibilities are set forth in Section 3.3. The Owner and Construction Manager may agree, in consultation with the Architect, for the Construction Phase to commence prior to completion of the Preconstruction Phase, in which case, both phases will proceed concurrently. The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

### **§ 3.1 Preconstruction Phase**

#### **§ 3.1.1 Extent of Responsibility**

The Construction Manager shall exercise reasonable care in performing its Preconstruction Services. The Owner and Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of services and information furnished by the Construction Manager. The Construction Manager, however, does not warrant



or guarantee estimates and schedules except as may be included as part of the Guaranteed Maximum Price. The Construction Manager is not required to ascertain that the Drawings and Specifications are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Construction Manager shall promptly report to the Architect and Owner any nonconformity discovered by or made known to the Construction Manager as a request for information in such form as the Architect may require.

§ 3.1.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

### § 3.1.3 Consultation

§ 3.1.3.1 The Construction Manager shall schedule and conduct meetings with the Architect and Owner to discuss such matters as procedures, progress, coordination, and scheduling of the Work.

§ 3.1.3.2 The Construction Manager shall advise the Owner and Architect on proposed site use and improvements, selection of materials, building systems, and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect, consistent with the Project requirements, on constructability; availability of materials and labor; time requirements for procurement, installation and construction; prefabrication; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions. The Construction Manager shall consult with the Architect regarding professional services to be provided by the Construction Manager during the Construction Phase.

§ 3.1.3.3 The Construction Manager shall assist the Owner and Architect in establishing building information modeling and digital data protocols for the Project, using AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

### § 3.1.4 Project Schedule

When Project requirements in Section 4.1.1 have been sufficiently identified, the Construction Manager shall prepare and periodically update a Project schedule for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities; and identify items that affect the Project's timely completion. The updated Project schedule shall include the following: submission of the Guaranteed Maximum Price proposal; components of the Work; times of commencement and completion required of each Subcontractor; ordering and delivery of products, including those that must be ordered in advance of construction; and the occupancy requirements of the Owner.

### § 3.1.5 Phased Construction

The Construction Manager, in consultation with the Architect, shall provide recommendations with regard to accelerated or fast-track scheduling, procurement, and sequencing for phased construction. The Construction Manager shall take into consideration cost reductions, cost information, constructability, provisions for temporary facilities, and procurement and construction scheduling issues.

### § 3.1.6 Cost Estimates

§ 3.1.6.1 Based on the preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare, for the Architect's review and the Owner's approval, preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume, or similar conceptual estimating techniques. If the Architect or Construction Manager suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems.

§ 3.1.6.2 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, an estimate of the Cost of the Work with increasing detail and refinement. The Construction Manager shall include in the estimate those costs to allow for the further development of the design, price escalation, and market conditions, until such time as the Owner and Construction Manager agree on a Guaranteed Maximum Price for the Work. The estimate shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall inform the Owner and Architect in the event that the estimate of the Cost of the Work exceeds the latest approved Project budget, and make recommendations for corrective action.

§ 3.1.6.3 If the Architect is providing cost estimating services as a Supplemental Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Construction Manager and the Architect shall work together to reconcile the cost estimates.

§ 3.1.7 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations regarding constructability and schedules, for the Architect's review and the Owner's approval.

§ 3.1.8 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding equipment, materials, services, and temporary Project facilities.

§ 3.1.9 The Construction Manager shall provide a staffing plan for Preconstruction Phase services for the Owner's review and approval.

§ 3.1.10 If the Owner identified a Sustainable Objective in Article 1, the Construction Manager shall fulfill its Preconstruction Phase responsibilities as required in AIA Document E234™-2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

**§ 3.1.11 Subcontractors and Suppliers**

§ 3.1.11.1 If the Owner has provided requirements for subcontractor procurement in section 1.1.14, the Construction Manager shall provide a subcontracting plan, addressing the Owner's requirements, for the Owner's review and approval.

§ 3.1.11.2 The Construction Manager shall develop bidders' interest in the Project.

§ 3.1.11.3 The processes described in Article 9 shall apply if bid packages will be issued during the Preconstruction Phase.

**§ 3.1.12 Procurement**

The Construction Manager shall prepare, for the Architect's review and the Owner's acceptance, a procurement schedule for items that must be ordered in advance of construction. The Construction Manager shall expedite and coordinate the ordering and delivery of materials that must be ordered in advance of construction. If the Owner agrees to procure any items prior to the establishment of the Guaranteed Maximum Price, the Owner shall procure the items on terms and conditions acceptable to the Construction Manager. Upon the establishment of the Guaranteed Maximum Price, the Owner shall assign all contracts for these items to the Construction Manager and the Construction Manager shall thereafter accept responsibility for them.

**§ 3.1.13 Compliance with Laws**

The Construction Manager shall comply with applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to its performance under this Contract, and with equal employment opportunity programs, and other programs as may be required by governmental and quasi-governmental authorities.

**§ 3.1.14 Other Preconstruction Services**

Insert a description of any other Preconstruction Phase services to be provided by the Construction Manager, or reference an exhibit attached to this document

*(Describe any other Preconstruction Phase services, such as providing cash flow projections, development of a project information management system, early selection or procurement of subcontractors, etc.)*

See Exhibit A

**§ 3.2 Guaranteed Maximum Price Proposal**

§ 3.2.1 At a time to be mutually agreed upon by the Owner and the Construction Manager, the Construction Manager shall prepare a Guaranteed Maximum Price proposal for the Owner's and Architect's review, and the Owner's acceptance. The Guaranteed Maximum Price in the proposal shall be the sum of the Construction Manager's estimate of the Cost of the Work, the Construction Manager's contingency described in Section 3.2.4, and the Construction Manager's Fee described in Section 6.1.2.

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§ 3.2.2 To the extent that the Contract Documents are anticipated to require further development, the Guaranteed Maximum Price includes the costs attributable to such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes, or equipment, all of which, if required, shall be incorporated by Change Order.

§ 3.2.3 The Construction Manager shall include with the Guaranteed Maximum Price proposal a written statement of its basis, which shall include the following:

- .1 A list of the Drawings and Specifications, including all Addenda thereto, and the Conditions of the Contract;
- .2 A list of the clarifications and assumptions made by the Construction Manager in the preparation of the Guaranteed Maximum Price proposal, including assumptions under Section 3.2.2;
- .3 A statement of the proposed Guaranteed Maximum Price, including a statement of the estimated Cost of the Work organized by trade categories or systems, including allowances; the Construction Manager's contingency set forth in Section 3.2.4; and the Construction Manager's Fee;
- .4 The anticipated date of Substantial Completion upon which the proposed Guaranteed Maximum Price is based; and
- .5 A date by which the Owner must accept the Guaranteed Maximum Price.

§ 3.2.4 In preparing the Construction Manager's Guaranteed Maximum Price proposal, the Construction Manager shall include a contingency for the Construction Manager's exclusive use to cover those costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order.

§ 3.2.5 The Construction Manager shall meet with the Owner and Architect to review the Guaranteed Maximum Price proposal. In the event that the Owner or Architect discover any inconsistencies or inaccuracies in the information presented, they shall promptly notify the Construction Manager, who shall make appropriate adjustments to the Guaranteed Maximum Price proposal, its basis, or both.

§ 3.2.6 If the Owner notifies the Construction Manager that the Owner has accepted the Guaranteed Maximum Price proposal in writing before the date specified in the Guaranteed Maximum Price proposal, the Guaranteed Maximum Price proposal shall be deemed effective without further acceptance from the Construction Manager. Following acceptance of a Guaranteed Maximum Price, the Owner and Construction Manager shall execute the Guaranteed Maximum Price Amendment amending this Agreement, a copy of which the Owner shall provide to the Architect. The Guaranteed Maximum Price Amendment shall set forth the agreed upon Guaranteed Maximum Price with the information and assumptions upon which it is based.

§ 3.2.7 The Construction Manager shall not incur any cost to be reimbursed as part of the Cost of the Work prior to the execution of the Guaranteed Maximum Price Amendment, unless the Owner provides prior written authorization for such costs.

§ 3.2.8 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment. The Owner shall promptly furnish such revised Contract Documents to the Construction Manager. The Construction Manager shall notify the Owner and Architect of any inconsistencies between the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment and the revised Contract Documents.

§ 3.2.9 The Construction Manager shall include in the Guaranteed Maximum Price all sales, consumer, use and similar taxes for the Work provided by the Construction Manager that are legally enacted, whether or not yet effective, at the time the Guaranteed Maximum Price Amendment is executed.

### § 3.3 Construction Phase

#### § 3.3.1 General

§ 3.3.1.1 For purposes of Section 8.1.2 of A201-2017, the date of commencement of the Work shall mean the date of commencement of the Construction Phase.

§ 3.3.1.2 The Construction Phase shall commence upon the Owner's execution of the Guaranteed Maximum Price Amendment or, prior to acceptance of the Guaranteed Maximum Price proposal, by written agreement of the parties. The

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written agreement shall set forth a description of the Work to be performed by the Construction Manager, and any insurance and bond requirements for Work performed prior to execution of the Guaranteed Maximum Price Amendment.

### **§ 3.3.2 Administration**

**§ 3.3.2.1** The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, scheduling, and status of the Work. The Construction Manager shall prepare and promptly distribute minutes of the meetings to the Owner and Architect.

**§ 3.3.2.2** Upon the execution of the Guaranteed Maximum Price Amendment, the Construction Manager shall prepare and submit to the Owner and Architect a construction schedule for the Work and a submittal schedule in accordance with Section 3.10 of A201-2017.

### **§ 3.3.2.3 Monthly Report**

The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information required by the Owner.

### **§ 3.3.2.4 Daily Logs**

The Construction Manager shall keep, and make available to the Owner and Architect, a daily log containing a record for each day of weather, portions of the Work in progress, number of workers on site, identification of equipment on site, problems that might affect progress of the work, accidents, injuries, and other information required by the Owner.

### **§ 3.3.2.5 Cost Control**

The Construction Manager shall develop a system of cost control for the Work, including regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed changes. The Construction Manager shall identify variances between actual and estimated costs and report the variances to the Owner and Architect, and shall provide this information in its monthly reports to the Owner and Architect, in accordance with Section 3.3.2.3 above.

## **ARTICLE 4 OWNER'S RESPONSIBILITIES**

### **§ 4.1 Information and Services Required of the Owner**

**§ 4.1.1** The Owner shall provide information with reasonable promptness, regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, constraints, and criteria, including schedule, space requirements and relationships, flexibility and expandability, special equipment, systems, sustainability and site requirements.

**§ 4.1.2** Prior to the execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. After execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request such information as set forth in A201-2017 Section 2.2.

**§ 4.1.3** The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Article 7, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.

**§ 4.1.4 Structural and Environmental Tests, Surveys and Reports.** During the Preconstruction Phase, the Owner shall furnish the following information or services with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services. The Construction Manager shall be entitled to rely on the accuracy of information and services furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

**§ 4.1.4.1** The Owner shall furnish tests, inspections, and reports, required by law and as otherwise agreed to by the parties, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 4.1.4.2 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 4.1.4.3 The Owner, when such services are requested, shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 4.1.5 During the Construction Phase, the Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services.

§ 4.1.6 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E234™-2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

#### § 4.2 Owner's Designated Representative

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner's representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of A201-2017, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 4.2.1 **Legal Requirements.** The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

#### § 4.3 Architect

The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B133™-2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, including any additional services requested by the Construction Manager that are necessary for the Preconstruction and Construction Phase services under this Agreement. The Owner shall provide the Construction Manager with a copy of the scope of services in the executed agreement between the Owner and the Architect, and any further modifications to the Architect's scope of services in the agreement.

### ARTICLE 5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES

#### § 5.1 Compensation

§ 5.1.1 For the Construction Manager's Preconstruction Phase services described in Sections 3.1 and 3.2, the Owner shall compensate the Construction Manager as follows:

*(Insert amount of, or basis for, compensation and include a list of reimbursable cost items, as applicable.)*

N/A

§ 5.1.2 The hourly billing rates for Preconstruction Phase services of the Construction Manager and the Construction Manager's Consultants and Subcontractors, if any, are set forth below.

*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Individual or Position

Rate

§ 5.1.2.1 Hourly billing rates for Preconstruction Phase services include all costs to be paid or incurred by the Construction Manager, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, and shall remain unchanged unless the parties execute a Modification.

§ 5.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within ( ) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

## § 5.2 Payments

§ 5.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.

§ 5.2.2 Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid ( 45 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.

*(Insert rate of monthly or annual interest agreed upon.)*

1.5 % per month

## ARTICLE 6 COMPENSATION FOR CONSTRUCTION PHASE SERVICES

### § 6.1 Contract Sum

§ 6.1.1 The Owner shall pay the Construction Manager the Contract Sum in current funds for the Construction Manager's performance of the Contract after execution of the Guaranteed Maximum Price Amendment. The Contract Sum is the Cost of the Work as defined in Article 7 plus the Construction Manager's Fee.

§ 6.1.2 The Construction Manager's Fee:

*(State a lump sum, percentage of Cost of the Work or other provision for determining the Construction Manager's Fee.)*

\$ 449,843.00 for all work

§ 6.1.3 The method of adjustment of the Construction Manager's Fee for changes in the Work:

§ 6.1.4 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

§ 6.1.5 Rental rates for Construction Manager-owned equipment shall not exceed percent ( 100 %) of the standard rental rate paid at the place of the Project.

§ 6.1.6 Liquidated damages, if any:

*(Insert terms and conditions for liquidated damages, if any.)*

N/A

§ 6.1.7 Other:

*(Insert provisions for bonus, cost savings or other incentives, if any, that might result in a change to the Contract Sum.)*

### § 6.2 Guaranteed Maximum Price

The Construction Manager guarantees that the Contract Sum shall not exceed the Guaranteed Maximum Price set forth in the Guaranteed Maximum Price Amendment, subject to additions and deductions by Change Order as provided in the Contract Documents. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Construction Manager without reimbursement by the Owner.

**§ 6.3 Changes in the Work**

**§ 6.3.1** The Owner may, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions. The Owner shall issue such changes in writing. The Construction Manager may be entitled to an equitable adjustment in the Contract Time as a result of changes in the Work.

**§ 6.3.1.1** The Architect may order minor changes in the Work as provided in Article 7 of AIA Document A201–2017, General Conditions of the Contract for Construction.

**§ 6.3.2** Adjustments to the Guaranteed Maximum Price on account of changes in the Work subsequent to the execution of the Guaranteed Maximum Price Amendment may be determined by any of the methods listed in Article 7 of AIA Document A201–2017, General Conditions of the Contract for Construction.

**§ 6.3.3** Adjustments to subcontracts awarded on the basis of a stipulated sum shall be determined in accordance with Article 7 of A201–2017, as they refer to "cost" and "fee," and not by Articles 6 and 7 of this Agreement. Adjustments to subcontracts awarded with the Owner's prior written consent on the basis of cost plus a fee shall be calculated in accordance with the terms of those subcontracts.

**§ 6.3.4** In calculating adjustments to the Guaranteed Maximum Price, the terms "cost" and "costs" as used in Article 7 of AIA Document A201–2017 shall mean the Cost of the Work as defined in Article 7 of this Agreement and the term "fee" shall mean the Construction Manager's Fee as defined in Section 6.1.2 of this Agreement.

**§ 6.3.5** If no specific provision is made in Section 6.1.3 for adjustment of the Construction Manager's Fee in the case of changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment provisions of Section 6.1.3 will cause substantial inequity to the Owner or Construction Manager, the Construction Manager's Fee shall be equitably adjusted on the same basis that was used to establish the Fee for the original Work, and the Guaranteed Maximum Price shall be adjusted accordingly.

**ARTICLE 7 COST OF THE WORK FOR CONSTRUCTION PHASE**

**§ 7.1 Costs to Be Reimbursed**

**§ 7.1.1** The term Cost of the Work shall mean costs necessarily incurred by the Construction Manager in the proper performance of the Work. The Cost of the Work shall include only the items set forth in Sections 7.1 through 7.7.

**§ 7.1.2** Where, pursuant to the Contract Documents, any cost is subject to the Owner's prior approval, the Construction Manager shall obtain such approval in writing prior to incurring the cost.

**§ 7.1.3** Costs shall be at rates not higher than the standard rates paid at the place of the Project, except with prior approval of the Owner.

**§ 7.2 Labor Costs**

**§ 7.2.1** Wages or salaries of construction workers directly employed by the Construction Manager to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

**§ 7.2.2** Wages or salaries of the Construction Manager's supervisory and administrative personnel when stationed at the site and performing Work, with the Owner's prior approval.

**§ 7.2.2.1** Wages or salaries of the Construction Manager's supervisory and administrative personnel when performing Work and stationed at a location other than the site, but only for that portion of time required for the Work, and limited to the personnel and activities listed below:

*(Identify the personnel, type of activity and, if applicable, any agreed upon percentage of time to be devoted to the Work.)*

**§ 7.2.3** Wages and salaries of the Construction Manager's supervisory or administrative personnel engaged at factories, workshops or while traveling, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

§ 7.2.4 Costs paid or incurred by the Construction Manager, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Sections 7.2.1 through 7.2.3.

§ 7.2.5 If agreed rates for labor costs, in lieu of actual costs, are provided in this Agreement, the rates shall remain unchanged throughout the duration of this Agreement, unless the parties execute a Modification.

**§ 7.3 Subcontract Costs**

Payments made by the Construction Manager to Subcontractors in accordance with the requirements of the subcontracts and this Agreement.

**§ 7.4 Costs of Materials and Equipment Incorporated in the Completed Construction**

§ 7.4.1 Costs, including transportation and storage at the site, of materials and equipment incorporated, or to be incorporated, in the completed construction.

§ 7.4.2 Costs of materials described in the preceding Section 7.4.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Construction Manager. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

**§ 7.5 Costs of Other Materials and Equipment, Temporary Facilities and Related Items**

§ 7.5.1 Costs of transportation, storage, installation, dismantling, maintenance, and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment, and tools, that are not fully consumed, shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Construction Manager shall mean fair market value.

§ 7.5.2 Rental charges for temporary facilities, machinery, equipment, and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site, and the costs of transportation, installation, dismantling, minor repairs, and removal of such temporary facilities, machinery, equipment, and hand tools. Rates and quantities of equipment owned by the Construction Manager, or a related party as defined in Section 7.8, shall be subject to the Owner's prior approval. The total rental cost of any such equipment may not exceed the purchase price of any comparable item.

§ 7.5.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ 7.5.4 Costs of the Construction Manager's site office, including general office equipment and supplies.

§ 7.5.5 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, subject to the Owner's prior approval.

**§ 7.6 Miscellaneous Costs**

§ 7.6.1 Premiums for that portion of insurance and bonds required by the Contract Documents that can be directly attributed to this Contract.

§ 7.6.1.1 Costs for self-insurance, for either full or partial amounts of the coverages required by the Contract Documents, with the Owner's prior approval.

§ 7.6.1.2 Costs for insurance through a captive insurer owned or controlled by the Construction Manager, with the Owner's prior approval.

§ 7.6.2 Sales, use, or similar taxes, imposed by a governmental authority, that are related to the Work and for which the Construction Manager is liable.



§ 7.6.3 Fees and assessments for the building permit, and for other permits, licenses, and inspections, for which the Construction Manager is required by the Contract Documents to pay.

§ 7.6.4 Fees of laboratories for tests required by the Contract Documents; except those related to defective or nonconforming Work for which reimbursement is excluded under Article 13 of AIA Document A201–2017 or by other provisions of the Contract Documents, and which do not fall within the scope of Section 7.7.3.

§ 7.6.5 Royalties and license fees paid for the use of a particular design, process, or product, required by the Contract Documents.

§ 7.6.5.1 The cost of defending suits or claims for infringement of patent rights arising from requirements of the Contract Documents, payments made in accordance with legal judgments against the Construction Manager resulting from such suits or claims, and payments of settlements made with the Owner's consent, unless the Construction Manager had reason to believe that the required design, process, or product was an infringement of a copyright or a patent, and the Construction Manager failed to promptly furnish such information to the Architect as required by Article 3 of AIA Document A201–2017. The costs of legal defenses, judgments, and settlements shall not be included in the Cost of the Work used to calculate the Construction Manager's Fee or subject to the Guaranteed Maximum Price.

§ 7.6.6 Costs for communications services, electronic equipment, and software, directly related to the Work and located at the site, with the Owner's prior approval.

§ 7.6.7 Costs of document reproductions and delivery charges.

§ 7.6.8 Deposits lost for causes other than the Construction Manager's negligence or failure to fulfill a specific responsibility in the Contract Documents.

§ 7.6.9 Legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Construction Manager, reasonably incurred by the Construction Manager after the execution of this Agreement in the performance of the Work and with the Owner's prior approval, which shall not be unreasonably withheld.

§ 7.6.10 Expenses incurred in accordance with the Construction Manager's standard written personnel policy for relocation and temporary living allowances of the Construction Manager's personnel required for the Work, with the Owner's prior approval.

§ 7.6.11 That portion of the reasonable expenses of the Construction Manager's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

#### § 7.7 Other Costs and Emergencies

§ 7.7.1 Other costs incurred in the performance of the Work, with the Owner's prior approval.

§ 7.7.2 Costs incurred in taking action to prevent threatened damage, injury, or loss, in case of an emergency affecting the safety of persons and property, as provided in Article 10 of AIA Document A201–2017.

§ 7.7.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Construction Manager, Subcontractors, or suppliers, provided that such damaged or nonconforming Work was not caused by the negligence of, or failure to fulfill a specific responsibility by, the Construction Manager, and only to the extent that the cost of repair or correction is not recovered by the Construction Manager from insurance, sureties, Subcontractors, suppliers, or others.

§ 7.7.4 The costs described in Sections 7.1 through 7.7 shall be included in the Cost of the Work, notwithstanding any provision of AIA Document A201–2017 or other Conditions of the Contract which may require the Construction Manager to pay such costs, unless such costs are excluded by the provisions of Section 7.9.

#### § 7.8 Related Party Transactions

§ 7.8.1 For purposes of this Section 7.8, the term "related party" shall mean (1) a parent, subsidiary, affiliate, or other entity having common ownership of, or sharing common management with, the Construction Manager; (2) any entity in which any stockholder in, or management employee of, the Construction Manager holds an equity interest in excess of ten percent in the aggregate; (3) any entity which has the right to control the business or affairs of the Construction Manager;

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or (4) any person, or any member of the immediate family of any person, who has the right to control the business or affairs of the Construction Manager.

**§ 7.8.2** If any of the costs to be reimbursed arise from a transaction between the Construction Manager and a related party, the Construction Manager shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction in writing, then the cost incurred shall be included as a cost to be reimbursed, and the Construction Manager shall procure the Work, equipment, goods, or service, from the related party, as a Subcontractor, according to the terms of Article 9. If the Owner fails to authorize the transaction in writing, the Construction Manager shall procure the Work, equipment, goods, or service from some person or entity other than a related party according to the terms of Article 9.

### **§ 7.9 Costs Not To Be Reimbursed**

**§ 7.9.1** The Cost of the Work shall not include the items listed below:

- .1 Salaries and other compensation of the Construction Manager's personnel stationed at the Construction Manager's principal office or offices other than the site office, except as specifically provided in Section 7.2, or as may be provided in Article 14;
- .2 Bonuses, profit sharing, incentive compensation, and any other discretionary payments, paid to anyone hired by the Construction Manager or paid to any Subcontractor or vendor, unless the Owner has provided prior approval;
- .3 Expenses of the Construction Manager's principal office and offices other than the site office;
- .4 Overhead and general expenses, except as may be expressly included in Sections 7.1 to 7.7;
- .5 The Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Work;
- .6 Except as provided in Section 7.7.3 of this Agreement, costs due to the negligence of, or failure to fulfill a specific responsibility of the Contract by, the Construction Manager, Subcontractors, and suppliers, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable;
- .7 Any cost not specifically and expressly described in Sections 7.1 to 7.7;
- .8 Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded; and
- .9 Costs for services incurred during the Preconstruction Phase.

### **ARTICLE 8 DISCOUNTS, REBATES, AND REFUNDS**

**§ 8.1** Cash discounts obtained on payments made by the Construction Manager shall accrue to the Owner if (1) before making the payment, the Construction Manager included the amount to be paid, less such discount, in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Construction Manager with which to make payments; otherwise, cash discounts shall accrue to the Construction Manager. Trade discounts, rebates, refunds, and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Construction Manager shall make provisions so that they can be obtained.

**§ 8.2** Amounts that accrue to the Owner in accordance with the provisions of Section 8.1 shall be credited to the Owner as a deduction from the Cost of the Work.

### **ARTICLE 9 SUBCONTRACTS AND OTHER AGREEMENTS**

**§ 9.1** Those portions of the Work that the Construction Manager does not customarily perform with the Construction Manager's own personnel shall be performed under subcontracts or other appropriate agreements with the Construction Manager. The Owner may designate specific persons from whom, or entities from which, the Construction Manager shall obtain bids. The Construction Manager shall obtain bids from Subcontractors, and from suppliers of materials or equipment fabricated especially for the Work, who are qualified to perform that portion of the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall deliver such bids to the Architect and Owner with an indication as to which bids the Construction Manager intends to accept. The Owner then has the right to review the Construction Manager's list of proposed subcontractors and suppliers in consultation with the Architect and, subject to Section 9.1.1, to object to any subcontractor or supplier. Any advice of the Architect, or approval or objection by the Owner, shall not relieve the Construction Manager of its responsibility to perform the Work in accordance with the Contract Documents. The Construction Manager shall not be required to contract with anyone to whom the Construction Manager has reasonable objection.

§ 9.1.1 When a specific subcontractor or supplier (1) is recommended to the Owner by the Construction Manager; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid that conforms to the requirements of the Contract Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Construction Manager may require that a Change Order be issued to adjust the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Construction Manager and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

§ 9.2 Subcontracts or other agreements shall conform to the applicable payment provisions of this Agreement, and shall not be awarded on the basis of cost plus a fee without the Owner's prior written approval. If a subcontract is awarded on the basis of cost plus a fee, the Construction Manager shall provide in the subcontract for the Owner to receive the same audit rights with regard to the Subcontractor as the Owner receives with regard to the Construction Manager in Article 10.

## ARTICLE 10 ACCOUNTING RECORDS

The Construction Manager shall keep full and detailed records and accounts related to the Cost of the Work, and exercise such controls, as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Construction Manager's records and accounts, including complete documentation supporting accounting entries, books, job cost reports, correspondence, instructions, drawings, receipts, subcontracts, Subcontractor's proposals, Subcontractor's invoices, purchase orders, vouchers, memoranda, and other data relating to this Contract. The Construction Manager shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

## ARTICLE 11 PAYMENTS FOR CONSTRUCTION PHASE SERVICES

### § 11.1 Progress Payments

§ 11.1.1 Based upon Applications for Payment submitted to the Architect by the Construction Manager, and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum, to the Construction Manager, as provided below and elsewhere in the Contract Documents.

§ 11.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 11.1.3 Provided that an Application for Payment is received by the Architect not later than the 1 day of a month, the Owner shall make payment of the amount certified to the Construction Manager not later than the 30 day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than ( 45 ) days after the Architect receives the Application for Payment.

*(Federal, state or local laws may require payment within a certain period of time.)*

§ 11.1.4 With each Application for Payment, the Construction Manager shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner or Architect to demonstrate that payments already made by the Construction Manager on account of the Cost of the Work equal or exceed progress payments already received by the Construction Manager, plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Construction Manager's Fee.

§ 11.1.5 Each Application for Payment shall be based on the most recent schedule of values submitted by the Construction Manager in accordance with the Contract Documents. The schedule of values shall allocate the entire Guaranteed Maximum Price among: (1) the various portions of the Work; (2) any contingency for costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order; and (3) the Construction Manager's Fee.

§ 11.1.5.1 The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. The schedule of values shall be used as a basis for reviewing the Construction Manager's Applications for Payment.

§ 11.1.5.2 The allocation of the Guaranteed Maximum Price under this Section 11.1.5 shall not constitute a separate guaranteed maximum price for the Cost of the Work of each individual line item in the schedule of values.

§ 11.1.5.3 When the Construction Manager allocates costs from a contingency to another line item in the schedule of values, the Construction Manager shall submit supporting documentation to the Architect.

§ 11.1.6 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed, or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Construction Manager on account of that portion of the Work and for which the Construction Manager has made payment or intends to make payment prior to the next Application for Payment, by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ 11.1.7 In accordance with AIA Document A201–2017 and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 11.1.7.1 The amount of each progress payment shall first include:

- .1 That portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the most recent schedule of values;
- .2 That portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction or, if approved in writing in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified; and
- .4 The Construction Manager's Fee, computed upon the Cost of the Work described in the preceding Sections 11.1.7.1.1 and 11.1.7.1.2 at the rate stated in Section 6.1.2 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work included in Sections 11.1.7.1.1 and 11.1.7.1.2 bears to a reasonable estimate of the probable Cost of the Work upon its completion.

§ 11.1.7.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Construction Manager does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Construction Manager intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017;
- .5 The shortfall, if any, indicated by the Construction Manager in the documentation required by Section 11.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .6 Retainage withheld pursuant to Section 11.1.8.

#### § 11.1.8 Retainage

§ 11.1.8.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

*(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)*

Not to Exceed 5%

§ 11.1.8.1.1 The following items are not subject to retainage:

*(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)*

Preconstruction Services, General Conditions, Warranty Work

§ 11.1.8.2 Reduction or limitation of retainage, if any, shall be as follows:  
*(If the retainage established in Section 11.1.8.1 is to be modified prior to Substantial Completion of the entire Work, insert provisions for such modification.)*

§ 11.1.8.3 Except as set forth in this Section 11.1.8.3, upon Substantial Completion of the Work, the Construction Manager may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 11.1.8. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:  
*(Insert any other conditions for release of retainage, such as upon completion of the Owner's audit and reconciliation, upon Substantial Completion.)*

§ 11.1.9 If final completion of the Work is materially delayed through no fault of the Construction Manager, the Owner shall pay the Construction Manager any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 11.1.10 Except with the Owner's prior written approval, the Construction Manager shall not make advance payments to suppliers for materials or equipment which have not been delivered and suitably stored at the site.

§ 11.1.11 The Owner and the Construction Manager shall agree upon a mutually acceptable procedure for review and approval of payments to Subcontractors, and the percentage of retainage held on Subcontracts, and the Construction Manager shall execute subcontracts in accordance with those agreements.

§ 11.1.12 In taking action on the Construction Manager's Applications for Payment the Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Construction Manager, and such action shall not be deemed to be a representation that (1) the Architect has made a detailed examination, audit, or arithmetic verification, of the documentation submitted in accordance with Section 11.1.4 or other supporting data; (2) that the Architect has made exhaustive or continuous on-site inspections; or (3) that the Architect has made examinations to ascertain how or for what purposes the Construction Manager has used amounts previously paid on account of the Contract. Such examinations, audits, and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

## § 11.2 Final Payment

§ 11.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Construction Manager when

- .1 the Construction Manager has fully performed the Contract, except for the Construction Manager's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment;
- .2 the Construction Manager has submitted a final accounting for the Cost of the Work and a final Application for Payment; and
- .3 a final Certificate for Payment has been issued by the Architect in accordance with Section 11.2.2.2.

§ 11.2.2 Within 30 days of the Owner's receipt of the Construction Manager's final accounting for the Cost of the Work, the Owner shall conduct an audit of the Cost of the Work or notify the Architect that it will not conduct an audit.

§ 11.2.2.1 If the Owner conducts an audit of the Cost of the Work, the Owner shall, within 10 days after completion of the audit, submit a written report based upon the auditors' findings to the Architect.

§ 11.2.2.2 Within seven days after receipt of the written report described in Section 11.2.2.1, or receipt of notice that the Owner will not conduct an audit, and provided that the other conditions of Section 11.2.1 have been met, the Architect will either issue to the Owner a final Certificate for Payment with a copy to the Construction Manager, or notify the Construction Manager and Owner in writing of the Architect's reasons for withholding a certificate as provided in Article 9 of AIA Document A201–2017. The time periods stated in this Section 11.2.2 supersede those stated in Article 9 of AIA

Document A201–2017. The Architect is not responsible for verifying the accuracy of the Construction Manager’s final accounting.

**§ 11.2.2.3** If the Owner’s auditors’ report concludes that the Cost of the Work, as substantiated by the Construction Manager’s final accounting, is less than claimed by the Construction Manager, the Construction Manager shall be entitled to request mediation of the disputed amount without seeking an initial decision pursuant to Article 15 of AIA Document A201–2017. A request for mediation shall be made by the Construction Manager within 30 days after the Construction Manager’s receipt of a copy of the Architect’s final Certificate for Payment. Failure to request mediation within this 30-day period shall result in the substantiated amount reported by the Owner’s auditors becoming binding on the Construction Manager. Pending a final resolution of the disputed amount, the Owner shall pay the Construction Manager the amount certified in the Architect’s final Certificate for Payment.

**§ 11.2.3** The Owner’s final payment to the Construction Manager shall be made no later than 30 days after the issuance of the Architect’s final Certificate for Payment, or as follows:

**§ 11.2.4** If, subsequent to final payment, and at the Owner’s request, the Construction Manager incurs costs, described in Sections 7.1 through 7.7, and not excluded by Section 7.9, to correct defective or nonconforming Work, the Owner shall reimburse the Construction Manager for such costs, and the Construction Manager’s Fee applicable thereto, on the same basis as if such costs had been incurred prior to final payment, but not in excess of the Guaranteed Maximum Price. If adjustments to the Contract Sum are provided for in Section 6.1.7, the amount of those adjustments shall be recalculated, taking into account any reimbursements made pursuant to this Section 11.2.4 in determining the net amount to be paid by the Owner to the Construction Manager.

**§ 11.3 Interest**

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

*(Insert rate of interest agreed upon, if any.)*

1.5 % per month

**ARTICLE 12 DISPUTE RESOLUTION**

**§ 12.1 Initial Decision Maker**

**§ 12.1.1** Any Claim between the Owner and Construction Manager shall be resolved in accordance with the provisions set forth in this Article 12 and Article 15 of A201–2017. However, for Claims arising from or relating to the Construction Manager’s Preconstruction Phase services, no decision by the Initial Decision Maker shall be required as a condition precedent to mediation or binding dispute resolution, and Section 12.1.2 of this Agreement shall not apply.

**§ 12.1.2** The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017 for Claims arising from or relating to the Construction Manager’s Construction Phase services, unless the parties appoint below another individual, not a party to the Agreement, to serve as the Initial Decision Maker.

*(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

N/A

**§ 12.2 Binding Dispute Resolution**

For any Claim subject to, but not resolved by mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box.)*

Arbitration pursuant to Article 15 of AIA Document A201–2017

- Litigation in a court of competent jurisdiction
- Other: *(Specify)*

If the Owner and Construction Manager do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

**ARTICLE 13 TERMINATION OR SUSPENSION**

**§ 13.1 Termination Prior to Execution of the Guaranteed Maximum Price Amendment**

**§ 13.1.1** If the Owner and the Construction Manager do not reach an agreement on the Guaranteed Maximum Price, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner.

**§ 13.1.2** In the event of termination of this Agreement pursuant to Section 13.1.1, the Construction Manager shall be compensated for Preconstruction Phase services and Work performed prior to receipt of a notice of termination, in accordance with the terms of this Agreement. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 5.1.

**§ 13.1.3** Prior to the execution of the Guaranteed Maximum Price Amendment, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner, for the reasons set forth in Article 14 of A201-2017.

**§ 13.1.4** In the event of termination of this Agreement pursuant to Section 13.1.3, the Construction Manager shall be equitably compensated for Preconstruction Phase services and Work performed prior to receipt of a notice of termination. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 5.1.

**§ 13.1.5** If the Owner terminates the Contract pursuant to Section 13.1.3 after the commencement of the Construction Phase but prior to the execution of the Guaranteed Maximum Price Amendment, the Owner shall pay to the Construction Manager an amount calculated as follows, which amount shall be in addition to any compensation paid to the Construction Manager under Section 13.1.4:

- .1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;
- .2 Add the Construction Manager's Fee computed upon the Cost of the Work to the date of termination at the rate stated in Section 6.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion; and
- .3 Subtract the aggregate of previous payments made by the Owner for Construction Phase services.

**§ 13.1.6** The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 13.1.5.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 13, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders. All Subcontracts, purchase orders and rental agreements entered into by the Construction Manager will contain provisions allowing for assignment to the Owner as described above.

**§ 13.1.6.1** If the Owner accepts assignment of subcontracts, purchase orders or rental agreements as described above, the Owner will reimburse or indemnify the Construction Manager for all costs arising under the subcontract, purchase order or rental agreement, if those costs would have been reimbursable as Cost of the Work if the contract had not been terminated. If the Owner chooses not to accept assignment of any subcontract, purchase order or rental agreement that would have constituted a Cost of the Work had this agreement not been terminated, the Construction Manager will

terminate the subcontract, purchase order or rental agreement and the Owner will pay the Construction Manager the costs necessarily incurred by the Construction Manager because of such termination.

**§ 13.2 Termination or Suspension Following Execution of the Guaranteed Maximum Price Amendment**

**§ 13.2.1 Termination**

The Contract may be terminated by the Owner or the Construction Manager as provided in Article 14 of AIA Document A201–2017.

**§ 13.2.2 Termination by the Owner for Cause**

**§ 13.2.2.1** If the Owner terminates the Contract for cause as provided in Article 14 of AIA Document A201–2017, the amount, if any, to be paid to the Construction Manager under Article 14 of AIA Document A201–2017 shall not cause the Guaranteed Maximum Price to be exceeded, nor shall it exceed an amount calculated as follows:

- .1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;
- .2 Add the Construction Manager's Fee, computed upon the Cost of the Work to the date of termination at the rate stated in Section 6.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract the costs and damages incurred, or to be incurred, by the Owner under Article 14 of AIA Document A201–2017.

**§ 13.2.2.2** The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 13.2.2.1.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 13, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders.

**§ 13.2.3 Termination by the Owner for Convenience**

If the Owner terminates the Contract for convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Construction Manager a termination fee as follows:

*(Insert the amount of or method for determining the fee, if any, payable to the Construction Manager following a termination for the Owner's convenience.)*

**§ 13.3 Suspension**

The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017; in such case, the Guaranteed Maximum Price and Contract Time shall be increased as provided in Article 14 of AIA Document A201–2017, except that the term "profit" shall be understood to mean the Construction Manager's Fee as described in Sections 6.1 and 6.3.5 of this Agreement.

**ARTICLE 14 MISCELLANEOUS PROVISIONS**

**§ 14.1** Terms in this Agreement shall have the same meaning as those in A201–2017. Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

**§ 14.2 Successors and Assigns**

**§ 14.2.1** The Owner and Construction Manager, respectively, bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 14.2.2 of this Agreement, and in Section 13.2.2 of A201–2017, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

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§ 14.2.2 The Owner may, without consent of the Construction Manager, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Construction Manager shall execute all consents reasonably required to facilitate the assignment.

§ 14.3 Insurance and Bonds

§ 14.3.1 Preconstruction Phase

The Construction Manager shall maintain the following insurance for the duration of the Preconstruction Services performed under this Agreement. If any of the requirements set forth below exceed the types and limits the Construction Manager normally maintains, the Owner shall reimburse the Construction Manager for any additional cost.

*(Paragraphs deleted)*

§ 14.3.1.6 Other Insurance

*(List below any other insurance coverage to be provided by the Construction Manager and any applicable limits.)*

Coverage

Limits

§ 14.3.1.7 Additional Insured Obligations. To the fullest extent permitted by law, the Construction Manager shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Construction Manager's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 14.3.1.8 The Construction Manager shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 14.3.1.

§ 14.3.2 Construction Phase

After execution of the Guaranteed Maximum Price Amendment, the Owner and the Construction Manager shall purchase and maintain insurance as set forth in AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, Exhibit B, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 14.3.2.1 The Construction Manager shall provide bonds as set forth in AIA Document A133™–2019 Exhibit B, and elsewhere in the Contract Documents.

§ 14.4 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

*(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)*

§ 14.5 Other provisions:

**ARTICLE 15 SCOPE OF THE AGREEMENT**

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

§ 15.2 The following documents comprise the Agreement:

- .1 AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price

(Paragraphs deleted)

- .4 AIA Document A201™–2017, General Conditions of the Contract for Construction
- .5

- .6 Other Exhibits:  
(Check all boxes that apply.)

[ ]

Exhibit A – scoping documents???

[ ] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
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- .7 Other documents, if any, listed below:  
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Construction Manager’s bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement is entered into as of the day and year first written above.



\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
CONSTRUCTION MANAGER (Signature)

\_\_\_\_\_  
(Printed name and title)

Archie W. Smith V President  
\_\_\_\_\_  
(Printed name and title)

## John Shortall

---

**From:** Archie Smith  
**Sent:** Tuesday, August 30, 2022 2:13 PM  
**To:** John Shortall  
**Subject:** RE: Revised Winger Hall /Family Services front entrance combo

Did he ask for an update proposal?

**From:** John Shortall <jshortall@universalconstruction.net>  
**Sent:** Tuesday, August 30, 2022 10:07 AM  
**To:** Archie Smith <archie@universalconstruction.net>  
**Cc:** John Shortall <jshortall@universalconstruction.net>  
**Subject:** Revised Winger Hall /Family Services front entrance combo

Archie ,

Original Winger Hall was \$ 416,0018 + \$4,531 (Approved by Alan on 6/16/22) for removing /replacing 4 columns at the link with poly-marble columns. = \$ 420,549.

Your proposal for adding the new Front Entry work at Family Services was \$ 29,294. The new , final , total proposal is now \$ 449,843 .

After my meeting tomorrow with Darin and he holds his original price , can you send a revised proposal to Alan and Adan ? Thank you.



**John Shortall**

**Vice President**

P: (913) 342-1150 x2590 | C: (913) 927-3992

1615 Argentine Blvd | Kansas City, KS 66105

[www.universalconstruction.net](http://www.universalconstruction.net)

## John Shortall

---

**From:** Darin McCormick <darin@byersglass.com>  
**Sent:** Tuesday, August 30, 2022 10:06 AM  
**To:** John Shortall  
**Cc:** Archie Smith  
**Subject:** Guadalupe Winger Hall  
**Attachments:** Pages from Kansas\_Winger\_2022\_Operable Window\_locations of classroomst.pdf

In an effort to save time , I have marked up the locations I would plan on having the operable windows in each classroom. All other windows will be fixed windows.

Please confirm these locations are acceptable and I can proceed continue with shop drawings.

As discussed on the phone I miss interpreted the windows as all operable which drove the pricing up. **My mistake My Apologies for the confusion!**

Thank you,

**Darin McCormick**

*Project Manager*

Byers Glass & Mirror, Inc.

Phone: 913-441-8717

Fax: 913-441-0157

Email: [Darin@byersglass.com](mailto:Darin@byersglass.com)

No Operable this Level



**Window Opening Legend - Scope**

- Replace 36" x 30"H window
- Replace 36" x 40"H window
- Replace 50" x 40"H window (2 units)
- Replace 8'10" x 6'6"H window (3 units)
- Replace 3'8" x 5'6"H window
- Replace 4'0" x 6'6"H window
- Replace 2'10" x 3'8" window
- Replace 9'8" x 6'6" window (3 units)
- Replace 3'10" x 5'6" window
- Replace 3'2" x 5'6" window
- Replace 8'10" x 4'4" window (3 units)
- Replace 13'4" x 4'4" window (4 units)
- Replace 4'2" x 4'4" window

Windows to fill the rough opening, have a white pre-finished aluminum frame, and 1" insulated glass with internal multins to match look of existing windows being replaced. One window per classroom to be operable.

Provide interior and exterior caulking for all replacement windows.

Provide Add Alternate if window demo is by this contractor.

**Window Treatment - Scope**  
Provide and install 80% blackout shades for all window locations shown to remove and replace above.

**Window Sill Material - Scope**  
Provide 12" wide solid surface window sills with a 1" turn down at all locations that are shown to receive new windows

**Painting - Scope**  
Tape, finish & Paint window wall returns of all windows scheduled to remove and replace. Paint wood trim inside replaced windows.

**UCC - Scope**  
Provide dumpsters for all work.  
Demo all windows, blinds & window sills  
Provide and install interior wood window trim  
Install new window sills  
Provide deduct option for demo of windows

**KW A1**  
Kansas Winger Hall  
Plan View - Level 1

**Window Opening Legend - Scope**

- Replace 3'6" x 30"H window
- Replace 3'6" x 40"H window
- Replace 5'0" x 40"H window (2 units)
- Replace 8'10" x 6'6"H window (3 units)
- Replace 3'8" x 5'6"H window
- Replace 4'0" x 6'6"H window
- Replace 2'10" x 3'8" window
- Replace 9'8" x 6'6" window (3 units)
- Replace 3'10" x 5'6" window
- Replace 8'10" x 4'4" window (3 units)
- Replace 13'4" x 4'4" window (4 units)
- Replace 4'2" x 4'4" window

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**Window Sill Material - Scope**  
Provide 12" wide solid surface window sills with a 1" turn down at all locations that are shown to receive new windows

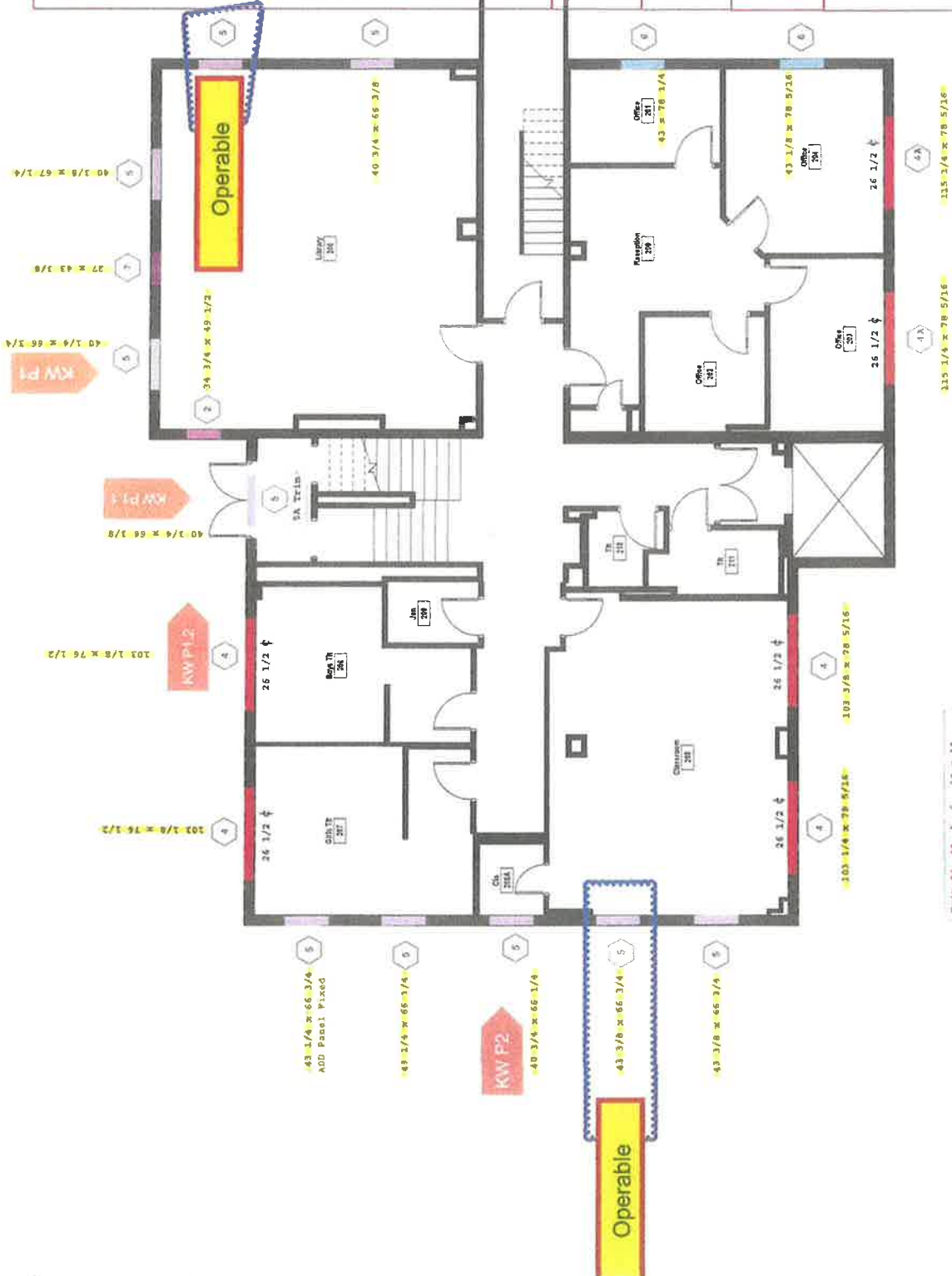
**Painting - Scope**  
Tape, finish & Paint window wall returns of all windows scheduled to remove and replace. Paint wood trim inside replaced windows.

**UCC - Scope**  
Provide dumpsters for all work.  
Demo all windows, blinds & window sills  
Provide and install interior wood window trim  
Install new window sills

Provide deduct option for demo of windows

**KW A2**  
Kansas Winger Hall  
Plan View - Level 2

**KW P7**



2215	61	6A	5	6	3'6" x 30"
87					3'6" x 40"
85A					3'6" x 3'2"

**Window Opening Legend - Scope**

- Replace 36" x 30"H window
- Replace 36" x 40"H window
- Replace 50" x 40"H window (2 units)
- Replace 8'10" x 6'6"H window (3 units)
- Replace 3'8" x 5'6"H window
- Replace 4'0" x 6'6"H window
- Replace 2'10" x 3'8" window
- Replace 9'6" x 6'6" window (3 units)
- Replace 3'10" x 5'6" window
- Replace 3'2" x 5'6" window
- Replace 8'10" x 4'4" window (3 units)
- Replace 13'4" x 4'4" window (4 units)
- Replace 4'2" x 4'4" window

Windows to fill the rough opening, have a white pre-finished aluminum frame, and 1" insulated glass with internal mutins to match look of existing windows being replaced. One window per classroom to be operable.

Provide interior and exterior caulking for all replacement windows.

Provide Add Alternate if window demo is by this contractor.

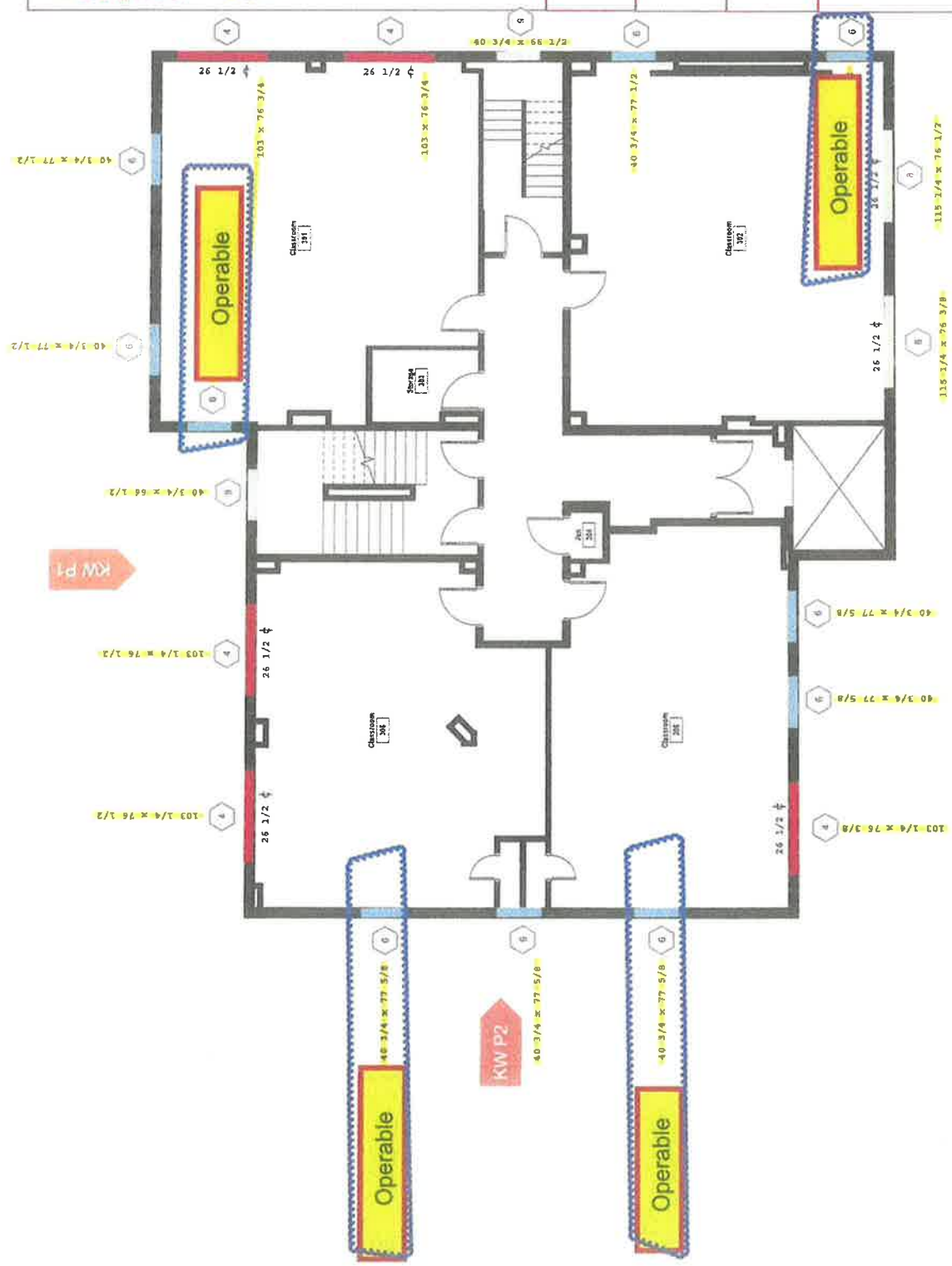
**Window Treatment - Scope**  
Provide and install 80% blackout shades for all window locations shown to remove and replace above.

**Window Sill Material - Scope**  
Provide 12" wide solid surface window sills with a 1" turn down at all locations that are shown to receive new windows

**Painting - Scope**  
Tape finish & Paint window wall returns of all windows scheduled to remove and replace. Paint wood trim inside replaced windows.

**UCC - Scope**  
Provide dumpsters for all work.  
Demo all windows, blinds & window sills  
Provide and install interior wood window trim  
Install new window sills

Provide deduct option for demo of windows



**KW A3**  
Kansas Winger Hall  
Plan View - Level 3

**KW P7**

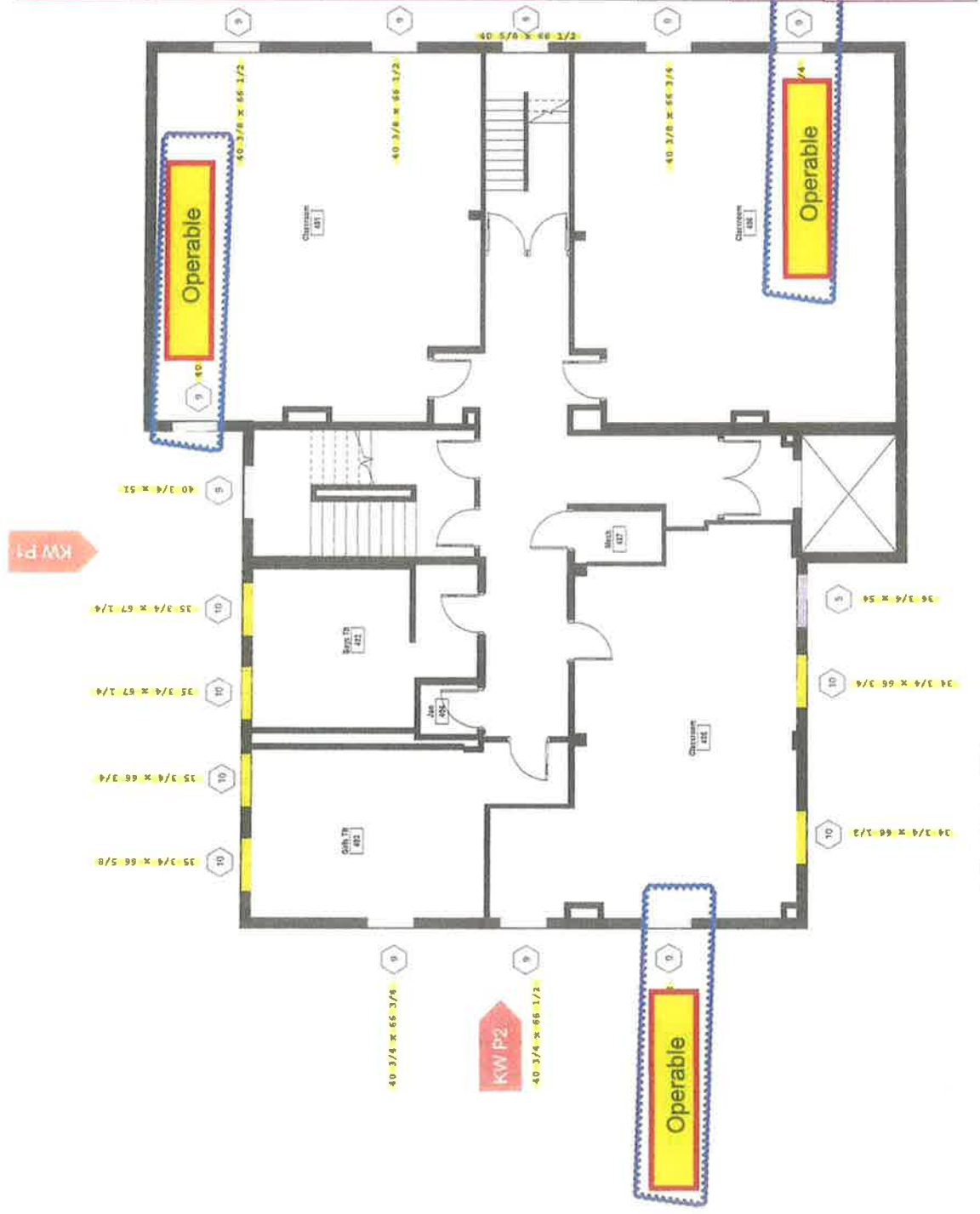
**KW P6**

Scale: 1/8" = 1' - 0"

Window Opening Legend - Scope	
	Replace 36" x 3'0"H window
	Replace 36" x 4'0"H window
	Replace 5'0" x 4'0"H window (2 units)
	Replace 8'10" x 6'6"H window (3 units)
	Replace 3'8" x 5'6"H window
	Replace 4'0" x 6'6"H window
	Replace 2'10" x 3'8" window
	Replace 9'8" x 6'6" window (3 units)
	Replace 3'10" x 5'6" window
	Replace 3'2" x 5'6" window
	Replace 8'10" x 4'4" window (3 units)
	Replace 13'4" x 4'4" window (4 units)
	Replace 4'2" x 4'4" window

Windows to fill the rough opening, have a white pre-finished aluminum frame, and 1" insulated glass with internal mutins to match look of existing windows being replaced. One window per classroom to be operable.
Provide interior and exterior caulking for all replacement windows.
Provide Add Alternate if window demo is by this contractor.
Window Treatment - Scope Provide and install 80% blackout shades for all window locations shown to remove and replace above.
Window Sill Material - Scope Provide 12" wide solid surface window sills with a 1" turn down at all locations that are shown to receive new windows
Painting - Scope Tape, finish & Paint window wall returns of all windows scheduled to remove and replace. Paint wood trim inside replaced windows.
UCC - Scope Provide dumpsters for all work. Demo all windows, blinds & window sills Provide and install interior wood window trim Install new window sills Provide deduct option for demo of windows



**KW A4**  
Kansas Winger Halt  
Plan View - Level 4

**KW P7**

**KW P8**



Window Opening Legend - Scope	
	Replace 36" x 30"H window
	Replace 36" x 40"H window
	Replace 50" x 40"H window (2 units)
	Replace 8'10" x 6'6"H window (3 units)
	Replace 38" x 56"H window
	Replace 40" x 66"H window
	Replace 2'10" x 38" window
	Replace 9'8" x 6'6" window (3 units)
	Replace 3'10" x 5'6" window
	Replace 8'10" x 4'4" window (3 units)
	Replace 1'3'4" x 4'4" window (4 units)
	Replace 4'2" x 4'4" window

Windows to fill the rough opening, have a white pre-finished aluminum frame, and 1" insulated glass with internal mutins to match look of existing windows being replaced. One window per classroom to be operable.

Provide interior and exterior caulking for all replacement windows.

Provide Add Alternate if window demo is by this contractor.

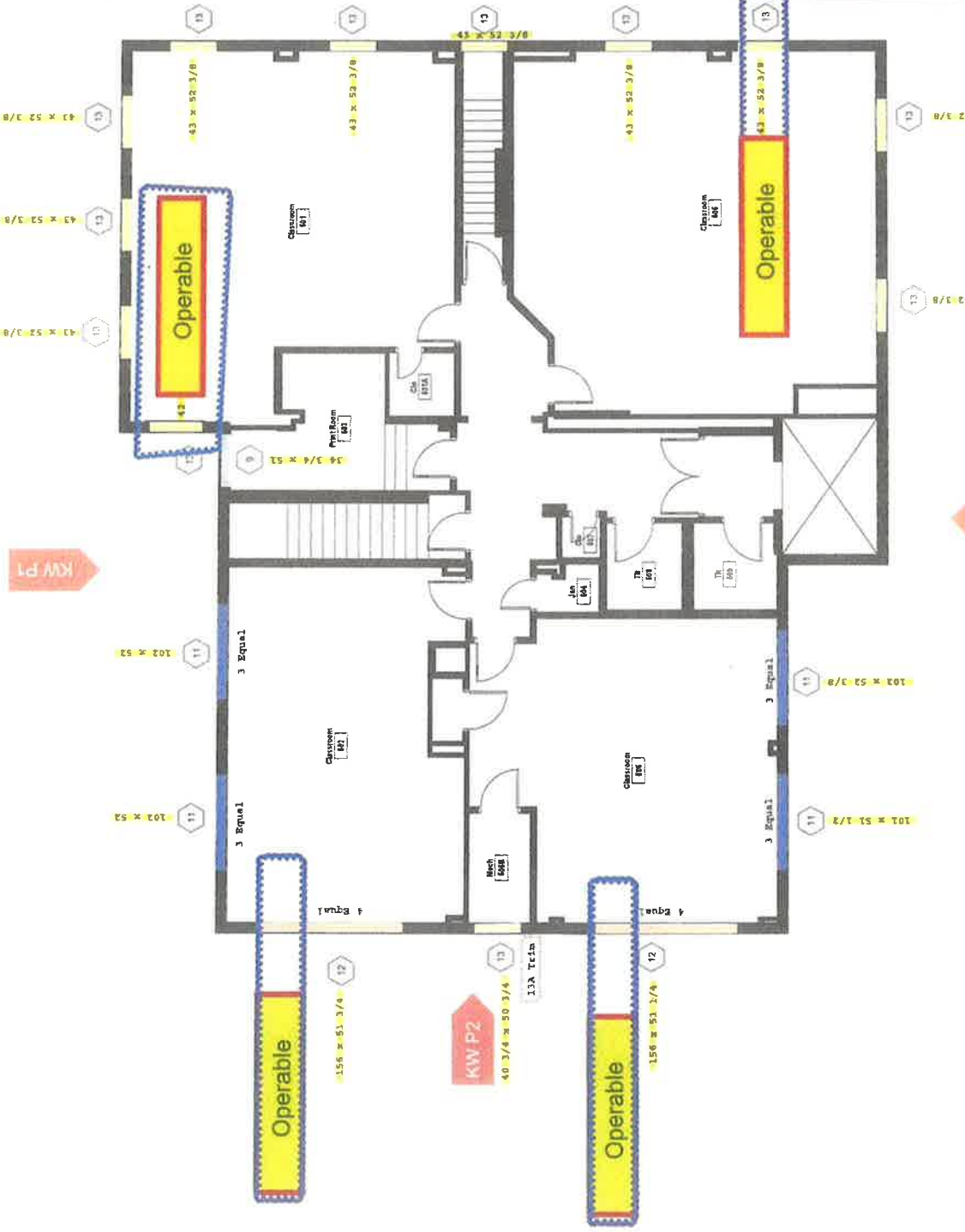
**Window Treatment - Scope**  
Provide and install 80% blackout shades for all window locations shown to remove and replace above.

**Window Sill Material - Scope**  
Provide 12" wide solid surface window sills with a 1" turn down at all locations that are shown to receive new windows

**Painting - Scope**  
Tape, finish & Paint window wall returns of all windows scheduled to remove and replace.  
Paint wood trim inside replaced windows.

**UCC - Scope**  
Provide dumpsters for all work.  
Demo all windows, blinds & window sills  
Provide and install interior wood window trim  
Install new window sills

\* Provide deduct option for demo of windows



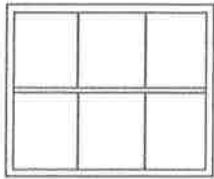
**KW A5**  
Kansas Winger Hall  
Plan View - Level 5

**KW P7**

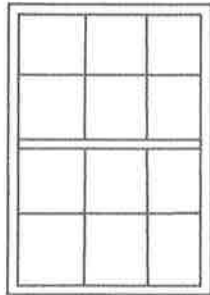
**KW P6**

811 1' x 2'  
812 1' x 2'  
813 1' x 3' If Available  
814 1' x 1 1/2'

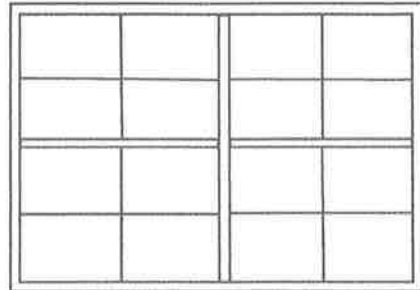
Byers Glass  
Darin McCormick  
Project: Guadalupe Center Winger Hall



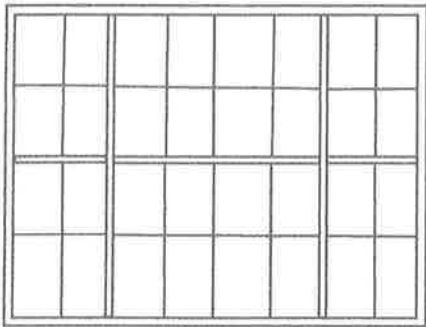
Type 1



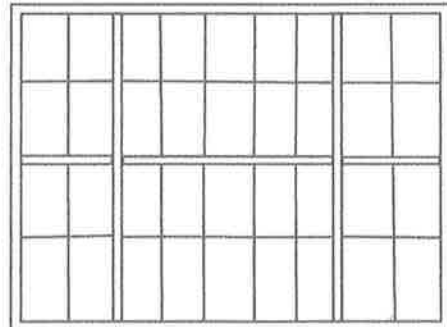
Type 2



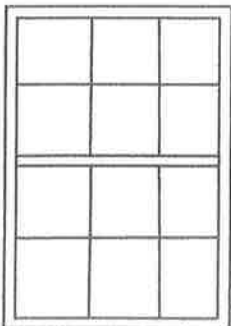
Type 3



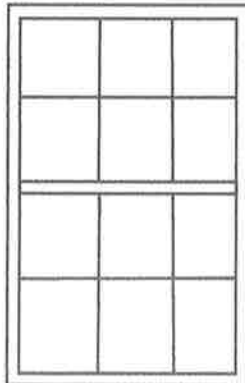
26 1/2 ¢ Type 4 ¢ 26 1/2



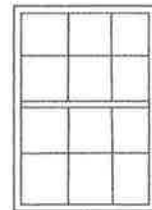
26 1/2 ¢ Type 4A ¢ 26 1/2



Type 5

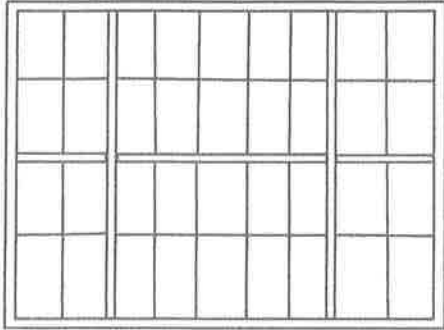


Type 6

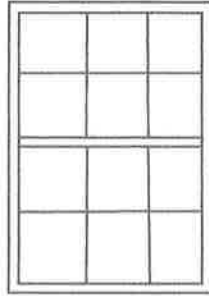


Type 7

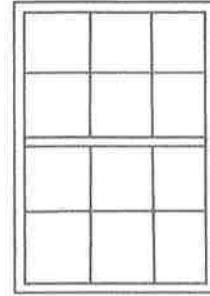
Byers Glass  
Darin McCormick  
Project: Guadalupe Center Winger Hall



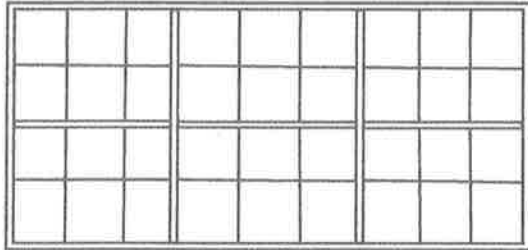
26 1/2"  $\phi$  Type 8  $\phi$  26 1/2"



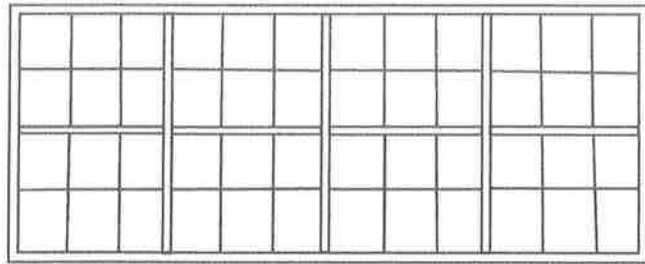
Type 9



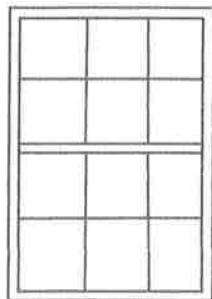
Type 10



Type 11



Type 12



Type 13



Exhibit B

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/4/2022

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Thomas McGee, L.C.
INSURED: Universal Construction Co., Inc
CONTACT NAME: Jen Pellegrino
INSURER(S) AFFORDING COVERAGE: Midwest Builders Casualty Mutual Co. \*

COVERAGES CERTIFICATE NUMBER: 1118893146 REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, and Excess Liability.

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

CERTIFICATE HOLDER CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE signature.

GUADALUPE CENTERS CHARTER SCHOOLS

**STRATEGIC PLAN**  
**Revised December 20, 2022**

# Mission, Vision, and Values

## Mission

The mission of Guadalupe Centers Charter Schools (GCCS) is to educate and empower our school community by providing rigorous and engaging academic and cultural experiences.

## Vision

The vision for Guadalupe Centers Charter Schools (GCCS) is to prepare students to positively impact their community.

## Values

### Community Focused

- We understand and embrace the cultures of our students.
- We celebrate cultural diversity and experiences.
- We provide service opportunities based on community needs.
- We continually seek ways to communicate with, collaborate with, and seek feedback from stakeholders in the community.

### Mission Driven

- We communicate our mission completely. We understand our why/purpose.
- We let our mission drive our daily work.
- We provide students with rigorous learning opportunities that are developmentally appropriate.
- We seek ways to engage students in their learning.

### Student Centered

- We build meaningful relationships with students.
- We meet students where they are and support student growth.
- We create opportunities for students to have a voice in their learning experiences.

### Continuous Improvement

- We use meaningful data to drive instruction and decision making.
- We are self-motivated. We actively seek out new learning opportunities and feedback.

### Relationship Driven

- We create a positive culture by developing relationships built on respect, trust, and support.
- We assume the best in others and their intentions.
- We give and receive caring, direct feedback.
- We actively listen when communicating.

## Our Wildly Important Goal (WIG)

At least 75% of all students attending Guadalupe for at least 3 years will read on grade level.

### Strategic Pillars

1. Academic Foundational Practices
2. Supportive Governance
3. Cohesive Organization

## Goals, Objectives and Performance Metrics

### 1. Academic Foundational Practices

Provide all students with a high-quality, well-rounded educational experience that is rigorous, culturally responsive, student-centered and engaging.

#### A. Instructional Goal: All students can read, write and think critically on grade level across all content areas while applying these skills to solve real-world problems.

##### Objective(s):

1. Our learning environment integrates Culturally Responsive-Sustaining teaching that values and validates student/family assets: background, language, and culture.

##### Action Steps

1. Evaluate the feasibility of implementing a Dual Language Immersion program (English/Spanish).
2. Facilitate student ownership for their own learning through authentic Real World Learning (RWL) experiences.

2. Our educators will use a comprehensive system of Tier 1 and subsequent interventions to meet the needs of all students with an emphasis on multilingual learners.

##### Action Steps

1. Implement evidence-based strategies focused on Tier 1 core instruction and literacy practices in all grade levels.

3. Clear tracking measures for student progress are relevant across the Local Education Agency and create a vertically aligned pipeline to student success.

##### Action Steps

1. Clearly define learning outcomes for students at all grade levels.
2. Teachers, students, staff, and families monitor progress toward mastery of standards using multiple points of data in order to provide appropriate support, intervention, and ongoing feedback.
3. Promote student learning goals and progress across all stakeholder groups and routinely discuss at various stakeholder meetings to drive continuous improvement and decision making.
4. Routinely celebrate the attainment of benchmarks on the path to achieving goals which builds student and staff confidence and motivation.

**B. Curriculum Goal: Provide consistent evidence-based curriculum across GCCS with culturally relevant content aligned to the Missouri Learning Standards.**

Objective:

1. Our school will update curriculum utilizing a process aligned to Understanding by Design.

Action Steps

1. Adopt and implement Culturally Responsive-Sustaining and inclusive curricula.
2. Utilize Understanding by Design to create common curriculum documents.
3. Evaluate the curriculum for alignment, rigor, and differentiation.
4. Analyze gaps of the curriculum and identify the changes that need to be made.
5. Create a timeline and process for curriculum review, adoption, and implementation.
6. Create a GCCS Curriculum Plan.

**C. Professional Development Goal: Provide professional development to support the implementation of GCCS's Tier 1 Instructional Essentials and literacy practices.**

Objective(s):

1. Teachers are equipped to help students master grade level standards and meet the language needs of students.

Action Steps

1. Support teachers through high quality, ongoing, and job-embedded professional development
  - Beginning Teacher Assistance Program
  - Instructional Coaching Cycles
  - Professional Learning Communities
2. Provide training and materials for all teachers on the following Tier 1 Instructional Essentials:
  - Teachers encourage students to learn from and relate respectfully with people and perspectives from their own culture as well as those from other cultures and perspectives (Cultural Responsive and Sustaining education).
  - Research-based supports are data-driven, intentional and appropriately applied to ensure access to grade-level material for all students.
  - Learning and language objectives are posted, referenced and embedded throughout the lesson by teachers and students.
  - High impact routines and norms are evident.
  - Data-driven and time-bound instruction is planned intentionally and smart adaptations are made based on timely checks for understanding while focused on a student's zone of proximal development.
  - Instructional time is organized well with prepared materials and timing of lesson.
  - Students are cognitively engaged using interactive protocols.
2. Our system will promote professional growth through a comprehensive support system for educational staff and leadership.

Action Steps

1. Provide professional growth opportunities for all educational staff and leadership.



### Annual Performance Metrics

1. The average Spring to Spring Conditional Growth Index (CGI) for all students in grades 3 through 12 for Reading and Math will be a minimum 0.1 for each year of the performance contract.
  - a. In order to reach our WIG, we have set a stretch goal of .3 CGI each year in Reading.
2. The annual MAP Performance Index (MPI) score on the Missouri state assessments for English Language Arts and Math will be met by the targets set below.

Year	MPI Target (ELA)	MPI Target (Math)
Year 1: 2022-2023	335	311
Year 2: 2023-2024	337	313
Year 3: 2024-2025	339	315
Year 4: 2025-2026	341	317
Year 5: 2026-2027	343	319

3. The percentage of English Learner students will meet their expected annual growth target on the WIDA ACCESS assessment as indicated below.

Year	% of EL students meeting expected annual growth target
Year 1: 2022-2023	25%
Year 2: 2023-2024	30%
Year 3: 2024-2025	35%
Year 4: 2025-2026	40%
Year 5: 2026-2027	45%

4. All graduates will demonstrate postsecondary readiness through the attainment of two Market Value Assets (MVAs) such as College Credit, Entrepreneurial Experiences, Industry-Recognized Credentials, Seal of Biliteracy, and Work Experience (internships, apprenticeships, and client projects).
5. At least 80 percent of teachers will report via survey they believe they are becoming more proficient in implementing Tier 1 core instruction and literacy strategies.

## **2. Supportive Governance**

- A. **Goal: The board of directors will engage in ongoing professional learning and self-evaluation in order to strengthen governance practices.**

#### Objectives:

1. The Board will identify its capabilities and capacity to sustain good governance practices over time using the following 6 Principles and Practices: Basic Organization, Effective Leadership, Aligning Quality Teaching and Supports, Creating a Culture for Learning, Continuous Communication and Using Data.

#### Action Steps:

1. Administer the Governance Profile survey to board members.
  2. The Board will plan a retreat and dedicate 30 minutes of each Board Meeting to:
    - a. Identify and discuss the standards and indicators of high performing boards
    - b. Review the Governance Profile survey results and develop a work plan to strengthen areas for improvement
  3. Participate in 24 online board training modules.
- 
2. Guadalupe Centers Charter Schools will have the fiscal capacity and autonomy to meet the goals outlined in the strategic plan.

#### Action Steps:

1. Develop the annual budget collaboratively with GCCS cabinet and school leadership that is aligned to the strategic plan.
2. Create a long-range growth, facilities, infrastructure, and financial [master plan](#) that is reviewed on an annual basis and revised as needed.
3. Develop a 5 year technology plan which includes adequate technology infrastructure, connectivity, personnel, current technologies, digital resources, and ongoing training for instructional staff to effectively support teaching and learning.
4. Create a comprehensive facility maintenance program to ensure a clean and safe environment for students and staff that is appropriate and exemplary for learning.

#### Annual Performance Metrics

1. Set an annual goal based on the Governance Profile Survey indicator scores for each of the 6 Principles and Practices.
2. At least 75 percent of staff will report via survey feeling the GCCS is making impactful investments in instructional materials, supplies, and resources.

### **3. Cohesive Organization**

- A. Goal: Guadalupe Centers Charter Schools are viewed as the best possible public school option for students, families, and educators.**

#### Objectives:

1. Cohesive student experiences are in place across GCCS where staff members and students work well together, strive to achieve school goals, and share strong community bonds around a common set of values, beliefs, traditions, routines, expectations, and interactions.

#### Action Steps:

1. Implement common practices, procedures, enrichment opportunities, and initiatives across GCCS to create a seamless transition and experience from PreK through High School.

2. Develop communication systems and processes to engage stakeholders in key decisions as appropriate.
  3. Solicit input from staff and other stakeholders on a regular basis to inform school-wide decisions.
  4. Provide opportunities for students, staff, and parents to take on leadership roles in different areas.
2. Guadalupe Centers Charter Schools places high value on family engagement and community collaboration.

Action Steps:

1. Create and maintain collaborative partnerships with postsecondary institutions, businesses, charitable organizations, non-profit organizations, and cultural organizations for the benefit of students, staff, and families.
  2. Provide links to parents and families with community-based organizations and social services agencies both internally through the Guadalupe Centers Inc. and externally with other organizations.
  3. Create structures and resources to promote family engagement, adult education, advocacy for their children's education, and feedback for school improvement.
  4. Implement processes and strategies to create a welcoming environment for all stakeholders.
3. Stakeholders are engaged in developing a system that meets the comprehensive needs of students, families, staff, and the community.

Action Steps:

1. Implement a multi-tiered system of support (MTSS) that addresses the academic, emotional, behavioral, social, and physical needs of each student.
  2. Create a supportive environment that engages and respects varying perspectives including the social-emotional needs of all stakeholders.
4. Evidence-based strategies, policies, and practices are adopted to attract and keep a diverse and quality educator workforce.

Action Steps:

1. Develop a staff recruitment and retention plan that includes competitive compensation, benefits, manageable work hours, and professional growth opportunities that is commensurate with or higher than surrounding charter and public schools.
2. Establish a comprehensive induction and mentoring programs for new teachers and administrators.
3. Create and implement Grow Your Own (GYO) and apprenticeship programs to identify promising teacher candidates.
4. Implement a consistent training experience for all GCCS staff to ensure they receive the same level and types of training over the years.

Annual Performance Metrics

1. At least 80 percent of retainable staff will choose to renew their contract from year to year.

2. At least 85 percent of students will continue their education within the GCCS from year to year.
3. At least 75 percent of students will report via survey they feel supported and have choice and input in their learning.
4. At least 75 percent of families will report via survey they feel the learning environment is supportive and reflective of the culture and values of its students and families.
5. At least 75 percent of families will report via survey feeling satisfied with services provided by Guadalupe Centers Inc. and other partner organizations.
6. At least 75 percent of staff will report via survey feeling supported in their professional growth through professional development, coaching and mentoring opportunities provided.

## **4000 PERSONNEL SERIES**

### **Staff Complaints And Grievances**

### **Policy 4800**

#### **Intent of the Policy**

The purpose of this policy is to provide a process for employees or applicants to reach solutions to problems, disputes, or controversies at the lowest administrative level, as fairly and as expeditiously as possible.

This policy also addresses employees or applicants who allege discrimination or harassment on the basis of age, gender, race, color, religion, national origin, disability, or any other basis expressly prohibited by law.

#### **Definitions**

“Complaint” - means any claim or grievance by an employee who is affected in his or her employment relationship by an alleged violation of applicable statutes, policies, rules, regulations, or written agreements with which the Board is required to comply. In accordance with this policy, a complaint may also be filed by a job applicant.

“Employee” - means any person hired by the Board to perform services either full or part-time.

“Days” - mean working days exclusive of Saturday, Sunday, or official holidays unless otherwise noted.

“Parties in Interest” - Any persons involved in the processing and investigation of the complaint.

“Complaint File” - A file maintained by the Superintendent or their designee containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

“Board” - The Board of Directors of GCCS.

“Notification” - Means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.

#### **Procedure for Notice, Hearing Rights, Evidence Representation, Decisions, and Record**

1. This complaint and grievance procedure is applicable to any claim by any employee or applicant for employment with GCCS who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements with which the school is required to comply.

2. Superintendent or their designee will ensure that a complaint is processed as expeditiously as is practicable. The initial complaint should be made in writing and should clearly state that the complainant wishes to utilize the Complaints and Grievances Policy, the nature of the complaint and specific statute, policy, rule, regulations, or written agreements that have allegedly been violated. The written request should be hand-delivered or received by GCCS via certified mail delivered to 5201 E. Truman Road, Kansas City, Missouri 64127.

3. The complainant and all parties in interest shall be adequately notified of the time and place of the initial meeting and any appeal of the initial decision in writing by hand delivered or certified mail.

4. The complainant and the individual(s) accused of the violation shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses.

5. The Board may appoint a member of the Missouri Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.

6. At each level, an accurate record of the proceeding must be kept by mechanical means and all evidence shall be preserved and made available to the parties involved; all cost and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the Board; provided however, the cost of transcribing the transcript of evidence and proceedings before the Board shall be borne by the party requesting same, and all costs of the records on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.

7. The overall time frame from the initiation of the complaint until rendition of the decision by the Board and notification thereof to the complainant shall not exceed thirty (30) days. In no instance shall there be more than ten (10) calendar days between the most recent alleged act about which a complaint may be filed and the first written notice of complaint is received nor shall there be more than ten (10) calendar days between the decision at any level and the date the appeal to the next level is received.

8. Decisions at each level shall be in writing and dated. Each decision shall contain findings of fact and reasons for the particular resolution reached. The decision reached at each complaint level shall be sent to the complainant by certified mail or hand

delivered by a person designated by the Superintendent within twenty (20) business days of the hearing.

8. The decision at each level shall be delivered to the complainant and the affected parties by a person designated by the Superintendent or their designee either by (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the complainant on file with the Board.

9. If the complainant is dissatisfied with the review of the supervisor's decision, they must forward an appeal to the Secretary of the Board within ten (10) working days. The appeal shall be in writing and include the reason(s) for the appeal. The Secretary of the Board will notify the Superintendent or their designee that a timely appeal has been received. A copy of all complaints involving appeal reviews will be forwarded to the GCCS General Counsel.

10. The complainant and the individual(s) alleged to be in violation are entitled to the presence of an individual of their choice to assist in the presentation of the complaint at the Board level. At the Board level nothing shall prevent the Board from having an attorney present to serve as the law officer who shall rule on issues of law and who shall not participate in the presentation of the case for the Superintendent or the complainant.

11. The Board, when hearing an appeal from the initial hearing, shall hear the complaint de novo. The complainant cannot present additional evidence at the Board level of the complaint process, unless it is determined by the Superintendent presiding over the complaint that such evidence is relevant to the issues presented at the initial hearing and such evidence was either not made available by the administration or not discoverable by the complainant or unless it is presented and received in writing to the person presiding over the complaint at least five (5) days prior to the set date for the Board hearing. A committee of the board will conduct the appeal proceeding within fifteen (15) working days and, within twenty (20) working days after the conclusion of the proceeding, will render a final decision.

12. The time limits specified in this complaint procedure will be observed and applied strictly and will not be extended without the prior written consent of the employee and the applicable level of supervision responsible for the review. If an employee fails to comply with any time limit, the complaint shall be deemed automatically withdrawn and the proceeding terminated.

### **Prohibited Reprisal Provision**

No reprisals of any kind shall be taken by the Board or by any member of the administration against any complainant as a result of participation in the complaint process.

January 2023[New]

## **Collection of Information**

Nothing in this policy shall be construed to limit any other fact finder or decision maker from using any equitable means available to establish the truth or the circumstances pertinent to the complaint, provided that the complainant shall have an opportunity to respond to any information considered by the decision maker in reaching a conclusion.



## **STUDENTS**

### **School Admissions**

### **Policy 2200**

#### **Admission of Residents**

GCCS shall enroll only students that reside in the Kansas City, Missouri Public School District or students eligible to attend under an urban voluntary transfer program or nonresident students who transfer from an unaccredited district subject to all other provisions of section 167.131. GCCS does not limit admission based on sex, race, color, national origin, religion, ethnicity, sexual orientation, disability, income level, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level.

#### **Pre-Admission Screening**

If capacity of the school is insufficient to enroll all students who submit an application during the open enrollment period established each year, GCCS will use a lottery admissions process in order to assure all applicants an equal chance of admission. Students will not be required to complete any test or measure in order to be admitted to GCCS. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

#### **Registration**

Registration can be completed through the common online portal application. All applications for GCCS must be received by the GCCS administrative on or before 5:00 p.m. on March 1<sup>st</sup>. In the event GCCS's administrative office is closed on March 1<sup>st</sup>, all applications received by 5:00 p.m. the next school day after March 1<sup>st</sup> will be accepted. All applications must be complete. Regardless of reason, failure to have a completed application package in the administrative offices of GCCS by the deadline may constitute a waiver of inclusion in the lottery for the following school year.

In order to complete the registration process, the educational records and all required supporting documentation (such as proof of residence, immunizations) must be received. Applications timely received but that are incomplete due to circumstances beyond the control of the applicant may be included in the lottery at the discretion of the Superintendent with a right of appeal to the Board.

Any applications not submitted by the deadline will be deemed to have waived participation in the lottery regardless of reason.

GCCS's admission procedures will be published annually.

A register of all complete applications received in a timely manner will be maintained in GCCS's office for review by applicants. Applicants are required to assure their application is registered prior to the deadline.

Priority for enrollment will be given in the following order in accordance with the approved charter petition:

1. Siblings of students currently enrolled on the date of the lottery;
2. Zip Code as determined in Section 2a below; and,
3. Children and grandchildren of Faculty and Staff if they live within the boundaries of the school system.

## **Lottery**

When more registrants than seats available in a class, grade level, or the school have been received, a public lottery shall be held.

The lottery process shall be published in advance and articulated prior to commencement of the lottery.

The lottery shall be observed and certified by a third-party individual.

## **Admission Preferences for Lottery**

1. If the capacity of GCCS is not met through pupils that reside within the defined geographic parameters of GCCS, GCCS gives preference for admission to applicants whose siblings attend GCCS's schools or whose parents are employed by GCCS.

## 2. Geographic Preferences

a. The Superintendent is authorized to establish an admission preference for the students who apply for enrollment from the following Zip Codes: 64106, 64108, 64123, 64124, 64125, 64126, 64127, 64128, and 64130.

b. To effectuate that preference, the Superintendent is instructed to direct that the lottery admission process provide a weighted component to give a preference in the admission process to students of families within the identified geographic areas.

c. This preference is not intended to create a racially or socioeconomically isolated school, but rather to encourage the continued support and sense of ownership of GCCS and its programming within the community served by Guadalupe Center.

### **Wait List**

Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have to complete the enrollment process or the opening will be offered to the next student on the waiting list.

It is the responsibility of the wait listed parent or guardian to provide updated contact information, including a phone number and address, and an email if possible. Wait list parents must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the wait list.

A GCCS designee shall contact the next person on the wait list if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone or by email.

Parents of a student on the wait list offered an opening will be given 72 hours to communicate a decision to accept the opening. If contact or a decision is not made within

this time frame, the next student on the wait list will be extended the offer.

## GENERAL ADMINISTRATION

### Student, Parent or Guardian Concerns and Grievances

Policy 1475

Students, parents and guardians have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students, parents and guardians shall be assured the opportunity for an orderly presentation and timely review of concerns and grievances.

GCCS encourages students, parents or guardians to first discuss concerns with the appropriate GCCS staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate GCCS staff and may require a student, parent or guardian to meet with or discuss an issue with GCCS staff prior to considering a concern or grievance and addressing a matter.

All GCCS employees are expected to answer questions, receive input and professionally address concerns and grievances of students, parents and guardians. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate GCCS employee.

The faculty and administration shall make an honest and forthright effort to resolve concerns and grievances as quickly as possible at the most immediate level of authority.

The levels of authority shall be as follows:

1. **Classroom related concerns** – teachers
2. **School related concerns** (including policies, procedures, administration, unresolved classroom related concerns, etc.) – Principal, the Director of Student Services or Superintendent or their designee
3. **Appeals** – the Board of Directors

Decisions rendered by the Board of Directors shall be considered final.

Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile or inappropriate.

## **Resolving Student Concerns and Grievances**

The following guidelines are established for the presentation of student concerns and grievances:

1. The Principal shall schedule a conference with the student and any staff members involved to attempt to resolve the concern. Parents or Guardians may be involved in the conference, or a later conference to include parents or guardians may be scheduled at the discretion of the principal.

2. If the concern or grievance is not resolved to the satisfaction of the student, a request may be submitted in writing for review by the Superintendent or their designee. Such a written request for review should identify the alleged violation of Board policy or school rule or the alleged unjust act, along with all facts the student would like the superintendent or their designee to consider. The superintendent may schedule a conference to meet with the student and staff to consider the concern and will inform participants of the action that will be taken.

3. If the student is not satisfied with the action of the Superintendent, they may submit a written request for review by the Board of Directors. The Board of Directors, at its discretion, may permit the student to present its concern to the Board of Directors. The decision of the Board of Directors shall be final.

## **Resolving Parent Concerns or Grievances**

The following guidelines are established for the presentation of parent and guardian concerns and grievances:

1. Concerns or grievances should first be addressed to the teacher or staff member directly involved.

2. If a satisfactory resolution has not been reached in step 1, the concerns or grievances shall be presented in writing or via email to the principal of the school. The principal will provide a written response to the individual raising the concern or grievance within ten business days of receiving the written concerns or grievance.

3. If a satisfactory resolution has not been reached in step 2, the concerns or grievances shall be presented in writing to the Superintendent. The Superintendent or their designee will provide a written response to the complainant within ten business days of receiving the concern or grievance.

4. If a satisfactory resolution has not been reached in step 3, the parent or guardian may request that the issue be put on the Board agenda. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board elects to permit the parent or guardian to present the concern or grievance to the Board, the secretary to the Board will inform the parent or guardian of the next scheduled meeting and that the Board will allow the parent or guardian to address the Board. Any decision of the Board is final. Otherwise, if the Board does not elect to allow the parent or guardian to present their concern or grievance to the Board, the Superintendent's decision on the issue is final.

### **Prohibition against Retaliation**

The Board strictly prohibits discrimination or retaliation against any student, parent or guardian for bringing a concern to the attention of the GCCS or participating in the grievance process. This prohibition extends to relatives and others associated with the person who brought the concern or grievance. The Board directs all GCCS employees to cooperate in investigations of concerns or grievances.

## **ORGANIZATION**

### **Legal Status**

### **Policy 0120**

GCCS operates under a charter from the Missouri Charter Public Schools Commission (MCPSC). The Charter serves as a contract between GCCS and its sponsoring institution.

The Charter includes the GCCS's mission statement, a description of the GCCS's organizational structure and bylaws, a financial plan, the policy for securing personnel services, the personnel qualifications, a professional development plan, a description of the grades and ages of its students, a calendar of operations and the criteria for measurement of the GCCS's effectiveness.

The GCCS's Charter also provides:

1. Educational goals and objectives
2. Description of the educational programs and curriculum
3. Terms of the Charter
4. Pupil performance standards
5. Governance plan
6. Policies on student discipline

The above referenced documents may be viewed at the office of the Superintendent during business hours.

The Board acknowledges that GCCS may be placed on probation by MCPSC at any time if GCCS fails to meet its statutory requirements or its commitments to GCCS's assurance. The purpose of the probationary period is to allow GCCS to change methodology, leadership, or other factors to bring GCCS in compliance with the law or the requirements of MCPSC.

The Board further acknowledges that the charter may be revoked by MCPSC if GCCS commits a serious breach of one or more provisions of its charter for:

1. Failing to meet academic performance standards
2. Failing to meet generally accepted standards of fiscal management
3. Failing to provide information necessary to confirm compliance with the procedure of this Charter within 45 days of request
4. Violating the law



## American Digital Security Summary

As a reminder, this new vendor relationship has been presented and discussed at previous finance committee and full board meetings. The previous contracts with Johnson Controls for Card Access, Intrusion alarm and Video services will expire in February.

We bid out these services. Due to the interdependency of the systems and synergy we selected American Digital Security (ADS) as our chosen provider for all 3 systems. Contracts are provided for your review.

Video: The single contract is to replace hardware and license the cameras. This is a onetime charge. No annual cost.

Cost \$122,657.44

Intrusion Alarm: The contracts (one per building) is to replace the existing hardware and monitoring the system. Annual costs are included in the 5-year contact.

Cost \$166,434.33

Card Access: This single contract is to replace hardware. No annual cost.

Cost \$122,657.44

Total Cost: \$411,749.21

Cost to extend the Johnson controls for the same 5-year period. \$ 622,010.00

This will be a savings of \$210,262



Division of The Kincaid Group

## Guadalupe Centers

### NVR Upgrade / Belleview MS

This proposal contains all details and relevant information regarding the scope of work, pricing and terms requested by Guadalupe Centers.

Rob Behrens

816-694-9803

[rob.behrens@americandigitalsecurity.com](mailto:rob.behrens@americandigitalsecurity.com)

TIPS Contract #200203

#### Family

Our foundational value, delivered through our commitment to caring about each person like they are a part of our family.

#### Safety

Our cornerstone commitment, safety is pursued in every aspect of our work through ongoing extensive training and attention to detail.

#### Service

Through transparency and integrity, we strive to provide service which exceeds expectations. In addition, we look to continually find ways to give our time, talent, and treasure in support of the communities in which we are located.

#### Respect

Simply put, as a company, we strive to follow the Golden Rule and treat every person the way we wish to be treated.

# AMERICAN DIGITAL SECURITY



Division of The Kincaid Group

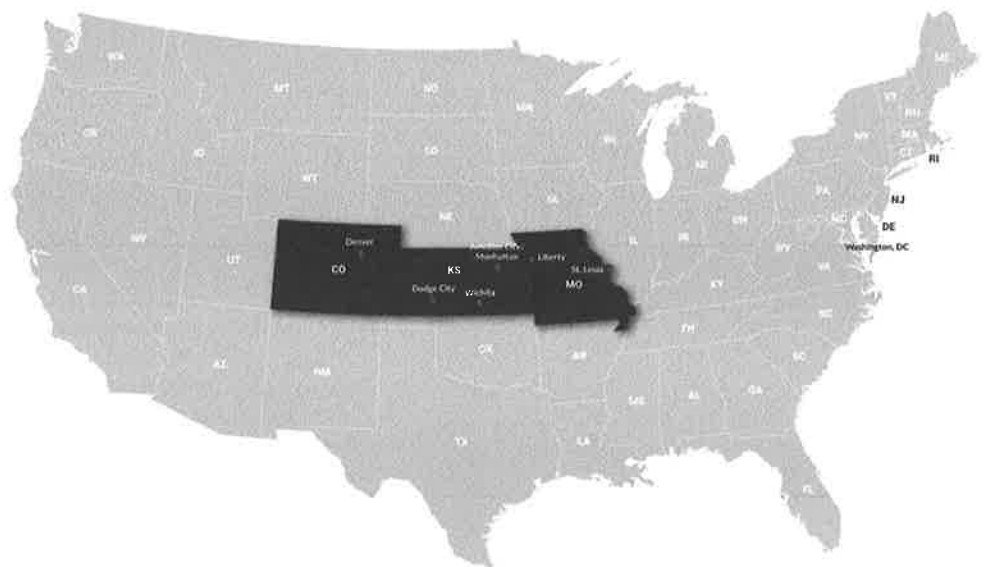


VIDEO SURVEILLANCE | ACCESS CONTROL | EMERGENCY NOTIFICATION | PANIC BUTTONS  
WEAPONS DETECTION | INTRUSION ALARMS | SYSTEM DESIGN | FIRE SERVICES

## Your Security Solutions Partner

American Digital Security (ADS) is a leading security systems company based throughout the Midwest, and adding offices through acquisition every year. We specialize in the planning, design, installation, service, and maintenance of your security needs. Our customers range from all types of educational facilities, commercial properties, and speciality facilities throughout the Midwest.

For the past 20 years, ADS has developed outstanding customer relationships through designing physical security solutions that unify access control, visitor management systems, audio/video intercoms, emergency notification systems, alarm systems, fire systems, and video surveillance systems.



**\$60 Million**

In projects since 2015. Over 25 principal institutions across six states doing over \$8 million with ADS.

**Over 600 Customers**

Have relied on ADS for their security solutions in the last five years.

**Over 2,000 Locations**

We are proud to announce that we have serviced over 2,000 locations since 2015.

# ABOUT US

American Digital Security's long list of big business clients agree:

ADS is a major player in the security industry. In business since 2002, ADS has grown from revenues of \$750,000 in its first year of operation to over \$21 million a year in 2021. ADS offers a state contract through The Interlocal Purchasing System (TIPS) for all 50 states.



We embrace a culture dedicated to our four core values: Family, Safety, Service, and Respect. Therefore, our business philosophy is built around trust, partnerships, and leveraging proven technologies that will provide you with the maximum value and reliability for years to come.

From award-winning video surveillance solutions to the latest intercom and access control systems, to advanced information management systems, we never lose sight that we are in the business of protecting people, not just property.



## End-To-End Professional Security Services

Our fully integrated approach will deliver the level of security and service that you require and deserve, no matter what your industry is.

### ON-SITE RISK ASSESSMENT

We offer a free on-site consultation by our certified security consultants to identify your specific needs and concerns.

### PLANNING & DESIGN

Our certified security consultants will develop the system architectural concept, determine an accurate estimate, and design a solution offering the highest level of security and efficiency—all while meeting your budget.

### QUALITY INSTALLATION

Our certified installation team will ensure a quality and unobtrusive installation, delivered on-time and on-budget without interruptions in your facilities.

### SUPPORT AND MAINTENANCE

We offer expert service, extended maintenance agreements, and around-the-clock on-call support to ensure your systems function properly.

20+

### Partners

We select only the highest quality products and partners to meet your needs.

# OUR SOLUTIONS

REST ASSURED, WE WILL HELP FIND THE BEST SOLUTION THAT FITS YOUR NEEDS



## Video Surveillance

Our latest and most advanced video management software is designed to revolutionize how operators interact with and gain situational awareness from their video security systems. Our easy-to-deploy video systems are highly scalable, efficient, and affordable—reducing the need for more cameras, saving you money.



## Access Control

Create safer, more secure spaces with complete access control with scalable cloud-based software and endless integration capabilities. It's as easy as unlocking doors from your smartphone. Built to scale for thousands of users across multiple locations, centralize security management with robust cloud-based software or on-site appliance, allowing seamless integrations.



## Intrusion Alarms

Gain around-the-clock protection, remote access and central station monitoring with our custom-tailored, state-of-the-art burglar alarm systems. Simple and practical alarm systems are one of the most effective ways to protect your assets.



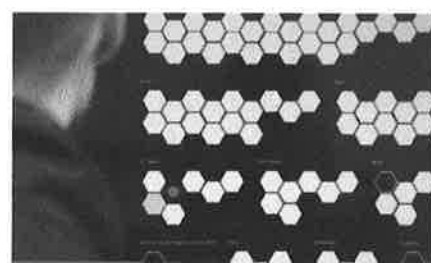
## Weapons Detection

Motorola Solutions Concealed Weapons Detection (CWD)\*, powered by Evolv Technology, helps to proactively keep people and assets safe by using advanced sensors and artificial intelligence to detect a wide range of concealed weapons and threats.



## Fire Detection Systems

Fire safety is a fundamental mandate for every enterprise, facility, campus and municipality. Fire safety begins with fire detection, and as a long time expert in all things safety, ADS is here to provide service, installation, testing & inspection of your fire detection system.



## Panic Buttons

At the start of a critical incident, the time it takes to communicate with the first-responders who are closest to the scene can make all the difference in the world. ADS can install the industry leading Centegix Crisis Alert and/or WAVE Plus Critical Incident Notification systems.





# Scope of Work

ADS to install an Avigilon NVR and ACC 7 Standard licenses

## ADS Responsibilities

- ADS Technician to remove the existing Exacq NVR at each School Building
- ADS will provide and install an Avigilon NVR4 Value Network Video Recorder and ACC7 Standard licenses
- ADS Technician to reuse existing cameras / install new cameras ( swap ) according to the spreadsheet for each individual Building
- ADS Technician to set IPS for each existing / new cameras to 10, program the same camera IP #
- ADS Technician to use the same NVR IP Address
- ADS Technician to program all Axis video intercoms ( only the Bldgs that have these ) into ACC and download ACC Client onto secretary's desktop PC demonstrating how to operate the Client software for video intercom

## Customer Responsibilities

- Customer to provide full access to the facility 8am-5pm.
- ADS will need the ability to move freely and quickly throughout the buildings.

**Guadalupe Centers**  
existing camera spreadsheet

Camera #	Brand	Existing Model	IP Address	Notes	Recommended Replacement	Network Video Recorder
1	Dahua	IPC-HDB4300C			4.0C-H5A-D1	NVR4-VAL-24TB-NA
2	Dahua	IPC-HDB4300C			4.0C-H5A-D1	
3	Dahua	IPC-HDB4300C			4.0C-H5A-D1	
4	Dahua	IPC-HDB4300C			4.0C-H5A-D1	
5	General	IP camera?		determine	4.0C-H5A-D1	
6	General	IP camera?		determine	4.0C-H5A-D1	
7	General	IP camera?		determine	4.0C-H5A-D1	
8	General	IP camera?		determine	4.0C-H5A-D1	
9	Illustra3	12MP Fisheye			Keep	
10	Illustra3	12MP Fisheye			Keep	
11	Illustra3	12MP Fisheye			Keep	
12	Illustra3	12MP Fisheye			Keep	
13	Illustra3	12MP Fisheye			Keep	
14	Illustra3	12MP Fisheye			Keep	
15	Illustra3	12MP Fisheye			Keep	
16	Illustra3	12MP Fisheye			Keep	
17	Illustra3	12MP Fisheye			Keep	
18	Illustra3	12MP Fisheye			Keep	
19	Illustra3	12MP Fisheye			Keep	
20	Illustra3	12MP Fisheye			Keep	
21	Illustra3	12MP Fisheye			Keep	
22	Illustra3	12MP Fisheye			Keep	
23	Illustra3	12MP Fisheye			Keep	
24	Illustra3	12MP Fisheye			Keep	

**Belleview Middle School**  
Est 3893



Division of The Kincaid Group

American Digital Security  
140 Westwoods Dr.  
Liberty MO 64068  
United States

# Estimate

#EST0003893

10/24/2022

**Bill To**

Administration Guadalupe  
Centers  
1015 Cesar Chavez  
Kansas City MO 64108  
United States

**Ship To**

Belleview Middle School  
2640 Belleview Street  
Kansas City MO 64108  
United States

**TOTAL**

## \$21,745.47

Expires: 12/08/2022

Terms	Expires	PO #	Sales Rep	Title	Memo
Due on receipt	12/08/2022		Rob E Behrens	NVR Upgrade	

Quantity	Item	Options	Rate	Amount
1	<b>NVR4-VAL-24TB-NA</b> NVR4 Value 24TB; 1U Rack Mount; Windows 10; NA		\$8,788.72	\$8,788.72
24	<b>ACC7-STD</b> ACC 7 Standard camera channel		\$146.59	\$3,518.16
8	<b>4.0C-H5A-D1</b> 4.0 MP WDR; LightCatcher; Day/Night; Indoor Dome; 3.3-9mm f/1.3 P-iris lens; Next-Generation Analytics		\$904.83	\$7,238.64
2	<b>Project Engineering</b>		\$125.00	\$250.00
2	<b>ADSPROJECTMANAGEMENT</b>		\$125.00	\$250.00
12	<b>ADSLABOR</b> Installation		\$125.00	\$1,500.00
1	<b>Hardware50</b>		\$50.00	\$50.00
1	<b>Shipping and Handling Charge</b>		\$149.95	\$149.95

<b>Subtotal</b>	\$21,745.47
<b>Tax Total (\$)</b>	\$0.00
<b>Total</b>	\$21,745.47



EST0003893





## Terms

Projects less than \$75,000.00 will be billed upon substantial completion of the project.

Projects greater than \$75,000.00 will follow the below billing schedule.

ADS will bill in stages, and Customer will receive invoices as outlined below:

- First Invoice will include the initial 30% of the Purchase Order (PO) amount. This invoice will be sent when ADS receives Customer PO.
- Final Invoice will include the remaining 70% of the PO amount as well as all applicable tax and freight charges and any monetary adjustments related to changes to the PO previously approved by ADS and Customer. This invoice will be sent upon substantial completion of the project.

The foregoing billing terms do not apply to ADS provided monthly-recurring managed services, which will be invoiced monthly.

I have the authority to order the above work and do so as outlined above. It is agreed that American Digital Security LLC (ADS) will remain title to any equipment or material furnished until final payment is made, and if settlement is not made as agreed, ADS shall have the right to remove same and ADS will be held harmless for any damages resulting from removal thereof. Quote is valid for 45 days from date above.

Buyer agrees not to tamper with, remove, or otherwise interfere with the system. The equipment shall remain in the same location as installed and Buyer agrees to bear the cost of repairs, replacement, relocation, or additions to the system made necessary because of any painting, alteration, remodeling, or damage. Ordinary wear and tear repair or replacement shall be serviced by ADS without additional charge in accordance with the warranty. Batteries, obsolete components, vandalism, critters, rodents, pests, and components exceeding manufacturers useful life are not included in service or warranty and will be repaired or replaced at Buyer's expense.

ADS is authorized to make preparations such as drilling holes, driving nails, making attachments or doing any other thing necessary in ADS's sole discretion for the installation and service of the system, and ADS shall not be responsible for any condition created thereby as a result of such installation, service, or installation of the system. ADS shall not be responsible for the condition of the premises upon removal of the system and Buyer represents that the owner of the premises, if other than the Buyer, authorizes the installation of the system under the terms of this agreement.



ADS is not responsible for lawn/landscape repair if damage occurs while working on site and traveling to and from work areas with lifts. Any preparedness in gym for lift work must be discussed prior to work starting. ADS will charge accordingly for any necessary plywood or protective covering required to be laid down to protect flooring. ADS is not responsible for lift or any equipment rental required to service equipment after initial installation is complete.

Surveillance equipment is attached to a Network Video Recorder computer and Buyer shall not use the computer for any other purpose or load any software without prior approval by ADS. ADS shall be permitted to access and make changes to the system's operation on site and over the internet. ADS shall have no liability for data corruption or inability to retrieve data even if caused by ADS's negligence. Buyer's data shall be maintained confidential and shall be retrieved and released only to Buyer or upon Buyer's authorization or by legal process. Internet access is not provided by ADS and ADS has no responsibility for such access or IP address service. ADS shall have no liability for unauthorized access to the system through the internet or other communication networks or data corruption or loss for any reason whatsoever.

In the event of any delays and/or errors resulting from your failure to perform work as agreed, you understand that ADS will not be responsible for any such delays and you agree to pay ADS for any extra work that must be performed beyond the scope of the original agreement as a result of those delays/errors. This includes waiting for site personnel for access to locked areas in facilities.

The Customer's failure to make payment when due is a material breach of this agreement. The Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law.

The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as deemed in the scope of work above. If the actual number of devices installed or services to be performed is greater than that set forth in the scope of work, the price will be increased accordingly. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state, and local sales and excise taxes, however designated, levied, or based on the service charges pursuant to this agreement.

Any reference to "monitoring services" of any kind in this agreement is included for pricing purposes only. Monitoring services are performed pursuant to the terms and conditions of Company's standard monitoring agreement.

The Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the scope of work.



Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, watchman, and crane and elevator service and necessary permits. Customer shall further supply required schematics and drawings unless they are to be supplied by Company in accordance with this agreement; provide a safe work environment, provide Company access to any systems to be serviced; and comply with all laws, codes, and regulations pertaining to the equipment and/or service provided under this agreement.

Customer shall be responsible to coordinate the work of other trades and for additional costs incurred by Company arising out of interference's to Company's work caused by other trades.

Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect performance of the covered system.

Customer shall not, directly, or indirectly, on its own behalf of any other person, business corporation or entity, solicit or employ any company employee or subcontractor, or induce company employee or subcontractor to leave his or her employment with the company, for a period of two years after the finalization of this agreement.

## Warranty

### 5 year warranty on manufacturer equipment

ADS cooperates with a range of industry partners to complete your physical security system. These components are subject to the respective product manufacturer's warranties and their associated terms and conditions. ADS does not separately provide a warranty in respect of these products. For further information, please see the appropriate product documentation or visit the specific product manufacturer's website for details.

**Equipment.** All equipment furnished by ADS comes with each manufacturer's standard warranty, licenses and indemnities only. ADS will provide to Customer third party information detailing any license, warranty and indemnity right it receives from any third party provider of such Equipment upon request and will reasonably cooperate with Customer in enforcing such rights. Manufacturer warranty periods start the date equipment is shipped from the manufacturer, not the date of installation unless shipment and installation dates are the same. ADS' prior approval is required to return any Equipment, except for Equipment erroneously ordered by ADS. If the manufacturer authorizes an Equipment return request and agrees to credit ADS for the cost paid by ADS for such Equipment, ADS will accept Equipment for return (a) subject to a 15% restocking fee and (b) return freight charges, each of which will be invoiced to and paid by Customer unless otherwise specified in the authorization to return the Equipment. All Equipment returns are subject to ADS' inspection and acceptance.

**Services.** ADS warrants the work against defective workmanship for a period of 1 year, from the above stated job completion date. This warranty is extended to the owner named above and is not transferable. If a defect covered by this limited warranty occurs, ADS will repair or replace the defective workmanship, materials, or equipment at no charge to the Owner. To obtain service under this limited warranty please call ADS technical support at 888.833.4237. This limited warranty covers and includes any special terms specified in the plans, specifications and contract documents for this project. This limited warranty does not include: (1) Items that have been subjected to accident, misuse and abuse including damage resulting from lack of Owner maintenance or damage from ordinary wear and tear; (2) Items that have been modified, damaged, altered or worked on by anyone other than ADS; (3) Items furnished by the Owner for installation. NOTICE TO OWNER: Under no circumstances shall ADS be liable for injury to any person or damage to any property whatsoever by virtue of this warranty or otherwise. Under no circumstances shall ADS be liable for any incidental, secondary, indirect, consequential, special or other damages of any nature arising out of the use of or inability to use as a result of a defect in the work performed or the materials and/or equipment installed by ADS This limited warranty gives you specific legal rights, and you may also have other rights which vary from state to state.



Division of The Kincaid Group



# Agreement

3893

Thank you for your business Alan! We are excited to be working with you and would like to thank you for choosing ADS as your security solutions provider!

By signing below, Guadalupe Centers agrees to accept this proposal and enter into a contractual agreement with American Digital Security beginning on the date of signing.

**American Digital Security**

**Guadalupe Centers**

10 / 24 / 2022

Rob Behrens

Alan Olson

# Signature Certificate

Reference number: GTDKS-TPPQA-MMO6Z-A5H3X

Signer	Timestamp	Signature
<b>Rob Behrens</b> Email: rob@securitybyads.com		
Sent:	25 Oct 2022 19:37:16 UTC	
Signed:	25 Oct 2022 19:37:16 UTC	

IP address: 136.37.134.76  
Location: Overland Park, United States

Document completed by all parties on:  
25 Oct 2022 19:37:16 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 30,000+ companies worldwide.





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## **Guadalupe Centers**

### **DMP Intrusion Detection System**

This proposal contains all details and relevant information regarding the scope of work, pricing and terms requested by Guadalupe Centers.

Rob Behrens

816-694-9803

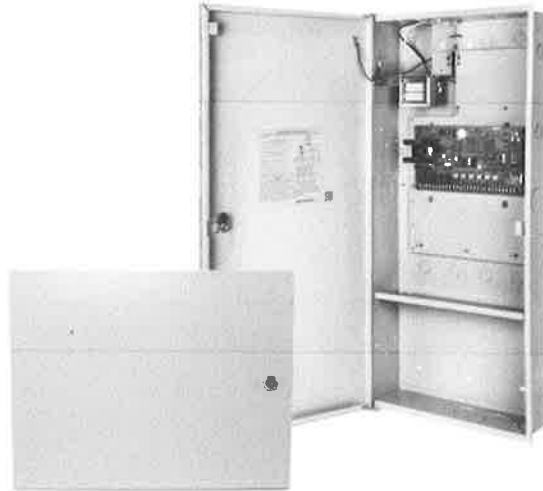
[rob.behrens@americandigitalsecurity.com](mailto:rob.behrens@americandigitalsecurity.com)

79574

TIPS Contract #200203



## XR550 Control Panel



### FEATURES

- ▶ Onboard dialer
- ▶ Onboard 10/100 network communication
- ▶ Plug-in cellular communicators allow for Virtual Keypad™ and monitoring center connection
- ▶ Flash updatable — locally or remotely over cell or network
- ▶ Adaptive Technology™ — cost-effective supervised cellular backup
- ▶ Up to 500 1100 Series™ wireless or wired LX Bus™ zones
- ▶ Up to 99 schedules for areas, doors, outputs, Z-Wave Favorites and profiles

- ▶ Select Area, All/Perimeter or Home/Sleep/Away operation
- ▶ 32-individual reporting areas with common areas
- ▶ Up to 96 supervised door access points and/or keypads
- ▶ Up to 16 supervised keypads, seven of which can be wireless
- ▶ 32-character names available for user, zone, area, profiles and group names
- ▶ Up to four profiles per user
- ▶ Fully supervised network, cellular and Wi-Fi communication
- ▶ Communications Diagnostics check network and cellular communication status from the keypad
- ▶ Eight communication paths between the panel and monitoring center
- ▶ Flexible system arming features with Instant Arming option
- ▶ Lockdown operation from keypad or mobile app
- ▶ Up to 562 two-wire smoke detector or fire-initiating zones
- ▶ 10,000 user codes with 99 profiles and temporary codes
- ▶ 506 outputs
- ▶ 12,000 event buffer
- ▶ Built-in phone line monitor
- ▶ French, Spanish and English menus available
- ▶ Custom Actions
- ▶ 1.5 Amp 12 VDC smoke and auxiliary output with OVC protection
- ▶ EASYconnect™ connection for Virtual Keypad™ when used with a network connection

#### XR550 Bank Features

- ▶ UL Bank, Safe and Vault
- ▶ Card Plus Pin
- ▶ User inactivity audit
- ▶ Dual Authority
- ▶ Panic Button Test
- ▶ Early Morning Ambush

#### XR550E Encryption Features

- ▶ 128- or 256-bit AES encryption
- ▶ NIST Certified
- ▶ Meets ICPG 705
- ▶ IPV6 Support





## FLEXIBLE COMMUNICATION

The XR550 has transitioned from dialer-focused communications to a true network, cellular and Wi-Fi communications approach by providing stronger, multi-layered panel communications that ensure a constant link between the panel and monitoring center.

The unique DMP Serial 3 format supports 32-character user, zone and area names to decrease the monitoring center response time and limit dependence on automation literal tables for message interpretation. Contact ID dialer format is also supported.

## NETWORK OR CELLULAR COMMUNICATION

Built-in 10/100 auto-sensing Ethernet connection enhances both standard and encrypted line security options. Both UDP and TCP are supported. The network option can be used as the primary or backup path to the digital dialer or cellular option.

The 263 Series cellular communicators can be used as the primary path, providing installation flexibility where no landlines are available. They can be used as a stand-alone communicator without the need for a backup. When used as the backup path, the 263 Series™ communicators provide the security of a communication link that continues to function, even when landlines are cut or compromised. This interface works over a variety of carriers in the USA and Canada.

## ADAPTIVE TECHNOLOGY

If a current primary communication path becomes unavailable, Adaptive Technology directs the panel to make a seamless transition from one communication path to another, ensuring that no check-in or supervision messages are missed. This allows a system to be fully supervised when the primary communication path is unavailable, while minimizing expensive cell traffic when all paths are good. The panel is constantly checking the failed path to enable the panel to revert back to the primary path when communication is restored.

## EASYconnect TECHNOLOGY

EASYconnect enables the control panel to establish an outbound connection to SecureCom Wireless™ over the network. This allows for an effortless installation of network panels, without any customer router programming, providing extremely quick app connection times.

## ZONE AUDIT DAYS

This is a valuable auditing tool to determine whether a zone or device has not been tripped within a certain number of days. Whether the system is armed or disarmed, up to 365 days can elapse without the zone being tripped. Each time the zone is tripped, the counter restarts. After the countdown expires, a fault message is sent and the timer begins the countdown again as per the programmed days.

## USER INACTIVITY

The Zone Activity Hours provides notification of user codes or credentials not used over a programmable period of time; for example, employees or service providers who haven't used their PIN code or access credentials during a defined period of time. This notification promotes the purging of user and access rights as a result of employee termination or service provider changes. This option is found in System Options Programming.

## EIGHT COMMUNICATIONS PATHS

Create, configure and manage up to eight communication paths between the panel and monitoring center. Each path has its own panel communication programming parameters and can be identified as either primary or backup. This enables installers to configure a reliable communication link, offering greater confidence that the panel will always be connected to the monitoring center.

## COMMUNICATION FUNCTION DIAGNOSTICS

The enhanced diagnostic menu enables technicians to check network and cellular communication status and cell signal strength from the keypad.

## MOBILE PLATFORMS

DMP mobile platforms provide you with the tools you need to build strong connections with your customers. The Virtual Keypad app puts a keypad on users' smartphone and other Android and iOS devices.

## ACCESS CONTROL BURGLARY INTEGRATION

The XR550 is an integrated burglary, fire and access control system that can be configured for users to gain access and disarm the area using a single card read.

## FALSE ALARM FEATURES

Providing a way to reduce false alarms, both Cancel/Verify™ and the False Alarm Question prompt users to validate whether an alarm has occurred after entering their codes. In a Home/Sleep/Away or All/Perimeter system, the user can either press Cancel/Verify or Yes/No to confirm alarm status and send it to the monitoring center.

## DMP WIRELESS

DMP 1100 Series wireless communication employs 900 MHz frequency-hopping spread-spectrum to ensure clear and accurate signal transmissions without interference in practically any environment. Receivers are alerted of transmitters that go missing with two-way communication. Each wireless transmitter communicates with the receiver using supervision messages.

## WIRELESS ONE-BUTTON KEYFOB WITH PROX

The 1144-P is a portable panic button fob, programmable to function in multiple locations with alerts for lost fobs, late to test and low battery power.

## WIRELESS ENCRYPTION

DMP's 1100 Series E models are for customers who want to add the hardest layer of security. In addition to 900 MHz frequency-hopping spread spectrum supervised communication, these models also offer full support for 128-bit AES (Advanced Encryption Standard) over the air. For added security, DMP 1100 Series encrypted devices also allow you to enter your own passphrase for unique key generation, providing full encryption end to end.

The encryption models are offered separately from existing 1100 Series devices. For the highest level of encryption, it is recommended that all devices on the system be E models, although each of the products are fully backward compatible with systems that do not support encryption, so they can be added to existing systems or operate as a stand-alone system.

## LOCKDOWN

For emergency situations, a Lockdown command can be issued from the keypad menu or via remote command to lock all doors designated as public.

## AREAS

Program up to 32 areas with a variety of options, including independent arming. Each area has a unique name and may have its own account number.

Common areas automatically arm when the last independent area is armed; likewise, they disarm when the first independent area is disarmed. This is ideal for lobbies or areas where users need common access to specific areas only.

## TEMPORARY CODES

Temporary codes are user codes that can be entered with a finite date and specific time to expire.

## ZONE EXPANSION

The XR550 provides up to 574 zones, programmable for burglary, fire and access applications.

- ▶ 10 Onboard Zones
- ▶ 16 Keypads = 64 Zones
- ▶ Five Built-in LX Bus (100 zones per LX)

## ONE-MAN WALK TEST

A special code is also available for installers to test the system. The One-Man Walk Test allows a single technician to check the panel response to burglary, fire, panic and supervisory zones.

## OUTPUTS

The XR550 provides up to 506 outputs that can be activated by zone or system events, by schedule, through the User Menu or when a card is presented. Output Groups allow multiple outputs to activate with a single event and/or can be assigned to a particular user profile.

## FLEXIBILITY IN SCHEDULES

Enhanced scheduling for areas, doors, outputs and holiday schedules offer flexibility for your customers. Ninety-nine programmable schedules are available and can be assigned to an area, door or output. The same schedule may be assigned to more than one area, door or output, making them reusable. A List key facilitates browsing through the list of stored names on the keypad.

- ▶ Up to 8 schedules per profile
- ▶ Up to 16 schedules per door
- ▶ Up to 8 schedules per area
- ▶ Up to 8 schedules per output
- ▶ Up to 40 holiday dates

## ENCRYPTION

The XR550 provides encrypted data transmission to the monitoring center and is ideal for secure environments where encrypted data is required. Using 128- or 256-bit AES ensures secure data transmission by using a unique alphanumeric passphrase.

## REAL-TIME STATUS ENHANCES THIRD-PARTY INTEGRATION

Alarm systems are increasingly being integrated with environmental control and home automation systems. With real-time status information from zones, doors and other outputs, XR550 Series™ panels are readily integrated with these third-party control and automation systems. See [DMP.com/Integration\\_Partners](http://DMP.com/Integration_Partners).

## Z-WAVE SUPPORT

Add up to 140 Z-Wave devices with the 738Zplus module for mobile control of lights, locks and thermostats. Up to 20 Favorites allow users to program multiple devices to respond to a single command or panel events like arming and disarming. Z-Wave devices can be controlled with the 7800/9800 Series™ Graphic Touchscreen Keypad and Virtual Keypad.

## CUSTOM ACTIONS

In addition to controlling lights, locks and thermostats, users can also take advantage of several customizable actions that can be programmed into the panel. Users can select a combined sequence of actions, all based on specific Favorites, lights and locks to activate or deactivate Z-Wave devices, Favorites or outputs during specific times and days or specific zone trips.

## 96 ACCESS CONTROL DOORS

Any access control reader with an OSDP or Wiegand output can be connected to the XR550 Series panel.

The XR550 system can restrict access by schedule, arming level or other criteria. The specific reason for access denial can be displayed on the keypad, stored in events, sent to the monitoring center and DMP Advanced Reporting. Anti-passback feature is also available.

## COMMERCIAL FIRE

The DMP XR550 is also approved for commercial fire applications. Integrate intrusion, access and fire into a single application or use the XR550FC as a stand-alone commercial fire alarm control panel. See LT-1317 for more information.

## SUPPORT FOR WIRELESS DOOR CONTROL

The 1134 Wireless Access Control Module allows customers to take advantage of the panel's access control capabilities in hard-to-wire locations, such as a gate or warehouse entrance. This eliminates the need for costly wire runs or trenching and provides the ease and flexibility to add access control in nearly any environment. In addition to Wiegand readers, 1134 modules support OSDP readers, making them among the most secure access control modules available. For customers who want to add an even hardened layer of security, all DMP's 1100 Series E models include DMP wireless devices and receivers offer full support of 128-bit encryption capabilities.

## PROGRAMMABLE EOL OPTIONS

You have the flexibility to change the EOL Value from 1k to 2.2k for panel zones 1 - 9. This is easily configured in System Options and allows you to use an XT panel to take over systems with 2.2k without having to pull contacts and change the EOL resistors. While saving you time, it also reduces the cost of takeovers.

## 1100T WIRELESS TRANSLATOR

The 1100T is the industry's only wireless translator listed and approved for life safety. Plus, it makes it easy to take over DSC, Interlogix, Honeywell 5800 and 2 GIG Series systems, all without replacing existing transmitters and sensors. To accommodate the maximum number of supported sensors on the XR550, one 1100T can learn in 99 zones. It communicates to a DMP panel using the panel's built-in wireless receiver. This eliminates wiring and allows you to place the translator anywhere regardless of where the control panel is. With this one device, you can upgrade customers' systems to DMP quality, with software management tools, as well as online and app convenience and functionality without increasing installation costs.

## COMPATIBILITY REFERENCE SHEET

**Keypads**

630F	LCD Remote Fire Command
7000	Series Thinline Keypads
7000A	Series Aqualite Keypads
7463	Network Thinline LCD Keypad
7800	Graphic Touchscreen Keypads
9060	Wireless Keypad
9063	Wireless Keypad w/ Prox Reader
9800	Wireless Touchscreen Keypads

**Expansion Modules**

708	Bus Extender
710	Bus Splitter/Repeater
711	Single Zone Expansion
711S	Zone Expansion Module
712-8	Eight-Zone Expansion
714	Four-Zone Class B Expansion
714-8	Eight-Zone Class B Expansion
714-16	16-Zone Class B Expansion
715	Four-Zone Two-Wire Smoke Expansion
715-8	Eight-Zone Two-Wire Smoke Expansion
715-16	16-Zone Two-Wire Smoke Expansion
716	Output Expansion, four Form C relays, four open collector Outputs
736P	Radionics Interface
738A	Ademco Interface Module
738I	ITI Interface Module

**Cellular Communicators**

263EXT	Cellular Extension Module
263LTE-V/381-2	LTE Communicator for Verizon
263LTE-A/381-2	LTE Communicator for AT&T

**Auxiliary Modules**

860	Relay Output Module
865	Style W/X Notification Circuit Module
866	Style W Notification Circuit Module
867	LX-Bus Notification Circuit Module
869	Style D Initiating Module
893A	Dual Phone Line Module

**Power Supplies**

505-12/LX	5 Amps at 12 VDC
505-12L	5 Amps at 12 VDC
505-12A	5 Amps at 12 VDC

**Smoke/Heat Detectors**

2W-BLX	Conventional Smoke
2WT-BLX	Conventional Smoke/Heat

**Intrusion Devices**

Virtually any other standard intrusion detectors

**Access Control**

352M-G	Extra Large Enclosure with Mounting Plate
352PM-G	Extra Large Enclosure with Transformers and Mounting Plate
734	Access Control Module
734N	Network Access Control Module
734N-POE	Network Access Control Module
1134	Wireless Access Control Module
OP-08CB	REX Motion Detector
	Proximity Readers and Credentials
	DMP ProxPatch™

**Monitoring Center Receivers**

SCS-1R	Security Control Receiver
SCS-10S	Single-Line DMP Serial 3 Receiver compatible with receivers that accept Standard CID, DD or DMP Serial 3 messaging (Virtual Receiver)
SCS-VR	Software-only solution that runs on a server for network IP and cellular communications

**DMP Wireless**

1100X	Receiver
1100XH	High-Power Receiver
1100R	Repeater
1100T	Translator
1101	Universal Transmitter, Internal and External Contacts
1102	Universal Transmitter, External Contact
1103	Universal Transmitter, Internal and External Contact
1106	Universal Transmitter, Internal and External Contact
1107	Micro Window Transmitter
1108	Doorbell Module
1114	Four-zone Expander
1115	Temperature Sensor and Flood Detector
1116	Relay Output
1117	LED Annunciator
1118	Remote Indicator Light
1119	Door Sounder
1122	PIR
1126R	360 Ceiling Mount PIR
1127C	Wall Mount Curtain PIR
1127W	Wall Mount Wide Angle PIR
1128	Glassbreak Detector
1131	Recessed Contact

1134	Wiegand Interface Module
1135	Siren, 100 dB
1136	Remote Chime
1137	LED Emergency Light
1139	Bill Trap
1141	Wall Button
1142	Two-Button Hold-up Transmitter
1142BC	Two-Button Belt Clip Hold-up Transmitter
1144-1	One-Button Key Fob
1144-2	Two-Button Key Fob
1144-4	Four-Button Key Fob
1144-2P	Two-Button Key Fob
1144-1P	One-Button Key Fob
1144-D	Dual-Button Key Fob
1148	Personal Pendant
1154	Four-Zone Input Module
1158	Eight-Zone Input Module
1164	Smoke Detector with Synchronized Sounder
1164NS-W	Smoke Detector with No Sounder
1166	Smoke Ring
1168	Smoke/CO/Low Temp Detector
1183-135F	Heat Detector (Fixed)
1183-135R	Heat Detector (Rate of Rise)
1184	Carbon Monoxide Detector

**Accessories**

270	Network Transient Suppressor
277	Trouble Annunciator
300	Four-wire Harness
303	Silence/Reset Push-Button
305	Plug-in Output Relay
306	Tamper Harness
307-S	Screw-on Tamper Switch
3012	Clip-on Tamper Switch
335	Intrusion Siren
370	Lightning Suppressor
374	Surge Voltage Suppressor
431	Output Harness
738Z+	Z-Wave Interface Module
861	Power Distribution Module

**Dealer Management**

Dealer Admin™  
Remote Link™ Programming Software

**End User Management**

Virtual Keypad  
VirtualKeypad.com  
Entré™ Access Control Software

**System Specifications****Primary Power (Included):**

16.5 VAC 50 VA transformer

**Secondary Power:**

12 VDC Battery

Models: 364, 365, 366, 368 or 369

**Output Rating:**

Bell & Smoke Aux Share 2.0 Amps at 12 VDC  
(56 VA & 100 VA Transformer options available for up to 3.0 Amps @ 12 VDC)

**Current Draw:**

174 mA

**Enclosures:**

Material	Cold-rolled steel
Model 350 (Gray or Red)	17.5" W × 13.5" H × 3.5" D
Model 350A (Gray)	17.5" W × 13.5" H × 3.75" D
Model 352X (Gray)	14.5" W × 32" H × 4" D
Model 341 (Gray)	12.75" W × 6.55" H × 3.15" D

**Certifications**

New York FDNY

FCC Part 68

FCC Part 15

Underwriters Laboratories (UL) Listed

UL Bank, Safe, and Vault

UL Commercial Fire

UL Standard Line Security

UL Encrypted Line Security

NIST Validated Certificate #2350 and #2595

Underwriters Laboratories Canada (ULC) Listed

California State Fire Marshal (CSFM)

For additional information,  
go to [DMP.com/Compliance](http://DMP.com/Compliance).

800-641-4282 | [DMP.com](http://DMP.com)

2500 N. Partnership Blvd, Springfield, MO 65803

Designed, engineered and manufactured in

Springfield, MO using U.S. & global components

**LIMITED WARRANTY:** DMP warrants that the products manufactured by DMP and described herein shall be free from defects of manufacture, labeling, and packaging for a period of three (3) years from the invoice date to the original Buyer, provided that representative samples of the defective products are returned to DMP for inspection...To read the full DMP Limited Warranty, go to [DMP.com/Warranty](http://DMP.com/Warranty) or check the DMP Price List or Catalog.

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Division of The Kincaid Group

Guadalupe Centers  
DMP Intrusion Detection System

# **BUDGETARY NUMBER FOR DMP TAKEOVER**

## **Scope of Work**

### **ADS Responsibilities**

- ADS Technician to install a DMP XR550 panel to replace the Honeywell Intrusion panel that will be removed by Johnson Controls in all 14 Guadalupe Centers Buildings located in each MDF closet
- ADS Technician to install the DMP panels in the same location using the existing cabling and all existing motion sensor and door contact devices. Each panel has less than 16 existing zones
- ADS Technician to connect the network connection as the Main comm, installing a cell comm as a backup
- ADS Technician to install a new battery backup in each panel
- ADS Technician to install a new DMP keypad at each of the 14 buildings ( 2 @ HS & MS's )
- ADS Technician to program all zones in each building using the zone list provided by Guadalupe Centers
- ADS Technician to program all users / passcodes provided by Guadalupe Centers
- ADS Technician to install an Innovonics receiver to be installed at the Facility Building as this site has wireless motion sensors

ADS will NOT warranty any existing cabling or existing alarm pieces of hardware. ADS will provide service / product replacement for any failure of any device outside this scope of work on a separate Proposal.

When this Budgetary Proposal is approved, ADS Security Consultant Rob Behrens will visit each site to confirm existing hardware / need hardware and will revise this proposal

### **Customer Responsibilities**

- Provide IP address for new DMP Burg panels
- Provide an export list of all users names and passcodes in each building in an excel format from the existing Honeywell Alarm system
- Provide access to each building's MDF closet



Division of The Kincaid Group

**Guadalupe Centers**  
DMP Intrusion Detection System

**INTEGRATING  
SECURITY & TECHNOLOGY**



Division of The Kincaid Group

**140 WESTWOODS DRIVE LIBERTY MO 64068**  
**816.415.4237**  
**CONTACT@SECURITYBYADS.COM**



Division of The Kincaid Group

140 Westwoods Dr. Liberty, MO 64068  
816.415.4237

REMIT PAYMENT TO:  
American Digital Security  
P.O. Box 171705  
Kansas City, KS 66117

# QUOTE

Number	79580-0
Quote Date	04/25/2022
Terms	DUE ON RECEIPT
Page	0001

Bill to: Guadalupe Centers  
5301 E Truman Rd  
Kansas City, MO 64127

Project Address: Guadalupe Centers  
5301 E Truman Rd  
Kansas City, MO 64127

Phone: (816) 949-9010

Phone: (816) 949-9010

Cust Code		Ordered By		Salesman		Customer PO	
5664		Alan Olson		Rob Behrens			
FOB				Project Description			
				DMP INTRUSION DETECTION SYSTEM			
Line	Qty	U/M	Item #	Description	U/M	Price	Extension
0001	14	EA	XR550DNL-G	XR550 Dialer Network, Large Gray Enclosure	EA	607.94	8,511.16
0002	16	EA	7060-W	Thinline LCD Keypad White, 32 Character Alpha-Numeric, Green Backlit Keyboard	EA	108.68	1,738.88
0003	1	EA	EN4232MR	3 x 2-Button Panics, Keys w/ Shortcut Text,	EA	454.41	454.41
0004	14	EA	263LTE-V/381-2	32 Zone Receiver Multi-Condition Inovonics Receiver w/ Relay Outputs	EA	194.56	2,723.84
0005	14	EA	DURA12-7F	LTE Cellular Communicator w/381-2 Cable, Provides Wireless Communication for XT & XR Panels to SCS-1R or -VR Receiver, Use w/XT & XR Panels	EA	23.90	334.60
0006	1	EA	HARDWARE295	12 Volt 7 Ah Sealed Battery MAINTENANCE-FREE RECHARGEABLE NON-SPILLABLE 12V 7Ah CHARGING INSTRUCTION (AT 20°C)	EA	295.00	295.00
0007	14	EA	PROJECT ENGINEERING	Connectors and Hardware	EA	125.00	1,750.00
0008	14	HR	ADSPROJECTMANAGEMENT	Project Engineering	HR	125.00	1,750.00
0009	112	HR	ADSLABOR	Project Management	HR	125.00	14,000.00
						<b>SubTotal</b>	<b>31,557.89</b>
						<b>Shipping &amp; Handling</b>	<b>199.95</b>
						<b>Total</b>	<b>31,757.84</b>



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**Guadalupe Centers**  
DMP Intrusion Detection System

**MONTHLY MONITORING ON THE FOLLOWING PAGE**

**INTEGRATING  
SECURITY & TECHNOLOGY**



Division of The Kincaid Group

**140 WESTWOODS DRIVE LIBERTY MO 64068**  
**816.415.4237**  
**CONTACT@SECURITYBYADS.COM**



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140 Westwoods Dr. Liberty, MO 64068  
816.415.4237

REMIT PAYMENT TO:  
American Digital Security  
P.O. Box 171705  
Kansas City, KS 66117

# QUOTE

Number	79581-0
Quote Date	04/25/2022
Terms	DUE ON RECEIPT
Page	0001

Bill to: **Guadalupe Centers**  
5301 E Truman Rd  
Kansas City, MO 64127

Project Address: **Guadalupe Centers**  
5301 E Truman Rd  
Kansas City, MO 64127

Phone: (816) 949-9010

Phone: (816) 949-9010

Cust Code		Ordered By		Salesman		Customer PO	
5664		Alan Olson		Rob Behrens			
FOB				Project Description			
				MONTHLY MONITORING			
Line	Qty	U/M	Item #	Description	U/M	Price	Extension
0001	14	EA	AM-COMMERCIAL-NET-CELL-BURG	Commercial Alarm Monthly Monitoring with Network and Cellular Backup Connection for Burg with Interactive Software and Daily Test	EA	32.00	448.00
						<b>SubTotal</b>	<b>448.00</b>
						<b>Total</b>	<b>448.00</b>





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**Guadalupe Centers**  
DMP Intrusion Detection System

**DMP VIRTUAL KEYPAD YEARLY SUBSCRIPTION ON THE FOLLOWING PAGE**

**INTEGRATING  
SECURITY & TECHNOLOGY**



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**140 WESTWOODS DRIVE LIBERTY MO 64068**  
**816.415.4237**  
**CONTACT@SECURITYBYADS.COM**



Division of The Kincaid Group

140 Westwoods Dr. Liberty, MO 64068  
816.415.4237

REMIT PAYMENT TO:  
American Digital Security  
P.O. Box 171705  
Kansas City, KS 66117

# QUOTE

Number	79582-0
Quote Date	04/25/2022
Terms	DUE ON RECEIPT
Page	0001

Bill to: **Guadalupe Centers**  
5301 E Truman Rd  
Kansas City, MO 64127

Project Address: **Guadalupe Centers**  
5301 E Truman Rd  
Kansas City, MO 64127

Phone: (816) 949-9010

Phone: (816) 949-9010

Cust Code		Ordered By		Salesman		Customer PO	
5664		Alan Olson		Rob Behrens			
FOB				Project Description			
				DMP VIRTUAL KEYPAD			
Line	Qty	U/M	Item #	Description	U/M	Price	Extension
0001	14	EA	DMP-VAC	Virtual Access Control Web Client Annual Subscription	EA	52.06	728.84
<b>SubTotal</b>							<b>728.84</b>
<b>Total</b>							<b>728.84</b>



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# Customer Information

Contact Name	Alan Olson
Email Address	aolson@guadalupecenters.org
Phone Number	816-949-9010
Preferred Contact Method	Email or Phone

**IT Contact Name**

Email Address

Phone Number

Notes for Contact

**Approved Work Hours\*** 9am - 5pm

Special Considerations

Onsite Storage/Ship-to Information

Is this site New Construction?

**Site Contact Name\***

Phone Number

Email Address

**Construction Contact Name\***

Email Address

Phone Number



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**Accounting Contact Name\***

Phone Number

Email Address\*

**Accounting Information Needed \***

Taxable? - If **NO**, Provide exemption certification.

Is this project prevailing wage? If **YES**, What county and wage order?

**Special Billing Requirements/Forms:**

AIA

Other, Make note of anything out of normal process



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## Terms

Projects less than \$75,000.00 will be billed upon substantial completion of the project.

Projects greater than \$75,000.00 will follow the below billing schedule.

ADS will bill in stages, and Customer will receive invoices as outlined below:

- First Invoice will include the initial 30% of the Purchase Order (PO) amount. This invoice will be sent when ADS receives Customer PO.
- Final Invoice will include the remaining 70% of the PO amount as well as all applicable tax and freight charges and any monetary adjustments related to changes to the PO previously approved by ADS and Customer. This invoice will be sent upon substantial completion of the project.

The foregoing billing terms do not apply to ADS provided monthly-recurring managed services, which will be invoiced monthly.

I have the authority to order the above work and do so as outlined above. It is agreed that American Digital Security LLC (ADS) will remain title to any equipment or material furnished until final payment is made, and if settlement is not made as agreed, ADS shall have the right to remove same and ADS will be held harmless for any damages resulting from removal thereof. Quote is valid for 45 days from date above.

Buyer agrees not to tamper with, remove, or otherwise interfere with the system. The equipment shall remain in the same location as installed and Buyer agrees to bear the cost of repairs, replacement, relocation, or additions to the system made necessary because of any painting, alteration, remodeling, or damage. Ordinary wear and tear repair or replacement shall be serviced by ADS without additional charge in accordance with the warranty. Batteries, obsolete components, vandalism, critters, rodents, pests, and components exceeding manufacturers useful life are not included in service or warranty and will be repaired or replaced at Buyer's expense.

ADS is authorized to make preparations such as drilling holes, driving nails, making attachments or doing any other thing necessary in ADS's sole discretion for the installation and service of the system, and ADS shall not be responsible for any condition created thereby as a result of such installation, service, or installation of the system. ADS shall not be responsible for the condition of the premises upon removal of the system and Buyer represents that the owner of the premises, if other than the Buyer, authorizes the installation of the system under the terms of this agreement.



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ADS is not responsible for lawn/landscape repair if damage occurs while working on site and traveling to and from work areas with lifts. Any preparedness in gym for lift work must be discussed prior to work starting. ADS will charge accordingly for any necessary plywood or protective covering required to be laid down to protect flooring. ADS is not responsible for lift or any equipment rental required to service equipment after initial installation is complete.

Surveillance equipment is attached to a Network Video Recorder computer and Buyer shall not use the computer for any other purpose or load any software without prior approval by ADS. ADS shall be permitted to access and make changes to the system's operation on site and over the internet. ADS shall have no liability for data corruption or inability to retrieve data even if caused by ADS's negligence. Buyer's data shall be maintained confidential and shall be retrieved and released only to Buyer or upon Buyer's authorization or by legal process. Internet access is not provided by ADS and ADS has no responsibility for such access or IP address service. ADS shall have no liability for unauthorized access to the system through the internet or other communication networks or data corruption or loss for any reason whatsoever.

In the event of any delays and/or errors resulting from your failure to perform work as agreed, you understand that ADS will not be responsible for any such delays and you agree to pay ADS for any extra work that must be performed beyond the scope of the original agreement as a result of those delays/errors. This includes waiting for site personnel for access to locked areas in facilities.

The Customer's failure to make payment when due is a material breach of this agreement. The Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law.

The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as deemed in the scope of work above. If the actual number of devices installed or services to be performed is greater than that set forth in the scope of work, the price will be increased accordingly. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state, and local sales and excise taxes, however designated, levied, or based on the service charges pursuant to this agreement.

Any reference to "monitoring services" of any kind in this agreement is included for pricing purposes only. Monitoring services are performed pursuant to the terms and conditions of Company's standard monitoring agreement.

The Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the scope of work.



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## Warranty

### 1 year warranty on manufacturer equipment

ADS cooperates with a range of industry partners to complete your physical security system. These components are subject to the respective product manufacturer's warranties and their associated terms and conditions. ADS does not separately provide a warranty in respect of these products. For further information, please see the appropriate product documentation or visit the specific product manufacturer's website for details.

**Equipment.** All equipment furnished by ADS comes with each manufacturer's standard warranty, licenses and indemnities only. ADS will provide to Customer third party information detailing any license, warranty and indemnity right it receives from any third party provider of such Equipment upon request and will reasonably cooperate with Customer in enforcing such rights. Manufacturer warranty periods start the date equipment is shipped from the manufacturer, not the date of installation unless shipment and installation dates are the same. ADS' prior approval is required to return any Equipment, except for Equipment erroneously ordered by ADS. If the manufacturer authorizes an Equipment return request and agrees to credit ADS for the cost paid by ADS for such Equipment, ADS will accept Equipment for return (a) subject to a 15% restocking fee and (b) return freight charges, each of which will be invoiced to and paid by Customer unless otherwise specified in the authorization to return the Equipment. All Equipment returns are subject to ADS' inspection and acceptance.

**Services.** ADS warrants the work against defective workmanship for a period of 1 year, from the above stated job completion date. This warranty is extended to the owner named above and is not transferable. If a defect covered by this limited warranty occurs, ADS will repair or replace the defective workmanship, materials, or equipment at no charge to the Owner. To obtain service under this limited warranty please call ADS technical support at 888.833.4237. This limited warranty covers and includes any special terms specified in the plans, specifications and contract documents for this project. This limited warranty does not include: (1) Items that have been subjected to accident, misuse and abuse including damage resulting from lack of Owner maintenance or damage from ordinary wear and tear; (2) Items that have been modified, damaged, altered or worked on by anyone other than ADS; (3) Items furnished by the Owner for installation. NOTICE TO OWNER: Under no circumstances shall ADS be liable for injury to any person or damage to any property whatsoever by virtue of this warranty or otherwise. Under no circumstances shall ADS be liable for any incidental, secondary, indirect, consequential, special or other damages of any nature arising out of the use of or inability to use as a result of a defect in the work performed or the materials and/or equipment installed by ADS This limited warranty gives you specific legal rights, and you may also have other rights which vary from state to state.



Division of The Kincaid Group



# DIRECTORY

SERVICE CALLS AND EMAILS WILL BE  
HANDLED WITHIN A 24-HOUR PERIOD FROM  
THE TIME THEY ARE RECEIVED

## LOCATIONS

140 Westwoods Drive  
Liberty MO 64068  
816.415.4237  
[contact@securitybyads.com](mailto:contact@securitybyads.com)  
[www.securitybyads.com](http://www.securitybyads.com)

Monday - Friday  
8:00am - 5:00pm

## WICHITA OFFICE

2333 S. West Street  
Suite 104  
Wichita KS 67213  
316.867.1716

## VICE PRESIDENT & FOUNDER

**Buddy Mason**  
816.694.9804  
[buddy@securitybyads.com](mailto:buddy@securitybyads.com)

## SALES DIRECTOR

**Chris Watson**  
785.404.8034  
[watson@securitybyads.com](mailto:watson@securitybyads.com)

## SALES ENGINEER

**Brian Miller**  
816.883.2754  
[brian@securitybyads.com](mailto:brian@securitybyads.com)

## MARKETING & INSIDE SALES SUPPORT

**Koty Potts**  
806.340.9499  
[koty@securitybyads.com](mailto:koty@securitybyads.com)

## ACCOUNTING

[accounting@securitybyads.com](mailto:accounting@securitybyads.com)

**Tabitha Logan**  
816.415.4237  
[tabitha@securitybyads.com](mailto:tabitha@securitybyads.com)

**Sandy Barney**  
816.415.4237  
[sandy@securitybyads.com](mailto:sandy@securitybyads.com)

## INSTALLATION MANAGER

**Brandon Sobotka**  
816.518.2026  
[brandon@securitybyads.com](mailto:brandon@securitybyads.com)

## SUPPORT

[help@securitybyads.com](mailto:help@securitybyads.com)

**Austin Caldwell**  
816.416.7160  
[austin@securitybyads.com](mailto:austin@securitybyads.com)

**Ethan Marshall**  
816.415.4237  
[ethan@securitybyads.com](mailto:ethan@securitybyads.com)

## ALARMS

[portal.affiliated.com](http://portal.affiliated.com)  
800.523.4900  
[updates@affiliated.com](mailto:updates@affiliated.com)





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# Agreement

79574

Thank you for your business Alan! We are excited to be working with you and would like to thank you for choosing ADS as your security solutions provider!

By signing below, Guadalupe Centers agrees to accept this proposal and enter into a contractual agreement with American Digital Security beginning on the date of signing.

**American Digital Security**

**Guadalupe Centers**

04 / 25 / 2022

Rob Behrens

Alan Olson



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INTEGRATING  
SECURITY AND  
TECHNOLOGY

# CUSTOMER CARE PROGRAM

VIDEO SURVEILLANCE | ACCESS CONTROL | EMERGENCY NOTIFICATION  
VISITOR MANAGEMENT | INTRUSION ALARMS | SYSTEM DESIGN



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## Standard

The evolving digital landscape requires new and innovative technologies to maintain your security system. With an ADS Customer Care Program, we handle the upkeep & maintenance of your system so you can be assured that it is working at its peak performance.



### VIDEO SURVEILLANCE



### ACCESS CONTROL



### INTRUSION ALARMS

#### MONTHLY COST

\$50/Server

\$75/appliance/system

\$25/Account (8 zones or less)  
\$50/Account (more than 8 zones)

#### MANAGEMENT

ADS will add new users and adjust camera settings.

Identity & token management, door settings, adding users, creating schedules.

Adding users, schedules, running reports.

#### HEALTH MONITORING

Monitors outages, camera connectivity, RAM/CPU, Hard Drive, RAID array.

Notifications for appliance & reader outages.

Notifications for zone troubles/bypassed zones.

#### MONTHLY SUMMARY REPORTS

Includes retention time, server uptime & camera connectivity

Includes completed backups, online status & number of requests completed

Includes summary of troubles & alarm history

#### MAINTENANCE

Monthly site settings backup & minor version upgrades completed.

Weekly transaction and configuration backups - kept for 30 days & minor version upgrades completed.

Daily timer test monitoring.

#### CARD PRINTING

Have a custom card template?  
We can design & print them at a discount.

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TECHNOLOGY



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# CUSTOMER CARE PROGRAM

VIDEO SURVEILLANCE | ACCESS CONTROL | EMERGENCY NOTIFICATION  
VISITOR MANAGEMENT | INTRUSION ALARMS | SYSTEM DESIGN

## Elite

Upgrade your Customer Care Program with these additional perks added on top of the Standard benefits.



### VIDEO SURVEILLANCE

<b>MONTHLY COST</b> (includes Standard Plan)	\$8/camera + \$65/server
<b>MAINTENANCE</b>	Includes two site check-up visits per year.
<b>WARRANTY DISCOUNT</b>	20% off MSRP discount on out-of-warranty products.
<b>RESPONSE TIME</b>	1 - 2 business day response time for on-site service.
<b>EMERGENCY SERVICE CALLS</b>	20% discount on emergency service call labor.



### ACCESS CONTROL

<b>MONTHLY COST</b> (includes Standard Plan)	\$12/door + \$90/server
<b>MAINTENANCE</b>	Service calls on ADS provided hardware, troubleshooting & issues with panels
<b>WARRANTY DISCOUNT</b>	20% off MSRP discount on out-of-warranty products.
<b>RESPONSE TIME</b>	1 - 2 business day response time for on-site service.
<b>EMERGENCY SERVICE CALLS</b>	20% discount on emergency service call labor.



### INTRUSION ALARMS

<b>MONTHLY COST</b> (includes Standard Plan)	\$5/zone + \$15/panel + \$25/account (under 8 zones) + \$50/account (over 8 zones)
<b>MAINTENANCE</b>	Includes one trip to replace all device batteries per year. (batteries not included, 20% MSRP discount).
<b>WARRANTY DISCOUNT</b>	20% off MSRP discount on out-of-warranty products.
<b>RESPONSE TIME</b>	1 - 2 business day response time for on-site service.
<b>EMERGENCY SERVICE CALLS</b>	20% discount on emergency service call labor.



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## **Guadalupe Centers**

# **Avigilon Control Manager Upgrade**

This proposal contains all details and relevant information regarding the scope of work, pricing and terms requested by Guadalupe Centers.

Rob Behrens

816-694-9803

[rob.behrens@americandigitalsecurity.com](mailto:rob.behrens@americandigitalsecurity.com)

79574

TIPS Contract #200203



# ACCESS CONTROL MANAGER™ SOFTWARE

## SECURE DOORS WITH A SCALABLE ENTERPRISE SOLUTION

Access Control Manager (ACM) is a physical access control system for enterprise-class installations, designed to protect people, property and assets. With advanced alarm and identity management, ACM™ provides superior control of access to facilities. This 100% browser-based solution offers the flexibility to respond to alerts from anywhere. Its integration with video management software offers a powerful, end-to-end security solution to monitor and secure sites.



### INTEGRATED ACCESS CONTROL & VIDEO

Review and verify automated alarms generated by ACM with the associated live or recorded video in video management software for quicker responses.



### REMOTE DOOR LOCK/ UNLOCK WITH MAPS

Visually pin doors spatially on a facility map, view open/close status of doors, and remotely lock and unlock doors, including facility lockdowns during emergencies.



### IDENTITY MANAGEMENT

Display user ID profile pictures with access control events and alarms to know who attempted to enter a door and when. Register visitors and print badges in seconds by scanning an ID via integration with HID Global's EasyLobby Secure Visitor Management software.



### ALARM MANAGEMENT

Streamline alarm management with audible alerts and colored indicators to visually represent alarm priority. View associated video, enter notes, acknowledge and clear alarms in one place.



### BUILT-IN TEMPLATES

Be up and running in minutes with a wide selection of easy-to-use templates to configure doors and wiring.



### FIPS 201-2 CERTIFICATION

ACM is FIPS 201-2 compliant and is on the GSA Approved Product List with pivClass technology, meeting the PIV requirements for U.S. federal government employees and contractors.



### FLEXIBLE INTEGRATIONS

Save on installation costs with support for ASSA ABLOY, SALTO, Schlage, Simons Voss and Von Duprin wireless locks. Increase security with VIRD's biometric fingerprint reader technology and Bosch intrusion panels.



### REPLICATION & HOT STANDBY AUTO FAILOVER

Simplify identity management with the ability to replicate identity data on multiple ACM Appliances across sites. Maximize system uptime with the appliances' hot standby-auto failover to maintain multiple layers of redundancy and resiliency.



### ACM VERIFY VIRTUAL STATIONS

Extend access control to locations where physical doors are not feasible. ACM Verify enables any browser-enabled device to act as a virtual station by recording and confirming an identity with a PIN.



### OPEN-FIELD HARDWARE SUPPORT

Future-proof your ACM system with open-field hardware from Mercury Security and HID Global.





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# **BUDGETARY NUMBER FOR ACM TAKEOVER**

## **Scope of Work**

### **ADS Responsibilities**

- ADS Technician to install an Avigilon Appliance loaded with 128 card reader licenses into customers existing 2 post rack ( location TBD )
- Guadalupe Centers has a total of 12 buildings with 92 card readers that have existing access control system in:
  - **BUILDING NAME**
    - Bldg 1 Maintenance / 3 card readers
    - Bldg 2 Casa / 4 card readers
    - Bldg 3 Chapel / 4 card readers
    - Bldg 4 Admin / 9 card readers
    - Bldg 5 West / 6 card readers
    - Bldg 6 High School / 20 card readers
    - Bldg 7 Elem / 17 card readers
    - Bldg 8 ? / 6 card readers
    - Bldg 9 Middle School / 9 card readers
    - Bldg 10 Y.C. / 2 card readers
    - Bldg 11 Hartman / 5 card readers
    - Bldg 12 Library / 6 card readers
- ADS Technician to install an Altronix power supply, backup batteries and mercury door controller boards per school in the main MDF closet in each School ( see spreadsheet for size and quantities )
- ADS Technician to re-use the existing Cat 6 cabling from the existing access control system being removed by previous security integrator. Connect LP1502 board with Cat 6 and connect to customers existing network switch
- ADS Technician to swap out the (92) existing card readers, but to re-use electronic locking hardware, door position switches and access control cabling that runs to the MDF closet in each Building
- ADS Technician to re-use the existing power outlet for new power supplies located in each MDF closet



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**Guadalupe Centers**  
Avigilon Control Manager Upgrade

**INTEGRATING  
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**140 WESTWOODS DRIVE LIBERTY MO 64068**  
**816.415.4237**  
**CONTACT@SECURITYBYADS.COM**



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- ADS Technician to program all ACM doors, scheduling and upload all user data into ACM

ADS will NOT warranty any existing cabling, electronic locking hardware or any existing access control pieces of hardware. ADS will provide service / product replacement for any failure of any device outside this scope of work on a separate Proposal.

When this Budgetary Proposal is approved, ADS Security Consultant Rob Behrens will visit each site to confirm existing hardware / need hardware and will revise this proposal

## **Customer Responsibilities**

- Provide IP, Sub and Gateway for new ACM appliance and network door controller boards
- Configure an open port at each Bldg to communicate with ACM appliance
- Provide export of all users names, credentials and all schedules for all doors in each building in an excel format
- Provide access to each building's MDF closet
- Customer re-using their existing Prox technology cards



**GUADALUPE CENTERS**

CARD READER #	IT CLOSET	DOOR #	KANTECH READER-EXISTING	T2MK77F16-16 CHANNEL	T2MK38 - 8 CHANNEL	T1MK14S-4 CHANNEL	LP1502	MR52	DURA12-7F	DC-BY OTHERS	LOCKING HRDWRE -EXISTING	COMPOSITE	LABOR	NOTES
<b>BLDG 1 MAINT.</b>	1		1	1		1		2	1	1			12	
	2		1						1	1				
	3		1					1	1	1				
<b>BLDG 2 CASA</b>	4		1	1		1		2	1	1			12	
	5		1						1	1				
	6		1					1	1	1				
	7		1						1	1				
<b>BLDG 3 CHAPEL</b>	8		1	1		1		2	1	1			12	
	9		1						1	1				
	10		1					1	1	1				
	11		1						1	1				
<b>BLDG 4 ADMIN</b>	12		1	1			1		2	1	1		16	
	13		1							1	1			
	14		1					1		1	1			
	15		1							1	1			
	16		1					1		1	1			
	17		1							1	1			
	18		1					1		1	1			
	19		1							1	1			
	20		1					1		1	1			
<b>BLDG 5 WEST</b>	21		1	1		1		2	1	1			14	
	22		1							1	1			
	23		1					1		1	1			
	24		1							1	1			
	25		1					1		1	1			
	26		1							1	1			
<b>BLDG 6 HIGH SCHOOL</b>	27		1	1	1		1		2	1	1		24	
	28		1							1	1			
	29		1					1		1	1			
	30		1							1	1			
	31		1					1		1	1			

32				1						1	1		
33				1					1	1	1		
34				1						1	1		
35				1					1	1	1		
36				1						1	1		
37				1					1	1	1		
38				1						1	1		
39				1					1	1	1		
40				1						1	1		
41				1					1	1	1		
42				1						1	1		
43				1					1	1	1		
44				1						1	1		
45				1					1	1	1		
46				1						1	1		

**BLDG 7  
ELEM**

47				1	1	1		1		4	1	1		22
48				1							1	1		
49				1					1		1	1		
50				1							1	1		
51				1					1		1	1		
52				1							1	1		
53				1					1		1	1		
54				1							1	1		
55				1					1		1	1		
56				1							1	1		
57				1					1		1	1		
58				1							1	1		
59				1					1		1	1		
60				1							1	1		
61				1					1		1	1		
62				1							1	1		
63				1					1		1	1		

**BLDG 8  
?**

64				1		1		1		2	1	1		14
65				1							1	1		
66				1					1		1	1		
67				1							1	1		
68				1					1		1	1		
69				1							1	1		
70				1					1		1	1		

**BLDG 9  
MIDDLE SCHOOL**

71				1	1			1		2	1	1		16
72				1							1	1		
73				1					1		1	1		
74				1							1	1		
75				1					1		1	1		
76				1							1	1		

77			1				1		1	1		
78			1						1	1		
79			1				1		1	1		

**BLDG 10  
Y.C.**

80			1		1	1		2	1	1		10
81			1						1	1		

**BLDG 11  
HARTMAN**

82			1		1		1		2	1	1		12
83			1							1	1		
84			1					1		1	1		
85			1							1	1		
86			1					1		1	1		

**BLDG 12  
LIBRARY**

87			1		1		1		2	1	1		14
88			1							1	1		
89			1					1		1	1		
90			1							1	1		
91			1					1		1	1		
92			1							1	1		

**TOTALS**

92	4	9	1	12	37	26	92	92				178
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Division of The Kincaid Group

140 Westwoods Dr. Liberty, MO 64068  
816.415.4237

REMIT PAYMENT TO:  
American Digital Security  
P.O. Box 171705  
Kansas City, KS 66117

# QUOTE

Number	79574-0
Quote Date	04/22/2022
Terms	DUE ON RECEIPT
Page	0001

Bill to: **Guadalupe Centers**  
5301 E Truman Rd  
Kansas City, MO 64127

Project Address: **Guadalupe Centers**  
5301 E Truman Rd  
Kansas City, MO 64127

Phone: (816) 949-9010

Phone: (816) 949-9010

Cust Code		Ordered By		Salesman		Customer PO	
5664		Alan Olson		Rob Behrens			
FOB				Project Description			
				AVIGILON CONTROL MANAGER UPGRADE			
Line	Qty	U/M	Item #	Description	U/M	Price	Extension
0001	1	EA	AC-APP-128R-ENT2-6	Enterprise 6 Web-Based PACS Appliance for 128 Readers	EA	8,386.13	8,386.13
0002	1	EA	AC-SW-LIC-LDAP-6-P	Access Control Manager 6 LDAP Directory Connectivity License, Required for Integration w/Microsoft Active Directory or other Directory	EA	2,206.88	2,206.88
0003	1	EA	AC-SW-LIC-BDGE-6-P	Access Control Manager 6 Badging Application Software License, One per Appliance	EA	735.34	735.34
0004	4	EA	T2MK77F16	TROVE2M2 16-DR 20A FUSED	EA	1,463.35	5,853.40
0005	9	EA	T2MK38	TROVE2M2 8-DR 6A FUSED	EA	999.01	8,991.09
0006	1	EA	T1MK14S	TROVE1M1 12/24VDC@4A/PDS8 FSD **T1MK14S**	EA	660.63	660.63
0007	12	EA	AC-MER-CONT-LP1502	Intelligent Controller Linux Based w/2 Doors, 8 Input & 4 Outputs, POE+ Support, Expandable up to 64 Doors	EA	1,197.62	14,371.44
0008	37	EA	AC-MER-CON-MR52	2-Reader Interface Module 2 Reader: Mag or Wiegand 8 inputs 6 relays	EA	659.49	24,401.13
0009	92	EA	P-300-H-A	Supports Farpointe + certain AWID@ 125-kHz Proximity protocols; mullion mount	EA	225.00	20,700.00

**Continued on next page....**



Division of The Kincaid Group

140 Westwoods Dr. Liberty, MO 64068  
816.415.4237

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Number	79574-0
Quote Date	04/22/2022
Terms	DUE ON RECEIPT
Page	0002

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Cust Code		Ordered By		Salesman		Customer PO	
5664		Alan Olson		Rob Behrens			
FOB				Project Description			
				AVIGILON CONTROL MANAGER UPGRADE			
Line	Qty	U/M	Item #	Description	U/M	Price	Extension
0010	26	EA	DURA12-7F	Wifi, 7073/A, 7173, 7872, 7873 12 Volt 7 Ah Sealed Battery MAINTENANCE-FREE RECHARGEABLE NON-SPILLABLE 12V 7Ah CHARGING INSTRUCTION (AT 20°C)	EA	23.90	621.40
0011	1	EA	HARDWARE295	Connectors and Hardware	EA	295.00	295.00
0012	8	.5HR	ADS SUPPORT SERVICE	Support Service Labor	.5HR	55.00	440.00
0013	24	EA	PROJECT ENGINEERING	Project Engineering	EA	125.00	3,000.00
0014	24	HR	ADSPROJECTMANAGEMENT	Project Management	HR	125.00	3,000.00
0015	224	HR	ADSLABOR	Installation	HR	125.00	28,000.00
<b>SubTotal</b>							<b>121,662.44</b>
<b>Shipping &amp; Handling</b>							<b>995.00</b>
<b>Total</b>							<b>122,657.44</b>

for Security & Surveillance

Quote Provided for:	<b>Guadalupe Centers</b>
Quote Date:	<b>4/25/2022</b> <i>Pricing expires December 31, 2022</i>
Sales Rep:	<b>Rob Behrens</b>
Equipment:	<b>Avigilon Control Manager upgrade</b>
Equipment Cost:	<b>\$122,657.44</b>

Two Payments Down Option				
First and last payments and \$175 documentation fee are due at signing				
	24 Months	36 Months	48 Months	60 Months
<b>Monthly Payment</b>	<b>\$5,688.73</b>	<b>\$3,854.76</b>	<b>\$2,954.45</b>	<b>\$2,423.83</b>
<b>Amount due at signing*</b>	\$11,552.46	\$7,884.51	\$6,083.90	\$5,022.67
<b>Remaining Payments</b>	<b>22</b>	<b>34</b>	<b>46</b>	<b>58</b>

Zero Down Option				
First payment and \$175 documentation fee are due 30 days after signing				
	24 Months	36 Months	48 Months	60 Months
<b>Monthly Payment</b>	<b>\$5,751.78</b>	<b>\$3,889.47</b>	<b>\$2,980.21</b>	<b>\$2,445.79</b>
<b>Amount due at signing</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Remaining Payments</b>	<b>24</b>	<b>36</b>	<b>48</b>	<b>60</b>

Zero Down, 90-Day Deferred Option				
First payment and \$175 documentation fee are due 90 days after signing				
	24 Months	36 Months	48 Months	60 Months
<b>Monthly Payment</b>	<b>\$5,816.54</b>	<b>\$3,924.67</b>	<b>\$3,006.70</b>	<b>\$2,482.59</b>
<b>Amount due at signing</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Remaining Payments</b>	<b>24</b>	<b>36</b>	<b>48</b>	<b>60</b>

\*Amount due at signing includes first and last payments and \$175 documentation fee

- **End of lease options:** purchase the equipment for \$1, upgrade lease with new equipment or return the equipment
- Pricing may vary depending on end-user credit and financial references
- Payment proposal is for companies in business two years or more
- Payments are subject to state and local taxes, which vary
- Pricing is subject to LCA's credit approval and receipt of required documents
- For businesses under 2 years and for transactions over \$200,000, please call your Account Executive for rates

**Contact your regional LCA Account Executive to get started**

 <b>LCA</b> Financing you can trust®	<b>Steven Barnes</b> West Ext. 5162 sbarnes@leasecorp.com	<b>Joe Galo</b> East Ext. 5110 jgalo@leasecorp.com
	Phone: 800.860.8093 • Fax: 800.736.0218 • www.leasecorp.com	



Division of The Kincaid Group

# Customer Information

Contact Name Alan Olson

Email Address aolson@guadalupecenters.org

Phone Number 816-949-9010

Preferred Contact Method Email or Phone

### IT Contact Name

Email Address

Phone Number

Notes for Contact

Approved Work Hours\* 9am - 5pm

Special Considerations

Onsite Storage/Ship-to Information

Is this site New Construction?

### Site Contact Name\*

Phone Number

Email Address

### Construction Contact Name\*

Email Address

Phone Number



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**Accounting Contact Name\***

Phone Number

Email Address\*

**Accounting Information Needed \***

Taxable? - If **NO**, Provide exemption certification.

Is this project prevailing wage? If **YES**, What county and wage order?

**Special Billing Requirements/Forms:**

AIA

Other, Make note of anything out of normal process



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## Terms

Projects less than \$75,000.00 will be billed upon substantial completion of the project.

Projects greater than \$75,000.00 will follow the below billing schedule.

ADS will bill in stages, and Customer will receive invoices as outlined below:

- First Invoice will include the initial 30% of the Purchase Order (PO) amount. This invoice will be sent when ADS receives Customer PO.
- Final Invoice will include the remaining 70% of the PO amount as well as all applicable tax and freight charges and any monetary adjustments related to changes to the PO previously approved by ADS and Customer. This invoice will be sent upon substantial completion of the project.

The foregoing billing terms do not apply to ADS provided monthly-recurring managed services, which will be invoiced monthly.

I have the authority to order the above work and do so as outlined above. It is agreed that American Digital Security LLC (ADS) will remain title to any equipment or material furnished until final payment is made, and if settlement is not made as agreed, ADS shall have the right to remove same and ADS will be held harmless for any damages resulting from removal thereof. Quote is valid for 45 days from date above.

Buyer agrees not to tamper with, remove, or otherwise interfere with the system. The equipment shall remain in the same location as installed and Buyer agrees to bear the cost of repairs, replacement, relocation, or additions to the system made necessary because of any painting, alteration, remodeling, or damage. Ordinary wear and tear repair or replacement shall be serviced by ADS without additional charge in accordance with the warranty. Batteries, obsolete components, vandalism, critters, rodents, pests, and components exceeding manufacturers useful life are not included in service or warranty and will be repaired or replaced at Buyer's expense.

ADS is authorized to make preparations such as drilling holes, driving nails, making attachments or doing any other thing necessary in ADS's sole discretion for the installation and service of the system, and ADS shall not be responsible for any condition created thereby as a result of such installation, service, or installation of the system. ADS shall not be responsible for the condition of the premises upon removal of the system and Buyer represents that the owner of the premises, if other than the Buyer, authorizes the installation of the system under the terms of this agreement.



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ADS is not responsible for lawn/landscape repair if damage occurs while working on site and traveling to and from work areas with lifts. Any preparedness in gym for lift work must be discussed prior to work starting. ADS will charge accordingly for any necessary plywood or protective covering required to be laid down to protect flooring. ADS is not responsible for lift or any equipment rental required to service equipment after initial installation is complete.

Surveillance equipment is attached to a Network Video Recorder computer and Buyer shall not use the computer for any other purpose or load any software without prior approval by ADS. ADS shall be permitted to access and make changes to the system's operation on site and over the internet. ADS shall have no liability for data corruption or inability to retrieve data even if caused by ADS's negligence. Buyer's data shall be maintained confidential and shall be retrieved and released only to Buyer or upon Buyer's authorization or by legal process. Internet access is not provided by ADS and ADS has no responsibility for such access or IP address service. ADS shall have no liability for unauthorized access to the system through the internet or other communication networks or data corruption or loss for any reason whatsoever.

In the event of any delays and/or errors resulting from your failure to perform work as agreed, you understand that ADS will not be responsible for any such delays and you agree to pay ADS for any extra work that must be performed beyond the scope of the original agreement as a result of those delays/errors. This includes waiting for site personnel for access to locked areas in facilities.

The Customer's failure to make payment when due is a material breach of this agreement. The Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law.

The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as deemed in the scope of work above. If the actual number of devices installed or services to be performed is greater than that set forth in the scope of work, the price will be increased accordingly. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state, and local sales and excise taxes, however designated, levied, or based on the service charges pursuant to this agreement.

Any reference to "monitoring services" of any kind in this agreement is included for pricing purposes only. Monitoring services are performed pursuant to the terms and conditions of Company's standard monitoring agreement.

The Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the scope of work.



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## Warranty

### 2 year warranty on manufacturer equipment

ADS cooperates with a range of industry partners to complete your physical security system. These components are subject to the respective product manufacturer's warranties and their associated terms and conditions. ADS does not separately provide a warranty in respect of these products. For further information, please see the appropriate product documentation or visit the specific product manufacturer's website for details.

**Equipment.** All equipment furnished by ADS comes with each manufacturer's standard warranty, licenses and indemnities only. ADS will provide to Customer third party information detailing any license, warranty and indemnity right it receives from any third party provider of such Equipment upon request and will reasonably cooperate with Customer in enforcing such rights. Manufacturer warranty periods start the date equipment is shipped from the manufacturer, not the date of installation unless shipment and installation dates are the same. ADS' prior approval is required to return any Equipment, except for Equipment erroneously ordered by ADS. If the manufacturer authorizes an Equipment return request and agrees to credit ADS for the cost paid by ADS for such Equipment, ADS will accept Equipment for return (a) subject to a 15% restocking fee and (b) return freight charges, each of which will be invoiced to and paid by Customer unless otherwise specified in the authorization to return the Equipment. All Equipment returns are subject to ADS' inspection and acceptance.

**Services.** ADS warrants the work against defective workmanship for a period of 1 year, from the above stated job completion date. This warranty is extended to the owner named above and is not transferable. If a defect covered by this limited warranty occurs, ADS will repair or replace the defective workmanship, materials, or equipment at no charge to the Owner. To obtain service under this limited warranty please call ADS technical support at 888.833.4237. This limited warranty covers and includes any special terms specified in the plans, specifications and contract documents for this project. This limited warranty does not include: (1) Items that have been subjected to accident, misuse and abuse including damage resulting from lack of Owner maintenance or damage from ordinary wear and tear; (2) Items that have been modified, damaged, altered or worked on by anyone other than ADS; (3) Items furnished by the Owner for installation. NOTICE TO OWNER: Under no circumstances shall ADS be liable for injury to any person or damage to any property whatsoever by virtue of this warranty or otherwise. Under no circumstances shall ADS be liable for any incidental, secondary, indirect, consequential, special or other damages of any nature arising out of the use of or inability to use as a result of a defect in the work performed or the materials and/or equipment installed by ADS This limited warranty gives you specific legal rights, and you may also have other rights which vary from state to state.



Division of The Kincaid Group



# DIRECTORY

SERVICE CALLS AND EMAILS WILL BE  
HANDLED WITHIN A 24-HOUR PERIOD FROM  
THE TIME THEY ARE RECEIVED

## LOCATIONS

140 Westwoods Drive  
Liberty MO 64068  
816.415.4237  
[contact@securitybyads.com](mailto:contact@securitybyads.com)  
[www.securitybyads.com](http://www.securitybyads.com)

Monday - Friday  
8:00am - 5:00pm

## WICHITA OFFICE

2333 S. West Street  
Suite 104  
Wichita KS 67213  
316.867.1716

## VICE PRESIDENT & FOUNDER

**Buddy Mason**  
816.694.9804  
[buddy@securitybyads.com](mailto:buddy@securitybyads.com)

## SALES DIRECTOR

**Chris Watson**  
785.404.8034  
[watson@securitybyads.com](mailto:watson@securitybyads.com)

## SALES ENGINEER

**Brian Miller**  
816.883.2754  
[brian@securitybyads.com](mailto:brian@securitybyads.com)

## MARKETING & INSIDE SALES SUPPORT

**Koty Potts**  
806.340.9499  
[koty@securitybyads.com](mailto:koty@securitybyads.com)

## ACCOUNTING

[accounting@securitybyads.com](mailto:accounting@securitybyads.com)

**Tabitha Logan**  
816.415.4237  
[tabitha@securitybyads.com](mailto:tabitha@securitybyads.com)

**Sandy Barney**  
816.415.4237  
[sandy@securitybyads.com](mailto:sandy@securitybyads.com)

## INSTALLATION MANAGER

**Brandon Sobotka**  
816.518.2026  
[brandon@securitybyads.com](mailto:brandon@securitybyads.com)

## SUPPORT

[help@securitybyads.com](mailto:help@securitybyads.com)

**Austin Caldwell**  
816.416.7160  
[austin@securitybyads.com](mailto:austin@securitybyads.com)

**Ethan Marshall**  
816.415.4237  
[ethan@securitybyads.com](mailto:ethan@securitybyads.com)

## ALARMS

[portal.affiliated.com](http://portal.affiliated.com)  
800.523.4900  
[updates@affiliated.com](mailto:updates@affiliated.com)



Division of The Kincaid Group



# Agreement

79574

Thank you for your business Alan! We are excited to be working with you and would like to thank you for choosing ADS as your security solutions provider!

By signing below, Guadalupe Centers agrees to accept this proposal and enter into a contractual agreement with American Digital Security beginning on the date of signing.

**American Digital Security**

**Guadalupe Centers**

04 / 22 / 2022

Rob Behrens

Alan Olson



INTEGRATING  
SECURITY AND  
TECHNOLOGY

# CUSTOMER CARE PROGRAM

VIDEO SURVEILLANCE | ACCESS CONTROL | EMERGENCY NOTIFICATION  
VISITOR MANAGEMENT | INTRUSION ALARMS | SYSTEM DESIGN



Division of The Kincaid Group

## Standard

The evolving digital landscape requires new and innovative technologies to maintain your security system. With an ADS Customer Care Program, we handle the upkeep & maintenance of your system so you can be assured that it is working at its peak performance.



### VIDEO SURVEILLANCE



### ACCESS CONTROL



### INTRUSION ALARMS

#### MONTHLY COST

\$50/Server

\$75/appliance/system

\$25/Account (8 zones or less)  
\$50/Account (more than 8 zones)

#### MANAGEMENT

ADS will add new users and adjust camera settings.

Identity & token management, door settings, adding users, creating schedules.

Adding users, schedules, running reports.

#### HEALTH MONITORING

Monitors outages, camera connectivity, RAM/CPU, Hard Drive, RAID array.

Notifications for appliance & reader outages.

Notifications for zone troubles/bypassed zones.

#### MONTHLY SUMMARY REPORTS

Includes retention time, server uptime & camera connectivity

Includes completed backups, online status & number of requests completed

Includes summary of troubles & alarm history

#### MAINTENANCE

Monthly site settings backup & minor version upgrades completed.

Weekly transaction and configuration backups - kept for 30 days & minor version upgrades completed.

Daily timer test monitoring.

#### CARD PRINTING

Have a custom card template?  
We can design & print them at a discount.

INTEGRATING  
SECURITY AND  
TECHNOLOGY



Division of The Kincaid Group

# CUSTOMER CARE PROGRAM

VIDEO SURVEILLANCE | ACCESS CONTROL | EMERGENCY NOTIFICATION  
VISITOR MANAGEMENT | INTRUSION ALARMS | SYSTEM DESIGN

## Elite

Upgrade your Customer Care Program with these additional perks added on top of the Standard benefits.



### VIDEO SURVEILLANCE

**MONTHLY COST** (includes Standard Plan) \$8/camera + \$65/server

**MAINTENANCE** Includes two site check-up visits per year.

**WARRANTY DISCOUNT** 20% off MSRP discount on out-of-warranty products.

**RESPONSE TIME** 1 - 2 business day response time for on-site service.

**EMERGENCY SERVICE CALLS** 20% discount on emergency service call labor.



### ACCESS CONTROL

\$12/door + \$90/server

Service calls on ADS provided hardware, troubleshooting & issues with panels

20% off MSRP discount on out-of-warranty products.

1 - 2 business day response time for on-site service.

20% discount on emergency service call labor.



### INTRUSION ALARMS

\$5/zone + \$15/panel + \$25/account (under 8 zones) + \$50/account (over 8 zones)

Includes one trip to replace all device batteries per year. (batteries not included, 20% MSRP discount).

20% off MSRP discount on out-of-warranty products.

1 - 2 business day response time for on-site service.

20% discount on emergency service call labor.



**GUADALUPE CENTERS CHARTER SCHOOLS**

**By the Numbers**

**Enrollment 1/17/2023**

	Completed Enrollments	SAKC Waitlisted	Total Enrollment by School		ATTENDANCE Present Percent	MOCAP Enrollment
<b>GES Pre-K</b>	65	77	65		92.83%	
<b>K</b>	120	64				
<b>1</b>	118	19				
<b>2</b>	119	15				
<b>3</b>	115	38				1
<b>4</b>	116	18				
<b>5</b>	109	15	697	<b>PreK/ES</b>	90.0%	1
<b>6</b>	105	17				1
<b>7</b>	119	49				
<b>8</b>	116	45	340	<b>MS</b>	88.83%	1
<b>9</b>	115	67				1
<b>10</b>	111	54				2
<b>11</b>	106	33				
<b>12</b>	100	16	432	<b>HS</b>	90.66%	
<b>Totals</b>	<b>1534</b>	<b>527</b>	<b>1534</b>	<b>Total</b>	<b>90.58%</b>	<b>7</b>

**Re-Enrollment Update 1/17/2023**

School	Submitted	Sub % (excl)	Started	Not Started	MOCAP
<b>ES</b>	198	25.95%	61	504	
<b>MS</b>	57	16.72%	30	254	
<b>HS</b>	55	16.47%	31	248	
<b>Overall</b>	<b>310</b>	<b>21.56%</b>	<b>122</b>	<b>1006</b>	
<b>Data Updated:</b>	<b>1/17/23 7:21AM</b>			<b>69.96%</b>	
<b>Last Reminder Sent</b>	1/11/23 10:00 AM			1438	
<b>Updated Today?</b>	Yes				





### **Staffing Positions Available as of 1/19/23**

- Now accepting applications for the 2023-2024 school year
- Current openings
  - Elementary
    - Speech/Language Pathologist
    - Spanish Teacher
    - Art Teacher
    - PE Teacher
    - Computer & Technology Teacher
    - Literacy Interventionist
    - Library and Media Specialist
  - Middle School
    - Long-Term Substitute Teacher
    - ELA Teacher
  - High School
    - Building Paraprofessional
    - SPED Paraprofessional
    - ESL Paraprofessional
    - Soccer Coach

### **Access Testing**

- K-12 students taking the Access test from Jan 18-Feb 10
- **Total: 1012**
  - K-5: 571
  - 6-8: 209
  - 9-12: 232
- K students: test 1 on 1, about 45 min per test
- 1st-12th students: take 4 different tests (Listening, Reading, Writing and Speaking) totalling about 4 hours worth of testing.



GCHS 113022

Account Number: XXXX XXXX XXXX 3841

ALTA VISTA HIGH SCHOOL

Statement Closing Date: 11/30/22

Account Summary		
Previous Balance		\$0.00
Purchases and other Charges	+	\$5,959.61
Cash Advances	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Late Payment Charge	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>		<b>\$0.00</b>
Disputed Amount		\$0.00

Account Summary	
Past Due Amount	\$0.00
Credit Limit	\$10,000.00
Available Credit Limit	\$10,000.00
Cash Advance Credit Limit	\$0.00
Days in Billing Cycle	30
Statement Closing Date	11/30/22
Minimum Payment Due	\$0.00
	No Payment Due

Call Customer Service 1-800-356-8085  
 Lost or Stolen Credit Card 1-800-356-8085

Manage your account online at:  
[www.arvest.com](http://www.arvest.com)

Please send billing inquiries and correspondence to:  
 ARVEST BANK  
 P.O. BOX 6139  
 NORMAN, OK 73070-6139

### Transactions

Trans Date	Post Date	Reference Number	Description	Amount
11/03	11/04	2405523230828600092772	KENNEDY INDUSTRIES FULFI 610-534-8900 PA	\$135.01 ✓
11/09	11/10	24692162313103752558721	AMZN MKTP US*HB10C9AY0 AMZN.COM/BILL WA	\$59.00 ✓
11/09	11/10	24692162313103955810465	AMZN MKTP US*HB3LW71L0 AMZN.COM/BILL WA	\$295.36 ✓
11/09	11/10	24789302313020802735230	KANSAS CITY ZOO 816-5951234 MO	\$2,050.00 ✓
11/13	11/14	24431062317083323188717	AMAZON.COM*HB6YF0TV2 AMZN AMZN.COM/BILL WA	\$27.01 ✓
11/13	11/14	24692162317106680595943	AMZN MKTP US*HB6V178U1 AMZN.COM/BILL WA	\$48.97 ✓
11/15	11/15	24692162319108064905811	AMZN MKTP US*HB2AU11A2 AMZN.COM/BILL WA	\$54.12 ✓
11/16	11/16	24692162320108812518434	AMZN MKTP US*HI8SZ9J40 AMZN.COM/BILL WA	\$35.34 ✓
11/15	11/16	24011342319000042543438	SP PRO COURT SUPPLY HTTPSPROCOURT CA	\$282.00 ✓
11/16	11/17	24755422321733213157796	EPIC SPORTS 888-2692440 KS	\$130.30 ✓
11/18	11/18	24055232322083343150025	ACADEMY SPORTS + OUTDOOR 281-646-5564 TX	\$76.57 ✓
11/17	11/18	24789302321055103514322	ROGUE 614-3586190 OH	\$242.00 ✓
11/18	11/18	24055232322083345903819	ACADEMY SPORTS + OUTDOOR 281-646-5564 TX	\$370.74 ✓
11/17	11/18	24431062321083719576743	AMAZON.COM*HI0ND45G0 AMZN AMZN.COM/BILL WA	\$491.58 ✓
11/20	11/21	24431062324083310450147	AMAZON.COM*HI5N33WJ1 AMZN AMZN.COM/BILL WA	\$107.78 ✓
11/17	11/21	24943002322708343638016	INTERCONTINENTAL KANSAS KANSAS CITY MO 04/26/23 14484194	\$1,500.00 ✓
11/29	11/30	24493982333207123500011	SIGNS RX 757-774-6879 CA	\$53.83 ✓

*Rec'd*

✓ \$135.01  
 ✓ \$59.00  
 ✓ \$295.36  
 ✓ \$2,050.00  
 ✓ \$27.01  
 ✓ \$48.97  
 ✓ \$54.12  
 ✓ \$35.34  
 ✓ \$282.00  
 ✓ \$130.30  
 ✓ \$76.57  
 ✓ \$242.00  
 ✓ \$370.74  
 ✓ \$491.58  
 ✓ \$107.78  
 ✓ \$1,500.00  
 ✓ \$53.83

Account Number XXXX XXXX XXXX 3841  
 Statement Date 11/30/22  
 Total Activity \$5,959.61

ARVEST BANK  
 P.O. BOX 6139  
 NORMAN, OK 73070-6139

**\*\*MEMO STATEMENT ONLY\*\***  
**DO NOT REMIT PAYMENT**

ALTA VISTA HIGH SCHOOL  
 GUADALUPE EDUCATIONAL SYS  
 5201 E TRUMAN RD  
 KANSAS CITY MO 64127-2453



# Universal Construction Company, Inc.

1615 Argentine Boulevard | Kansas City, KS 66105 | (913) 342-1150

**December 12, 2022**

Guadalupe Centers  
Bellevue Door Replacement Work  
Kansas City, MO

The following is our proposal for the door replacement per the attached sketch and the following clarifications. If you have any questions, or if we need to adjust the scope quoted, please advise and we can adjust accordingly.

## Bellevue Door Replacement Proposal – \$119,205.

- Remove Existing Door and Hardware
- Install new rated doors and hardware per door schedule
- Paint all new and existing interior doors and HM frames.

**Recommended add allowance (not included in price above) – Add \$6500** for OT (to be used only as needed) to try and complete as much of the work as possible over the Holiday break.

Universal is a certified WBE firm with the State of Kansas and a local business headquartered in Kansas City.

### Clarifications as follows

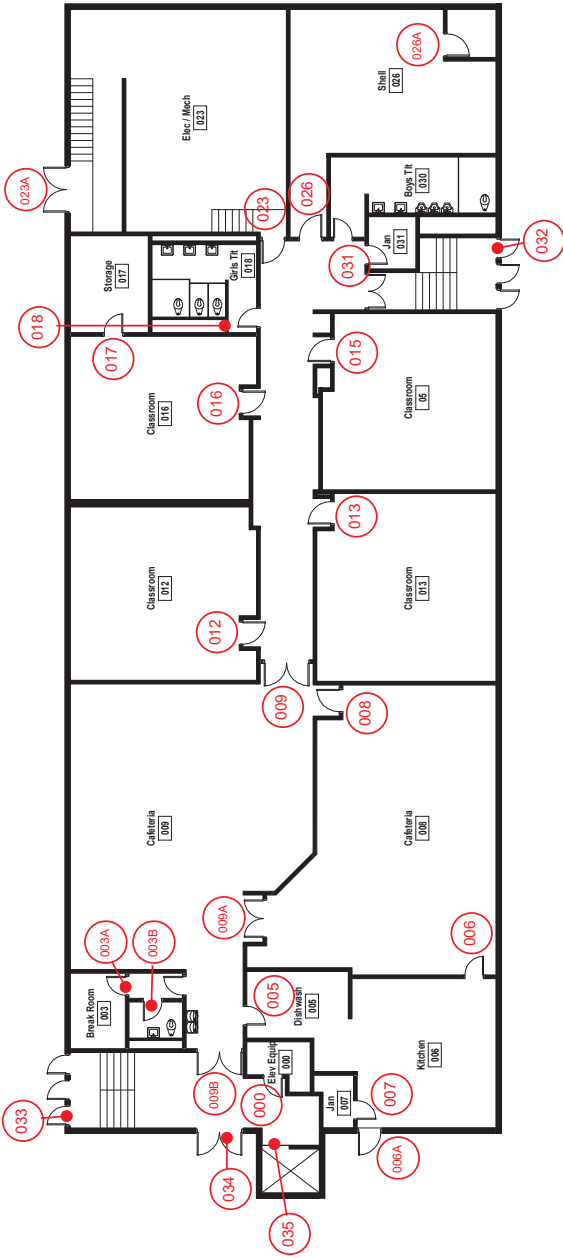
- **Lead time for doors and hardware is 12-13 weeks from Owner approval of the project. If we want to try and get this work completed over Christmas break, we will need to approval by 12/16 to try and keep from incurring additional expediting costs.**
- We assume this is being handled as a maintenance project and permit drawings are not required.
- Excludes design costs.
- Excludes any permitting costs and any bond costs
- Excludes any special inspections or testing costs.
- Insurance shall be Universal Construction's standard Insurance Limits. Owner will be included as additional insured.
- Working hours are to be Monday to Friday 7:00 A.M. to 3:30 P.M. Costs for overtime or shift work due to changes in working hours or delays have been excluded.
- Our pricing is good for 20 days.
- No Retainage to be withheld from payments.

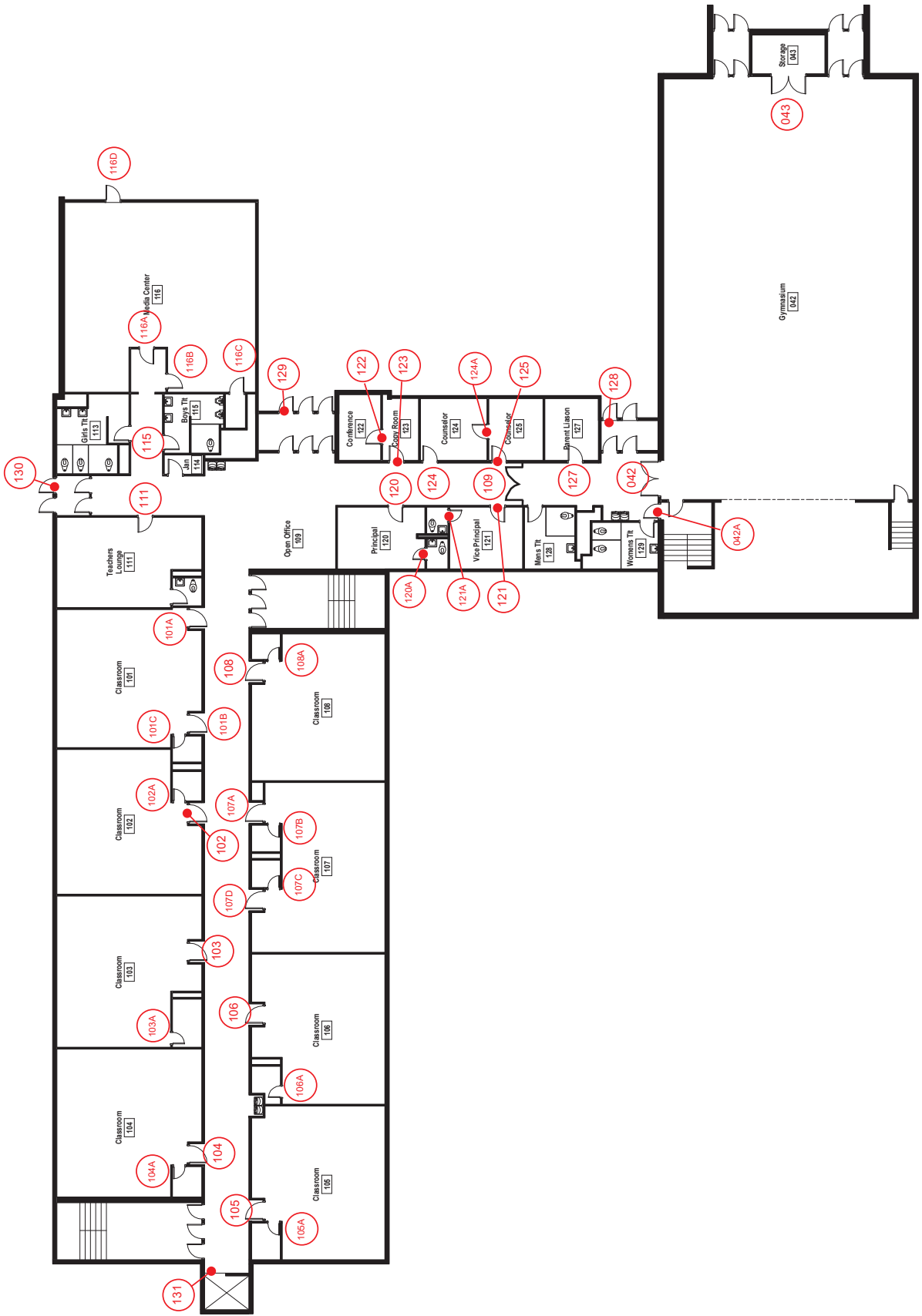
**We appreciate the opportunity to submit a proposal on this work,**

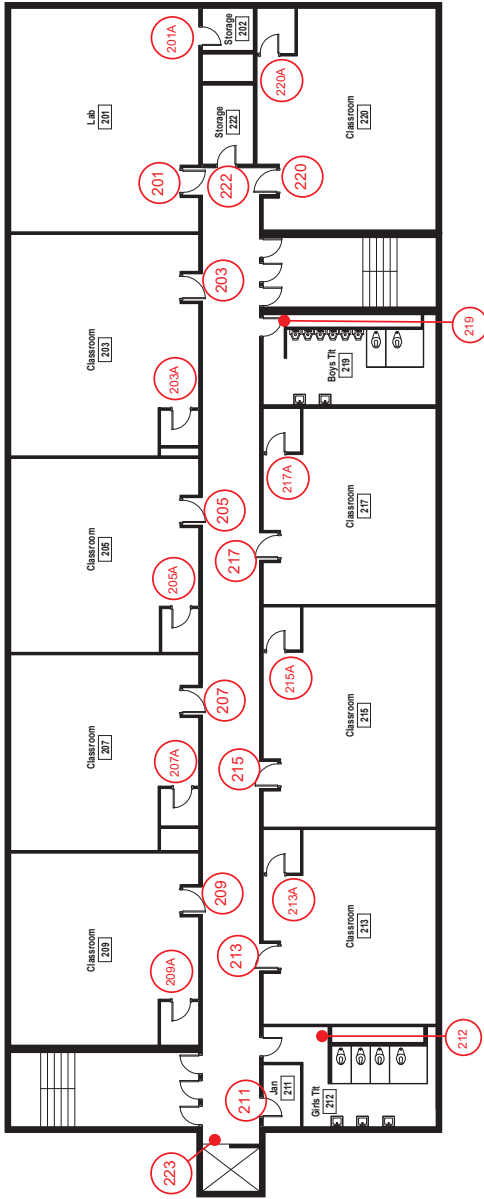
Sincerely,

**Archie W. Smith V**  
President









Ms. Corina J Guzman Penate is a passionate individual who seeks opportunities to expand knowledge, leadership skills and experience. As an Alta Vista High School graduate (2012), Ms. Guzman continued her education, gaining a degree in Biology and Pre-health from Avila University. In school, Ms. Guzman worked as a Freshman Mentor, assisting students make a smooth transition between high school and college. Additionally, she worked at Plaza de Niños - Guadalupe Centers Inc., working with parents and teachers for translation needs, organizational needs and customer service. As evidence in her resume, Guadalupe Centers Inc. has held significance in her life. Ms. Guzman has stated she is excited about the opportunity to join the Guadalupe Centers Charter School Board of Directors.