

## NOTICE OF OPEN MEETING

Posted 5:00 p.m., January 2, 2026

Notice is hereby given that the Neosho City Council will meet in regular session on Tuesday, January 6, 2026 at 7:00 p.m., in the Council Chambers at City Hall 203 East Main Street, Neosho, Missouri.

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## AGENDA REGULAR SESSION NEOSHO CITY COUNCIL

**The agenda of this meeting includes:**

[IGNORE\_INDENT]

### OPENING PRAYER & PLEDGE OF ALLEGIANCE

### CALL TO ORDER

### ROLL CALL

### APPROVAL OF AGENDA

### CONSENT AGENDA

1. December 16, 2025 Council Meeting Minutes
2. Bill No. 2025-90: Authorizing Closure of Brook St\_Future Public Safety Facility Site

### VISITOR'S BUSINESS

### UNFINISHED BUSINESS

1. Bill No. 2025-89: Addendum to the Allied Services, LLC Contract for Trash Services

### PROCLAMATION

1. Proclamation for Richard Leavens

### BIDS

1. Wastewater Rotors
2. Jet Fuel Truck
3. ERP Software

### NEW BUSINESS

1. Bill No. 2026-01: Vacation of Right of Way for Oak Hill Estates
2. Bill No. 2026-02: Contract with Talley Farms for Airport Haying
3. Resolution Bill No. 2026-01: Destruction of Records
4. Resolution Bill No. 2026-02: Contract with D&S Erectors for Shoal Creek Rotor Repair and Replacement
5. Modernization of Police Records Management System

### REPORT OF CITY OFFICERS

1. Police Department Update

### CLOSED SESSION

## January 6, 2026 City Council Meeting

1. Section 610.021 (1) RSMo,...Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between public governmental body or its representatives and its attorneys.

**ADJOURN**

**MINUTES**  
**NEOSHO CITY COUNCIL**  
**December 16, 2025 - 7:00 PM**  
**Neosho Council Chambers**  
**203 E. Main St., Neosho, MO**

**OPENING PRAYER & PLEDGE OF ALLEGIANCE**

Pastor Richmond Adams opened with prayer and Mayor Davidson led the pledge of allegiance.

**CALL TO ORDER**

Mayor Davidson called the meeting to order at 7 p.m.

**ROLL CALL**

COUNCIL PRESENT:

Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

COUNCIL ABSENT:

There were none absent.

CITY OFFICERS PRESENT:

David Kennedy, City Manager; Derek Snyder, City Attorney; and Cheyenne Wright, City Clerk, minutes taken by clerk.

**APPROVAL OF AGENDA**

Councilman Collinsworth made a motion to approve the agenda; Councilman Workman seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

**CONSENT AGENDA**

Councilman Cobb made a motion to approve the consent agenda; Councilwoman Robinson seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

**VISITOR'S BUSINESS**

There was no one present for visitor's business.

**BIDS**

**Tractor for Parks Department**

Parks and Recreation Director Balls addressed the city council stating that this agenda item is to seek council approval to accept a bid from Crown Power Equipment Co., LLC, through Sourcewell's cooperative purchasing program. This equipment will significantly improve efficiency and reduce labor time for mowing operations, and support maintenance needs as our parks continue to grow and expand. We received a bid from Crown Power Equipment Co. LLC through the Sourcewell Cooperative Program, for a new cab tractor with loader in the amount of \$56,855.73 Tractor type: Kubota. This item was budgeted for \$50,000.00. The Scenic Park Pavilion/Restroom project coming in significantly under budget by \$101,625, we are able to utilize those savings to cover the remaining cost needed for the tractor of \$6,855.73.

Councilman Collinsworth made a motion to approve the bid for a tractor purchase in the amount of \$56,855.73 from Crown Power Equipment Co. LLC; Councilwoman Humphrey seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

**Wastewater Plant Pump**

City Manager Kennedy addressed the city council stating that the purpose of this item is to seek approval for the bid from Mid-America Pump in the amount of \$40,007.69 for the Wastewater Plant Pump. Staff sent out multiple bid packets and also placed the bid online for the Wastewater Plant Pump.

There were three bids received back, as follows:

Mid-America Pump \$40,007.69

Letts, Van Kirk and Associates \$44,269.56

The Tridan Group \$51,995.00

Councilwoman Robinson made a motion to approve the bid from Mid-America Pump in the amount of \$40,007.69; Councilman Cobb seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

**Wastewater Fairbanks Pump**

City Manager Kennedy addressed the city council stating that the purpose of this item is to seek approval for the bid from Mid America Pump in the amount of \$38,362.54 for the Fairbanks Pump. Staff sent out multiple bids and placed the bid packet online for the Fairbanks Pump, and there were three bids received back, as follows:

Mid America Pump \$38,362.54

## December 16, 2025, Council Minutes

Letts Van Kirk Associates \$41,250.68

The Tridan Group \$46,500.00

Councilman Collinsworth made a motion to approve the bid from Mid-America Pump in the amount of \$38,362.54; Councilman Workman seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

### **PUBLIC HEARINGS**

#### **Public Hearing for the closure of Brook Street**

Mayor Davidson opened the public hearing at 7:07 p.m.

There was nobody present to speak.

Mayor Davidson closed the public hearing at 7:08 p.m.

### **NEW BUSINESS**

#### **Bill No. 2025-89: Addendum to the Allied Services, LLC Contract for Trash Services**

AN ORDINANCE authorizing the City of Neosho, Missouri, to enter into an Agreement with Allied Services, LLC, a Delaware Limited Liability Company, for the purpose of collecting and disposing of solid waste; authorizing the Mayor to execute the same by and on behalf of the City of Neosho.

City Attorney Snyder read Bill No. 2025-89 in title only.

Finance Director Forest addressed the city council stating that the purpose of this item is to seek approval for the addendum to the Allied Services, LLC agreement for an extended term for city trash services. During December 2, 2025, Council Meeting, staff asked council how they would like to proceed with trash services for the City of Neosho. The contract with Allied Services, LLC is set to expire in early 2026 and with the possible sale of the city utility, staff asked for council's direction on how to proceed. By the consensus of the city council to extend the services with Allied Services for another term. This is the agreement to formally approve the request.

Councilwoman Robinson made a motion to approve and discuss Bill No. 2025-89; Councilwoman Humphrey seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None Passed.

**December 16, 2025, Council Minutes**

**Bill No. 2025-90: Authorizing Closure of Brook St\_Future Public Safety Facility Site**

AN ORDINANCE of the City of Neosho authorizing the closure of East Brook Street between the intersections of Wood Street and Washington Street in the City of Neosho for the purpose of the construction and use of the Neosho Police and Fire Public Safety Center.

City Attorney Snyder read Bill No. 2025-90 in title only.

Police Chief Russell addressed the city council stating that the purpose of this item is to seek approval to vacate the Right-of-Way on Brook Street between Washington Street and Wood Street. This will be the future site of the Public Safety Center. There are no residences on this section of the road and the land on both sides is owned by the city. The Vacation of Right-of-Way was approved by Planning and Zoning and the Traffic Commission.

Councilwoman Robinson made a motion to approve and discuss Bill No. 2025-90; Councilman Collinsworth seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

**Resolution Bill No. 2025-46: Contract with MTS Contracting for the Auditorium Tuckpointing Project**

A RESOLUTION of the City of Neosho, Missouri, approving an agreement with MTS Contracting, Inc., a Missouri corporation, for the purpose of providing construction services for the Auditorium Tuck Pointing and Window Sealing Project for the not to exceed price of Ninety-Six Thousand Two Hundred Seventy & 00/100 Dollars (\$96,270.00) and authorizing the Mayor to execute the same by and on behalf of the City of Neosho.

City Attorney Snyder read Resolution Bill No. 2025-46 in title only.

City Manager Kennedy addressed the city council stating that the purpose of this item is to seek approval of the agreement with MTS Contracting for the auditorium tuckpointing and sealing project. During December 2, 2025, Council Meeting, council approved the bid from MTS Contracting LLC in the amount of \$96,270.00. This is the agreement to move forward with this project.

Councilwoman Thomas made a motion to approve and discuss Resolution Bill No. 2025-46; Councilwoman Humphrey seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

## December 16, 2025, Council Minutes

### **Resolution Bill No. 2025-47: Contract for MTS Contracting for the Lampo Tuckpointing**

A RESOLUTION of the City of Neosho, Missouri, approving an agreement with MTS Contracting, Inc., a Missouri corporation, for the purpose of providing construction services for the Lampo Building Tuck Pointing and Window Sealing Project for the not to exceed price of Twenty-Eight Thousand Four Hundred & 00/100 Dollars (\$28,400.00) and authorizing the Mayor to execute the same by and on behalf of the City of Neosho.

City Attorney Snyder read Resolution Bill No. 2025-47 in title only.

City Manager Kennedy addressed the city council stating that the purpose of this item is to seek approval of the agreement with MTS Contracting for the lamp building tuckpointing and sealing project. During December 2, 2025, Council Meeting, council approved the bid from MTS Contracting LLC in the amount of \$28,400.00. This is the agreement to move forward with this project.

Councilman Collinsworth made a motion to approve and discuss Resolution Bill No. 2025-47; Councilman Workman seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

### **City Investment — Certificate of Deposit**

Mayor Davidson removed himself from the council dais due to his involvement on the First Community Bank Board.

Mayor Pro Tempore Robinson took authority of the meeting.

Finance Director Forest addressed the city council stating that the purpose of this item is to seek approval to close the two Certificate of Deposits held with First Community Bank. The six-month CD approved June 3, 2025, and the twelve-month CD approved December 17, 2024, are set to renew on January 5, 2026. Staff is requesting that both CD's be pulled as the return is less than current earnings on our accounts and the City will receive a greater benefit by combining all of our funds into the one central account.

Councilman Collinsworth made a motion to approval to move forward with closing the two CD's with First Community and combining all monies from the CD's into our main account; Councilman Cobb seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: Richard Davidson

Passed.

### **Invoice from Goins Enterprises**

Public Works Assistant Director Barratt addressed the city council stating that this agenda item is to seek council approval for the invoice from Goins Enterprises. City staff used Goins Enterprises for on-call concrete

## December 16, 2025, Council Minutes

service to complete the necessary pavement restoration in a timely manner on Walnut Drive. This ensures that roadway cuts are not left open or temporarily patched for extended periods, which can create safety concerns and additional maintenance costs. Once completed for this repair and several others throughout town, the invoice came in at \$23,784.47. This amount needs council approval since it's outside the city manager's approval amount.

Councilwoman Robinson made a motion to approve the invoice and payment to Goins Enterprise in the amount of \$23,784.47; Councilman Collinsworth seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

### **Invoice from Murphy Tractor for Repair of Case Backhoe**

Public Works Assistant Director Barratt addressed the city council stating that this agenda item is to seek council approval for the invoice from Murphy Tractor for the repairs made to the public works Case Backhoe. The backhoe was diagnosed with engine failure by Murphy Tractor. Upon inspection, a complete engine rebuild was deemed necessary. The total repair cost is \$21,743.08, which exceeds the city manager's authorized approval limit. A budget amendment will be proposed to allocate funds from an alternative line item.

Councilwoman Robinson made a motion to approve the invoice for repairs of the Case Backhoe in the amount of \$21,743.08 to Murphy Tractor; Councilman Workman seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

### **Proposal for the Name of the New Park**

Parks and Recreation Director Balls addressed the city council stating that this agenda item is to obtain City Council approval for the official name of the new park. Early designation will enable the architectural design firm to accurately integrate the park's name into project plans, signage, and design elements. The Parks Board, Parks Director, and Council Thomas have collaborated on naming the proposed new park. The following names were considered:

1. Rocketdyne Memorial Park
2. Teledyne Memorial Park
3. Rocketdyne Park
4. Teledyne Park

Given the historical significance of the former Rocketdyne Foundation Park at this location, we recommend naming the new park "Rocketdyne Memorial Park" to honor that legacy.

Councilman Cobb made a motion to to name the new park Rocketdyne Park; Councilwoman Humphrey

## December 16, 2025, Council Minutes

seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Tom Workman

No: Angela Thomas

Abstain: None

Passed.

### **No Left Turn Sign at Walnut and Neosho Blvd**

Police Chief Russell addressed the city council stating that the purpose of this item is to seek approval of the Traffic Commission recommendation for the 'No Left Turn Sign at Walnut and Neosho Blvd'. Several citizens and the school district have identified that the no left turn sign at Walnut and Neosho Blvd. are small and worn, making them difficult to read. They requested the traffic commission take up the issue to find a solution to better inform drivers about the turning restriction at the intersection. The Traffic Commission recommended the following during their December 8, 2025, meeting:

1. a larger sign be placed below the stop sign;
2. additional signs be placed on the approaches to the intersection: 1 Sign on Walnut, 1 additional;
3. sign be placed on the service road in front of High School approaching Walnut.

Mayor Davidson made a motion to approve the recommendations made by the Traffic Commission; Councilman Cobb seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

### **Request for Handrail on Sidewalk on E Hickory St.**

Public Works Assistant Director Barratt addressed the city council stating that this agenda item is to seek council approval of the Traffic Commission recommendation regarding the installation of a handrail on the sidewalk on E. Hickory Street. The city recently installed a new sidewalk on E Hickory Street which is not ADA compliant due to the curbing. The Traffic Commission recommended that a new handrail be installed at a cost of around \$3600 on the new sidewalk on E. Hickory Street. This would be a temporary solution until the sidewalk can be addressed in the next budget cycle.

Councilman Collinsworth made a motion to approve request; Councilwoman Humphrey seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

### **Request for Two Veteran Parking Spots on the Square**

## **December 16, 2025, Council Minutes**

Police Chief Russell addressed the city council stating that the purpose of this item is to seek approval to discuss the Traffic Commission recommendation regarding the installation of two veteran parking spots on the square. Newton County requested the city reserve and install two veteran parking spots on the square. The Traffic Commission discussed the item and recommended further investigation into the need for and placement of the signs. The Traffic Commission requested additional information from Newton County on the current use of their reserved signs as a potential swap for space.

Discussion followed.

### **Blinking Caution sign in front of Carver Elementary**

Police Chief Russell addressed the city council stating that the purpose of this item is to discuss the Traffic Commission recommendation regarding the installation of a blinking caution light in the School Zone in front of Carver Elementary. A concerned citizen requested the Traffic Commission take up discussion of installing a blinking caution light in the school zone in front of Carver Elementary School. The concerned citizen has reported seeing many speeding violations and believed that a caution light would help draw attention to the school zone and slow down drivers. The Traffic Commission discussed that there is already ample signage in the area of Carver Elementary School warning drivers to slow down. The Traffic Commission recommended targeted speed enforcement by Neosho Police Department would better serve deterring and educating driving behavior.

Discussion followed.

### **TDD Ballot for TDD Taxing District**

Councilwoman Thomas made a motion to authorize the city manager to vote in favor of the question abolishing the TDD District; Councilman Collinsworth seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

## **REPORT OF CITY OFFICERS**

### **November Financial Reports**

Finance Director Forest updated the council on the November Financial Reports.

### **YMCA Board Members**

Council authorized the City Manager to have a Neosho employee sit on the YMCA Board.

### **Update on Golf Course Well**

Finance Director Forest addressed the city council updating them on more information regarding the golf course well or running our water source through MAW.

**December 16, 2025, Council Minutes**

**CLOSED SESSION**

*Section 610.021 (1) RSMo,...Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between public governmental body or its representatives and its attorneys.*

*Section 610.021 (2) RSMo...Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration, therefore.*

Mayor Davidson made a motion to to go into closed session under Section 610.021 (1) and (2); Councilwoman Thomas seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

Mayor Davidson closed open session at 8:01 p.m.

Mayor Davidson reconvened open session at 8:28 p.m. and announced that no votes were taken.

**ADJOURN**

There being no further business to come before council, Mayor Davidson asked for a motion to adjourn.

Councilman Collinsworth made a motion to Adjourn; Councilman Workman seconded.

Roll call vote:

Yes: Carl Cobb, Charles Collinsworth, Richard Davidson, Julie Humphrey, Ashton Robinson, Angela Thomas, Tom Workman

No: None

Abstain: None

Passed.

Mayor Davidson adjourned the December 16, 2025, Council Meeting at 8:28 p.m.

APPROVED

ATTEST

NEOSHO CITY COUNCIL

\_\_\_\_\_

\_\_\_\_\_

Mayor

City Clerk

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**REQUESTED COUNCIL MEETING DATE:** December 16, 2025

**ITEM:** Bill No. 2025-90: Authorizing Closure of Brook St\_Future Public Safety Facility Site

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**ORIGINATING DEPARTMENT:** Development Services Department

**ATTACHMENT:**

1. Bill No. 2025-90 Authorizing Closure of Brook St-future PS Facility site
  2. PZ packet for Vacation of Brook St ROW
- 

**PURPOSE:**

To vacate the Right-of-Way on Brook Street between Washington Street and Wood Street.

**BACKGROUND:**

This will be the future site of the Public Safety Center. There are no residences on this section of the road and the land on both sides is owned by the city. The Vacation of Right-of-Way was approved by Planning and Zoning and the Traffic Commission.

**RECOMMENDATION:**

Staff recommends approving the Vacation of Right-of-Way.

**AN ORDINANCE of the City of Neosho authorizing the closure of East Brook Street between the intersections of Wood Street and Washington Street in the City of Neosho for the purpose of the construction and use of the Neosho Police and Fire Public Safety Center.**

WHEREAS, a Police and Fire Public Safety Center is proposed to be constructed on or along Brook Street, between the intersections of Wood Street and Washington Street in the City; and

WHEREAS, a public hearing was held on \_\_\_\_\_, 2025, by the Planning and Zoning Commission for the City of Neosho concerning said street closure; and

WHEREAS, it has been determined by the City Council for the City of Neosho that said street closure is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That the City of Neosho public street of East Brook Street, between the intersection of Wood Street and Washington Street in the City of Neosho, be closed for the purpose of the construction and use of the Neosho Police and Fire Public Safety Center.

Section 2. That said public street shall remain closed for the purpose of continued use of the Neosho Police and Fire Public Safety Center.

Section 3. That City of Neosho personnel are authorized to take necessary actions to ensure said public street is closed safely and to remain closed until further action by the City Council.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by a vote of \_\_\_\_\_.

**CITY OF NEOSHO, CITY COUNCIL**

\_\_\_\_\_  
Richard Davidson, Mayor

ATTEST:

\_\_\_\_\_  
Cheyenne Wright, City Clerk

SEAL

APPROVED AS TO FORM:

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Derek A. Snyder, City Attorney

## NOTICE OF OPEN MEETING

Notice is hereby given that the **Planning and Zoning Commission** will meet in regular session on **December 9<sup>th</sup>, 2025, at 6:00 p.m.**, at the Neosho City Hall Council Chambers, 203 East Main Street, Neosho, Missouri.

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### AGENDA REGULAR SESSION – PLANNING AND ZONING COMMISSION

The agenda of this meeting includes:

#### CALL TO ORDER

#### ROLL CALL

#### APPROVAL OF MINUTES

Regular Session of September 9<sup>th</sup>, 2025.

#### NEW BUSINESS

1. Public hearing for Vacation of Right-Of- Way on Brook St between Wood St and Washington St.
2. Consider the request for Vacation of Right-Of-Way on Brook St between Wood St and Washington St.

#### OLD BUSINESS

None

#### ADJOURN:

Representatives of the news media may obtain copies of this notice by contacting: Cheyenne Wright, City Clerk, 203 E. Main, Neosho, Missouri, (417-451-8050).

**MINUTES  
REGULAR SESSION – PLANNING AND ZONING COMMISSION**

**CALL TO ORDER**

*The meeting was called to order by Julie Kruse at 6:00pm.*

**ROLL CALL**

*Present were Julie Kruse, Rick Mitchell, Sam Major, Dudley Zerbel, Bobbi Lee, Aaron Lewis and Phil Thompson.*

**APPROVAL OF MINUTES**

*A motion to accept the minutes of the regular session of August 12<sup>th</sup>, 2025, was made by Sam Major and seconded by Bobbi Lee.*

*Roll Call: Bobbi Lee: Yes, Aaron Lewis: Yes, Sam Major: Yes, Rick Mitchell: Yes, Dudley Zerbel: Yes., Julie Kruse: Abstain*

**NEW BUSINESS**

1. Public hearing for rezone of property at 15318 Kentucky Rd from R-1 First Dwelling single family residential to M-2 Heavy Industrial.

*Adam Worster presented the application and supporting materials to the committee and described the surrounding circumstances. There were no members of the public present for this item.*

2. Consider the request for rezone of 15318 Kentucky Rd from R-1 First Dwelling single family residential to M-2 Heavy Industrial.

*The committee held a brief general discussion on the request. A motion to accept the request was made by Sam Major and seconded by Julie Kruse.*

*Roll Call: Aaron Lewis: Yes, Sam Major: Yes, Rick Mitchell: Yes, Phil Thompson: Yes, Dudley Zerbel: Yes, Julie Kruse: Yes, Bobbi Lee: Yes.*

3. Public hearing for rezone of property located near 15111 Kodiak Rd from R-1 First dwelling single family residential to R-2 Second Dwelling house district.

*Adam Worster presented the application and supporting materials to the committee and described the surrounding circumstances. The potential developer of the property, Evan Talley, was present and answered questions from the committee about the quality of homes he would be building. There were other members of the public in attendance but did not address the committee.*

4. Consider the request for rezone of property located near 15111 Kodiak Rd from R-1 First dwelling single family residential to R-2 Second Dwelling house district.

*The committee held a brief general discussion on the request. A motion to accept the request was made by Sam Major and seconded by Dudley Zerbel.*

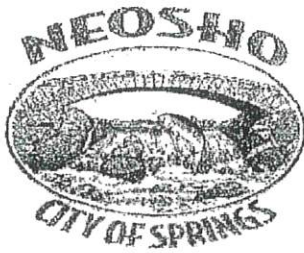
*Roll Call: Sam Major: Yes, Rick Mitchell: Yes, Phil Thompson: Yes, Dudley Zerbel: Yes, Julie Kruse: Yes, Bobbi Lee: Yes, Aaron Lewis: Yes.*

**OLD BUSINESS**

None

**ADJOURN:**

The meeting was adjourned by Julie Kruse at 6:12 pm.



## Planning and Zoning Department

City Hall 203 E. Main Neosho, MO 64850 Phone 451-8050

# PLANNING AND ZONING APPLICATION

### PROJECT TITLE & TYPE

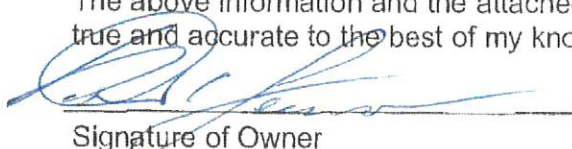
- |   |  |
|---|--|
| <input type="checkbox"/> Preliminary Plat / Site Plan | <input checked="" type="checkbox"/> Vacation of Right-of-Way |
| <input type="checkbox"/> Special Use Permit           | <input type="checkbox"/> Board of Adjustments                |
| <input type="checkbox"/> Rezoning                     | <input type="checkbox"/> Vacation of Easement                |
| <input type="checkbox"/> Final Plat / Site Plan       | <input type="checkbox"/> Other _____                         |

### INFORMATION

APPLICANT	PROJECT
Name <u>City of Neosho</u>	Project Location <u>Brook St between Wood St /Washington St</u>
Address <u>203 E Main Street</u>	Existing Use <u>Active roadway</u>
Phone <u>417-451-8050</u>	Proposed Use <u>Public Safety Center site</u>
Contact Person Name <u>Richard Leavens</u>	Existing Zone <u>N /A</u>
Contact Person Phone <u>417-451-8050</u>	Proposed Zone <u>N/A</u>

### SIGNATURE OF OWNERS & DATE

The above information and the attached list of property owners and the area map are true and accurate to the best of my knowledge.

 Signature of Owner	<u>10/20/2025</u> Date
_____ Signature of Co-Owner	_____ Date

#### Staff Use Only

Application Accepted...

Date \_\_\_\_\_

Time \_\_\_\_\_

By \_\_\_\_\_

- Application Fee Received
- Deed Attached
- Parcel Map Attached
- Property Owners Within 200 Ft Attached
- Publication Fee Received

Traffic Commission Meeting

Date: 25-Aug-25

Call To Order Time: 17:00

Meeting Adjourn: 17:46

Roll Call:	Attendance	
	Y	N
Mike Whitehead	x	
Aaron Houk	x	
Jeff Barratt	x	
Nathan Moudy	x	
Bill Carlston		x
	Y	N
David Kennedy		x
Derek Snyder		x
Tom Workman		x

Approval of Agenda

	Y	N
Aaron Houk	x	
Jeff Barratt	x	
Nathan Moudy	x	
Bill Carlston		
Mike Whitehead	x	

Motion	Second
x	
	x

Approval of Minutes

	Y	N
Nathan Moudy	x	
Bill Carlston		
Mike Whitehead	x	
Aaron Houk	x	
Jeff Barratt	x	

Motion	Second
x	
	x

New Business #1 Closure of Brook Street From Wood to Washington for Public Safety Ctr.

Discussion Closing Brook street is a good idea and we all support it.

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	Y	N
Bill Carlston		
Mike Whitehead	x	
Aaron Houk	x	
Jeff Barratt	x	
Nathan Moudy	x	

Motion	Second
	x
x	

Motion Outcome: \_\_\_ Motion pass 4-0 \_\_\_\_\_

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Motion to Ajourn	Y	N
Bill Carlston		
Mike Whitehead	x	
Aaron Houk	x	
Jeff Barratt	x	
Nathan Moudy	x	

Motion	Second
	x
x	

Outcome	Pass 4-0	
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Minutes taken by \_\_\_ Aaron Houk

Meeting Adjourn Time \_\_\_ 17:46

Notice of Public Hearing

Planning and Zoning Public Hearing  
December 9<sup>th</sup>, 2025 @ 6:00pm  
City Council Chambers  
203 East Main Street

City Council Public Hearing  
December 16<sup>th</sup>, 2025 @ 7:00pm (Vacation of Right-of-way hearing)  
City Council Chambers  
203 East Main Street

Regarding the Vacation of the Right-of-Way on Brook Street between Wood Street and Washington Street.

Inquiries please contact:

Adam Worster  
City of Neosho  
Development Services  
(417) 451-8050

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**REQUESTED COUNCIL MEETING DATE:** December 16, 2025

**ITEM:** **Bill No. 2025-89: Addendum to the Allied Services, LLC Contract for Trash Services**

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**ORIGINATING DEPARTMENT:** City Clerk

**ATTACHMENT:**

1. **Bill No. 2025-89 Contract with Allied Services \_Addendum for Trash Svcs**
  2. **City of Neosho Missouri Contract 2026**
  3. **Bill No. 2021-38 Allied Services, LLC Contract for Solid Waste Hauling**
  4. **First Amendment to the Allied Services**
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**PURPOSE:**

Staff requests approval of the addendum to the Allied Services, LLC agreement for an extended term for city trash services.

**BACKGROUND:**

During the December 2, 2025 Council Meeting, staff asked council how they would like to proceed with trash services for the City of Neosho. The contract with Allied Services, LLC is set to expire in early 2026 and with the possible sale of the city utility, staff asked for council's direction on how to proceed. By a consensus of the city council to extend the services with Allied Services for another term. This is the agreement to formally approve the request.

**RECOMMENDATION:**

Staff recommends approving Bill No. 2025-89 and authorizing the mayor to sign after final approval.

**AN ORDINANCE authorizing the City of Neosho, Missouri, to enter into an Agreement with Allied Services, LLC, a Delaware Limited Liability Company, for the purpose of collecting and disposing of solid waste; authorizing the Mayor to execute the same by and on behalf of the City of Neosho.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That the Agreement by and between the City of Neosho, Missouri, and Allied Services, LLC, a Delaware Limited Liability Company, for the purpose of collecting and disposing of solid waste, a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit “A,” be and the same is hereby approved.

Section 2. That the Mayor of the City of Neosho is hereby authorized and directed to execute said Agreement by and on behalf of the City of Neosho, Missouri.

Section 3. That this Ordinance shall become effective immediately upon its passage.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this \_\_\_\_\_ day of January, 2026, by a vote of \_\_\_\_\_.

**CITY OF NEOSHO, CITY COUNCIL**

\_\_\_\_\_  
Richard Davidson, Mayor

ATTEST:

\_\_\_\_\_  
Cheyenne Wright, City Clerk

SEAL

APPROVED AS TO FORM:

\_\_\_\_\_  
Derek A. Snyder, City Attorney

AGREEMENT  
FOR SOLID WASTE COLLECTION AND DISPOSAL

THIS AGREEMENT is made and entered into this \_\_\_\_ day of December 2025, by and between the City of Neosho, Missouri, a Missouri Municipal Corporation, hereinafter referred to as “City,” and Allied Services, LLC dba Republic Services of Galena, a Delaware Limited Liability Company, hereinafter referred to as “Republic,” and with City and Republic hereinafter collectively referred to as “the Parties.”

WITNESSETH:

WHEREAS, City desires to engage a contractor for the purpose of collection and disposal of solid waste as described in City’s Request for Proposal, attached hereto and incorporated by reference as Exhibit A; and

WHEREAS, Republic desires to be engaged as the City’s contractor for the purpose of collection and disposal of solid waste as described in its Response to City’s Request for Proposal, attached hereto and incorporated by reference as Exhibit B; and

NOW, THEREFORE, in consideration of the mutual agreements of the Parties set forth herein, the Parties agree as follows:

1. Definitions.

a. *Acceptable Waste* means all waste that is authorized to be disposed of at the Sanitary Landfill under then applicable federal, state, and local laws, regulations, rules, ordinances, permits, licenses, and governmental orders or directives (collectively “Applicable Law”) and that is not Unacceptable Waste.

b. *Solid Waste* means any solid waste generated by City that is not excluded by the provisions of this Agreement. Solid Waste shall not include any Unacceptable Waste.

c. *Unacceptable Waste* means (1) Hazardous Waste; (2) radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, or toxic waste as defined by Applicable Law; (3) Special Waste; or (4) any otherwise regulated waste.

d. *Waste Material* means all Solid Waste that is not excluded by this Agreement. Waste Material does not include any Unacceptable Waste.

2. Term. The term of this Agreement is effective from June 1, 2026, to May 30, 2031. Thereafter, subject to mutual consent of both the parties, this Agreement may be renewed for an additional five (5) year term, unless terminated earlier as provided herein.

3. Scope of Work. Republic agrees to diligently perform in a professional and workmanlike manner the collection and disposal of solid waste as described in City’s Request for Proposal, attached hereto and incorporated by reference as Exhibit A, and in its Response to City’s Request for Proposal, attached hereto and incorporated by reference as Exhibit B as follows:

- a. Republic's services include but are not limited to the collection and disposal of solid waste to all single-family residential dwellings within City's current and future corporate limits.
- b. Republic will provide all labor, materials, and equipment.
- c. Republic will collect residential trash at least once a week.
- d. Republic will provide at least one 96-gallon trash cart for each customer, and, at the customer's request, will provide additional carts at the rate of \$6.35 per cart per month.
- e. Republic will collect up to one bulky item not to exceed fifty (50) pounds from each customer at least once a week.
- f. Republic will provide dumpsters at City-owned facilities for free.

4. Payment. Republic will be compensated for the foregoing Scope of Work as described in City's Request for Proposal and in its Response to City's Request for Proposal as follows:

- a. The monthly residential trash rate will be \$13.90 for the period June 1, 2026-May 30, 2027 and will increase by 5% for the preceding year on June 1<sup>st</sup> of each year. Additionally, City will be paid a 5% fee. This fee will be remitted quarterly by Republic to the city based on revenues collected.
- b. The monthly residential trash rate for seniors will be \$12.05 for the period June 1, 2026-May 30, 2027 and will increase by 5% for the preceding year on June 1<sup>st</sup> of each year. Additionally, City will be paid a 5% fee. This fee will be remitted quarterly by Republic to the city based on revenues collected.
- c. At City's request, Republic will provide roll-off dumpsters to City for the price of \$315 per haul and dispose of waste for the price of \$47.25 per ton.
- d. Republic will provide eight (8) free dumpster hauls for City-wide cleanup each year. After the first eight (8) hauls, Republic will provide dumpsters for the price of \$315 per haul and dispose of waste for the price of \$47.25 per ton.
- e. Republic will provide the billing for all services. Residential billing will be quarterly. Residents are subject to suspend fee, late fee, delivery fee and removal fees. Unpaid accounts will be cancelled and turned over to the city code enforcer. Republic will utilize a collection agency for all unpaid services.
- f. Republic may increase the rates for services as a result of increases in costs incurred by Republic due to (a) any third party or municipal hauling company or facility being used; (b) changes in taxes, fees or other governmental charges (other than income or real property taxes); (c) uncontrollable prolonged operational changes (i.e., a major bridge closure); and (d)

changes in costs due to a Force Majeure Event. Any of the foregoing cost adjustments shall be retroactive to the effective date of such increase or change in cost. Republic shall notify City of any increase in the rates for services as soon as reasonably possible.

5. Independent Contractor. This Agreement does not create an employer-employee relationship between the parties. Republic is an independent contractor and is not entitled to any benefits including health, dental, vision, disability, life, and unemployment insurance, worker's compensation coverage, and LAGERS. Republic is an independent contractor and not an employee for all purposes including the application of the Fair Labor Standards Act Minimum Wage and Overtime Payments, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, and the provisions of the Internal Revenue Code, Missouri Revenue and Taxation Laws, and Missouri's Worker Compensation Laws and Unemployment Insurance Laws.

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

The certificates of insurance, including evidence of the required blanket-form endorsements hereunder, shall be filed with City within ten (10) days of the effective date and prior to the start of work. All insurance policies shall require that the insurance company in question provide thirty (30) days written notice prior to material modification or cancellation of such insurance, excluding workers' compensation. Such notices shall be sent , to: City of Neosho, 203 E. Main St., Neosho, MO 64850.

Such policies shall name City as an additional insured, as applicable, with limits of liability not less than the sovereign immunity limits for Missouri public entities calculated by the Missouri Department of Insurance as of January 1 each calendar year and published annually in the Missouri Register pursuant to Section 537.610, RSMo. (See, <http://insurance.mo.gov/industry/sovimunity.php>) As of January 1, 2021, the minimum coverage for the insurance referred to herein shall be as set out below:

a. Workers' Compensation...Statutory coverage per RSMo 287.010 et seq.

Employer's Liability Insurance...\$1,000,000.00

b. Commercial General Liability Insurance, including coverage for Premises, Operations, Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors, Explosion, Collapse, and Underground Property Damage and blasting if blasting required. Such coverage shall apply to bodily injury and property damage on an "Occurrence Form Basis" with limits of at least Two Million Nine Hundred Forty Thousand Eight Hundred Sixty-eight and no/100 Dollars (\$2,940,868.00) for all claims arising out of a single

accident or occurrence and at least Four Hundred Forty-one Thousand One Hundred Thirty and no/100 Dollars (\$441,130.00) with respect to injuries and/or death of any one person in a single occurrence and an amount not less than at least One Million and no/100 Dollars (\$1,000,000.00) for all claims to property arising out of a single occurrence and at least One Hundred Thousand and no/100 Dollars (\$100,000.00) to any one owner with respect to damages to property. Republic agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorneys' fees incurred by or assessed against City, its employees, officers, and agents, before payment of any award, damages, costs or attorneys' fees of Republic, its employees, officers, or agents. Republic agrees to cause its insurer to name City as an additional insured on such insurance policy via blanket-form endorsement, including City as an additional insured for coverage under its products-completed operations hazard, and said policy shall be primary and noncontributory.

c. Automobile Liability Insurance covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of at least Two Million Nine Hundred Forty Thousand Eight Hundred Sixty-eight and no/100 Dollars (\$2,940,868.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Forty-one Thousand One Hundred Thirty and no/100 Dollars (\$441,130.00) with respect to injuries and/or death of any one person in a single accident or occurrence.

d. Subcontracts. In case any or all of this work is sublet, Republic shall require the subcontractor to procure and maintain all insurance required in subparagraphs (a), (b) and (c) hereof and in like amounts. Republic shall require any and all subcontractors with whom it enters into a contract to perform work on this project to protect City through insurance against applicable hazards or risks and shall, upon request of City, provide evidence of such insurance.

e. Legislative or Judicial Changes. In the event the scope or extent of City's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo is broadened or increased during the term of this Agreement by legislative or judicial action, City may require Republic, upon ten (10) days written notice, to execute a contract addendum whereby Republic agrees to provide, at a price not exceeding Republic's actual increased premium cost, additional liability insurance coverage as City may require to protect City from increased tort liability exposure as the result of such legislative or judicial action. Any such additional insurance coverage shall be evidenced by an appropriate certificate of insurance and shall take effect within the time set forth in the addendum.

7. Amendments. The covenants and obligations herein contained are the full and complete terms of this Agreement, and no alteration, amendments, or changes to such terms shall be binding unless first reduced to writing and executed with the same formality as this Agreement.

8. Assignment. This Agreement, including payment hereunder, shall not be sub-let, assigned, or otherwise disposed of, except with the prior written consent of City, whose consent will not be unreasonably withheld, conditioned or delayed; provided, however, that Republic may assign this Agreement, without consent, to its affiliate or in connection with the sale of its business.

9. Attorney's Fees and Expenses. Intentionally omitted.

10. Binding Effect. This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, legal representatives, successors, and assigns, and shall be binding in the event of the death or legal disability of the parties.

11. Certification of Non-Resident/Foreign Companies: Republic shall procure and maintain during the life of this Agreement a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.570 RSMo. and a certificate from the Missouri Director of Revenue evidencing compliance with transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.

12. Choice of Law and Venue. This Agreement has been made, and its validity, performance and effect shall be determined, in accordance with the laws of the State of Missouri and venue for litigation between the parties shall be solely and exclusively in Newton County, Missouri.

13. Compliance with laws. Republic shall observe and comply with all Federal, State, and local laws and ordinances that affect those employed or engaged by it on the project, or the material or equipment used, or the conduct of the work, and shall procure all necessary licenses, permits, and insurance.

14. Consequential Damages. In no event shall either party be liable to the other for special, indirect, or consequential damages.

15. Contract Documents. The contract documents shall consist of the following: this Agreement, City's Request for Proposal, and Republic's Response to City's Request for Proposal. In the event of conflict between the contract documents, this Agreement will prevail. In the event of conflict between City's Request for Proposal and Republic's Response to City's Request for Proposal, City's Request for Proposal will prevail.

16. Entire Agreement. This Agreement (including any Exhibits) contains the entire understanding of the parties with respect to the subject matter hereof. It may not be altered or amended except by an agreement in writing signed by both parties.

17. Ethics. Republic warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Republic, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Republic, any fee, commission, gift, or contingent fee.

18. Force Majeure. Any delay or failure in performance due to contingencies beyond a party's reasonable control, including, but not limited to, strikes, riots, terrorist acts, compliance with applicable laws or governmental orders, fires, or inclement weather, primarily snow and ice, acts of God, shall not constitute a breach of this Agreement, but shall entitle the affected party to be relieved of the performance at the current pricing levels under this Agreement during the term of such event and for a reasonable time thereafter. The collection or disposal of any increased volume resulting from a flood, hurricane or similar or different Act of God over which Republic has no control, shall not be included as part of Republic's service under this Agreement. In the

event of increased volume due to a Force Majeure event, Republic and the City shall negotiate the additional payment to be made to Republic.

During this period, Republic may need to delay or suspend the collection of routes for the safety of both citizens and its employees for a day or more. In making this determination Republic shall first notify City to ensure that this does not violate this Agreement. Next, Republic shall make a public service announcement to news agencies to provide the specifics of the delay or suspension as well as the modified schedule. City will also issue a notice that Republic has come to this determination and the modified schedule. Republic shall have a local phone number that citizens can call to voice concerns or complaints and to get information. This number should be used on the news release. Any delayed trash pick-ups shall be completed as soon as is reasonably possible.

19. Headings. The headings of paragraphs in this Agreement are for convenience only. The headings form no part of this Agreement and shall not affect its interpretation.

20. Indemnification. Republic agrees to indemnify and save harmless City, from and against any and all claims, demands, suits, actions, recoveries, judgments, costs, and expenses, including reasonable attorney's fees and expenses, therewith made, to the extent relating to the loss of life or property or injury or damage to the person or property of any person or persons whomsoever, whether such person or persons be Republic, its agents or employees, or City, shall be arising out of Republic's negligent performance or willful misconduct in performance of this Agreement. Notwithstanding anything to the contrary set forth in this Agreement or otherwise, Republic shall have no obligation to indemnify, defend or hold harmless City, for any such liability or claim to the extent resulting from the negligence or, willful misconduct by City or any third party.

21. Non-Discrimination. Republic agrees in the performance of this Agreement not to discriminate on the ground or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, status as a protected veteran or status as a qualified individual with a disability, or political opinion or affiliation, against any employee of Republic or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder.

22. Representations. The signatories hereto represent and warrant that they have read this Agreement, that they are fully authorized in the capacities shown, that they understand the terms of this Agreement, and that they are executing the same voluntarily and solely for the consideration described herein.

23. Rights and Benefits. Republic's services will be performed solely for the benefit of the City and not for the benefit of any other persons or entities.

24. Right to Reject Unacceptable Waste. If Unacceptable Waste is discovered before it is collected by the Republic, Republic has the right to refuse the entire load containing Unacceptable Waste. If City's Unacceptable Waste is discovered, Republic will give City telephonic notice thereof and a reasonable opportunity to remove and dispose of such Unacceptable Waste. If City elects to remove and dispose of such Unacceptable Waste, it shall do so within such time period and under such conditions as Republic reasonably deems necessary or appropriate in connection with the operation of such equipment or facility, including the

preservation of the health and safety of employees. If, after electing to do so, City does not remove the Unacceptable Waste within such time period, or if City fails to so elect, Republic may remove and dispose of such Unacceptable Waste as City's agent, without further notice to City, and City shall pay the direct and indirect costs incurred by Republic and its subcontractors due to removal, remediation, handling, transportation, delivery, and disposal of such Unacceptable Waste. Notwithstanding the foregoing, no notice shall be required by Republic to City for Republic to dispose of Unacceptable Waste in emergency situations where in Republic's reasonable judgment a delay in such disposal could constitute a hazard to such equipment or facility, or any person on, about, or near such equipment or facility. The City shall provide all reasonable assistance to Republic to conduct an investigation to determine the identity of the depositor or generator of the Unacceptable Waste and to collect the costs incurred by Republic in connection with such Unacceptable Waste. Subject to the City's providing all such reasonable assistance to Republic, Republic shall release City from any liability for any such costs incurred by Republic in connection with such Unacceptable Waste, except to the extent that such Unacceptable Waste is determined to be attributed to the City.

25. Severability. If any of the provisions of this Agreement shall be construed to be invalid or illegal, the legality or validity of the other provisions of this Agreement shall not be affected thereby. Any illegal or invalid provision of this Agreement shall be severable, and any other provisions shall remain in full force and effect.

26. Subcontractors. Republic shall be as fully responsible to City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Republic is for the acts and omissions of persons it directly employs. Republic shall cause appropriate provisions to be inserted in all subcontracts relating to this work, to bind all subcontractors to Republic by all the terms herein set forth, and insofar as applicable to the work of subcontractors and to give Republic the same power regarding termination of any subcontract as City may exercise over Republic under any provisions of this Agreement. Nothing contained in this Agreement shall create any contractual relation between the subcontractor and City or between any subcontractors.

27. Termination. City may terminate this Agreement, without cause, by giving Republic thirty (30) days' written notice of the same.

If either party breaches any material provision of this Agreement and such breach is not substantially cured within thirty (30) days after receipt of written notice from the non-breaching party specifying such breach in reasonable detail, the non-breaching party may terminate this Agreement by giving thirty (30) days' written notice of termination to the breaching party. However, if the breach cannot be substantially cured within thirty (30) days, the Agreement may not be terminated if a cure is commenced within the cure period and for as long thereafter as a cure is diligently pursued. Upon termination, the City shall pay Republic only such charges and fees for the services performed on or before the termination effective date and Republic shall collect its equipment, and Republic shall have no further obligation to perform any services under this Agreement.

28. Title to Waste. City represents and warrants to Contractor that City shall hold clear title, free of all liens, claims and encumbrances, to any Solid Waste delivered by City to the

Sanitary Landfill. Title to, and risk of loss and responsibility for, Acceptable Waste delivered to the Landfill by Customer shall pass at the time such Acceptable Waste is removed from the delivery vehicle at the Landfill. Title to Unacceptable Waste shall remain with Customer and shall never be deemed to pass to Republic.

29. Waiver. Waiver of any provision of this Agreement or breach of this Agreement shall not thereafter be deemed to be a consent by the waiving party to any further waiver, modification or breach by the other party, whether new or continuing, of the same or any other covenant, condition or provision of this Agreement. Failure by one of the parties to this Agreement to assert its rights for any breach of this Agreement shall not be deemed a waiver of such rights.

30. Exclusivity. City grants Republic the exclusive right to collect and dispose the solid waste from all single-family residential dwellings within City's current and future corporate limits.

31. Responsibility for Equipment/Access. Any equipment Republic furnishes to City shall remain Republic's property. City shall be liable for all loss or damage to such equipment (except for normal wear and tear and for loss or damage resulting from Republic's handling of the equipment). City shall use such equipment only for its proper and intended purpose and shall not overload (by weight or volume), move or alter the equipment. City shall be liable for all losses arising from any injury or death to persons or loss or damage to property (including the equipment) arising out of City's use, operation or possession of such equipment. City shall provide safe, unobstructed access to such equipment on the scheduled collection day. Republic may charge an additional fee for any additional collection service required by City's failure to provide access. The foregoing shall not apply to any equipment Republic furnishes to a customer, such as a 96-gallon trash cart. Notwithstanding anything to the contrary set forth in this Agreement or otherwise, City shall have no obligation to indemnify, defend or hold harmless Republic, for any such liability or claim to the extent resulting from the negligence or, willful misconduct by Republic or any third party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date shown below.

FOR ALLIED SERVICES, LLC DBA  
REPUBLIC SERVICES OF GALENA

FOR THE CITY OF NEOSHO, MISSOURI

BY: \_\_\_\_\_  
Jayson Heberlein  
General Manager

BY: \_\_\_\_\_  
Richard Davidson  
Mayor

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

ATTEST: \_\_\_\_\_  
Cheyenne Wright  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Derek Snyder  
City Attorney

AN ORDINANCE authorizing the City of Neosho, Missouri, to enter into an Agreement with Allied Services, LLC, a Delaware Limited Liability Company, for the purpose of collecting and disposing of solid waste; authorizing the Mayor to execute the same by and on behalf of the City of Neosho; and containing an emergency clause.

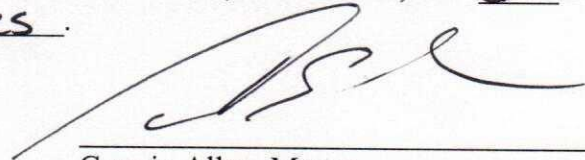
BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That the Agreement by and between the City of Neosho, Missouri, and Allied Services, LLC, a Delaware Limited Liability Company, for the purpose of collecting and disposing of solid waste, a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit "A," be and the same is hereby approved.

Section 2. That the Mayor of the City of Neosho is hereby authorized and directed to execute said Agreement by and on behalf of the City of Neosho, Missouri.

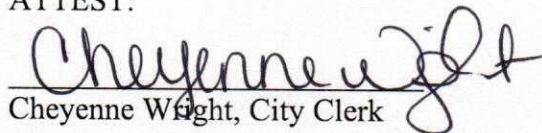
Section 3. That the City hereby declares that this Ordinance, being an Ordinance relating to the immediate preservation of the public peace, property, health, safety or morals, is considered an emergency within the meaning of Section 2.18(1) of the Home Rule Charter of the City of Neosho, Missouri, and, as such, this Ordinance shall become effective immediately upon its passage.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this 6<sup>th</sup> day of April, 2021, by a vote of 5 yes.

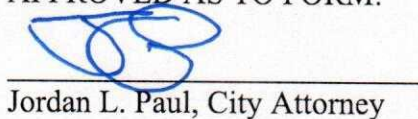


Carmin Allen, Mayor

ATTEST:

  
Cheyenne Wright, City Clerk

APPROVED AS TO FORM:

  
Jordan L. Paul, City Attorney

AGREEMENT  
FOR SOLID WASTE COLLECTION AND DISPOSAL

THIS AGREEMENT is made and entered into this 6<sup>th</sup> day of April, 2021, by and between the City of Neosho, Missouri, a Missouri Municipal Corporation, hereinafter referred to as "City," and Allied Services, LLC, a Delaware Limited Liability Company, hereinafter referred to as "Republic," and with City and Republic hereinafter collectively referred to as "the Parties."

WITNESSETH:

WHEREAS, City desires to engage a contractor for the purpose of collection and disposal of solid waste as described in City's Request for Proposal, attached hereto and incorporated by reference as Exhibit A; and

WHEREAS, Republic desires to be engaged as the City's contractor for the purpose of collection and disposal of solid waste as described in its Response to City's Request for Proposal, attached hereto and incorporated by reference as Exhibit B; and

WHEREAS, City has selected Republic as the lowest and best bidder based on full consideration of all factors, preferences, and conditions deemed applicable by City.

NOW, THEREFORE, in consideration of the mutual agreements of the Parties set forth herein, the Parties agree as follows:

1. Term. The term of this Agreement is effective from June 1, 2021 to May 30, 2026, unless terminated earlier as provided herein.

2. Scope of Work. Republic agrees to diligently perform in a professional and workmanlike manner the collection and disposal of solid waste as described in City's Request for Proposal, attached hereto and incorporated by reference as Exhibit A, and in its Response to City's Request for Proposal, attached hereto and incorporated by reference as Exhibit B as follows:

a. Republic's services include but are not limited to the collection and disposal of solid waste to all single-family residential dwellings within City's current and future corporate limits.

b. Republic will provide all labor, materials, and equipment.

c. Republic will collect residential trash at least once a week.

d. Republic will provide at least one 96-gallon trash cart for each customer, and, at the customer's request, will provide additional carts at the rate of \$5.00 per cart per month.

e. Republic will collect up to one bulky item not to exceed fifty (50) pounds from each customer at least once a week.

f. Republic will provide dumpsters at City-owned facilities for free.

3. Payment. Republic will be compensated for the foregoing Scope of Work as described in City's Request for Proposal and in its Response to City's Request for Proposal as follows:

a. The monthly residential trash rate will be \$10.95 for the period June 1, 2021-May 30, 2022 and will increase by a percentage not to exceed the consumer price index for water and sewer and trash collection services (CPI-WST) for the preceding year on June 1 of each year.

b. The monthly residential trash rate for seniors will be \$9.50 for the period June 1, 2021-May 30, 2022 and will increase by a percentage not to exceed the consumer price index for water and sewer and trash collection services (CPI-WST) for the preceding year on June 1 of each year.

c. At City's request, Republic will provide roll-off dumpsters to City for the price of \$300 per haul and dispose of waste for the price of \$45 per ton.

d. Republic will provide two (2) free dumpster hauls for City-wide cleanup each year. After the first two (2) hauls, Republic will provide dumpsters for the price of \$300 per haul and dispose of waste for the price of \$45 per ton.

e. In no event will City be liable to Republic for a customer's failure to pay Republic.

4. Independent Contractor. This Agreement does not create an employer-employee relationship between the parties. Republic is an independent contractor and is not entitled to any benefits including health, dental, vision, disability, life, and unemployment insurance, worker's compensation coverage, and LAGERS. Republic is an independent contractor and not an employee for all purposes including the application of the Fair Labor Standards Act Minimum Wage and Overtime Payments, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, and the provisions of the Internal Revenue Code, Missouri Revenue and Taxation Laws, and Missouri's Worker Compensation Laws and Unemployment Insurance Laws.

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

The certificates of insurance, including evidence of the required endorsements hereunder or the policies, shall be filed with City within ten (10) days of the effective date and prior to the start of work. All insurance policies shall require that the insurance company in question provide

thirty (30) days written notice prior to modification or cancellation of such insurance. Such notices shall be mailed, certified mail, return receipt requested, to: City of Joplin, 602 S. Main St., Joplin, MO 64801.

Such policies shall name City as an additional insured, with limits of liability not less than the sovereign immunity limits for Missouri public entities calculated by the Missouri Department of Insurance as of January 1 each calendar year and published annually in the Missouri Register pursuant to Section 537.610, RSMo. (See, <http://insurance.mo.gov/industry/sovimmunity.php>) As of January 1, 2021, the minimum coverage for the insurance referred to herein shall be as set out below:

- a. Workers' Compensation...Statutory coverage per RSMo 287.010 et seq.

Employer's Liability Insurance...\$1,000,000.00

b. Commercial General Liability Insurance, including coverage for Premises, Operations, Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors, Explosion, Collapse, and Underground Property Damage and endorsed for blasting if blasting required. Such coverage shall apply to bodily injury and property damage on an "Occurrence Form Basis" with limits of at least Two Million Nine Hundred Forty Thousand Eight Hundred Sixty-eight and no/100 Dollars (\$2,940,868.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Forty-one Thousand One Hundred Thirty and no/100 Dollars (\$441,130.00) with respect to injuries and/or death of any one person in a single occurrence and an amount not less than at least One Million and no/100 Dollars (\$1,000,000.00) for all claims to property arising out of a single occurrence and at least One Hundred Thousand and no/100 Dollars (\$100,000.00) to any one owner with respect to damages to property. Republic agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorneys' fees incurred by or assessed against City, its employees, officers, and agents, before payment of any award, damages, costs or attorneys' fees of Republic, its employees, officers, or agents. Republic agrees to cause its insurer to name City as an additional insured on such insurance policy, including City as an additional insured for coverage under its products-completed operations hazard, and said policy shall be primary and noncontributory.

c. Automobile Liability Insurance covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of at least Two Million Nine Hundred Forty Thousand Eight Hundred Sixty-eight and no/100 Dollars (\$2,940,868.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Forty-one Thousand One Hundred Thirty and no/100 Dollars (\$441,130.00) with respect to injuries and/or death of any one person in a single accident or occurrence.

d. Subcontracts. In case any or all of this work is sublet, Republic shall require the subcontractor to procure and maintain all insurance required in subparagraphs (a), (b) and (c) hereof and in like amounts. Republic shall require any and all subcontractors with whom it enters into a contract to perform work on this project to protect City through insurance against applicable hazards or risks and shall, upon request of City, provide evidence of such insurance.

- e. Legislative or Judicial Changes. In the event the scope or extent of City's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo is broadened or increased during the term of this Agreement by legislative or judicial action, City may require Republic, upon ten (10) days written notice, to execute a contract addendum whereby Republic agrees to provide, at a price not exceeding Republic's actual increased premium cost, additional liability insurance coverage as City may require to protect City from increased tort liability exposure as the result of such legislative or judicial action. Any such additional insurance coverage shall be evidenced by an appropriate certificate of insurance and shall take effect within the time set forth in the addendum.
6. Amendments. The covenants and obligations herein contained are the full and complete terms of this Agreement, and no alteration, amendments, or changes to such terms shall be binding unless first reduced to writing and executed with the same formality as this Agreement.
7. Assignment. This Agreement, including payment hereunder, shall not be sub-let, assigned, or otherwise disposed of, except with the prior written consent of City.
8. Attorney's Fees and Expenses. If City files suit in order to enforce any term of this Agreement and is the prevailing party, Republic shall be liable for City's reasonable attorney's fees and expenses. In no event shall City be liable for Republic's reasonable attorney's fees and expenses.
9. Binding Effect. This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, legal representatives, successors, and assigns, and shall be binding in the event of the death or legal disability of the parties. Provided, however, that nothing in this paragraph shall be construed as a consent by City to any assignment of this Agreement or any interest therein by Republic.
10. Certification of Non-Resident/Foreign Companies: Republic shall procure and maintain during the life of this Agreement a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.570 RSMo. and a certificate from the Missouri Director of Revenue evidencing compliance with transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.
11. Choice of Law and Venue. This Agreement has been made, and its validity, performance and effect shall be determined, in accordance with the laws of the State of Missouri and venue for litigation between the parties shall be solely and exclusively in Newton County, Missouri.
12. Compliance with laws. Republic shall observe and comply with all Federal, State, and local laws and ordinances that affect those employed or engaged by it on the project, or the material or equipment used, or the conduct of the work, and shall procure all necessary licenses, permits, and insurance.
13. Consequential Damages. In no event shall either party be liable to the other for special, indirect, or consequential damages.

14. Contract Documents. The contract documents shall consist of the following: this Agreement, City's Request for Proposal, and Republic's Response to City's Request for Proposal. In the event of conflict between the contract documents, this Agreement will prevail. In the event of conflict between City's Request for Proposal and Republic's Response to City's Request for Proposal, City's Request for Proposal will prevail.

15. Entire Agreement. This Agreement (including any Exhibits) contains the entire understanding of the parties with respect to the subject matter hereof. It may not be altered or amended except by an agreement in writing signed by both parties.

16. Ethics. Republic warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Republic, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Republic, any fee, commission, gift, or contingent fee.

17. Headings. The headings of paragraphs in this Agreement are for convenience only. The headings form no part of this Agreement and shall not affect its interpretation.

18. Indemnification. Republic hereby assumes all risk of, and responsibility for, and agrees to indemnify and save harmless City, from and against any and all claims, demands, suits, actions, recoveries, judgments, costs, and expenses, including reasonable attorney's fees and expenses, therewith made, brought or obtained on account of the loss of life or property or injury or damage to the person or property of any person or persons whomsoever, whether such person or persons be Republic, its agents or employees, or City, its agents or employees, or any third-person in any way connected with the parties hereto, which loss of life or property, or injury or damage to persons or property, shall be due to, or arise out of, result from, or be in any way connected with, this Agreement.

19. Non-Discrimination. Republic agrees in the performance of this Agreement not to discriminate on the ground or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, status as a protected veteran or status as a qualified individual with a disability, or political opinion or affiliation, against any employee of Republic or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder.

20. Representations. The signatories hereto represent and warrant that they have read this Agreement, that they are fully authorized in the capacities shown, that they understand the terms of this Agreement, and that they are executing the same voluntarily and solely for the consideration described herein.

21. Rights and Benefits. Republic's services will be performed solely for the benefit of the City and not for the benefit of any other persons or entities.

22. Severability. If any of the provisions of this Agreement shall be construed to be invalid or illegal, the legality or validity of the other provisions of this Agreement shall not be affected thereby. Any illegal or invalid provision of this Agreement shall be severable, and any other provisions shall remain in full force and effect.

23. Subcontractors. Republic shall be as fully responsible to City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Republic is for the acts and omissions of persons it directly employs. Republic shall cause appropriate provisions to be inserted in all subcontracts relating to this work, to bind all subcontractors to Republic by all the terms herein set forth, and insofar as applicable to the work of subcontractors and to give Republic the same power regarding termination of any subcontract as City may exercise over Republic under any provisions of this Agreement. Nothing contained in this Agreement shall create any contractual relation between the subcontractor and City or between any subcontractors.

24. Termination. City may terminate this Agreement, without cause, by giving Republic thirty (30) days' written notice of the same.

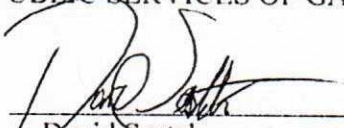
25. Waiver. Waiver of any provision of this Agreement or breach of this Agreement shall not thereafter be deemed to be a consent by the waiving party to any further waiver, modification or breach by the other party, whether new or continuing, of the same or any other covenant, condition or provision of this Agreement. Failure by one of the parties to this Agreement to assert its rights for any breach of this Agreement shall not be deemed a waiver of such rights.

26. Inclement Weather. During periods of inclement weather, primarily snow and ice, Republic may need to delay or suspend the collection of routes for the safety of both citizens and its employees for a day or more. In making this determination Republic shall notify the City first to ensure that this does not violate the agreement. Next, Republic shall make a Public Service announcement to news agencies to provide the specifics of the delay or suspension as well as the modified schedule. The City will also put out a notice that Republic Services has come to this determination and the modified schedule. Republic shall have a local phone number that citizens can call to voice concerns or complaints and to get information. This number should be used on the news release. Any delayed trash pick-ups shall be completed as soon as is reasonably possible.

[Remainder of page intentionally left blank – signature page follows]

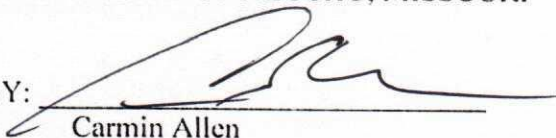
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date shown below.


FOR ALLIED SERVICES, LLC DBA  
REPUBLIC SERVICES OF GALENA

BY:   
\_\_\_\_\_  
David Sestak  
General Manager

Date: 4-9-2021


FOR THE CITY OF NEOSHO, MISSOURI

BY:   
\_\_\_\_\_  
Carmin Allen  
Mayor

ATTEST:   
\_\_\_\_\_  
Cheyenne Wright  
City Clerk



APPROVED AS TO FORM:

  
\_\_\_\_\_  
Jordan L. Paul  
City Attorney

FIRST AMENDMENT TO  
AGREEMENT  
FOR SOLID WASTE COLLECTION AND DISPOSAL

This First Amendment to Agreement for Solid Waste Collection and Disposal (this "First Amendment") is entered into as of the 20<sup>th</sup> day of April 2022 (the "Effective Date"), between the City of Neosho, Missouri, a Missouri Municipal Corporation ("City"), and Allied Services, LLC dba Republic Services of Galena, a Delaware Limited Liability Company ("Republic"), and with City and Republic being collectively referred to from time to time as "the Parties."

WHEREAS, City and Republic entered into an Agreement for Solid Waste Collection and Disposal on or about April 6, 2021, attached hereto and incorporated by reference as Exhibit A (the "Draft Agreement"); and

WHEREAS, in fact, the Parties intended to enter into an Agreement for Solid Waste Collection and Disposal on or about April 6, 2021, attached hereto and incorporated by reference as Exhibit B (the "Final Agreement"); and

WHEREAS, both the Draft Agreement and the Final Agreement conform to City's Request for Proposal and Republic's Response to City's Request for Proposal; and

WHEREAS, the Draft Agreement and the Final Agreement do not differ as to the material terms for the term, scope of work, and payment; and

WHEREAS, the Parties desire to amend the Draft Agreement to reflect their wishes.

NOW, THEREFORE, in exchange for valuable consideration each received from the other, the receipt and sufficiency of which is hereby acknowledged, the Parties do hereby agree as follows:

1. Sections 1 through 31 are amended to read as follows:

"1. Definitions.

a. *Acceptable Waste* means all waste that is authorized to be disposed of at the Sanitary Landfill under then applicable federal, state, and local laws, regulations, rules, ordinances, permits, licenses, and governmental orders or directives (collectively "Applicable Law") and that is not Unacceptable Waste.

b. *Solid Waste* means any solid waste generated by City that is not excluded by the provisions of this Agreement. Solid Waste shall not include any Unacceptable Waste.

c. *Unacceptable Waste* means (1) Hazardous Waste; (2) radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazardous, or toxic waste as defined by Applicable Law; (3) Special Waste; or (4) any otherwise regulated waste.

d. *Waste Material* means all Solid Waste that is not excluded by this Agreement. Waste Material does not include any Unacceptable Waste.

2. Term. The term of this Agreement is effective from June 1, 2021 to May 30, 2026. Thereafter, subject to mutual consent of both the parties, this Agreement may be renewed for an additional five (5) year term, unless terminated earlier as provided herein.

3. Scope of Work. Republic agrees to diligently perform in a professional and workmanlike manner the collection and disposal of solid waste as described in City's Request for Proposal, attached hereto and incorporated by reference as Exhibit A, and in its Response to City's Request for Proposal, attached hereto and incorporated by reference as Exhibit B as follows:

a. Republic's services include but are not limited to the collection and disposal of solid waste to all single-family residential dwellings within City's current and future corporate limits.

b. Republic will provide all labor, materials, and equipment.

c. Republic will collect residential trash at least once a week.

d. Republic will provide at least one 96-gallon trash cart for each customer, and, at the customer's request, will provide additional carts at the rate of \$5.00 per cart per month.

e. Republic will collect up to one bulky item not to exceed fifty (50) pounds from each customer at least once a week.

f. Republic will provide dumpsters at City-owned facilities for free.

4. Payment. Republic will be compensated for the foregoing Scope of Work as described in City's Request for Proposal and in its Response to City's Request for Proposal as follows:

a. The monthly residential trash rate will be \$10.95 for the period June 1, 2021-May 30, 2022 and will increase by a percentage not to exceed the consumer price index for water and sewer and trash collection services (CPI-WST) for the preceding year on June 1 of each year. Additionally, City will charge a 5% administrative fee.

b. The monthly residential trash rate for seniors will be \$9.50 for the period June 1, 2021-May 30, 2022 and will increase by a percentage not to exceed the consumer price index for water and sewer and trash collection services (CPI-WST) for the preceding year on June 1 of each year. Additionally, City will charge a 5% administrative fee.

c. At City's request, Republic will provide roll-off dumpsters to City for the price of \$300 per haul and dispose of waste for the price of \$45 per ton.

d. Republic will provide eight (8) free dumpster hauls for City-wide cleanup

each year. After the first eight (8) hauls, Republic will provide dumpsters for the price of \$300 per haul and dispose of waste for the price of \$45 per ton.

e. City shall pay Republic all amounts collected from customers less City's 5% administrative fee within thirty (30) days of receipt of invoice. All unpaid invoices shall carry an interest at a rate of 1.5% per month or, if lower, the maximum rate permitted by applicable state law, until the balance is paid in full. However, in no event will City be liable to Republic for a customer's failure to pay.

f. Republic may increase the rates for services as a result of increases in costs incurred by Republic due to (a) any third party or municipal hauling company or facility being used; (b) changes in taxes, fees or other governmental charges (other than income or real property taxes); (c) uncontrollable prolonged operational changes (i.e., a major bridge closure); and (d) changes in costs due to a Force Majeure Event. Any of the foregoing cost adjustments shall be retroactive to the effective date of such increase or change in cost. Republic shall notify City of any increase in the rates for services as soon as reasonably possible.

5. Independent Contractor. This Agreement does not create an employer-employee relationship between the parties. Republic is an independent contractor and is not entitled to any benefits including health, dental, vision, disability, life, and unemployment insurance, worker's compensation coverage, and LAGERS. Republic is an independent contractor and not an employee for all purposes including the application of the Fair Labor Standards Act Minimum Wage and Overtime Payments, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, and the provisions of the Internal Revenue Code, Missouri Revenue and Taxation Laws, and Missouri's Worker Compensation Laws and Unemployment Insurance Laws.

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

The certificates of insurance, including evidence of the required blanket-form endorsements hereunder, shall be filed with City within ten (10) days of the effective date and prior to the start of work. All insurance policies shall require that the insurance company in question provide thirty (30) days written notice prior to material modification or cancellation of such insurance, excluding workers' compensation. Such notices shall be sent, to: City of Neosho, 203 E. Main St., Neosho, MO 64850.

Such policies shall name City as an additional insured, as applicable, with limits of liability not less than the sovereign immunity limits for Missouri public entities calculated by the Missouri Department of Insurance as of January 1 each calendar year and published annually in the Missouri

Register pursuant to Section 537.610, RSMo. (See, <http://insurance.mo.gov/industry/sovimmunity.php>) As of January 1, 2021, the minimum coverage for the insurance referred to herein shall be as set out below:

a. Workers' Compensation...Statutory coverage per RSMo 287.010 et seq.

Employer's Liability Insurance...\$1,000,000.00

b. Commercial General Liability Insurance, including coverage for Premises, Operations, Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors, Explosion, Collapse, and Underground Property Damage and blasting if blasting required. Such coverage shall apply to bodily injury and property damage on an "Occurrence Form Basis" with limits of at least Two Million Nine Hundred Forty Thousand Eight Hundred Sixty-eight and no/100 Dollars (\$2,940,868.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Forty-one Thousand One Hundred Thirty and no/100 Dollars (\$441,130.00) with respect to injuries and/or death of any one person in a single occurrence and an amount not less than at least One Million and no/100 Dollars (\$1,000,000.00) for all claims to property arising out of a single occurrence and at least One Hundred Thousand and no/100 Dollars (\$100,000.00) to any one owner with respect to damages to property. Republic agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorneys' fees incurred by or assessed against City, its employees, officers, and agents, before payment of any award, damages, costs or attorneys' fees of Republic, its employees, officers, or agents. Republic agrees to cause its insurer to name City as an additional insured on such insurance policy via blanket-form endorsement, including City as an additional insured for coverage under its products-completed operations hazard, and said policy shall be primary and noncontributory.

c. Automobile Liability Insurance covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of at least Two Million Nine Hundred Forty Thousand Eight Hundred Sixty-eight and no/100 Dollars (\$2,940,868.00) for all claims arising out of a single accident or occurrence and at least Four Hundred Forty-one Thousand One Hundred Thirty and no/100 Dollars (\$441,130.00) with respect to injuries and/or death of any one person in a single accident or occurrence.

d. Subcontracts. In case any or all of this work is sublet, Republic shall require the subcontractor to procure and maintain all insurance required in subparagraphs (a), (b) and (c) hereof and in like amounts. Republic shall require any and all subcontractors with whom it enters into a contract to perform work on this project to protect City through insurance against applicable hazards or risks and shall, upon request of City, provide evidence of such insurance.

e. Legislative or Judicial Changes. In the event the scope or extent of City's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo is broadened or increased during the term of this Agreement by legislative or judicial action, City may require Republic, upon ten (10) days written notice, to execute a contract addendum whereby Republic agrees to provide, at a price not exceeding Republic's actual increased premium cost, additional liability insurance coverage as City may require to protect City from increased tort

liability exposure as the result of such legislative or judicial action. Any such additional insurance coverage shall be evidenced by an appropriate certificate of insurance and shall take effect within the time set forth in the addendum.

7. Amendments. The covenants and obligations herein contained are the full and complete terms of this Agreement, and no alteration, amendments, or changes to such terms shall be binding unless first reduced to writing and executed with the same formality as this Agreement.

8. Assignment. This Agreement, including payment hereunder, shall not be sub-let, assigned, or otherwise disposed of, except with the prior written consent of City, whose consent will not be unreasonably withheld, conditioned or delayed; provided, however, that Republic may assign this Agreement, without consent, to its affiliate or in connection with the sale of its business.

9. Attorney's Fees and Expenses. Intentionally omitted.

10. Binding Effect. This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, legal representatives, successors, and assigns, and shall be binding in the event of the death or legal disability of the parties.

11. Certification of Non-Resident/Foreign Companies: Republic shall procure and maintain during the life of this Agreement a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.570 RSMo. and a certificate from the Missouri Director of Revenue evidencing compliance with transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.

12. Choice of Law and Venue. This Agreement has been made, and its validity, performance and effect shall be determined, in accordance with the laws of the State of Missouri and venue for litigation between the parties shall be solely and exclusively in Newton County, Missouri.

13. Compliance with laws. Republic shall observe and comply with all Federal, State, and local laws and ordinances that affect those employed or engaged by it on the project, or the material or equipment used, or the conduct of the work, and shall procure all necessary licenses, permits, and insurance.

14. Consequential Damages. In no event shall either party be liable to the other for special, indirect, or consequential damages.

15. Contract Documents. The contract documents shall consist of the following: this Agreement, City's Request for Proposal, and Republic's Response to City's Request for Proposal. In the event of conflict between the contract documents, this Agreement will prevail. In the event of conflict between City's Request for Proposal and Republic's Response to City's Request for Proposal, City's Request for Proposal will prevail.

16. Entire Agreement. This Agreement (including any Exhibits) contains the entire

understanding of the parties with respect to the subject matter hereof. It may not be altered or amended except by an agreement in writing signed by both parties.

17. Ethics. Republic warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Republic, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Republic, any fee, commission, gift, or contingent fee.

18. Force Majeure. Any delay or failure in performance due to contingencies beyond a party's reasonable control, including, but not limited to, strikes, riots, terrorist acts, compliance with applicable laws or governmental orders, fires, or inclement weather, primarily snow and ice, acts of God, shall not constitute a breach of this Agreement, but shall entitle the affected party to be relieved of the performance at the current pricing levels under this Agreement during the term of such event and for a reasonable time thereafter. The collection or disposal of any increased volume resulting from a flood, hurricane or similar or different Act of God over which Republic has no control, shall not be included as part of Republic's service under this Agreement. In the event of increased volume due to a Force Majeure event, Republic and the City shall negotiate the additional payment to be made to Republic.

During this period, Republic may need to delay or suspend the collection of routes for the safety of both citizens and its employees for a day or more. In making this determination Republic shall first notify City to ensure that this does not violate this Agreement. Next, Republic shall make a public service announcement to news agencies to provide the specifics of the delay or suspension as well as the modified schedule. City will also issue a notice that Republic has come to this determination and the modified schedule. Republic shall have a local phone number that citizens can call to voice concerns or complaints and to get information. This number should be used on the news release. Any delayed trash pick-ups shall be completed as soon as is reasonably possible.

19. Headings. The headings of paragraphs in this Agreement are for convenience only. The headings form no part of this Agreement and shall not affect its interpretation.

20. Indemnification. Republic agrees to indemnify and save harmless City, from and against any and all claims, demands, suits, actions, recoveries, judgments, costs, and expenses, including reasonable attorney's fees and expenses, therewith made, to the extent relating to the loss of life or property or injury or damage to the person or property of any person or persons whomsoever, whether such person or persons be Republic, its agents or employees, or City, shall be arising out of Republic's negligent performance or willful misconduct in performance of this Agreement. Notwithstanding anything to the contrary set forth in this Agreement or otherwise, Republic shall have no obligation to indemnify, defend or hold harmless City, for any such liability or claim to the extent resulting from the negligence or, willful misconduct by City or any third party.

21. Non-Discrimination. Republic agrees in the performance of this Agreement not to discriminate on the ground or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, status as a protected veteran or status as a qualified individual with a disability, or political opinion or affiliation, against any employee of Republic or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder.

22. Representations. The signatories hereto represent and warrant that they have read this Agreement, that they are fully authorized in the capacities shown, that they understand the terms of this Agreement, and that they are executing the same voluntarily and solely for the consideration described herein.

23. Rights and Benefits. Republic's services will be performed solely for the benefit of the City and not for the benefit of any other persons or entities.

24. Right to Reject Unacceptable Waste. If Unacceptable Waste is discovered before it is collected by the Republic, Republic has the right to refuse the entire load containing Unacceptable Waste. If City's Unacceptable Waste is discovered, Republic will give City telephonic notice thereof and a reasonable opportunity to remove and dispose of such Unacceptable Waste. If City elects to remove and dispose of such Unacceptable Waste, it shall do so within such time period and under such conditions as Republic reasonably deems necessary or appropriate in connection with the operation of such equipment or facility, including the preservation of the health and safety of employees. If, after electing to do so, City does not remove the Unacceptable Waste within such time period, or if City fails to so elect, Republic may remove and dispose of such Unacceptable Waste as City's agent, without further notice to City, and City shall pay the direct and indirect costs incurred by Republic and its subcontractors due to removal, remediation, handling, transportation, delivery, and disposal of such Unacceptable Waste. Notwithstanding the foregoing, no notice shall be required by Republic to City for Republic to dispose of Unacceptable Waste in emergency situations where in Republic's reasonable judgment a delay in such disposal could constitute a hazard to such equipment or facility, or any person on, about, or near such equipment or facility. The City shall provide all reasonable assistance to Republic to conduct an investigation to determine the identity of the depositor or generator of the Unacceptable Waste and to collect the costs incurred by Republic in connection with such Unacceptable Waste. Subject to the City's providing all such reasonable assistance to Republic, Republic shall release City from any liability for any such costs incurred by Republic in connection with such Unacceptable Waste, except to the extent that such Unacceptable Waste is determined to be attributed to the City.

25. Severability. If any of the provisions of this Agreement shall be construed to be invalid or illegal, the legality or validity of the other provisions of this Agreement shall not be affected thereby. Any illegal or invalid provision of this Agreement shall be severable, and any other provisions shall remain in full force and effect.

26. Subcontractors. Republic shall be as fully responsible to City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Republic is for the acts and omissions of persons it directly employs. Republic shall cause appropriate provisions to be inserted in all subcontracts relating to this work, to bind all subcontractors to Republic by all the terms herein set forth, and insofar as applicable to the work of subcontractors and to give Republic the same power regarding termination of any subcontract as City may exercise over Republic under any provisions of this Agreement. Nothing contained in this Agreement shall create any contractual relation between the subcontractor and City or between any subcontractors.

27. Termination. City may terminate this Agreement, without cause, by giving Republic thirty (30) days' written notice of the same.

If either party breaches any material provision of this Agreement and such breach is not substantially cured within thirty (30) days after receipt of written notice from the non-breaching party specifying such breach in reasonable detail, the non-breaching party may terminate this Agreement by giving thirty (30) days' written notice of termination to the breaching party. However, if the breach cannot be substantially cured within thirty (30) days, the Agreement may not be terminated if a cure is commenced within the cure period and for as long thereafter as a cure is diligently pursued. Upon termination, the City shall pay Republic only such charges and fees for the services performed on or before the termination effective date and Republic shall collect its equipment, and Republic shall have no further obligation to perform any services under this Agreement.

28. Title to Waste. City represents and warrants to Contractor that City shall hold clear title, free of all liens, claims and encumbrances, to any Solid Waste delivered by City to the Sanitary Landfill. Title to, and risk of loss and responsibility for, Acceptable Waste delivered to the Landfill by Customer shall pass at the time such Acceptable Waste is removed from the delivery vehicle at the Landfill. Title to Unacceptable Waste shall remain with Customer and shall never be deemed to pass to Republic.

29. Waiver. Waiver of any provision of this Agreement or breach of this Agreement shall not thereafter be deemed to be a consent by the waiving party to any further waiver, modification or breach by the other party, whether new or continuing, of the same or any other covenant, condition or provision of this Agreement. Failure by one of the parties to this Agreement to assert its rights for any breach of this Agreement shall not be deemed a waiver of such rights.

30. Exclusivity. City grants Republic the exclusive right to collect and dispose the solid waste from all single-family residential dwellings within City's current and future corporate limits.

31. Responsibility for Equipment/Access. Any equipment Republic furnishes to City shall remain Republic's property. City shall be liable for all loss or damage to such equipment (except for normal wear and tear and for loss or damage resulting from Republic's handling of the equipment). City shall use such equipment only for its proper and intended purpose and shall not overload (by weight or volume), move or alter the equipment. City shall be liable for all losses arising from any injury or death to persons or loss or damage to property (including the equipment) arising out of City's use, operation or possession of such equipment. City shall provide safe, unobstructed access to such equipment on the scheduled collection day. Republic may charge an additional fee for any additional collection service required by City's failure to provide access. The foregoing shall not apply to any equipment Republic furnishes to a customer, such as a 96-gallon trash cart. Notwithstanding anything to the contrary set forth in this Agreement or otherwise, City shall have no obligation to indemnify, defend or hold harmless Republic, for any such liability or claim to the extent resulting from the negligence or, willful misconduct by Republic or any third party."


2. All other terms, conditions, and requirements of the Draft Agreement shall remain in full force and effect, except as modified by this First Amendment.

IN WITNESS WHEREOF, the parties have caused these presents to be executed in duplicate as of the day and year first above written.

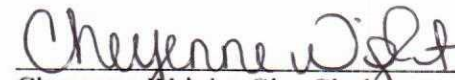
ALLIED SERVICES, LLC DBA  
REPUBLIC SERVICES OF GALENA

  
\_\_\_\_\_  
David Sestak, General Manager

THE CITY OF NEOSHO, MISSOURI

  
\_\_\_\_\_  
William J. P. Doubek, Mayor  
Tyler DeWitt

ATTEST:

  
\_\_\_\_\_  
Cheyenne Wright, City Clerk



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**REQUESTED COUNCIL MEETING DATE:** January 6, 2026

**ITEM:** Wastewater Rotors

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**ORIGINATING DEPARTMENT:** City Clerk

**ATTACHMENT:**

**1. Bid for Wastewater Rotors**

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**PURPOSE:**

Approve bid for rotor repairs at the Shoal Creek Wastewater plant.

**BACKGROUND:**

Bids were solicited for repairs to the rotors at the Shoal Creek plant. After review, D&S Erectors, LLC was selected, having met all specifications and requirements. The base bid is \$589,532.73, with potential additional costs of \$77,907.59, not to exceed a total of \$667,440.32. The project covers the repair or rebuild of seven rotors.

**RECOMMENDATION:**

Approve the bid with D&S Erectors, LLC in the amount not to exceed \$667,440.32.

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

## Alliance Water - City of Neosho – Waste Water Treatment Facility

### Quote – Rotor #1 – Repairs

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Check shafts for trueness.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

Labor, equipment and materials – price of - \$61,484.21.

\*\*\*If shafts need replaced, add an additional \$14,573.55 for labor and materials.

\*\*\*If new tube is needed, add an additional \$22,634.54 for labor and materials.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

\$589,532.73

Adt'1 Extras

\$77,907.59

Complete Total

\$667,440.32

8

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

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December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #3 – Total Rebuild**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

Labor, equipment and materials – price of - \$98,692.30.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #4 – Total Rebuild**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

Labor, equipment and materials – price of - \$98,692.30.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #5 – Repairs**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- New shafts.
- New 50HP Electric motor.
- New turn buckle for motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace wall plate.
- Reinstall at facility.

Labor, equipment and materials – price of - \$85,399.96.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #6 – Repairs**

- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace terminal box for motor.

Labor, equipment and materials – price of - \$47,879.36.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #7 – Total Rebuild**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

Labor, equipment and materials – price of - \$98,692.30.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #8 – Total Rebuild**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

Labor, equipment and materials – price of - \$98,692.30.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

**BID FORM**

**Description:** (To be completed by bidding party)

Please see attached bids dated 12/19/2025.

**Price(s) for unit(s) meeting enclosed specifications:**

F.O.B. Neosho, MO  
Projected Shipping Date: Order materials immediately. Projected start date  
2/1/2026.  
After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: D&S Erectors, LLC  
ADDRESS: 9317 Hwy 43 Seneca, MO 64865  
PHONE: 417-499-0999  
EMAIL: mica@dandserectors.com  
BY: Mica Willis

# B&B Welding & Fabrication

629 N. College  
Neosho, MO 64850  
417-455-3027

December 15, 2025

## Wastewater Rotors

Rotor #1 – Repairs - \$63,350.00

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00
- New shafts add \$15,015.00
- New tube add \$23,285.00

Rotor #3 – Total Rebuild - \$101,650.00.

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00

Rotor #4 – Total Rebuild - \$101,650.00.

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00

Rotor #5 – Repairs - \$88,000.00

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00

Rotor #6 – Repairs - \$49,350.00

Rotor #7 – Total Rebuild - \$101,650.00.

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00

Rotor #8 – Total Rebuild - \$101,650.00.

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00

Thank you,  
Chris Bach



\$607,300.00  
Add'l Extras  
\$80,300.00  
Complete Total  
\$687,600.00

**BID FORM**

**Description:** (To be completed by bidding party)

See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Price(s) for unit(s) meeting enclosed specifications:**

F.O.B. Neosho, MO  
Projected Shipping Date: 3/1/2026

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

**COMPANY:** B&B Welding & Fabrication

**ADDRESS:** 629 N. College Neosho, Mo 64850

**PHONE:** 417-455-3027

**EMAIL:** Chrisbaeh73@yahoo.com

**BY:** Chris Baeh

# K and B Excavating and Hauling, LLC

Joplin MO 64804 Cell # 417-540-2721 Email: [kandbexcavatingandconstruction@gmail.com](mailto:kandbexcavatingandconstruction@gmail.com)

December 22, 2025

Rotor #1 – Repairs - \$64,600.00

Additional \$1,150.00 for 12 new fins.

Additional \$6,000.00 for new flanges.

Additional \$15,305.00 for new shafts.

Additional \$24,095.00 for new tube.

Rotor #3 – Total Rebuild - \$104,000.00.

Additional \$1,150.00 for 12 new fins.

Additional \$6,000.00 for new flanges.

Rotor #4 – Total Rebuild - \$104,000.00.

Additional \$1,150.00 for 12 new fins.

Additional \$6,000.00 for new flanges.

Rotor #5 – Repairs - \$90,000.00

Additional \$1,150.00 for 12 new fins.

Additional \$6,000.00 for new flanges.

Rotor #6 – Repairs - \$50,500.00

Rotor #7 – Total Rebuild - \$104,000.00.

Additional \$1,150.00 for 12 new fins.

Additional \$6,000.00 for new flanges.

Rotor #8 – Total Rebuild - \$104,000.00.

Additional \$1,150.00 for 12 new fins.

Additional \$6,000.00 for new flanges.

Kevin Evans

\$621,100

Extras-

\$76,900

\$621,000.00

Adt'l Extras

\$76,900.00

Complete Total

\$698,000.00

**BID FORM**

**Description:** (To be completed by bidding party)

ATTACHED

**Price(s) for unit(s) meeting enclosed specifications:**

F.O.B. Neosho, MO

Projected Shipping Date: 4-1-2026

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: K+B EXCAVATING & HAULING

ADDRESS: 10501 APRICOT, JOPLIN, MO 64804

PHONE: 417-540-2721

EMAIL: kandbexcavatingandconstruction@gmail.com

BY: KEVIN EVANS

EST X 1878



## CITY OF NEOSHO

203 E. MAIN ST.  
NEOSHO, MO 64850  
(417) 451-8050 PHONE  
(417) 451-8065 FAX  
[WWW.NEOSHOMO.GOV](http://WWW.NEOSHOMO.GOV)

### INSTRUCTIONS TO BIDDERS

#### ADDENDUM #1

The City of Neosho, Missouri will accept sealed bids until **Tuesday, December 30, 2025 at 10:00 a.m.** at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850.  
The bid will be for the following:

**Project: Wastewater Rotors**

**Please label the envelope: Wastewater Rotors Bid Opening Tuesday, December 30, 2025 at 10:00 a.m.**

Questions concerning the specifications and bid procedure should be directed to Ken Brady @ 15318 Kentucky Road, 417-451-8080 or Jerry Humphrey @ 417-451-8075, Neosho, MO 64850.

All bids shall be F.O.B., Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

*In section 605.040 of the City of Neosho code, it states that if a contractor performs work for the City a performance bond is required.*

Section 605.040 Certain Insurance Policies, Etc., Required Before Issuance of Licenses for Plumbers, Electricians, Contractors, and Subcontractors is amended to read as follows:

"A. In addition to payment of the license fees required of plumbers, electricians and general and special contractors and subcontractors in Section 605.010, before a plumber's, electrician's or general or special subcontractor's license may be issued to any applicant, each applicant shall produce for the inspection and approval of the City Collector the following policies of insurance together with receipts showing the premiums fully paid for the period for which the license is sought:

1. Bodily injury liability insurance providing for a limit of not less than one hundred thousand dollars (\$100,000.00) for all damages arising out of bodily injuries to or for the death of one (1) person and subject to the limit for each person, a total limit of three hundred thousand dollars (\$300,000.00) for all damages arising out of bodily injuries to or death of two (2) or more persons in any one (1) accident.
2. Comprehensive general contractor's property damage liability insurance providing for a limit of not less than fifty thousand dollars (\$50,000.00) for all damages arising out of injury to or destruction of property in any one (1) accident and subject to that limit per accident, a total aggregate limit of three hundred thousand dollars (\$300,000.00) for all damages arising out of injury to or destruction of property during the policy period.

3. All insurance required herein must cover below-grade damage to be in full force during the entire construction process; and further be with a company approved by the City of Neosho; and such insurance shall cover the licensee and all employees of the licensee who may perform work in the City of Neosho, under the provisions of this Article.
4. Each contractor shall file a certificate showing that he/she has Workers' Compensation insurance if, under the laws of the State, he/she is required to carry such insurance.
5. Failure to comply with any of the requirements of this Section at any time during the term of the license shall result in immediate forfeiture of such license.
6. Unless otherwise provided, if a contractor performs work for the City of Neosho, the cost of which is estimated to exceed fifty thousand dollars (\$50,000.00), a performance bond running to the City, to the contract amount.

B. In addition to the requirements set forth above by this Section and the license fees required to be paid, each applicant for a plumber's license shall comply with all provisions of the Plumbing Code of the City."

If this project is in reference to a Stormwater Runoff Project, please reference Section 430.188 of City Code that states:

**A.** *Performance Bonds and Other Assurances for Completion of Stormwater Management Improvements.* Upon approval of the Final Stormwater Management Plan, but before the issuance of building permit, the City Building Inspector may require the applicant to post a performance bond, cash escrow, certified check, or other acceptable form of performance security for the amount of the work to be done pursuant to the approved Stormwater Management Plan.

**B.** *Maintenance Agreement.* A maintenance agreement, approved by the Governing Body of the City of Neosho, assuring perpetual maintenance of stormwater management improvements shall be agreed upon by the City and the applicant, if the facilities are to be maintained by the developer.

**C.** *Maintenance Bond.* A two (2) year maintenance bond against defects in workmanship may be required by the City for any portion of the stormwater management improvements dedicated to the public.

\*Missouri Prevailing Wage Rate if over \$75,000.00 (*A copy of the Missouri Prevailing Wage Rate is attached*)

\*Payment Bond Required for projects over \$50,000.00

\*City of Neosho Business License required

\*W-9 Required

\* Proof of Workers Compensation Coverage Provided w/ Bid

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

Thank you,

David Kennedy  
City Manager

## **BID SPECIFICATIONS:**

The bid packet is for the purchase of: (Bid each Rotor Separately)

### **ROTOR #1 - REPAIRS**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Check shafts for trueness.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.
- If shafts, tubes, or fins and flanges need to be replaced include in bid

### **ROTOR #3 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility
- If new fins or flanges are needed include in the bid.

### **ROTOR #4 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.

- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals Replace at facility.belts.
- If new fins or flanges are needed include in bid.

### **ROTOR #5 - REPAIRS**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- New shafts.
- New 50HP Electric motor.
- New turn buckle for motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace wall plate.
- Reinstall at facility.
- If new fins or flanges are needed include in bid

### **ROTOR #6 – REPAIRS**

- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace terminal box for motor.

## **ROTOR #7 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals .
- Replace belts.
- Reinstall at facility.
- If new fins or flanges are needed include in bid

## **ROTOR # 8 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

### **Equipment Schedule:**

#### **Note:**

This bid should include the start date for this project.

# AUGUST 2018

# PREVAILING WAGE CHANGES

MORE INFORMATION IS AVAILABLE AT  
[LABOR.MO.GOV/PREVAILING-WAGE](http://LABOR.MO.GOV/PREVAILING-WAGE)

Legislation (HB 1729) passed by the Missouri General Assembly and signed by the Governor becomes effective August 28, 2018.



This new law makes several changes to Missouri's prevailing wage system.

## UNDER \$75,000 <<< \$75,000 >>> ABOVE \$75,000

PROJECT COST

- Public works projects valued \$75,000 and under are not subject to the prevailing wage law.
- Public works projects valued less than \$10,000 are not subject to a competitive bidding process.

No project may be split up into smaller projects valued at less than \$75,000 to evade the requirement to pay prevailing wage or public works contracting minimum wage.

- Public works projects are subject to either prevailing wage or public works contracting minimum wage depending on whether 1,000 hours are reported (see below).
- Hours worked on holidays will be paid at twice the normal rate (including fringe benefits). Overtime hours will be paid at time and a half of the normal rate (including fringe benefits).
- Contractors may employ one "apprentice" or "entry-level" worker for each journeyman hired and pay them 50% of the pay (including fringe benefits) of a journeyman in their same occupational title.

## UNDER 1,000 HOURS <<< 1,000 HOURS >>> ABOVE 1,000 HOURS

FOR A SPECIFIC OCCUPATIONAL TITLE IN EACH COUNTY

- The public works contracting minimum wage of 120% of the average county wage will be used instead of the prevailing wage.

The list of occupational titles has been consolidated to 20. You may continue to use the same occupational titles to input your hours. The system will automatically sort this information into the correct titles set forth by statute.

- The prevailing wage rate shall be a weighted average of the total wage fringe benefit package of all journeyman hours submitted by contractors.
- Only hours reported by contractors on non-residential projects will be used to calculate the annual wage order.

HB 1729 Effective 08/28/18	Last day to report 2018 hours and data 01/31/19	<b>IMPORTANT DATES</b>	Initial wage order released. 30 day objection period begins 03/10/19	Final wage order published by 07/01/19
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**CONTRACTOR'S WAGE SURVEYS MAY BE SUBMITTED BEGINNING SEPTEMBER 17, 2018.**

# Missouri

## Division of Labor Standards

### WAGE AND HOUR SECTION



MIKE KEHOE, Governor

# Annual Wage Order No. 32

Section 073  
**NEWTON COUNTY**

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by \_\_\_\_\_

Logan Hobbs, Director  
Division of Labor Standards

Filed With Secretary of State: \_\_\_\_\_ **March 10, 2025**

Last Date Objections May Be Filed: **April 9, 2025**

Prepared by Missouri Department of Labor and Industrial Relations

Building Construction Rates for  
NEWTON County

Section 073

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Asbestos Worker	\$26.05
Boilermaker	\$30.22*
Bricklayer-Stone Mason	\$30.22*
Carpenter	\$46.40
Lather	
Linoleum Layer	
Millwright	
Pile Driver	
Cement Mason	\$30.22*
Plasterer	
Communication Technician	\$29.01
Electrician (Inside Wireman)	\$50.67
Electrician Outside Lineman	\$30.22*
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Elevator Constructor	\$30.22*
Glazier	\$30.22*
Ironworker	\$30.22*
Laborer	\$39.16
General Laborer	
First Semi-Skilled	
Second Semi-Skilled	
Mason	\$30.22*
Marble Mason	
Marble Finisher	
Terrazzo Worker	
Terrazzo Finisher	
Tile Setter	
Tile Finisher	
Operating Engineer	\$30.22*
Group I	
Group II	
Group III	
Group III-A	
Group IV	
Group V	
Painter	\$30.22*
Plumber	\$30.22*
Pipe Fitter	
Roofer	\$43.92
Sheet Metal Worker	\$53.53
Sprinkler Fitter	\$30.22*
Truck Driver	\$30.22*
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

\*The Division of Labor Standards received fewer than 1,000 reportable hours for this occupational title. The public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

\*\*The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title as defined in RSMo Section 290.210.

Heavy Construction Rates for  
NEWTON County

Section 073

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Carpenter	\$30.22*
Millwright	
Pile Driver	
Electrician (Outside Lineman)	\$30.22*
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Laborer	\$45.62
General Laborer	
Skilled Laborer	
Operating Engineer	\$53.87
Group I	
Group II	
Group III	
Group IV	
Truck Driver	\$30.22*
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate Sheet.

\*The Division of Labor Standards received fewer than 1,000 reportable hours for this occupational title. Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

\*\*The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title.

# OVERTIME and HOLIDAYS

## OVERTIME

For all work performed on a Sunday or a holiday, not less than twice (2x) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work.

For all overtime work performed, not less than one and one-half (1½) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work or contractual obligation. For purposes of this subdivision, "**overtime work**" shall include work that exceeds ten hours in one day and work in excess of forty hours in one calendar week; and

A thirty-minute lunch period on each calendar day shall be allowed for each worker on a public works project, provided that such time shall not be considered as time worked.

## HOLIDAYS

January first;  
The last Monday in May;  
July fourth;  
The first Monday in September;  
November eleventh;  
The fourth Thursday in November; and  
December twenty-fifth;

If any holiday falls on a Sunday, the following Monday shall be considered a holiday.

EST 1878



CITY OF SPRINGS

## CITY OF NEOSHO

203 E. MAIN ST.

NEOSHO, MO 64850

(417) 451-8050 PHONE

(417) 451-8065 FAX

[WWW.NEOSHOMO.GOV](http://WWW.NEOSHOMO.GOV)

### INSTRUCTIONS TO BIDDERS

The City of Neosho, Missouri will accept sealed bids until **Tuesday, December 30, 2025 at 10:00 am** at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850. The bid will be for the following:

**Project: Wastewater Rotors**

**Please label the envelope: Wastewater Rotors bid opening Tuesday, December 30, 2025 at 10:00 a.m.**

Questions concerning the specifications and bid procedure should be directed to Ken Brady @ 15318 Kentucky Road, 417-451-8075 or Jerry Humphrey @ 2201 Scenic Drive, 417-451-8075, Neosho, MO.

All bids shall be F.O.B., Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

\*W-9 Required

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

Thank you,

David Kennedy  
City Manager

## BID SPECIFICATIONS:

The bid packet is for the purchase of: (Bid each Rotor Separately)

### **ROTOR #1 - REPAIRS**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Check shafts for trueness.
- New 50HP Electric motor.
- New Baldor Dodge Reducer Bushing Assembly Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.
- If shafts, tubes, or fins and flanges need to be replaced include in bid

### **ROTOR #3 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility
- If new fins or flanges are need include in the bid

## **ROTOR #4 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals Replace at facility.belts.
- If new fins or flanges are needed include in bid.

## **ROTOR #5 - REPAIRS**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- New shafts.
- New 50HP Electric motor.
- New turn buckle for motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace wall plate.
- Reinstall at facility.
- If new fins or flanges are needed include in bid

## **ROTOR #6 - REPAIRS**

- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace terminal box for motor.

## **ROTOR #7 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals .
- Replace belts.
- Reinstall at facility.
- If new fins or flanges are needed include in bid

## **ROTOR # 8 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

### **Equipment Schedule:**

#### **Note:**

This bid should include a start date for these.

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**REQUESTED COUNCIL MEETING DATE:** January 6, 2026

**ITEM:** Jet Fuel Truck

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**ORIGINATING DEPARTMENT:** Development Services Department

**ATTACHMENT:**

**1. Jet Fuel Truck Bid\_ Technology International Inc.**

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**PURPOSE:**

The purpose of this item is to gain the council's approval to reject all bids submitted to the city for a jet refueling truck.

**BACKGROUND:**

The city sent out bid requests for a jet re-fueling truck to four different companies and posted it online. The city only received one bid within the deadline in the amount of \$240,600.00. That bid was over budget.

**RECOMMENDATION:**

Staff recommends that all bids be rejected and the project be rebid.

**BID FORM**

**Description:** (To be completed by bidding party)

See my reference Quote - TII/MO/1225/47018

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**Price(s) for unit(s) meeting enclosed specifications:**

F.O.B. Neosho, MO

Projected Shipping Date: July 27, 2026

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

**COMPANY:** Technology International, Inc.

**ADDRESS:** 1331 South International Parkway, Suite 2251, Lake Mary, Florida 32746

**PHONE:** (407) 359-2373

**EMAIL:** tii@tii-usa.com

**BY:** Rifat Habib







**Technology International, Inc.**  
 1331 South International Parkway, Suite 2251  
 Lake Mary, FL 32746  
 Tel: (407) 359-2373  
 Fax: (407) 359-2372  
 E-mail: [tii@tii-usa.com](mailto:tii@tii-usa.com)  
 Website: [www.tii-usa.com](http://www.tii-usa.com)

## Equipment Proposal

**Description:** Jet A Fuel Truck

**Agency:** City of Neosho

**Attention:** Nate Siler  
 Phone: 417-451-8071  
 Email: [nsiler@neoshomo.org](mailto:nsiler@neoshomo.org)

**TII Ref:** TII/MO/1225/47018

**Date:** 12/15/2025

In response to your quote request for Jet A Fuel Truck, Technology International, Inc. is pleased to submit the following for consideration:

ITEM NO.	QTY	DESCRIPTION/ MODEL NO.
1	1	<p><b>Brand: GARSITE - New 1,500 Gallons Jet Refuler set up to 100 GPM</b></p> <p>New RF1.5KJ-100 unit, IATA Compliant</p> <p><b>Chassis</b></p> <ul style="list-style-type: none"> <li>• Ford F-550 4x4 gasoline engine, automatic transmission.</li> <li>• Black heavy duty rear bumper, LED DOT lights.</li> <li>• Foldable ladder brackets, wheel chock box.</li> <li>• Fire suppression system, master battery disconnect switch.</li> <li>• Stack light for interlock system, LED amber beacon light.</li> <li>• Back-up alarm.</li> <li>• Factory painted chassis, white.</li> <li>• Heat shield on muffler.</li> <li>• Red fuel cap for gasoline.</li> </ul> <p><b>Tank</b></p> <ul style="list-style-type: none"> <li>• 1,500 Gallons (5,675 Liter) capacity.</li> <li>• Stainless steel with #4 finish, built in accordance with NFPA 407 and DOT 406.</li> <li>• Access ladder to tank top, anti-slip surface, (2) Lifelines on tank top and</li> </ul>

transparent hose for rainwater drainage.

- 20" Manhole w/ 10" PAF style hatch, 3.5" mechanical vent and seal kit.
- Jet level sensor as primary high level.
- Scully dual connector as secondary high level.
- Ultrasonic sensor.
- 3" loading fill adapter for recirculation.
- 3" vent recovery hose and screen elbow at rear.

**Bottom Loading System**

- 3" TTMA Bottom loading adapter w/ pre-check system
- 3" Internal valve for unloading through solenoid shutoff valve.
- 7" Scully secondary shutoff – dual connector.
- Interlock fill gate.
- Work light at fill point.

**Fueling Module**

- TXD2.5A Blackmer Shaft-driven pump w/ internal bypass included.
- Single-wrap behind cab hose reel w/ 50 ft capacity, electric rewind and auxiliary manual crank.
- 1.5" x 50 ft type C fueling hose NPT MxM thread connection and certification.
- 2" F-NPT Carter 64200 series underwing nozzle w/ 100 mesh strainer, dry break disconnects, swivel joint and dust cap.
- Nozzle Interlock holder.

**(1) Multi-wrap** side hose reel w/ 50 ft capacity, electric rewind, and auxiliary manual crank.

- 1.25" x 50 ft type C fueling hose NPT MxM thread connection and certification.
- 1.5" F-NPT OPW overwing nozzle w/ 100 mesh strainer, grounding cable and dust cap.
- Nozzle Interlock holder.
- Thermal relief system installed.

**Meter**

- TCS 700 series positive displacement meter for aviation, 2" squared flanged connection, set-up to 100 GPM.
- TCS or Liquid Controls remote/panel mount electronic registration.
- Epson TM-U295 electronic ticket printer installed in the truck cab.

**Filtration**

- Facet Filter water separator vessel for mobile applications, carbon steel, internal epoxy paint and latest commercial filter elements (Cat C) include, set up to 100 GPM.
- (2) 3" ANSI inlet / outlet with shut-off valves.

- Air eliminator, thermal pressure relief and intrinsically safe water defense with relay.
- (2) Sample points before/after filtration.
- (2) Drain valves with kamlok & dust cap upstream and downstream filter.
- Sense lines to differential pressure gauge

**Recovery Tank**

- Stainless steel 10 Gallons product recovery tank w/10" filllid, vent, contents gauge, high-level float and spring loaded drain valve.
- Nozzle bayonet style cleaning adapter with cap.

**Main Control Panel**

- 0-15 PSI Differential pressure gauge w/ peak hold and test valve.
- 4" pressure gauge 0-160 PSI w/ test valve for nozzle pressure.
- 2.5" pressure gauge 0-160 PSI for pump pressure.
- Electronic Register.
- Stainless Steel panel w/ emergency and warning lights.

**Pressure Control**

- 3" ANSI Inline Deadman valve with 12VDC pilot
- Pump internal bypass.
- Venturi.

**Electrical System**

- 12VDC.
- PLC controller.
- UV protected conduit.
- Deadman indicator light.

**Additional Information**

- Fire suppression system in electric box.
- Max speed limited to 25 mph.
- (2) Emergency shutoff system.
- (2) 20lb fire extinguishers holder.
- Spring rewind static reel with 75 ft clamp.
- Lockable and weather-proof aluminum storage container for toolbox.
- Override system in cab with cover.
- Cab interlock status light.
- SCH 10 stainless steel piping.
- Klinger gaskets on flanges.
- All connections properly identified and labeled.
- DOT 407 warning package.

**Expressed manufacturer's warranty on chassis**

- (2) Year on the aluminum or stainless-steel Tank.

		<ul style="list-style-type: none"> <li>• 1 Year on components.</li> <li>• 1 Year on workmanship; and</li> <li>• (1) Year on paint.</li> </ul> <p><b>Onsite Commissioning &amp; Training Included</b></p> <ul style="list-style-type: none"> <li>• Onsite commissioning including airfare, hotel and travel expenses.</li> </ul>
See attached data sheets		
<b><u>Total.....\$240,600.00</u></b>		

**Warranty:** Manufacturer's Standard warranty applies.

**Country of Origin:** Colombia

**Delivery:**

- Estimated delivery is **6-8 months** after receipt of order and approved submittal.
- Please note, there may be unanticipated disruptions and delays in the supply chains globally, for parts, components, equipment and internal manufacturing services such as engineering, production allocation, and logistics. This may result in manufacturing & delivery delays out of our control. We will do our best to communicate all such impacts and reduce the effects of any such delays.
- All delivery dates quoted are subject to manufacturer's confirmation at time of order.
- Submittal data will be provided for approval after receipt of order (if applicable)
- Customer to provide equipment and personnel to unload

**Freight:** Included to Neosho, MO 64850

**Quote Validity:** 30 days.

**Payment Terms:** NET 30

**Prompt Payment discount:** 1/4 % 10 days

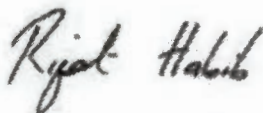
**Technology International, Inc. Corporate data:**

We are a small business and our Tax Payer Identification Number (TIN): 650342335. The above price quoted does not include any sales, excise or similar taxes.

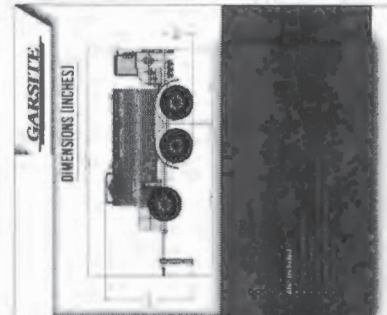
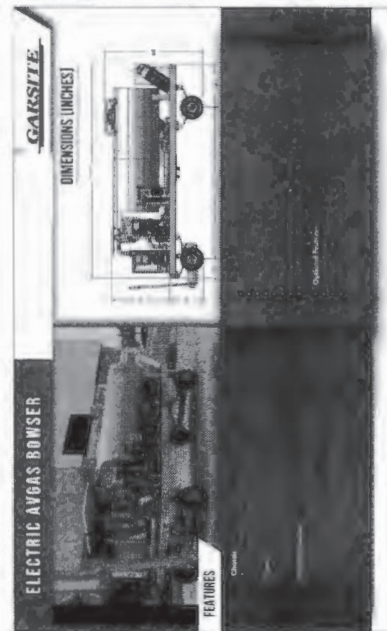
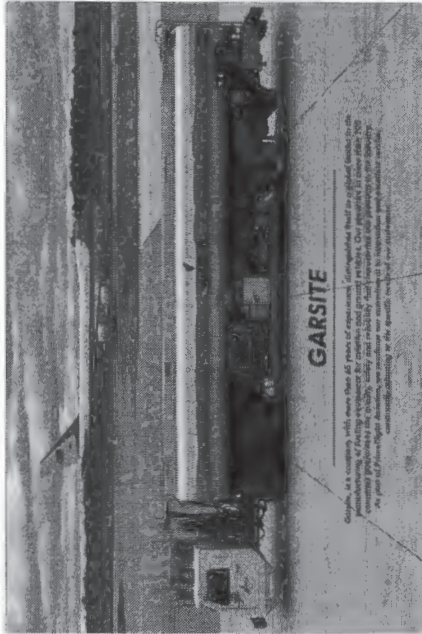
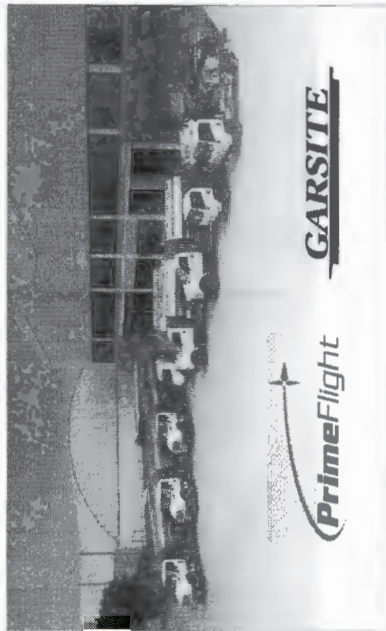
We trust that this proposal will meet your requirements and we look forward to hearing from you.

If you have any questions or need more information, please contact us by phone at 407-359-2373, fax at 407-359-2372 or email us at [tii@tii-usa.com](mailto:tii@tii-usa.com)

Respectfully submitted,



Rifat Habib  
Business Development Exec.  
Technology International, Inc.



**GARSITE**

**FIXED-FUEL SKID**

**DIMENSIONS (INCHES)**



**FEATURES**

Capacity: 1000 Gallons

• 1000 Gallon Capacity

• 1000 Gallon Capacity

• 1000 Gallon Capacity

**GARSITE**

**FIXED FUEL SKID**



**FEATURES**

Capacity: 1000 Gallons

• 1000 Gallon Capacity


• 1000 Gallon Capacity

• 1000 Gallon Capacity

**GARSITE**

**TOWABLE HYDRANT CART**

**MATERIALS HANDLING**



**FEATURES**

Capacity: 1000 Gallons

• 1000 Gallon Capacity

• 1000 Gallon Capacity

• 1000 Gallon Capacity

**GARSITE**

**HYDRANT DISPENSER**

**DIMENSIONS (INCHES)**



**FEATURES**

Capacity: 1000 Gallons


• 1000 Gallon Capacity

• 1000 Gallon Capacity

• 1000 Gallon Capacity

**GARSITE**

**ELECTRIC HYDRANT DISPENSER**



**FEATURES**

Capacity: 1000 Gallons

• 1000 Gallon Capacity

• 1000 Gallon Capacity

• 1000 Gallon Capacity

**GARSITE**

**1K AVGAS REFUELER - 20 GPM - 76 LPM**



**FEATURES**

Capacity: 1000 Gallons

• 1000 Gallon Capacity

• 1000 Gallon Capacity

• 1000 Gallon Capacity

**Optional**

- Dual Stage Churn
- 1000 Gallon Capacity Churn or Double Churn
- 1000 Gallon Capacity Churn or Double Churn
- 1000 Gallon Capacity Churn or Double Churn
- 1000 Gallon Capacity Churn or Double Churn
- 1000 Gallon Capacity Churn or Double Churn



**5K REFUELER 300 GPM**

**OPTIONAL**

- Auxiliary Fuel Tank
- Thermal Compensation

**FEATURES**

**7K REFUELER 300 GPM**

**OPTIONAL**

- Auxiliary Fuel Tank
- Thermal Compensation
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank

**FEATURES**

**REFURBISHED 10K REFUELER 800 GPM - 800 GPM**

**OPTIONAL**

- Auxiliary Fuel Tank
- Thermal Compensation
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank

**FEATURES**

**10K REFUELER 800 GPM**

**OPTIONAL**

- Auxiliary Fuel Tank
- Thermal Compensation
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank

**FEATURES**

**15K REFUELER 800 GPM**

**OPTIONAL**

- Auxiliary Fuel Tank
- Thermal Compensation
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank

**FEATURES**

**40K ARTICULATING REFUELER - AGRICHEMICAL**

**OPTIONAL**

- Auxiliary Fuel Tank
- Thermal Compensation
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank
- 120 Gallon Fuel Tank

**FEATURES**







EST 1878



CITY OF SPRINGS

## CITY OF NEOSHO

203 E. MAIN ST.  
NEOSHO, MO 64850  
(417) 451-8050 PHONE  
(417) 451-8065 FAX  
[WWW.NEOSHOMO.GOV](http://WWW.NEOSHOMO.GOV)

### INSTRUCTIONS TO BIDDERS

The City of Neosho, Missouri will accept sealed bids until **Wednesday, Dec 17, 2025 at 10:00 a.m.** at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850.

The bid will be for the following:

**Project: Jet A Fuel Truck**

**Please label the envelope: Jet A Fuel Truck, Bid Opening December 17, 2025 at 10:00 a.m.**

Questions concerning the specifications and bid procedure should be directed to **Richard Leavens, Development Services Director, at the following address/phone: 417-451-8050, 203 E. Main St. Neosho, MO 64850.**

All bids shall be F.O.B., Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

- \*City of Neosho Business License required
- \*W-9 Required
- \* Proof of Workers Compensation Coverage Provided w/ Bid

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

Thank you,

David Kennedy  
City Manager

**BID SPECIFICATIONS:**

**The bid packet is for the purchase of:**

**Jet A Fuel Truck  
PROJECT OVERVIEW**

The City of Neosho is seeking sealed bids for the purchase of an aircraft refueling truck to service the Hugh Robinson Memorial Municipal Airport. Interested vendors are invited to submit proposals that meet the specifications outlined below.

**Bid Specifications:**

- Airport Chassis Single man cab                      Yes
- 2023 model or Newer                                      Yes
- Include 2-Wheel and 4-wheel Drive options                      Yes
- Gas Engine                      Yes
- Automatic Transmission                      Yes
- 1,500 Gallon Stainless Steel Tank                      Yes
- 100 GPM (375 LPM) Dispensing System                      Yes
- 100 GPM FWS with Water Defense                      Yes
- Underwing Reel                      Yes
- Overwing Reel                      Yes
- Meter with Electronic Register Head                      Yes
- Bottom Load with High-Level Shutoff                      Yes
- Scully Intellicheck3 System                      Yes
- Brake Interlock System                      Yes
- EFSO System                      Yes
- DP Gauge                      Yes

**Equipment Schedule:**

**Note:**

This bid should include the approximate delivery date of the unit.

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**REQUESTED COUNCIL MEETING DATE:** January 6, 2026

**ITEM:** ERP Software

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**ORIGINATING DEPARTMENT:** Finance Department

**ATTACHMENT:**

**1. Springbrook Proposal**

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**PURPOSE:**

The purpose of this proposal is to accept the Request for Proposal (RFP) from Springbrook Corporation for our Enterprise Resource Planning (ERP) software.

**BACKGROUND:**

The City issued an RFP for a fully integrated financial management and human resource/payroll system September 2, 2025. The city sent the RFP to 10 companies and received 11 back. After review of the RFP comparison of cost and several days of demonstrations of the software the committee has accepted the RFP from Springbrook.

The City has used Springbrook for over 12 years to process accounting and utility transactions for the City. The system is currently stored as an on-premise software and is becoming an older technology. Updates are manual and completed by city staff with hardware to maintain and access offsite is limited, requiring a VPN. Internal processes for entering transactions (payroll, accounts payable, utility billing, receipts and general ledger) are inefficient and cumbersome. City processes were designed around the limitations and functionality of the current system, rather than having City needs dictate the configuration of the software. This ERP solution is a cloud based solution and will bring the various separate software platforms currently used by the City together under one integrated umbrella (HR, permits, license, accounts payable and receivables, general ledger and payroll). The City identified the need to replace the current software and approved related expenditures in its budget for Fiscal Year 2026.

**RECOMMENDATION:**

Approve investment in Springbrook Cirrus application products, training, implementation and consulting in total amount not to exceed \$593,480.42 over the 5 year term.



# Springbrook Software Proposal

City of Neosho, MO

RFP for Integrated Public Sector Financial Management and Human Resource/Payroll Software

Response Date: 09.30.25

## Point of Contact:

Jessica Manfre, Senior Account Manager

108 S 700 East American Fork, UT 84003

Office: (954) 866-8111

Jessica.Manfre@sprbrk.com



2025

## Table of Contents

1. Executive Summary.....	3
2. Company Profile .....	4
3. References .....	11
4. Technology/Security .....	12
5. Implementation and Training.....	18
6. Maintenance and Support Services.....	25
7. Proposal Cost (Confidential).....	28
8. Signature Form .....	29
9. Responses to Functionality Questions.....	30
10. Samples and Reporting.....	36

# 1. Executive Summary

Springbrook Software is pleased to submit our response to the City of Neosho's Request for Proposal for Integrated Public Sector Financial Management and Human Resource/Payroll Software. We are presenting our latest platform – Springbrook Cirrus (SaaS). We are thrilled to have the opportunity to participate and offer a solution for your continued success. We appreciate this opportunity to demonstrate that our modern, easy-to-use, cloud solution, designed from the ground up for local government agencies, can fulfill the requirements the City has today, along with providing scalability to meet the needs of tomorrow.

For 40 years, Springbrook has remained committed to one mission – delivering financial solutions designed specifically for small to mid-sized local government agencies. What began with a general ledger has evolved into a fully integrated, cloud-based suite of solutions built for efficiency and ease of use. Unlike companies that stretch across multiple industries or try to serve organizations of any size, Springbrook stays in its lane, focusing exclusively on local government to provide the most streamlined and purpose-driven solutions available.

Our deep understanding of government agency challenges comes from a team with public sector experience and continuous collaboration with our customer partners. This dedication drives our investment in cybersecurity, true-cloud integration, and comprehensive support, ensuring that our customers always have the tools they need to succeed.

If selected, we will migrate your on-premises Springbrook systems and other legacy systems into one fully integrated ERP. This will reduce department and system-specific software usage, duplicative data entry, and manual processes, increase standardization, and provide powerful reporting and analytics with Tableau – all within a single platform.

At Springbrook, we believe that "your community is our world." Our passion for local government, combined with cutting-edge technology, allows us to eliminate distractions and deliver solutions that truly work. We hope this proposal gives you valuable insight into our philosophy and approach. Springbrook software is not just a collection of features – it's a partnership, a community, and a pathway to long-term success.

I, Jessica Manfre, Senior Account Manager, will be your main contact throughout this process and serve you remotely from Florida. The address of our company headquarters is 108 S 700 East, American Fork, UT 84003.

Best Regards,

*Jessica Manfre*

Jessica.Manfre@sprbrk.com

(954) 866-8111

## 2. Company Profile

### Company Overview

Springbrook Software was established in 1985 in Newberg, Oregon, and developed its first product focused on financial accounting, with a strong focus on utility billing. For over 30 years, Springbrook has delivered comprehensive government accounting and billing software solutions to thousands of public sector agencies nationwide.

Our solutions are developed with input from local government agencies and specifically designed to meet their needs for continued functionality, security, user experience, and customer service improvements. Throughout our 30-plus years, we have continued to set the industry standard for how municipalities and utility districts operate with high efficiency, economy, and security, as they provide their citizens with the utmost convenience, dependability, and security.

Springbrook Software is a remote-based company headquartered in American Fork, Utah. We offer state-of-the-art technology for our Product, Support, Technology, and Account Management teams to maintain quality services for all our customers. Our dedicated staff is comprised of 341 industry leaders, subject matter experts, and cutting-edge developers who constantly strive to offer the best products and services in software solutions.

Over the decades, we have continued to innovate and develop technologies that support our customers and help them manage shrinking budgets, personnel and knowledge loss, and challenging remote work conditions. Our solutions have grown to embrace every business function, covering finance, utility billing, human resources, payroll, online payments, tax collection, and asset management. We have grown into a company with over 300 offices worldwide, adding technologies to expand the scope and reach of our product range. Our acquisitions of KVS Cloud, SoftRight, Bias Software, MAGIQ Software (2021), PUBLIQ® Software (2022), Xpress Bill Pay (2023), Pulse Software (2024), and Websoft (2025) demonstrate our investment in innovation. Our solutions are accessible and available for a wide range of local governments with populations.

Springbrook has earned a spot on the *GovTech Top 100 Companies to Watch in the Government Technology Space* list for four consecutive years, which highlights our unique position as an industry leader and innovator.

### Organizational Structure

Please see the Springbrook leadership organizational chart below.



### Financial Stability

As a private company, Springbrook Software cannot provide financial information. That said, the company is growing the top line double-digits Y/Y and has healthy profitability margins. In addition, over the past four years, the company has four businesses strengthening its position in the local municipal

GovTech space while also expanding internationally in New Zealand and Australia. If additional details are required, the company's CFO will make himself available to discuss further.

## Key Staff Members

### Springbrook Key Project Staff

Springbrook will assign a remote project manager to your organization to oversee the project's schedule and planning. The partnership of key team members within your organization will be integral in the project's scope, and they will participate hand in hand with your Springbrook team. Springbrook will also dedicate a team of experienced consultants to work with key members within your organization. This will ensure that all testing, processing, and user training is consistent and thorough. Our consultants will offer best practices to your staff throughout the training and implementation process to ensure that the software is used to its utmost capabilities.

The project team is assembled post-contract signature as we work to align the skills and availability to match every client's needs as closely as possible. However, below are some example resumes of our team members to give you an idea of the quality and experience you can expect when working with Springbrook's services team.

**Services Team**

- 6 Project Managers
- 16 Consultants
- 7 Technical

**EXPERIENCED - PROFESSIONAL - EXPERT**

<ul style="list-style-type: none"> <li>• 25+ Years Exp.</li> <li>• Prior Exp - large municipality (AR)</li> </ul>	<ul style="list-style-type: none"> <li>• 25+ Years Exp.</li> <li>• Former finance director</li> <li>• Accounting Degree</li> </ul>	<ul style="list-style-type: none"> <li>• 5+ Yrs @ SB</li> <li>• Sr. Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>• 15+ Yrs @ SB</li> <li>• Sr. Implementation Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• 10+ Yrs @ SB</li> <li>• Sr. Implementation Consultant</li> <li>• Former City Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• 15+ Years Exp</li> <li>• Data Conversion Specialist</li> <li>• Degreed in Applied Mathematics &amp; PM</li> </ul>
Robin	Rachel	Heidi	Peg	Deb	Alex

Springbrook

#### **Project Manager (12+ years PM experience):**

The individual highlights their flexible mindset, objectivity, and intellectual curiosity as key traits. They excel in building relationships and effectively communicating with diverse or remote teams. They are comfortable managing multiple projects of varying complexities and strongly commit to producing measurable and impactful results. They also emphasize their skills in strategic prioritization and navigating ambiguity. In terms of certifications, they are a PMI Agile Certified Professional, ScrumMaster Certified, and Lean Certified.

As a Senior Project Manager, they are responsible for delivering professional services and SaaS products to a diverse client portfolio. They handle various implementation processes, resource allocation, risk

management, and effective communication with team members and stakeholders. Additionally, they focus on coaching and guiding individual contributors to foster a high-performing team.

As a Project Manager, they conduct kick-off meetings, develop project plans, lead cross-functional teams, and communicate project milestones and risks to stakeholders.

As an Implementation Manager, they managed a team of project managers and were responsible for customer onboarding and software implementation. This involved client communication, requirements gathering, project scheduling, issue resolution, and software configuration.

Overall, the individual brings a wealth of experience in project management, team leadership, client communication, and software implementation. Their certifications and skills in agile methodologies demonstrate their commitment to delivering successful projects.

***Finance Consultant (25+ years Finance/Payroll experience):***

The individual has extensive experience in software implementation and consulting, with a strong focus on governmental finance and payroll software applications. They have held roles such as Lead Delivery Consultant, Software Consultant, and Finance Implementation Consultant, working with various clients to implement financial software packages effectively. Their responsibilities have included developing procedures and documentation, configuring software, providing customized reports and services, training end-users, and acting as a liaison between clients and technical staff. They have also demonstrated their ability to coordinate client installation and training schedules.

In addition to their software implementation expertise, the individual has experience as a System Consultant Analyst, where they analyzed business processes, performed needs assessments, and translated business requirements into system specifications. They have collaborated with technical teams to develop and support automated business processes. Furthermore, their background includes a role as an Assistant Project Manager, showcasing their project management skills, and they have also served as a senior accounting specialist.

Overall, this individual brings a wealth of experience in software implementation, consulting, and project management, with a focus on governmental finance and payroll software applications. Their strong analytical and problem-solving skills and ability to effectively collaborate with clients and technical teams make them instrumental in implementing and optimizing software solutions for organizations.

***Finance Consultant (22+ years Finance/Payroll experience):***

The individual has diverse experience in various roles over their career. They have significant experience as a Delivery Consultant, working with companies like Springbrook and Accela Inc. to implement governmental accounting software. Their responsibilities included reviewing client business processes, streamlining operations, installing software, training users, guiding go-live transitions, and providing post-go-live support. They also served as a mentor and conducted training seminars.

Additionally, they have experience as an Accountant for the City of Burien, where they managed payroll, benefit payments, tax reports, and various financial accounts. They have also held roles as a Controller, Property Manager, Taxation Auditor, Finance Analyst, and Area Manager in different organizations, showcasing their versatility and adaptability.

Overall, this individual brings a strong background in software implementation, finance, accounting, and management. They have successfully implemented financial software solutions, managed complex financial processes, and demonstrated expertise in various industry domains.

### Main Implementation Contact

The City's main contact for implementation will be assigned post-contract; however, the City's current main contact is Jessica Manfre, Senior Account Executive.

### Responses to Questions

a) Provide the name and version of the software system proposed.

Springbrook is proposing migrating Neosho's current Springbrook systems to our Cirrus Cloud solution in addition to implementing new Cirrus modules.

b) How many public sector clients use the proposed software? How many in Missouri?

Springbrook currently has ~335 clients using our Cloud solution with three in Missouri.

c) How does your solution align with municipal government policies and requirements, including data privacy and retention regulations?

Springbrook's Cirrus solution is very well positioned for municipal government – it is purpose-built for local government, includes essential modules, and is designed with cloud, security, and multi-tenant SaaS in mind.

Here are some of the key benefits that clients can expect from using Springbrook's software solutions:

- **Efficiency and Process Optimization:** Springbrook's software streamlines and automates various government processes, reducing manual work and administrative burdens. This leads to increased efficiency, faster service delivery, and improved accuracy in tasks such as financial management, utility billing, payroll, tax collection, and more.
- **Comprehensive Solutions:** Clients can access a suite of integrated tools that cover multiple business functions, eliminating the need for disparate systems. This integration fosters seamless data flow and reduces the risk of errors associated with managing separate software applications.
- **Regulatory Compliance:** Springbrook's solutions include features designed to help clients comply with relevant regulations and reporting standards. This minimizes the risk of non-compliance penalties and ensures adherence to best practices.
- **Digital Transformation:** By facilitating the transition from paper-based systems to digital solutions, Springbrook enables clients to modernize their operations and keep up with technological advancements. This transformation leads to improved data security, accessibility, and remote collaboration.
- **Data Security:** Springbrook Cloud Services are hosted in the Microsoft Azure public cloud. This allows Springbrook to take advantage of a scalable, reliable, and secure computing environment with a global presence. Microsoft follows an end-to-end approach to secure and harden their infrastructure, including physical, operational and software measures. Springbrook has hardened the cloud hosting environment using recommended best practices and performs continuous assessments using Azure Monitor, Security Center, and Sentinel.
- **Cost Savings:** Springbrook's solutions can lead to cost savings by reducing the need for manual data entry, minimizing errors, and optimizing resource allocation. The automation of various tasks can result in lower operational costs and increased fiscal responsibility.

- **Data Accessibility and Reporting:** With cloud-based storage, authorized personnel can access data from anywhere, promoting data-driven decision making and improving overall transparency. The software's reporting capabilities provide insights that help clients monitor performance, manage budgets, and plan strategically.
- **Customer Support and Training:** Springbrook's commitment to customer service ensures that clients receive the support they need throughout their engagement. Training resources and assistance with software implementation contribute to a smoother adoption process and enhanced user proficiency.
- **Adaptability and Innovation:** Springbrook's willingness to evolve its solutions based on industry trends and customer feedback ensures that clients have access to up-to-date and relevant tools. This adaptability positions clients to effectively address changing needs and challenges.
- **Industry Expertise:** With a long history and expertise in the local government software sector, Springbrook understands the unique needs and requirements of government entities. Clients benefit from software tailored to their specific operational demands.
- **Enhanced Citizen Experience:** Ultimately, the benefits of Springbrook's software solutions ripple outward to citizens. By improving government efficiency and services, local residents experience smoother interactions, timely responses, and a better overall experience.

d) Is this business a parent or subsidiary of a group of companies? If yes, provide details.  
Springbrook Software is an owned subsidiary of Accel-KKR.

e) In the past 5 years, has this company or software being proposed been purchased by or merged with another company? If yes, provide details.  
No.

f) Has the company incurred an annual operating loss in the last five (5) years? If so, provide details.  
No.

g) Has the company had a workforce reduction during the past five (5) years? If so, provide details.  
No.

h) Provide details of past or pending litigation liens or claims against Vendor in the past 10 years.  
Not applicable.

i) Briefly describe how your company measures customer satisfaction. What key performance metrics are utilized, methods of quantifying results and which areas are evaluated.  
Springbrook Professional Services measures the success of the implementation in a couple of different ways. Throughout the project, the Springbrook Project Manager will have regular touchpoints with the client's Project Sponsor to discuss the health of the project and to ensure that the project is on track and within budget. Should any issues arise during the life of the project on the Springbrook side or the customer side that could potentially change the timeline of the project, the Springbrook Project Manager will engage immediately with the customer Project Sponsor and Implementation to discuss mitigation options. Additionally, the customer will receive a Professional Services Implementation survey

within 30 days of go-live, which consists of five questions that allow us to measure the success of the implementation as well as feedback on what we can do better going forward.

Over the past year, our average satisfaction rating was 4.7 (1-5 scale), and 100% of the respondents have said they'd recommend Springbrook to a friend or colleague. That's the level of service, experience, and care you expect to receive from our team.

j) Which regulatory and compliance standards does your proposed solution adhere to (e.g., GAAP, GASB, SOC 2)? Please describe your process for ensuring ongoing compliance. Springbrook's solutions include features designed to help clients comply with relevant regulations and reporting standards. This minimizes the risk of non-compliance penalties and ensures adherence to best practices.

Springbrook Software is PCI and SOC 2 compliant.

Springbrook solutions are hosted in Microsoft Azure. Microsoft maintains many compliance certifications and reports for compliance standards globally. Microsoft also maintains reports and certifications for many US-centric compliance standards. This includes the California Consumer Privacy Act (CCPA), Graham Leach Bliley Act (GLBA), TruSight, HIPAA/HITECH, and HITRUST.

Springbrook has an Information Security Program that is built upon NIST CSF. An Information Security Council consisting of executive leadership meets quarterly to assess and steer the information security program.

We follow ongoing trends and regulatory requirements to make sure our software is functioning at its safest capacity.

#### **Employee Security/Compliance Training**

Springbrook developers receive annual training that covers secure software development practices including topics covered by OWASP and PCI DSS. We perform static code analysis using SonarQube. Code is validated against the OWASP Top 10 categories and rule sets, in addition to testing for code hygiene against our coding conventions.

All employees are also required to take annual security awareness training that covers the topics necessary to protect themselves, Springbrook, and Springbrook customer's data from loss or harm. This training also entails refreshing employees on critical Springbrook policies and having them acknowledge their role and responsibilities in protecting customer data, as well as the consequences for non-compliance.

Periodic training and testing exercises are performed throughout the year to test the most common cyberattack vectors (i.e., phishing) and measure the performance of the Springbrook organization.

k) Briefly describe the company's commitment to enhancing the software and how those decisions are made. How often do major upgrades occur? How often do minor upgrades occur? How do you maintain transparency with clients regarding system updates, incidents, and bug

fixes? Are version upgrades included in annual maintenance and support costs? Describe the timing of proposed system update when a new version of operating system is released.

### **Software Updates**

Springbrook software updates are released weekly, typically outside of business hours, ensuring clients always have access to the latest features and improvements.

Updates are communicated via our Status page and support Community. The status page sends real-time updates of when each release begins and ends. Any testing needed before the release is coordinated with individual customers.

Our dedication to keeping clients updated at no additional expense sets Springbrook Cloud apart. All clients benefit from Springbrook Cloud's continuous enhancements without the need for pricey upgrades. We prioritize inclusivity in our standard agreements.

### **Enhancement Request Process**

We have multiple methods of requesting enhancements to our application including an Ideas Portal, which allows users to submit enhancement requests, view other user's requests, and vote for the enhancements.

Springbrook Software's standard development process revolves around delivering value to our customers quickly with weekly releases that include defect corrections and enhancements.

### **Prioritization of Enhancements**

At Springbrook, our commitment to continuous improvement and customer satisfaction is at the forefront of our approach to system enhancements. We employ a comprehensive strategy that embraces customer-driven innovation and strategic alignment with regulatory requirements. Our prioritization process is robust and designed to deliver maximum client value.

1. **Ideas Portal:** We have implemented an innovative "Ideas Portal" that serves as an interactive platform for our users. This portal allows clients and stakeholders to submit their enhancement ideas directly, fostering a collaborative environment. What sets our process apart is the inclusion of a voting mechanism, enabling users to endorse and prioritize features they find most valuable. This ensures that our development roadmap is influenced directly by the needs and preferences of our user community.
2. **Product Management Team:** Our dedicated team of experienced product managers plays a pivotal role in the enhancement prioritization process. They actively engage with customers, seeking direct feedback on pain points, preferences, and emerging needs. Our product managers gain valuable insights into user expectations through regular communication, surveys, and customer interviews.

Additionally, our team keeps a vigilant eye on federal and state regulations, ensuring that our system enhancements align seamlessly with evolving compliance standards. This proactive approach keeps our solutions up to date with the latest legal requirements and helps our clients stay ahead of regulatory changes.

- Market Opportunities:** We understand that staying competitive means meeting current needs and anticipating future requirements. Our product managers are continuously scanning the market for emerging trends, technologies, and opportunities that can enhance our customers' experiences. By identifying and capitalizing on new opportunities, we proactively enrich our product offerings to meet the evolving demands of our user base.

In conclusion, our prioritization process is a dynamic blend of user-driven input, regulatory compliance, and forward-thinking strategies. By leveraging the Ideas Portal, engaging with our customers, and staying abreast of regulatory changes and market trends, we ensure that our system enhancements are relevant and anticipate our clients' evolving needs.

### 3. References

<b>Reference #1</b>	
Site Name	City of Jefferson, MO
Address	320 E McCarty Street
Contact Name and Title	Shelby Convery / Finance Director
Contact Telephone	217-697-5807
Software Version + Implementation Year	Springbrook Cloud 2024
<b>Reference #2</b>	
Site Name	Village of Chatham, IL
Address	116 E Mulberry Street, Chatham, IL 62629
Contact Name and Title	Megan Cochran / Finance Supervisor
Contact Telephone	573-634-6495
Software Version + Implementation Year	Springbrook Cloud 2022
<b>Reference #3</b>	
Site Name	Village of Shorewood, IL
Address	One Towne Center Blvd, Shorewood IL 60404
Contact Name and Title	Anne Burkholder / Finance Director
Contact Telephone	815-741-7707
Software Version + Implementation Year	Springbrook Cloud 2019
<b>Reference #4</b>	
Site Name	Village of River Forest, IL
Address	400 Park Ave, River Forest, IL 60305
Contact Name and Title	Rosie McAdams / Finance Director
Contact Telephone	708-714-3524
Software Version + Implementation Year	Springbrook Cloud 2024
<b>Reference #5</b>	
Site Name	City of St Michael, MN
Address	11800 Town Center Drive NE, St Michael, MN 55376

Contact Name and Title	Sue Ferbuyt / Finance Director
Contact Telephone	763-416-7914
Software Version + Implementation Year	Springbrook Cloud 2019

## 4. Technology/Security

### Proposed Software

Springbrook is proposing our SaaS, cloud-based Cirrus solution. Cirrus is a true multi-tenant cloud solution, fully accessible on any mobile device. Cirrus delivers the full functionality of Springbrook's industry-leading, on-premises solution, providing easy adoption for existing users who migrate to the cloud and simple onboarding for new users moving from less powerful solutions.

### Hardware and Software Requirements

The following table lists the recommended hardware and software requirements for a Springbrook Cloud implementation. This includes Springbrook Cloud and Springbrook web applications. Cirrus is a cloud-hosted SaaS application, meaning installing or supporting on-premises servers is unnecessary.

Processor, RAM, Hard Drive	Notes	Internet Connection
Processor, RAM, and Hard Drive specifications must meet the recommended hardware requirements for Windows 10 Professional and Enterprise (64-bit).	<p><b>Springbrook Cloud:</b> .NET Framework 4.7.2 is required.</p> <p>Springbrook Cloud should be accessed via a fully up-to-date installation of the Microsoft Edge web browser.</p> <p>Microsoft Webview2 runtime component provides improved security and user experience. Users will be prompted to install it before launching Springbrook Cloud.</p> <p>Microsoft Office 2010, 2013, or 2016 (this is an optional installation component and is only used for some features).</p> <p><b>Springbrook Cirrus:</b> Workstations must be running the Cirrus Agent in order to work in Cirrus Cash Receipts. Click the following link to download, install, and run the Cirrus Agent. <a href="#">Download Cirrus Agent</a></p>	<p>Internet connection with standard access to communicate on ports 80 and 443.</p> <p>IP 52.240.137.85 and IP 52.162.10.206 over port 443 added to the Intrusion Preventative Service and Gateway AV service for all firewalls and/or any security software and/or proxy settings.</p> <p><i>Note: The cloud application updates weekly. Sometimes, the application is modified enough to trigger some AV software to identify it as malicious and either quarantine a file or prevent it from deploying altogether. Certain firewalls (SonicWALL) have a specific setting for cloud-based applications that sometimes needs to be adjusted.</i></p>

	<p>The Cirrus Agent is a desktop application that is required to be installed to use Cirrus Cash Receipts Cash Entry and Receipts or Edit Stations. When running, it provides a REST API that communicates with the Cirrus browser-based application, providing host information that facilitates the use of local peripheral devices like receipt printers, cash drawers, barcode scanners, and credit card terminals in Cirrus. Firefox is not a supported browser for Cirrus Cash Receipts Cash Entry and Receipts due to an incompatibility in communicating with the Cirrus Agent. Other modern browsers such as Safari, Chrome, and Edge are supported.</p> <p>Windows 8 is the minimum supported operating system for the Cirrus Agent. The Cirrus Agent requires a 64-bit OS.</p> <p><b>Springbrook SAS Web Applications:</b> Springbrook web applications like Employee Self Service should be accessed via a modern, fully up-to-date, TLS 1.2+ compatible web browser. Springbrook supports Edge, Chrome, Safari, and Firefox.</p> <p>You can validate your browser compatibility with TLS 1.2+ at <a href="https://www.ssllabs.com/ssltest/viewMyClient.html">https://www.ssllabs.com/ssltest/viewMyClient.html</a>.</p>	<p>Springbrook recommends latency to cloud servers be no greater than 250 milliseconds.</p> <p>Springbrook recommends that 3 Mb/s (megabits per second) be exclusively available for both upload and download bandwidth for the V7 application.</p> <p><i><b>Note:</b> This requirement meets the average usage needs of five full-time users. Additional bandwidth may be required for additional users. It can be difficult to specify customer bandwidth because of the nature of the Internet and individual organization usage. Network latency, peering issues, bandwidth at upstream providers, users using their Internet connections for other uses than Springbrook, etc., all affect the perceived performance of the connection and the amount of bandwidth required to keep performance adequate.</i></p> <p><i>Springbrook recommends engaging a networking professional to help measure, allocate, and monitor appropriate bandwidth and networking resources.</i></p>
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The following table lists requirements and relevant information for application areas within a Springbrook Cloud application.

Application Area	Requirements and Information
Report Modification	Springbrook's Tableau analytics and reporting tool allows Springbrook Cloud users to build and run complex reports, charts, and graphs that pull data from multiple user-selected database tables. Users can then share those reports across the organization.

Printer Support	<p>Laser printers compatible with Microsoft Windows and HP PCL 4, 5, or 6 are required for use with the Springbrook applications. For clients that generate large print jobs, additional memory for the printer may prove necessary.</p> <p>Although inkjet printers are very popular, Springbrook cannot guarantee their compatibility with our software, and their use is not supported. Dot matrix and line printers are not compatible or supported.</p>
Hardware and Network Configuration and Maintenance	<p>All operating systems are the sole responsibility of the client to configure, implement, and maintain. It is the client's responsibility to accurately set up all peripherals to be used in conjunction with the operating system and the application software. This includes but is not limited to, mapping the correct network path (as needed) and installing the correct print driver. Springbrook does not accept responsibility for poor performance due to incorrect or inefficient hardware, operating system software, or network configuration.</p> <p>Because Springbrook's primary goal is to provide our clients with support for our applications, we highly recommend establishing a partnership with a network-proficient consultant. This will provide clients with security and timely responses to hardware and networking problems and allow the Springbrook staff to assist with software-related issues.</p> <p>Springbrook will assist clients in determining whether a problem is due to a hardware/network issue or a Springbrook application issue. Springbrook reserves the right to bill clients for hardware and network assistance unrelated to our applications. This service is provided at our current hourly rate.</p>

### Adherence to Technical Requirements

Springbrook meets the provided technical requirements for a SaaS, cloud-hosted application. Cirrus Cloud is browser-based and accessible on devices with internet access and has a planned life cycle to be supported for the foreseeable future.

Springbrook does integrate with Active Directory for authentication. Springbrook offers a Single Sign-on (SSO) solution for the Springbrook Enterprise Cloud, Reporting & Analytics (Tableau), and Cirrus products. Our SSO offering is powered by Auth0. With our SSO solution, we provide Multi-Factor Authentication (MFA) through either an Authenticator App, FIDO Security Key, voice call, or text message. Our SSO solution can integrate with a variety of Identity Providers, including Active Directory.

Our solution accommodates unlimited users. Our Cirrus cloud solution is licensed per agency. When an agency purchases Springbrook's software, they can use it at all locations with as many concurrent users as they need. We do not require named user or machine licenses.

The system can be accessed any time with internet connection, with the exception of downtime.

Software updates are released outside of normal working hours to avoid interrupting the City's business.

Data can be made available to the City in a standard open format. For data conversion, we recommend converting three years of legacy data from non-Springbrook modules. Additional years can be converted

upon discussion. For the cloud migration portion of Neosho's project, all data the City currently has in Springbrook will be moved – there is no conversion period restriction.

Cirrus Cloud is compatible with Microsoft Edge and other modern browsers, such as Safari and Chrome.

Although this RFP is not requesting a payment solution, our payment solution is PCI compliant.

User security is role-based, and as stated previously, Springbrook does offer a single sign-on (SSO) solution, which integrates with Active Directory.

### **Security Testing**

All Springbrook production systems are scanned with industry-leading vulnerability scanners internally and externally on a monthly basis. Any detected high-risk vulnerabilities are remediated, and re-testing is performed to ensure vulnerabilities are corrected. Third-party industry security experts perform annual penetration tests to validate that effective security controls are in place. All required findings are remediated, and testing is repeated until no material risks remain.

### **Backup and Disaster Recovery Solutions**

#### **Data Center Locations and Redundancy**

Customer data and backups of customer data are stored across multiple geographically separate Microsoft Azure regions. Azure infrastructure and services are grouped into regions, which are a set of data centers deployed within a defined geographic area and interconnected with a high-speed, low-latency network.

The Springbrook Cloud Services utilize the following Azure Regions:

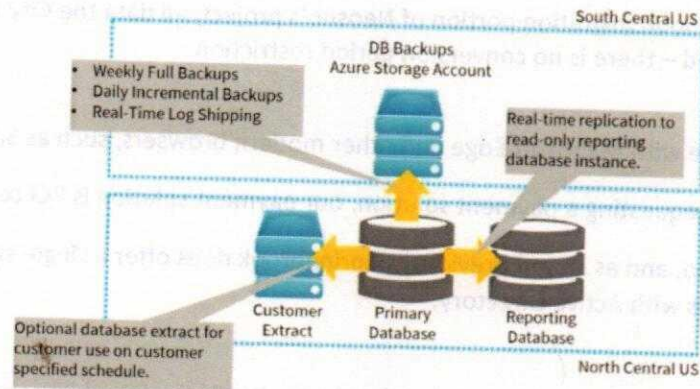
- North Central US
- Central US
- West US 2
- East US regions

The use of multiple regions provides resource redundancy and geographically disparate data storage which is fundamental to the Springbrook disaster recovery process. Note that the regions above are subject to change without notice.

#### **Data Security and Backup**

Springbrook Cloud Services utilize a fully protected network for data storage. This protected network is where any system resides that directly interfaces with customer data stored within the transactional databases, data warehouse, or file shares. Transfer to/from other networks is only permitted through the appropriate application access.

All data is stored within Azure Regions located within the United States. No data is stored or processed outside of the United States.



The Springbrook Cloud Services transactional databases are implemented using Microsoft SQL Server Standard Edition. A full backup of this database is performed weekly, with incremental backups performed daily and real-time replication of the archive logs. Backups and archive logs are stored in the alternate DR region to be used during a DR event.

Optionally, a customer-specific database backup can be performed on a schedule mutually agreed upon, and that backup is staged for pickup by the customer.

#### Availability

To ensure Customer Data is protected from accidental destruction or loss and there is timely access, restoration, or availability to Customer Data in the event of a service incident, the following measures are in place:

- Customer Data and/or backups of Customer Data are stored across multiple, geographically separate Microsoft Azure regions.
- The infrastructure within each Microsoft Azure region is redundant, with multiple interconnections, to ensure no single point of failure exists.
- Springbrook Cloud Services resources deployed in each Microsoft Azure region can be redeployed to alternate regions using automation and data backups in the event of flooding, earthquake, fire, or other physical destruction or power outage to protect Customer Data against accidental destruction and loss.
- Each Microsoft Azure data center has multiple power sources and generators onsite with battery backup to safeguard power availability to the data center.
- Each Microsoft Azure data center has multiple access points to the internet to safeguard connectivity.
- Each Microsoft Azure data center is monitored 24x7x365 for power, network, environmental, and technical issues.
- Springbrook maintains a robust Business Continuity/Disaster Recovery program, including:
  - Well-defined updated plans.
  - Annual testing and retrospectives.

#### Continuity of Service and Disaster Recovery Architecture

Springbrook uses Terraform as an infrastructure provisioning and configuration orchestration tool to manage and provision resources within Azure. Using this tool and an Infrastructure as Code (IaC) process allows us to quickly and repeatably deploy the infrastructure necessary to run the Springbrook Cloud

Services. With this capability, Springbrook can move the Springbrook Cloud Services between Azure regions, and it is an integral component of Springbrook's disaster recovery process.

All Springbrook production systems are scanned with industry-leading vulnerability scanners internally and externally on a monthly basis. Any detected high-risk vulnerabilities are remediated, and re-testing is performed to ensure vulnerabilities are corrected. Third-party industry security experts perform annual penetration tests to validate that effective security controls are in place. All required findings are remediated, and testing is repeated until no material risks remain.

Springbrook Cloud Services utilize a fully protected network for data storage. This protected network is where any system resides that directly interfaces with customer data stored within the transactional databases, data warehouse, or file shares. Transfer to/from other networks is only permitted through the appropriate application access.

### **Disaster Recovery Process**

Following a disaster declaration for the Production instance of Springbrook Cloud Services, the Springbrook Incident Response Team will initiate the following steps:

- Start timeline for recovery objective (RTO) milestones
- Immediate communication to customers with details of the event and the impact of the interruption.
- Establish an emergency command center and communicate bridge numbers for the Crisis team.
- Communicate roster of active personnel and management structure.
- Coordinate with Microsoft on the assessment of production region outage.
- Begin bringing disaster recovery instances online in the DR region using Terraform automation and the backups and snapshots replicated from the production region.
- Update customers with details of the disaster and projected time to recovery.

Within 4 hours of incident:

- Incident Response Team will determine the impact on the production region and whether to wait for restoration or initiate operation in the DR region.
- Site Reliability Engineers will monitor and validate the activation of the disaster recovery instances in the DR region.
- Site Reliability Engineers will monitor the restoration of the transactional databases.
- Customer support will provide hourly updates to customers.

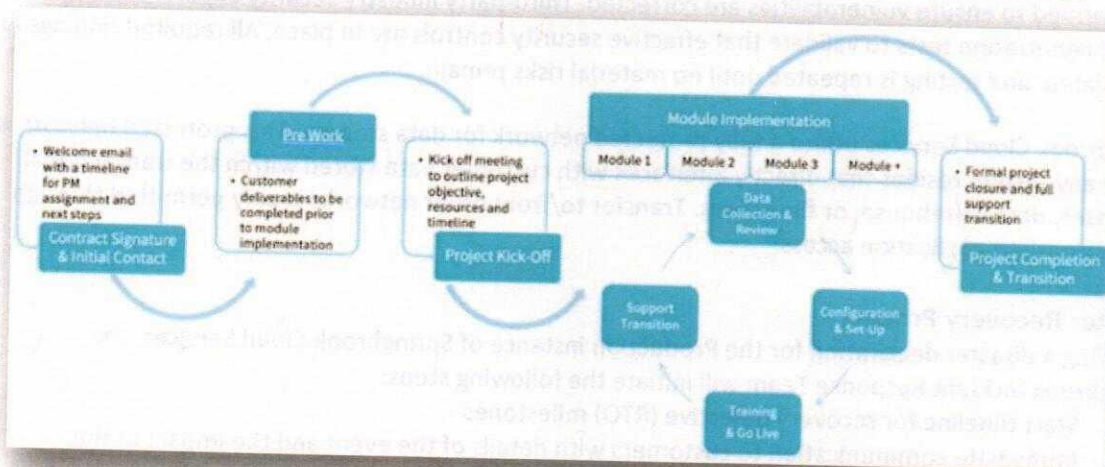
Within 24 hours of incident:

- Push DNS changes to move customer traffic to the DR region.
- Transactional database in the DR region will be rolled forward to the last complete point in the time replicated log.
- Site Reliability Engineers will validate transactional databases for consistency.
- Start the ETL processes to rebuild the data warehouse.
- Run the automated smoke test to validate the DR.

# 5. Implementation and Training

## a) Implementation Methodology

The following framework describes the steps required to complete a successful implementation.



The software implementation framework comprises five key elements that outline the stages and activities involved in successfully deploying and transitioning Springbrook software solutions to customers:

**Contract Signature & Initial Contact:** This initial stage involves signing the contract between the software provider and the customer. It marks the beginning of the implementation process and includes establishing initial contact with the customer to set expectations, clarify requirements, and gather the necessary information to initiate the project.

**Customer Pre-Work:** In this phase, the customer undertakes preparatory activities to ensure a smooth implementation process. This may include providing access to relevant systems and data, conducting user readiness assessments, and identifying key stakeholders involved in the implementation.

**Project Kick-Off:** The project kick-off marks the official start of the implementation process. During this phase, Springbrook and the customer discuss project goals, deliverables, timelines, and resource requirements. The project team is introduced, roles and responsibilities are defined, and a detailed project plan is established. This phase sets the foundation for successful collaboration and communication throughout the implementation.

**Module Implementation:** This stage focuses on implementing software modules or components. It involves configuring the Springbrook solution based on the customer's specific requirements. The module implementation phase includes activities such as data migration, system integration, testing, and training. It ensures that Springbrook's software solution is tailored to the customer's needs and aligns with their business processes.

**Project Completion & Support Transition:** The software implementation framework's final phase involves the project's completion and the transition to ongoing support. This includes finalizing any remaining tasks, concluding post-go-live services, and communicating project completion. The transition

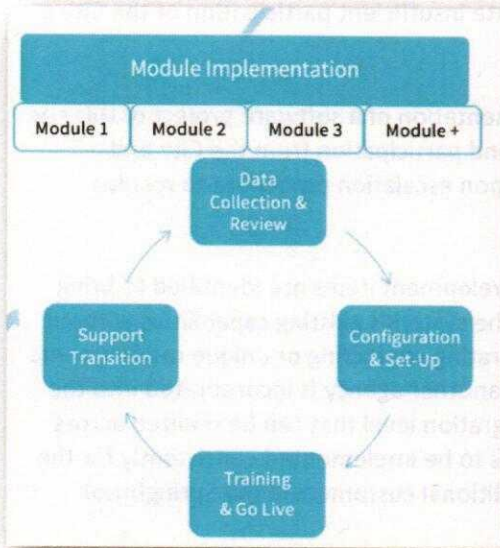
to support involves transferring knowledge and responsibilities to the customer's support team, ensuring they are equipped to handle any future software maintenance and support needs.

Springbrook and the customer can ensure a structured and efficient deployment process by following this software implementation framework. It enables effective project management, clear communication, and collaboration between all stakeholders, ultimately leading to a successful software implementation and a smooth transition to ongoing support.

### Module Implementation Details

The software implementation framework consists of four key elements that guide the process of deploying and transitioning software solutions to users.

Please note that the steps below apply to the implementation of new modules that the City does not currently have with Springbrook. Migration of new modules is a quicker process.



**Data Collection and Review:** In this initial stage, data relevant to the software implementation is collected and reviewed. This includes gathering existing data, such as customer records or system information, and conducting a thorough analysis to ensure data accuracy and completeness. The goal is to lay the foundation for successful configuration and setup of the software.

**Configuration and Set-Up:** Once the necessary data has been collected and reviewed, the software is configured to meet the organization's specific requirements. This involves tailoring the software solution to align with the organization's processes, workflows, and business rules. Configuration may include defining user roles and permissions, customizing forms or templates, and integrating the software with existing systems or databases. The focus is optimizing the software's functionality and usability to best suit the organization's needs.

**Training and Go-Live:** In this phase, end-users receive comprehensive training on effectively using the software. Training sessions may include workshops, hands-on exercises, or virtual training modules to familiarize users with the software's features and functionalities. The training also covers best practices, tips, and specific guidelines or procedures relevant to software usage. Once training is completed, the software is officially launched and made available to end-users, marking the go-live milestone.

**Support Transition:** The support transition phase involves shifting from the implementation team to the ongoing support and maintenance team. During this phase, knowledge transfer and handover activities occur, ensuring that the organization's support team is equipped to handle user inquiries, troubleshoot issues, and provide ongoing assistance. This may include providing documentation, support materials, and contact information for technical support. The support transition phase ensures a smooth transition from implementation to ongoing support, facilitating long-term success and sustainability of the software solution.

### **Critical Success Factors**

Several critical success factors are key to successfully implementing the project:

**Knowledge Transfer** – A critical part of the implementation involves the City's transfer of knowledge from Springbrook with the goal of becoming self-sustainable in supporting Springbrook Software. Strong and focused participation by the City's personnel throughout the analysis, configuration, and deployment of Springbrook's Cirrus Cloud Application will enable Springbrook's services to mentor and equip the City to assume standard operations once the project ends.

**Dedicated Customer Participation** – The success of the project hinges on thoughtful, prepared, and sustained participation from the City's team and Information Technology staff. The City will be asked to identify key stakeholders to be involved in the tasks and provide deliverable reviews and feedback. This collaborative approach will help verify that the collective knowledge of the City's team is reflected in the design and implementation of the new system. It will also encourage a strong level of user engagement and help communicate a clear understanding of the project processes and direction to relevant staff throughout the involved agencies. Springbrook will communicate insufficient participation of the City's or Springbrook's resources if needed.

**Project Governance** – The successful management and implementation of a software project of this size and complexity requires strong management communication and participation from the City and Springbrook. Springbrook and the City will follow the agreed-upon escalation procedure to resolve issues and mitigate risks in a timely manner.

**No Custom Development** – As part of this SOW, no custom development items are identified to bring the City live. The intent is to complete this engagement using the system's existing capabilities without any additional development effort. This will help avoid incorporating conflicting or unique requirements in the design that will later cause rework or other issues when another agency is incorporated into the solution. A single design effort will also help maximize the integration level that can be realized across the various system functions, allow common business functions to be implemented consistently for the separate agencies, and establish the template for including additional customers in the Springbrook Cirrus application.

### **Deliverables**

The project plan details are discussed during the kick-off call, including schedule, cost, scope, communications, issue, risk, and change management. As previously stated, Springbrook and the customer discuss project goals, deliverables, timelines, and resource requirements during kick-off. The project team is introduced, roles and responsibilities are defined, and a detailed project plan is established, which includes aligning schedules and communication goals. This phase sets the foundation for successful collaboration and communication throughout the implementation.

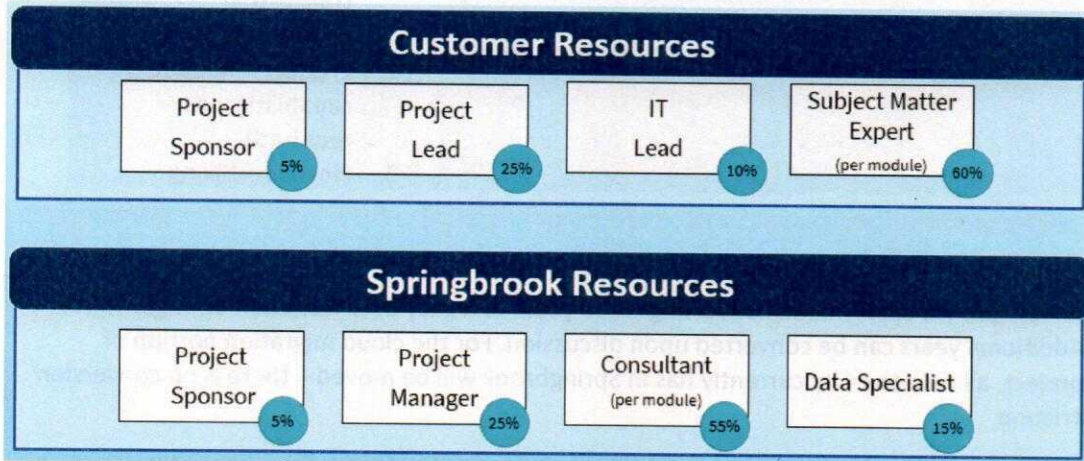
As part of a weekly cadence during implementation, the team reviews the hours allotted for each module compared to the time remaining to ensure the project is on track.

The following deliverables will be executed as a part of the executed SOW:

1. Agreed upon project plan with timeline and milestones
2. Roles & responsibilities matrix and communication plan
3. Well-maintained issue log with individually tracked status updates

4. Feature request log with Springbrook's product team review(s) and comment(s)
5. All modules in scope will be deployed to a production environment
6. Key customer resources will have received training on the in-scope modules

### Roles and Responsibilities



Project roles and responsibilities define the specific tasks, duties, and accountability assigned to individuals or teams involved in a project. Each role has distinct responsibilities that contribute to the successful execution and completion of the project. Time allocation per team member varies depending on the scope of the project. The Springbrook Project Manager and team will be available to assist and train during the testing phases. Project and implementation services and support will be handled remotely unless otherwise stated.

Below is a summary of project roles and responsibilities for the City and Springbrook.

City of Neosho		Springbrook	
Role	Responsibility	Role	Responsibility
<b>Project Sponsor</b>	<ol style="list-style-type: none"> <li>1. Accountable for overall project success</li> <li>2. Project oversight and governance</li> </ol>	<b>Project Sponsor</b>	<ol style="list-style-type: none"> <li>1. Accountable for overall project success</li> <li>2. Project oversight and governance</li> </ol>
<b>Project Lead</b>	<ol style="list-style-type: none"> <li>1. Single point of contact for Springbrook's project manager</li> <li>2. Coordination of customers' internal resources</li> </ol>	<b>Project Manager</b>	<ol style="list-style-type: none"> <li>1. Overall project management</li> <li>2. Project status and communication management</li> <li>3. Springbrook resource management</li> <li>4. Task and milestone management</li> <li>5. Status reporting (as needed)</li> </ol>

<b>Subject Matter Expert(s) (SME)</b>	1. Participates in all sessions where agency expertise is required	<b>Consultant(s)</b>	1. Product experts supporting the module implementation
<b>IT Lead</b>	1. Technical resource for all software & hardware	<b>Stakeholder(s)</b>	1. Sales – Overall account management and contractual ownership 2. Product – Roadmap capabilities (as required) 3. Finance – Billing

### b) Data Conversion Methodology

For data conversion, we recommend converting three years of legacy data from non-Springbrook modules. Additional years can be converted upon discussion. For the cloud migration portion of Neosho's project, all data the City currently has in Springbrook will be moved – there is no conversion period restriction.

The data conversion process involves the client providing data in required formats, with the consulting assistance of the Springbrook staff, and then having Springbrook's development staff programmatically move data into our system. Springbrook will provide specs for data upon signing.

1. **Extraction:** The client extracts the data from their legacy system into one of the formats requested by Springbrook. Springbrook provides templates or guidelines to assist in this process.
2. **Conversion:** Springbrook utilizes the templates to update the data into our software.
3. **Review:** Springbrook software consultants can work with the client to review the data.
4. **Data validation:** It is the client's responsibility to verify that the data is converted to their satisfaction and in a way that meets their processing and reporting needs.

Data Conversion is completed using various tools, including templates and internal wizards. The data conversion team consists of subject matter experts who have developed best practices and fine-tuned the data conversion process. Data Conversion is included in the cost of our professional services fees.

### c) Training Methodology

Springbrook provides both end-user and technical training during implementation. End-user training involves joint participation with the City's users. Technical training includes the City's IT staff and system administrators. Training will be completed in groups, and the City can designate the groups as needed.

Training takes place during the Training and Go-Live phase of the implementation plan detailed above. As stated, training sessions may include workshops, hands-on exercises, or virtual training modules to familiarize users with the software's features and functionalities. The training also covers best practices, tips, and specific guidelines or procedures relevant to software usage. Once training is completed, the software is officially launched and made available to end-users, marking the go-live milestone.

## Training Options

Springbrook's training is typically done 100% virtually with recorded sessions for the agency to have after training. In-person training is available at an additional cost. When training key users, Springbrook encourages a train-the-trainer approach to monitor comprehension, ensure success in knowledge transfer, and minimize training and implementation costs.

## Post-Go-Live/Ongoing Training

We offer a comprehensive array of post-go-live training options tailored to meet the diverse needs of our valued clients.

Our training philosophy centers on flexibility and accessibility. We recognize that different individuals and organizations have unique preferences and schedules. To accommodate these variations, we provide a variety of avenues for advancing your expertise:

- **Monthly Paid Training Sessions:** Stay ahead of the curve with our regularly scheduled monthly training sessions. These dynamic online sessions are designed to keep you updated on the latest features, best practices, and industry trends. Led by our expert trainers, these sessions are interactive and engaging, ensuring you gain practical insights to enhance your proficiency.
- **Annual User Conferences:** Immerse yourself in a collaborative learning environment by joining our annual user conference. This vibrant event brings together Springbrook Software users from across the globe. Network with peers, exchange success stories, and deepen your knowledge through a series of engaging workshops, keynote presentations, and hands-on demonstrations.
- **Ongoing Support and Help Topics:** Our commitment to your success extends beyond scheduled events. Access a wealth of resources through our comprehensive support library and help topics. Whether you have a quick question or need in-depth guidance, you'll find a wealth of information at your fingertips, available whenever you need it.
- **Training Sessions – Online and In-Person:** We understand the importance of choice regarding your learning preferences. Our training sessions are designed to cater to both virtual and in-person participants. Join from the comfort of your office or attend a regional training event to experience personalized instruction in a collaborative setting.

## d) Collaboration Methods

Springbrook uses Kantata as our project collaboration site. Our implementation process enables effective project management, clear communication, and collaboration between all stakeholders, ultimately leading to successful software implementation and a smooth transition to ongoing support.

As part of their responsibilities, project status and communication management is coordinated by the Springbrook Project Manager. Weekly and bi-weekly meetings are conducted throughout the implementation process to keep the City updated.

## e) Implementor

Springbrook will provide implementation services without a third-party vendor.

## **f) Implementation Schedule**

Implementation is typically done in phases depending on the modules included. The following is a tentative phased approach to the proposed project, starting with the migration of Neosho's current Springbrook modules to Cirrus followed by the implementation of new modules.

### **Phase 1 - Cirrus Migration:**

- Finance + PO
- Payroll
- Project Management
- License and Permits (optional)
- Inventory Control
- Fixed Assets
- Work Orders

### **Phase 1 Week by Week Breakdown:**

- Week 1: Kick-Off
- Week 2: Data Upload & Review
- Weeks 3-4: Discovery & Training
- Week 5: Testing & Preparation
- Week 6: Go-Live
- Week 7: Support Transition

### **Phase 2: Human Resources with ESS + Applicant Tracking and Learning Management + Onboarding (optional)**

- Week 1: Questioner and project preparation
- Week 2: Kick-Off
- Week 3: Discovery
- Weeks 4-6: Data & Data Entry
- Week 6-7: Set-Up & Training
- Week 8-10: Go-Live & Follow-Up
- Week 11: Support Transition

### **Phase 3: Advanced Budgeting**

- Week 1: Questioner and project preparation
- Week 2: Kick-Off
- Week 3: Discovery
- Week 4-5: Set-Up & Training
- Week 6-7: Go-Live & Follow-Up
- Week 8: Support Transition

### **Phase 4: Accounts Receivable & Building Permits (optional)**

- Week 1: Questioner & Kick-Off
- Week 2: Discovery
- Week 3: Data & Data Entry
- Week 4: Set-Up & Training
- Week 5: Go-Live & Follow-Up
- Week 6: Support Transition

## 6. Maintenance and Support Services

### Ongoing Support Services

Springbrook offers many support options to meet your needs. We provide an 800-phone number for immediate support, and our hours of operation are 5 AM to 5 PM PST. We also offer email for less severe issues. All agents can remotely access customers' computers with permission.

As mentioned, we also offer a Community website that has FAQs, tips and tricks, videos, webinars, refresher courses, as well as case creation. These courses can be searched by keyword, module, or process. All information can be downloaded in PDF, and support costs are included in the annual subscription fees.

As stated, Springbrook Support operates on a severity-level philosophy. If a customer calls in with work stoppage issues, that case moves to the head of other tickets. We let the customer initiate what level of severity they believe their case to be. Our agents assess the case and place it in the appropriate queue. Our success is measured in our response SLAs. Critical severity: 1-hour response, High severity: 4-hour response, Medium severity: 8-hour response, and Low severity: 24-hour response.

Our dedicated team of support agents know Springbrook software inside and out. The average tenure of our support staff is 10+ years. They work tirelessly to determine the issue and keep you informed of the solutions.

Springbrook has its own Backup and Recovery systems monitoring our Cloud environment, allowing us to know of any issue often before your team.

Our ongoing maintenance is provided through our engineering group. We release service packs as needed to address software changes and fixes.

Every Springbrook software module implemented requires sign-off by the client at go-live to ensure the software implementation meets previously documented requirements. Any post-go-live issues are tracked to ensure timely resolution.

### System Documentation

Springbrook's documentation is accessible via our online help, which can be searched by keyword, module, or process. This helpful information can be downloaded in PDF format and saved or printed by the user. The online help information is updated with the newest information when available. Additionally, our Springbrook Chatbot is an integrated, AI-powered chat designed to quickly retrieve answers to software-related questions. All support costs are included in the annual subscription fees.

The help documents provided by Springbrook Software are organized into individual topics, each focusing on a specific element or process within the application. These topics include detailed procedural steps and explanations, which can be expanded or collapsed based on the user's current task. The documentation includes relevant API information and links to tour the application, helping users understand the system's verbiage and functionality.

Access a wealth of resources through our comprehensive support library and help topics. Whether you have a quick question or need in-depth guidance, you'll find a wealth of information at your fingertips, available whenever you need it.

## Springbrook Success Community

As previously stated, the Springbrook Software Success Community is an exceptional online platform designed to bring together users of Springbrook software, enabling them to connect with groups of like-minded experts, colleagues, and Springbrook staff. This Community forum serves as a hub for users to interact, collaborate, and share their knowledge and experiences.

One of the key benefits is its ability to provide users with a space to find comprehensive documentation, training resources, and up-to-date product information. Whether users are seeking guidance on product features, implementation best practices, or troubleshooting techniques, they can easily access a wealth of resources within the community.

The Community forum also fosters a strong support system, allowing users to seek answers to their questions from various channels. In addition to frequently asked questions (FAQs), users can engage with their peers, discuss challenges, exchange ideas, and gain valuable insights. Moreover, Springbrook staff actively participate in the Community, offering their expertise and guidance to ensure users have a seamless experience with the software.

In summary, the Community is a vibrant and dynamic platform that brings together users of Springbrook software. It offers many benefits, including access to documentation, training resources, and product information, as well as opportunities to connect with peers, experts, and Springbrook staff. By providing a supportive environment for knowledge sharing and collaboration, the community empowers users to maximize their proficiency with Springbrook software and achieve their goals more effectively.

## Support Goals

### System Response

Springbrook Support operates on a severity-level philosophy. If a customer calls in with work stoppage issues, that case moves to the head of other tickets. We let the customer initiate the severity level they believe their case to be. Our agents assess the case and place it in the appropriate queue.

Our severity levels are defined as follows:

- **Critical severity:** System or application is non-functional or seriously affected, and no reasonable workaround is available (e.g., business is halted).
- **High severity:** System or application is affected, no workaround is available, or the workaround is impractical (e.g., system response is very slow, day-to-day operations continue but are impacted by the workaround).
- **Medium severity:** System or application feature is non-functional, and a convenient workaround exists (e.g., a non-critical feature is unavailable or requires additional user intervention).
- **Low severity:** System or application feature works, but there is a minor problem (e.g., incorrect label, or cosmetic defect).

### Response Times

Our success is measured in our response SLAs.

- Critical severity: 1-hour response
- High severity: 4-hour response
- Medium severity: 8-hour response
- Low severity: 24-hour response

If, during the Support Request process, the issue either warrants the assignment of a higher severity level than currently assigned or no longer warrants the severity level currently assigned based on its current impact on the production database, then the severity level will be upgraded or downgraded accordingly to the severity level that most appropriately reflects its current impact.

### Resolution Times

Our resolution goals are as follows:

- **Critical severity:** Upon confirmation of receipt, Springbrook begins continuous work on the case. Springbrook will put forth the effort to provide a workaround, fix, or estimated completion date within 72 hours after the problem has been diagnosed and/or replicated, provided an agency representative is available to assist with issue diagnosis and testing during the resolution process.

After an emergency call/case is received, it is classified as "Critical" and is immediately posted in our urgent channel, where the Support owner, key development resources, and IT are notified to begin an investigation. Communication channels would be aligned to keep the City up to date until a resolution has taken place.

- **High severity:** Springbrook will put forth the effort to provide a workaround or fix or estimated completion date within 14 business days after the problem has been diagnosed and/or replicated.
- **Medium severity:** Springbrook will put forth the effort to provide a workaround or fix or estimated completion date within 21 business days after the problem has been diagnosed and/or replicated.
- **Low severity:** Resolution for the issue may be released as a patch set or incorporated into a future product release.



Order Form: Q-44465-1  
 Creation Date: 9/21/2025, 9:52 PM  
 Expires On: 1/6/2026



Phone: (866) 777-0069  
 Email: info@sprbrk.com

**Ship To:**  
 Leslie Forest  
 City of Neosho, MO  
 203 E Main Street  
 Neosho, Missouri 64850  
 lforest@neoshomo.gov

**Bill To:**  
 Renee Johnson  
 City of Neosho, MO  
 203 E Main Street  
 Neosho, Missouri 64850  
 rjohnson@neoshomo.org

Account Manager	E-mail	Phone Number	Payment Terms
Jessica Manfre	jessica.manfre@sprbrk.com	(954) 866-8111	Net 30

Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Fixed Assets Subscription	USD 5,250.00	1	0.000	USD 5,250.00
Project Management Subscription	USD 5,450.00	1	0.000	USD 5,450.00
Purchase Orders Subscription	USD 5,150.00	1	0.000	USD 5,150.00
Finance Suite Subscription	USD 15,600.00	1	0.000	USD 15,600.00
Payroll Subscription	USD 12,000.00	1	0.000	USD 12,000.00
Work Orders Subscription	USD 6,500.00	1	0.000	USD 6,500.00
Inventory Control Subscription	USD 5,250.00	1	0.000	USD 5,250.00
Licenses and Permits Subscription	USD 5,250.00	1	0.000	USD 5,250.00
<b>Annual Product Pricing Total:</b>				USD 60,450.00

Fixed Fee Professional Services					
PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
Fixed Fee Professional Services Migration	Fixed Fee Professional Services Migration	USD 21,300.00	1	0.000	USD 21,300.00
<b>Fixed Fee Professional Services Total:</b>					USD 21,300.00

**Grand Total: USD 81,750.00**  
 \* excludes applicable sales tax

## Order Details

Customer Name: City of Neosho, MO

Customer Contact: Leslie Forest

Governing Agreement(s): This Order Form is governed by the applicable terms found at:  
MSA: <http://sprbrk.app.box.com/v/sprbrk-saas-terms>  
MLA: <http://sprbrk.app.box.com/v/sprbrk-onpremise-terms>  
Professional Services: <http://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 5 Years

## Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery\* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew for three (3) years or for the term specified in this Order Form, unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days prior to the expiration of the current Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than seven percent (7%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

\* The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.

## Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

Products Ordered	Invoice Timing
Software Licenses, Subscriptions, Maintenance, and Hosting (New):	Annually in advance upon Order Start Date.
Software Subscriptions, Maintenance, and Hosting (Add-Ons):	Upon the order start date, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.
Software Subscriptions (Migrations):	Upon the order start date, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.
Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal):	Sixty (60) days in advance of the Order Start Date.
Print Services and Transaction Fees:	Monthly, in arrears for transactions in the prior month.
Hardware and One-Time Licenses:	Upon the Effective Date of this Order Form.
Estimated Time and Material Professional Services, On- Site Professional Services, and Travel Expenses*:	Monthly, in arrears for services in the prior month unless specified in Special Term.
Implementation Fixed Fee Professional Services:	The Effective Date of this Order Form unless specified in Special Terms.

## Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of \$15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.
- **\*On-Site Professional Services:** On-Site professional services are billed at a daily minimum rate, regardless of time spent on-site. Travel expenses related to on-site travel will be invoiced as a separate line item as they are incurred.
- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.

- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

## Special Order Terms

Special Order Terms (if any):

Upon commencement of this Agreement, the Customer is cancelling Utility Billing

The Customer agrees that the current version of Cirrus will be implemented without any modifications to its standard functionality, features, or reports. The Customer understands and accepts that no additional enhancements, customizations, or development efforts will be undertaken as part of this project. The Customer also agrees to adapt its business processes as necessary to align with the capabilities of the Cirrus application. Cirrus will be delivered and installed strictly on an "as-is" basis.

**By signing, both parties agree to the terms and conditions set forth in this agreement.**

\* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

**Springbrook Holding Company, LLC**

**City of Neosho, MO**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Purchase Order # (if required) \_\_\_\_\_

## Springbrook v7 to Cloud Migration Statement of Work

Following is a description of the project scope for a v7 premise upgrade of Springbrook Software to Springbrook's Enterprise Cloud solution. Any work or deliverables not explicitly stated below should be considered out of scope for the purposes of this agreement. Customized software is not supported in Springbrook's cloud product. If your agency has customizations in your current version of the software, Springbrook will conduct an analysis to determine any standard functionality that may be used to replace those custom items.

The process for migrating from a v7 premise installation of Springbrook to Springbrook's Enterprise Cloud solution consists of the following major phases:

- 1. Analyze Custom Software (if applicable):** After completing the analysis, Springbrook will offer alternative solutions to meet your business needs that were previously satisfied through customization. However, please be aware that there is no guarantee that standard functionality will replicate all previously customized functionality. If your agency has business needs not met by Springbrook's standard functionality, Springbrook reserves the right to charge additional professional service fee for the analysis, development, testing, and delivery of such solutions. \*
- 2. Performing a test migration.** During this phase, Springbrook staff will work directly with your IT or other staff to get a current copy of the existing Springbrook database and complete an initial conversion/upgrade of the database and load it to your Cloud database for review. Only one (1) conversion/test migration will be performed as part of this project. \*
- 3. Complete configuration of Springbrook Cloud.** During this phase, a Springbrook Professional Services Consultant will work with staff to complete configuration of the Cloud system, including configuring imports, exports, and check/bill prints to ensure the Cloud system works similarly to the existing premise version. Any request to change functionality from how things work in the premise version are generally considered out of scope for the purposes of this project – this includes, but is not limited to, setting up new users or modifying permission for existing users, configuring additional imports/exports for new banks, third-party bill printers, third-party AML providers, changing the formats of existing check prints, etc.\*
- 4. Complete enhancement overview session.** During this phase, a Springbrook Professional Services Consultant will provide one (1) overview session to your key staff of differences between Springbrook Cloud and your current v7 software. The focus of this single session is generally on understanding the differences between the two versions and does not include training/re-training in the software. \*
- 5. Perform final data migration.** During this phase, we'll repeat the test migration, but this will be the last and final data migration to the Springbrook Cloud solution. Once Springbrook staff have obtained a copy of the current v7 database, staff will be unable to use the local version of Springbrook until the Cloud solution is live. In most cases, this downtime will span 2-3 business days (with the potential to extend up to 5 business days). Read-only access to the local v7 version of Springbrook will be available while the final Cloud migration is performed. Please note that integrated systems that rely on Springbrook data, including our CivicPay and Employee Self Service systems, will be unavailable during the final migration as well.
- 6. Go live with Springbrook Cloud.** Once the final data migration has occurred and the Cloud system has been verified by Springbrook staff, it will be made available to your staff to begin live processing. A Springbrook Professional Services consultant will be available during the first week to field phone calls and emails regarding questions or issues discovered. Following the first week of go live, additional assistance with using Springbrook Cloud should be directed to Springbrook Technical Support resources. \*

*\*If additional services are requested, a separate agreement will be required to govern the terms and cost for that additional out of scope work.*

Order Form: Q-44478-1  
 Creation Date: 9/22/2025, 1:51 PM  
 Expires On: 11/6/2025



Phone: (866) 777-0069  
 Email: info@sprbrk.com

**Ship To:**  
 Leslie Forest  
 City of Neosho, MO  
 203 E Main Street  
 Neosho, Missouri 64850  
 lforest@neoshomo.gov

**Bill To:**  
 Renee Johnson  
 City of Neosho, MO  
 203 E Main Street  
 Neosho, Missouri 64850  
 rjohnson@neoshomo.org

Account Manager	E-mail	Phone Number	Payment Terms
Jessica Manfre	jessica.manfre@sprbrk.com	(954) 866-8111	Net 30

Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Accounts Receivable Subscription	USD 4,600.00	1	20.000	USD 3,680.00
Advanced Budgeting Subscription	USD 10,200.00	1	20.000	USD 8,160.00
Building Permits Subscription	USD 5,250.00	1	20.000	USD 4,200.00
Applicant Tracking Subscription	USD 9,900.00	1	20.000	USD 7,920.00
LMS Subscription	USD 9,900.00	1	20.000	USD 7,920.00
Onboarding Subscription	USD 9,900.00	1	20.000	USD 7,920.00
HR Core (with ESS) Subscription	USD 13,200.00	1	0.000	USD 13,200.00
<b>Annual Product Pricing Total:</b>				USD 53,000.00

Estimated Professional Services						
PRODUCT	DESCRIPTION	LIST PRICE	NET PRICE	QTY	DISC %	NET PRICE
Standard Professional Services	Standard Professional Services	USD 250.00	USD 187.50	28	25.000	USD 5,250.00
Standard Professional Services	Standard Professional Services	USD 250.00	USD 187.50	80	25.000	USD 15,000.00
Standard Professional Services	Standard Professional Services	USD 250.00	USD 187.50	78	25.000	USD 14,625.00
Standard Professional Services	Standard Professional Services	USD 250.00	USD 187.50	90	25.000	USD 16,875.00
<b>Estimated Professional Services Total:</b>						USD 51,750.00

**Fixed Fee Professional Services**

PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
<b>Fixed Fee Professional Services Total:</b>					<b>USD 15,000.00</b>

**Grand Total: USD 119,750.00**

\* excludes applicable sales tax

PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00

PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00
Fixed Fee Professional Service	Fixed Fee Professional Services	USD 6,000.00	1	16.667	USD 5,000.00

## Order Details

Customer Name: City of Neosho, MO

Customer Contact: Leslie Forest

Governing Agreement(s): This Order Form is governed by the applicable terms found at:  
MSA: <https://sprbrk.app.box.com/v/sprbrk-saas-terms>  
MLA: <https://sprbrk.app.box.com/v/sprbrk-onpremise-terms>  
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 5 Years

## Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery\* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew for three (3) years or for the term specified in this Order Form, unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days prior to the expiration of the current Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than seven percent (7%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

\* The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.

## Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

### Products Ordered

### Invoice Timing

Software Licenses, Subscriptions, Maintenance, and Hosting (New):	Annually in advance upon Order Start Date.
Software Subscriptions, Maintenance, and Hosting (Add-Ons):	Upon the order start date, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.
Software Subscriptions (Migrations):	Upon the order start date, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.
Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal):	Sixty (60) days in advance of the Order Start Date.
Print Services and Transaction Fees:	Monthly, in arrears for transactions in the prior month.
Hardware and One-Time Licenses:	Upon the Effective Date of this Order Form.
Estimated Time and Material Professional Services, On-Site Professional Services, and Travel Expenses*:	Monthly, in arrears for services in the prior month unless specified in Special Term.
Implementation Fixed Fee Professional Services:	The Effective Date of this Order Form unless specified in Special Terms.

## Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of \$15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.
- **\*On-Site Professional Services:** On-Site professional services are billed at a daily minimum rate, regardless of time spent on-site. Travel expenses related to on-site travel will be invoiced as a separate line item as they are incurred.
- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.

- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

## Special Order Terms

Special Order Terms (if any):

Any discounts applied under this Quote are one-time, non-recurring discounts and apply solely to the specific order referenced herein. Such discounts shall not be construed as establishing a course of dealing, precedent, or entitlement for any future orders. All subsequent orders for products or professional services will be billed at the then-current list price. This Quote does not obligate Springbrook to extend the same or similar discounts in connection with any future orders.

**By signing, both parties agree to the terms and conditions set forth in this agreement.**

\* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

**Springbrook Holding Company, LLC**

**City of Neosho, MO**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Purchase Order # (if required) \_\_\_\_\_

**SPRINGBROOK CLOUD SERVICE  
MASTER AGREEMENT  
TERMS AND CONDITIONS**

These Terms and Conditions, together with each Order Form entered into by the Parties that references such Terms and Conditions, constitute a binding agreement (“**Agreement**”) by and between Springbrook Holding Company, LLC, a Delaware corporation and its Affiliates (“**Springbrook**”) and the Customer identified on the Order Form (“**Customer**”). These Terms and Conditions become effective as of the date of the related Order Form or use of the Springbrook Services. Each of Springbrook and Customer is referred to herein individually as a “**Party**” and collectively as the “**Parties**.”

Use of the Cloud Service, as defined below, is subject to the Agreement. If Customer is entering into the Agreement on behalf of a company, organization, or another legal entity (an “**Entity**”), Customer is agreeing to this Agreement for that Entity and representing to Springbrook that it has the authority to bind such Entity to the Agreement.

Recitals

WHEREAS, Springbrook has developed an ERP solution for local government agencies that is offered as a SaaS-based cloud service (the “**Cloud Service**”); and

WHEREAS, Customer is interested in obtaining the functionality provided by the Cloud Service;

NOW THEREFORE, in consideration of the mutual promises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

Agreement

1. **Definitions.** Certain capitalized terms used in the Agreement shall have the definitions set forth below.
  - (a) **Affiliate:** means an entity that controls, is controlled by or is under common control with a Party to the Agreement, where control means the legal or beneficial ownership of more than fifty percent (50%) of the voting shares of an entity or the ability to direct or cause the direction of management and policies of such entity.
  - (b) **Authorized User:** means one individual natural person, authorized by Customer to use the Cloud Service. Authorized Users may include but are not limited to Customer’s employees, contractors and agents. Each Authorized User will be associated with a single unique email address and password for purposes of accessing (and being identified within) the Cloud Service.
  - (c) **Channel Partner:** means an authorized reseller, distributor, or other channel partner of Springbrook from which Customer is able to procure some or all of the Springbrook Services.

- (d) **Cloud Software:** means the Springbrook proprietary software, in object code format, including Documentation, updates, patch releases, and upgrades with respect thereto, that Springbrook makes available for download or otherwise provides for use in connection with the Cloud Service. Cloud Software excludes any OSS and other third-party's software. If and as designated in the Specifications, the Cloud Software may be inclusive of application programming interfaces ("APIs") developed by Springbrook to enable interaction and integration with the Cloud Service.
- (e) **Cloud Specifications:** means the online specifications for the Cloud Service, as made available by Springbrook at <https://sprbrk.box.com/v/sprbrk-software-specs> (which URL location and content may be updated from time to time by Springbrook).
- (f) **Confidential Information:** means nonpublic, confidential, or proprietary information regarding either Party's business or any aspect of this Agreement, including, without limitation, technology, proprietary data compilations, computer source codes, compiled or object codes, scripted programming statements, byte codes or data codes, entity-relation or workflow diagrams, product plans, pricing, customer information and other technical, financial, marketing and business information. Information that is marked or identified as confidential or proprietary or that would reasonably be considered to be confidential based on the nature of such information and the circumstances under which it is disclosed shall be deemed to constitute Confidential Information. Confidential Information may include confidential or proprietary information of third parties that the Disclosing Party is permitted to disclose, and does disclose, to the Recipient hereunder. Confidential Information may be presented to Recipient in oral, written, graphic, and/or machine-readable formats. Regardless of presentation format, such information will be deemed and treated as Confidential Information. Notwithstanding the above, "Confidential Information" shall not include information that: (i) the Recipient can demonstrate was in its possession at the time of disclosure and was not acquired by the Recipient directly or indirectly from the Disclosing Party on a confidential basis; (ii) becomes available to the Recipient on a non-confidential basis from a source other than Disclosing Party (whether directly or indirectly) and which source to the best of Recipient's knowledge did not acquire the information on a confidential basis; (iii) is approved for release or use without restriction by written authorization of an officer of the Party owning the Confidential Information; (iv) is independently developed by or for the Recipient without use of the Disclosing Party's Confidential Information; (v) subject to mandatory disclosure pursuant to a state's public records laws, or (vi) has become generally available to the public without breach of this Agreement by the Recipient or an affiliate of the Recipient.
- (g) **Customer:** means the entity that purchases a Subscription to the Cloud Service directly from Springbrook or through a Channel Partner.
- (h) **Customer Data:** means any and all content, eDocuments, materials, data and information that Customer or its Authorized Users, or others who input data into the Cloud Service, such as citizens of the jurisdiction to which Customer provides services, enter into the Cloud Service including but not limited to, personal information, information exchanged between Customer and an Authorized User or an Authorized User and a third party using the Cloud Service, information used to identify account names or numbers, routing information, usernames, passwords, access codes and prompts.

- (i) **Disclosing Party:** means a Party that discloses Confidential Information to a Recipient.
- (j) **Documentation:** means information describing the features, functionality, operating instructions and other aspects of the Cloud Service or Cloud Software. Information contained on Springbrook's publicly facing website does not constitute Documentation.
- (k) **Effective Date:** means the date of the first Order Form that is governed by these Terms and Conditions.
- (l) **Fees:** means amounts payable by Customer to Springbrook as consideration for the Springbrook Services.
- (m) **Intellectual Property Rights:** means any and all rights existing now or in the future under laws relating to patents, copyright, industrial design, moral rights, trade secrets, trademarks, publicity rights, and any and all similar proprietary rights, and any and all applications for registration, letters patent, renewals, extensions, divisions, continuations, reissues, and restorations thereof, now or hereafter in force and effect anywhere in the world.
- (n) **Maintenance and Support Services:** means Springbrook's obligations related to availability, error resolution, response to support requests, bug fixes, and the provision of updates and upgrades to the Cloud Software or Cloud Service as further described in Exhibit A hereto.
- (o) **Online Payments Schedule:** means service-specific terms and conditions applicable to the Springbrook Online Payments software, attached hereto as Exhibit B.
- (p) **Open Source Software or OSS:** means software components that are licensed under a license approved by the Open Source Initiative or similar open source or freeware license and may be embedded in the delivered Cloud Software.
- (q) **Optional Cloud Services:** mean the optional add-ons to the Cloud Service that may be available for purchase either directly from Springbrook or through Channel Partner, as more particularly described or identified in the applicable Order.
- (r) **Order Form:** means a purchase document executed by Customer and Springbrook in which Customer orders Springbrook Services.
- (s) **Order Terms:** means the ordering information (such as order date, products, quantity and similar information) and terms and conditions specified on an Order Form.
- (t) **Personal Information:** means any data that can identify or locate an individual.
- (u) **Professional Services:** means services relating to the Cloud Service, such as implementation, customization, and training.
- (v) **Recipient:** means a Party that receives Confidential Information from a Disclosing Party.
- (w) **Springbrook Services:** means the Cloud Service, Cloud Software, Maintenance and Support Services, and Professional Services.
- (x) **Subscription:** means a paid for right to access and use the Cloud Service.

- (y) **Subscription Period(s):** means the duration of a Customer's and its Authorized Users' active, paid Subscription to the Cloud Service, as designated in the Order Form(s).
  - (z) **Supported Modification:** means a configuration of or modification to the Cloud Service requested by Customer that can be consistently supported by Springbrook via APIs, does not require direct database changes and is capable of being tested and maintained by Springbrook.
  - (aa) **Term:** shall be the period of time for which this Agreement is in effect, as further set forth in Section 13. Term is different from a Subscription Period.
  - (bb) **Third Party Services:** means products, services, technology, and methods other than proprietary Springbrook Services.
2. **Cloud Service Terms and Conditions.**
- (a) Subject to compliance with the terms and conditions of the Agreement, including advance receipt of applicable Fees, Springbrook will make the Cloud Service available to Authorized Users during the Subscription Period for use in connection with the internal business purposes of Customer.
  - (b) Springbrook hereby grants to Customer a limited, non-exclusive, non-transferrable right to access, implement, and configure the Cloud Software during the Subscription Period, solely for its internal business purposes in connection with use of the Cloud Service and in accordance with the Specifications.
  - (c) Customer will ensure that all of its Authorized Users using the Cloud Services under its account comply with all of Customer's obligations under this Agreement. Customer is responsible for all activity (whether or not authorized by Customer) occurring under Customer's account, including acts and omissions of its Authorized Users and individuals using credentials of Authorized Users, as though they were those of Customer. Customer will notify Springbrook promptly of any unauthorized access or use of the Springbrook Services.
  - (d) Customer will be responsible for meeting minimum system requirements for use of the Cloud Service accessible at <https://sprbrk.box.com/v/sprbrk-minimum-requirements> (which URL location and content may be updated from time to time by Springbrook) for use of the Cloud Service;
  - (e) Customer will use the Springbrook Services only in accordance with the Agreement, the applicable Documentation, laws and government regulations, and any written instructions provided by Springbrook to Customer.
  - (f) The Cloud Service is provided with a limit of five hundred gigabytes (500GB) of data storage for all cloud environments. Additional storage can be purchased from Springbrook by Customer in blocks of five hundred megabytes (500MB), with a price of one thousand dollars (\$1,000) per year. If a Subscription Period for the Cloud Service is nearing its expiration date or is otherwise terminated, Springbrook will initiate its data retention processes, including the deletion of Customer Data from systems directly controlled by Springbrook. Springbrook's Data Storage Policy can be accessed at <https://sprbrk.box.com/v/sprbrk-data-storage-policy> (which URL location and content may be updated from time to time by Springbrook).

- 3. Restrictions on Use of the Cloud Service and Cloud Software.** Except as otherwise expressly provided in the Agreement (including any Exhibits), Customer shall not (and shall not permit any Authorized User or third party to):
- (a) make the Cloud Service available to anyone other than Authorized Users;
  - (b) use the Cloud Service, or allow access to it, in a manner that circumvents contractual usage restrictions or that exceeds Customer's authorized use or usage metrics as set forth in the Agreement, including the applicable Order Form(s);
  - (c) sublicense, sell, resell, transfer, assign, distribute, share, lease, make any external commercial use of, outsource, use on a timeshare or service bureau basis, or use in an application service provider or managed service provider environment, or otherwise generate income from, the Springbrook Services;
  - (d) modify, obscure, alter, or remove any confidentiality or proprietary rights notices contained in the Springbrook Services;
  - (e) decompile, disassemble, or reverse engineer any portion of the Cloud Software or Cloud Service, or attempt to discover any source code or other operational mechanisms of the Cloud Software or Cloud Service (except where such restriction is expressly prohibited by law without the possibility of waiver, and then only upon prior written notice to Springbrook);
  - (f) use any third-party software provided with the Cloud Software or Cloud Service other than in connection with the Cloud Software or Cloud Service;
  - (g) use the Springbrook Services in violation of any applicable laws and regulations;
  - (h) use the Springbrook Services to (1) store, download or transmit infringing, libelous, or otherwise unlawful or tortious material, or malicious code or malware, or (2) engage in phishing, spamming, denial-of-service attacks, spreading viruses or other harmful code, or other fraudulent or criminal activity, (3) interfere with or disrupt the integrity or performance of third party systems, the Cloud Software, Cloud Service or data contained therein, (4) violate or infringe upon the rights of a third party, including those pertaining to contract, intellectual property, privacy, or publicity, or (5) attempt to gain unauthorized access to the Cloud Software or Cloud Service;
  - (i) access or use the Springbrook Services (inclusive of any APIs) for the purpose of developing or operating products or services intended to be offered to third parties in competition with the Cloud Service or allow access by a direct competitor of Cloud Service;
  - (j) access the Springbrook Services for purposes of monitoring availability, penetration, or security testing, or any benchmarking;
  - (k) obtain or attempt to obtain intellectual property rights to any component of the Springbrook Services (inclusive of APIs) other than those expressly provided herein;
  - (l) create derivative works based on the Springbrook Services;
  - (m) use or allow the use of, the Springbrook Services by anyone located in, under the control of, or that is a national or resident of a U.S. embargoed country or territory or by a prohibited end user under

export control laws of the United States or any other applicable jurisdiction.

4. **Customer Cooperation.** Customer is responsible for selecting Authorized Users and represents and warrants it shall select Authorized Users who are qualified to operate the Cloud Service and are familiar with the information, calculations, and reports that serve as input and output. Any data entry errors are the responsibility of Customer and Springbrook does not assume the cost of any necessary servicing, repair or correction arising from such errors. Customer acknowledges that successful installation, implementation and use of the Springbrook Services cannot be accomplished by Springbrook's efforts alone and requires substantial effort and cooperation by Customer. Both Springbrook and Customer shall at all times use their best efforts to actively participate and cooperate in data conversion, system installation, implementation, training and use, shall provide each other accurate and timely information, and shall afford each other reasonable access to information and facilities. All substantive communication between Springbrook and Customer will take place between Springbrook and a project manager designated by Customer.
5. **Third Party Services.** Customer may choose to obtain products and services that are provided or supported by third parties ("**Third-Party Services**") for use in conjunction with the Springbrook Services either directly from the third party providing the Third Party Services or indirectly through Springbrook where Springbrook acts as a reseller of the Third Party Services. Third Party Services may require Customer to enter into a license or other agreement with such third party for use of the Third-Party Services. Customer is solely responsible for obtaining any such license or other agreement for the Third-Party Services. CUSTOMER EXPRESSLY ACKNOWLEDGES AND AGREES THAT THIRD-PARTY SERVICES ARE PROVIDED PURSUANT TO THE TERMS OF THE APPLICABLE THIRD-PARTY LICENSE OR SEPARATE AGREEMENT (IF ANY) BETWEEN THE PROVIDER OF THE THIRD-PARTY SERVICES AND CUSTOMER, CUSTOMER MAY SEEK REDRESS FOR USE OF THE THIRD-PARTY SERVICES SOLELY FROM THE THIRD PARTY PROVIDING THE THIRD-PARTY SERVICES, AND SPRINGBROOK ASSUMES NO RESPONSIBILITY FOR, AND SPECIFICALLY DISCLAIMS ANY LIABILITY OR OBLIGATION WITH RESPECT TO, ANY THIRD-PARTY SERVICE.
6. **Maintenance and Support Terms.**
  - (a) **Support.** Maintenance and Support Services, as described in Exhibit A, are included in the Cloud Service Subscription for no additional fees, except as provided otherwise in Exhibit A.
  - (b) **Partner Support.** Notwithstanding anything herein to the contrary, if Customer receives Maintenance and Support Services from an authorized Channel Partner, then the terms for such services agreed upon by Customer and such Channel Partner shall govern in lieu of those set forth in the Exhibit A attached hereto, and Springbrook shall have no support obligations to Customer.
7. **Ordering Process.**
  - (a) **Order Forms.** Customer may purchase the Springbrook Services (Cloud Service Subscriptions, Cloud Software licenses or Professional Services) by executing and submitting an Order Form. Execution of an Order Form referencing these Terms and Conditions makes them binding upon Customer, as does any access or use of the Springbrook Services. Upon execution of an Order Form by both Parties and subject to Customer's payment of the corresponding Fees, Springbrook will make the Cloud Service or Cloud Software, as applicable, available to Customer. Any terms and conditions contained in any quote, invoice, or purchase order that are inconsistent with or are in addition to the terms and conditions of the Agreement will be deemed stricken, unless expressly agreed to in writing by

Springbrook with explicit reference to the accepted terms and conditions. Upon acceptance of an Order Form, it will become part of the Agreement and will supersede any conflicting terms herein.

- (b) **No Requirement for Purchase Order.** Customer acknowledges that a purchase order is not required and is for administrative convenience only, and that Springbrook has the right to issue an invoice and collect payment without a corresponding purchase order, provided, however, that if a Customer's procurement procedure requires the issuance of a purchase order or a purchase order number on a pertinent Order Form or Statement of Work, the purchase order is required to be provided to Springbrook. If the Customer issues a purchase order, then it shall be for the full amount set forth in the applicable Order Form or Statement of Work.

## 8. Payment Terms.

- (a) **Pricing.** Customer will be invoiced for those amounts and at those prices set forth in an Order Form. Fees do not include any customization of the Cloud Software or Cloud Service (nor support for any such customizations, unless otherwise agreed in writing). If Customer's usage of the Cloud Software or Cloud Service is in excess of those amounts set forth in the Order Form, Customer may be billed for those overages. Customer acknowledges that purchases under the Agreement are neither contingent on the delivery of any future functionality or features nor dependent on any oral or written public comments made by Springbrook regarding future functionality or features of the Springbrook Services. Except as otherwise specified herein or in an Order Form, (i) fees are based on the specified Springbrook Services purchased, (ii) payment obligations are noncancelable and fees paid are non-refundable, except for amounts paid in error that are not actually due under the Agreement or as otherwise expressly provided herein, and (iii) quantities purchased cannot be decreased during the relevant Subscription Period.
- (b) **Payments.** Springbrook will invoice Customer in advance for the Cloud Service. Customer shall pay Invoices within thirty (30) days of the invoice date. If Customer orders additional Subscription quantities or services part-way through an existing Subscription Period the initial Subscription Period for the additional quantity or services will be made coterminous with the existing Subscription Period and the Cloud Service Fee for such additional quantity will be prorated accordingly. Fees for Optional Cloud Service will be due at the same time as payment for the corresponding Cloud Service, or (if applicable) as otherwise specified in the applicable Order Form or governing terms. Customer is responsible for keeping Springbrook accurately and fully informed of Customer's billing and contact information, including providing any purchase order numbers in advance of invoice issuance. Springbrook shall have no responsibility for any invoices that are not received due to inaccurate or missing information provided by Customer. Customer shall pay interest on all payments not received by the invoice due date set forth above at a rate of one and a half percent (1.5%) per month or the maximum amount allowed by law, whichever is lower. All amounts due under this Agreement shall be paid by Customer in full without any set-off, counterclaim, deduction or withholding. Subscription Fees will be subject to an automatic annual increase in the amount set forth in the applicable Order Form. ("**Standard Annual Price Increase**"). Notwithstanding anything herein to the contrary, if Customer makes its payments pursuant to this Agreement to a Channel Partner, then the payment terms agreed by Customer and such Channel Partner shall govern to the extent anything in this Section 8 conflicts with such payment terms.

- (c) **Taxes.** Fees for Springbrook Services do not include any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal or foreign jurisdiction (collectively, "Taxes"). Customer is responsible for paying all Taxes. If Springbrook has the legal obligation to pay or collect Taxes for which Customer is responsible under this paragraph, the appropriate amount will be invoiced to and paid by Customer, unless Customer provides Springbrook with a valid tax exemption certificate authorized by the appropriate taxing authority prior to invoice issuance. For clarity, Springbrook is solely responsible for taxes assessable against it based on Springbrook's income, property and employees.
- (d) **Suspension of Service.** If any amount owing by the Customer for the Cloud Service is ninety (90) or more days delinquent, Springbrook may, in its sole discretion and cumulative to its other remedies under this Section, temporarily cease providing to Customer the Cloud Service.

**9. Ownership.**

- (a) **Ownership of Springbrook Services.** As between Springbrook and Customer all right, title and interest to the Cloud Software, the Cloud Service, all technology underlying the foregoing, the Documentation, any improvements, design contributions, updates, or derivative works thereto, any knowledge or processes related thereto and/or provided hereunder, and all associated Intellectual Property Rights, belong solely to Springbrook, and is protected under the laws of the United States and the individual states and by international treaty provisions. Springbrook reserves all rights not granted herein.
- (b) **Limited Rights.** Customer shall only receive those rights in the Springbrook Services that are expressly granted to it hereunder. Customer acknowledges that the rights granted under this Agreement, as they pertain to Maintenance and Support and to the Cloud Software and Cloud Service, do not provide Customer with title to or ownership of the Cloud Software or Cloud Service.

**10. Feedback.** Customer grants Springbrook a royalty-free, fully-paid, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into the Springbrook Services (or Springbrook's other software or services) any suggestions, enhancement requests, recommendations, or other feedback provided by Customer or Authorized Users relating to the operation or features of the Springbrook Services.

**11. Security.**

- (a) **Customer Responsibilities.** Information or data generated by the Cloud Service, that is provided to, and stored by, the Customer, is the sole responsibility of the Customer. Springbrook shall not be responsible for the theft, misappropriation, loss, or misuse of personal or entity related financial information, utility billing records, or any other financial information stored in Customer controlled electronic media or physical storage locations. Customer acknowledges that Customer is solely responsible for the Customer's security procedures, including but not limited to password security, encryption of sensitive information, proper handling of payroll

ACH files, physical custody of cash, internal audit procedures and processes, annual reporting, and proper training in security and backup procedures. In addition, the Customer and its related entities and affiliates agree to indemnify and hold harmless Springbrook, its contractors and agents from all costs, damages, expense and attorney's fees incurred in the event of any security breach, theft, misappropriation, loss, misuse of personal or entity related financial information, or other related incident.

- (b) **Security Breaches.** Customer acknowledges that, notwithstanding the security features of the Cloud Service, no product, hardware, software or service can provide a completely secure mechanism of electronic transmission or communication and that there are persons and entities, including enterprises, governments and quasi-governmental actors, as well as technologies, that may attempt to breach any electronic security measure. Subject only to its limited warranty obligations set forth in Section 14, Springbrook will have no liability for any security breach caused by any such persons, entities, or technologies.
- (c) **Customer Data.** Customer shall be responsible for Customer Data as entered in to, applied or used in the Cloud Service. Customer is responsible for ensuring the accuracy, quality, integrity and legality of Customer Data. Customer grants to Springbrook the non-exclusive right to process Customer Data (including personal data) for the sole purpose of and only to the extent necessary for Springbrook: (i) to provide the Springbrook Services; (ii) to verify Customer's compliance with the restrictions set forth in Section 3 (Restrictions on Use of the Cloud Service and Cloud Software) if Springbrook has a reasonable belief of Customer's non-compliance; and (iii) as otherwise set forth in this Agreement, including the Springbrook Privacy Policy. Springbrook may utilize the information concerning Customer's use of the Cloud Service (excluding any use of Customer's personal data or Customer's Confidential Information) to improve the Cloud Service, to provide Customer with reports on its use of the Cloud Services, and to compile aggregate statistics and usage patterns by customers using the Cloud Services. Customer represents and warrants that it owns or has full and unrestricted rights and authority to effectuate the grants set forth in this Section and there are no third parties who may claim rights or interests in the Customer Data or otherwise hinder such grants.
- (d) **Use of Aggregate Data.** Customer agrees that Springbrook may collect, use, and disclose quantitative data derived from the use of the Cloud Service for industry analysis, benchmarking, analytics, marketing, and other business purposes. All disclosed data will be in aggregate form only and will not identify Customer, its Authorized Users, or any third parties utilizing the Cloud Service.

## 12. Confidentiality.

- (a) **Confidentiality Term.** The obligations described in this Section commence on the Effective Date and will continue until two (2) years following any termination or expiration of this Agreement ("**Confidentiality Term**").
- (b) **Confidentiality Obligations.** During the Confidentiality Term and subject to the other terms of this Agreement (including Springbrook's Privacy Policy, accessible at <https://sprbrk.box.com/v/sprbrk-privacy-policy>, which URL and its content may be updated from time to time by Springbrook), Recipient will protect the confidentiality of Confidential Information using the same degree of care that it uses to protect its own information of similar importance, but will in any case use no less than a reasonable degree of care to protect Confidential Information. Recipient will not directly or indirectly disclose Confidential Information or any part thereof to any third party without Disclosing Party's advance express written authorization to do so. Recipient may disclose Confidential

Information only to its employees, contractors or advisors on a need-to-know basis and who are bound by confidentiality and non-use restrictions at least as stringent as those contained herein. In responding to a request for Confidential Information, Recipient will cooperate with Disclosing Party, in a timely fashion and in a manner consistent with applicable laws, to protect the Confidential Information to the fullest extent possible.

- (c) **Legally Compelled Information.** In the event the Recipient becomes legally compelled (by deposition, interrogatory, requests for documents, subpoena, civil investigative demand or similar process) to disclose any of the Confidential Information, or the Recipient determines that it is obligated by law, rule, statute or governmental regulation to disclose any of the Confidential Information, the Recipient shall provide the Disclosing Party with prompt written notice of such requirement so that the Disclosing Party, if possible, may seek a protective order or other appropriate remedy and/or waive compliance with the terms of this Agreement. In the event that such protective order or other remedy is not obtained, the Recipient agrees to furnish only that portion of the Confidential Information that it is legally required to furnish and to exercise reasonable efforts to obtain assurance that confidential treatment will be accorded such Confidential Information. A Party's obligations hereunder with respect to legally compelled information shall continue to be applicable for all other purposes.
- (d) **Publicity.** During the term of this Agreement, including the term of any amendment hereto, Springbrook may publicly disclose its ongoing business relationship with Customer. Such disclosures may indicate Customer's identity and the Springbrook Services provided or contracted to be provided to Customer. These disclosures may include press releases or other communications to media, display on Springbrook web sites, or use in other marketing activities, but will not include non-public information or indicate Customer's express endorsement of Springbrook's products or services without Customer's prior written authorization.

### 13. Term and Termination.

- (a) **Term.** The term of this Agreement begins on the Effective Date and will remain in effect until all Cloud Service Subscriptions expire or until this Agreement is otherwise terminated in accordance with the terms hereof, whichever occurs first (the "Term"). Except as otherwise specified in the applicable Order Form, all Cloud Service Subscriptions will have an initial three (3) year term and then automatically renew for successive three (3) year terms unless otherwise stated in the applicable order form, provided that either party may terminate this Agreement effective upon the expiration of the Subscription Period, by notifying the other party in writing at least sixty (60) days prior to the expiration of the Subscription Period. Cancellation notices should be sent to [operations@sprbrk.com](mailto:operations@sprbrk.com). This Agreement may be renewed at any time by execution of an Order Form referencing this Agreement, and any such renewal will be deemed part of the "Term" hereunder. Subject to Section 8(b) (Payments), pricing increases will be effective upon renewal of the Subscription Period and annually thereafter.
- (b) **Termination.** Springbrook or Customer may terminate the Agreement if the other party materially breaches a material provision thereof, including associated Order Form(s), and, after receiving a written notice describing the circumstances of the default, fails to correct the breach within thirty (30) calendar days. Springbrook may immediately terminate this Agreement and/or Customer's Cloud Service Subscription or license to the Cloud Software upon Customer's breach of Section 3 (Restrictions on Use of the Cloud Service and Cloud Software). Either Party may also terminate the Agreement upon written notice if the other party suspends payment of its debts or experiences any

other insolvency or bankruptcy-type event.

- (c) **Effect of Termination.** Upon expiration or termination of this Agreement for any reason, (i) Customer shall immediately pay any amounts then owing to Springbrook; (ii) the right to access the Cloud Service or Cloud Software will end; and (iv) each Recipient will return or destroy, at the Disclosing Party's option, the Disclosing Party's Confidential Information in the Recipient's possession or control.
- (d) **Other Termination.** Springbrook may terminate this Agreement in the event the Cloud Software or Cloud Service, as applicable, is phased out across Springbrook's customer base. In such event, Springbrook will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Springbrook generally-available offering with comparable functionality.
- (e) **Survival.** All fees that have accrued as of such expiration or termination, and Sections 1, 5, 8, 9-12, 13(c), 14(d), 15, 16 and 17 will survive any expiration or termination hereof.

#### 14. Warranties.

- (a) **Mutual Warranties.** Each Party represents and warrants that: (a) this Agreement has been duly executed and delivered and constitutes a valid and binding agreement enforceable against it in accordance with the terms of the Agreement; (b) the Agreement does not conflict with any other agreement or arrangement to which a Party is bound, and (c) no authorization or approval from any third party is required in connection with its execution, delivery, or performance of this Agreement.
- (b) **Limited Warranty.** Subject to the limitations set forth below, Springbrook warrants that during the Subscription Period, the Cloud Service will, in all material respects, operate in conformity with the then-current Cloud Specifications for the applicable Cloud Service version. Springbrook's sole and exclusive obligation, and Customer's sole and exclusive remedy, for a breach of this warranty shall be that Springbrook shall be required to use commercially reasonable efforts to modify the Cloud Service to conform in all material respects to the Specifications. Customer further acknowledges that the Cloud Service is not guaranteed to operate without interruptions, failures, or errors. Springbrook will not be responsible to the extent failure of the Cloud Service to operate as warranted is caused by or results from: (i) any modification to the Cloud Service other than a Supported Modification; (ii) combination, operation or use of the Cloud Service with Customer's or Third Party Services, software or systems;
  - (iii) abuse, willful misconduct, or negligence by anyone other than Springbrook or Springbrook's designee; (iv) installation, configuration and use of the Cloud Service other than in accordance with the terms of this Agreement and/or the applicable Specifications and Documentation or (v) any of the Exclusions (as defined in the Cloud Service Level Commitment).
- (c) **Subscription Service Level Commitment.** During the Subscription Period, Springbrook warrants that the Subscription Service will meet the performance level specified in Exhibit A, which sets forth Customer's sole and exclusive remedy for Springbrook's failure to achieve the stated Cloud Service performance level.
- (d) **Warranty Disclaimer.** EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION 14, ALL SPRINGBROOK SERVICES ARE PROVIDED "AS IS" AND SPRINGBROOK AND ITS SUPPLIERS EXPRESSLY DISCLAIM ANY

AND ALL OTHER REPRESENTATIONS AND WARRANTIES, EITHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE WITH RESPECT THERETO, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR THE CONTINUOUS, UNINTERRUPTED, ERROR-FREE, VIRUS-FREE, OR SECURE ACCESS TO OR OPERATION OF THE SPRINGBROOK SERVICES. SPRINGBROOK EXPRESSLY DISCLAIMS ANY WARRANTY AS TO THE ACCURACY OR COMPLETENESS OF ANY INFORMATION OR DATA ACCESSED OR USED IN CONNECTION WITH THE SPRINGBROOK SERVICES OR MAINTENANCE AND SUPPORT OR THAT THE SPRINGBROOK SERVICES WILL BE COMPATIBLE OR WORK WITH ANY CUSTOMER OR THIRD-PARTY SOFTWARE OR HARDWARE.

#### 15. Mutual Indemnification.

(a) Indemnification by Customer. Customer will defend (or settle), indemnify and hold harmless Springbrook, its officers, directors, employees and subcontractors, from and against any liabilities, losses, damages and expenses, including court costs and reasonable attorneys' fees, arising out of or in connection with any third-party claim: (i) that a third party has suffered injury, damage or loss resulting from Customer's or any Authorized User's use of the Software or Cloud Service, or (ii) arising from allegations that Customer has used the Software or Cloud Service in a manner that violates this Agreement or applicable law, or (iii) in connection with the nature and content of Customer Data processed by the Software or Cloud Service.

(b) Indemnification by Springbrook.

(i) Intellectual Property Indemnification. Subject to the terms and conditions of this Section 15, Springbrook will (a) defend at its expense any filed lawsuit (a "Claim") brought against Customer by a third party (the "Claimant") to the extent such Claim alleges that the Cloud Service or Cloud Software provided by Springbrook to Customer hereunder violates or infringes the Claimant's patents, trademarks or copyrights or misappropriates the Claimant's trade secrets (collectively, "IP Rights"), and (b) either (i) indemnify Customer with respect to any final, non-appealable judgments, costs, fines or penalties awarded, entered or assessed against Customer by a court of competent jurisdiction that directly result from a Claim, or (ii) pay the value of any settlement with the Claimant agreed to by Springbrook.

(ii) Springbrook Options. If a temporary or permanent injunction is obtained against the use of any part of the Cloud Service or Cloud Software for the reason that they infringe or misappropriate any third party's IP Rights or there is a reasonable likelihood of such an injunction, Springbrook may at its option (a) modify the Cloud Service or Cloud Software to avoid the allegation of infringement, (b) obtain for Customer the right to continue using the Cloud Service or Cloud Software, or (c) replace the allegedly infringing Cloud Service or Cloud Software with non-infringing and functionally equivalent technology. In the event that none of the foregoing is commercially reasonable, Springbrook may terminate Customer's right to use the allegedly infringing portion of the Cloud Service or Cloud Software.

(iii) Exclusions. Springbrook will not be liable or have any obligations hereunder for any infringement of IP Rights resulting from (a) the combination, utilization or integration of the Cloud Service or Cloud Software with Customer's or any third party's products or technology, (b) compliance with Customer's designs, specifications or instructions; (c) unauthorized modification of the Cloud Service or Cloud Software by any entity other than Springbrook, (d) use of the Cloud Service or Cloud Software other than as specified in Springbrook's published specifications and

documentation, (e) Customer's failure to incorporate updates or upgrades that would have avoided the alleged infringement; or (f) Customer's breach of the Agreement.

(iv) THIS SECTION 15 STATES THE ENTIRE OBLIGATION OF SPRINGBROOK, ITS AFFILIATES AND ITS LICENSORS WITH RESPECT TO ANY ALLEGED OR ACTUAL INFRINGEMENT OR MISAPPROPRIATION OF IP RIGHTS BY THE CLOUD SOFTWARE, CLOUD SERVICE OR ANY OTHER SPRINGBOOK SERVICES.

(c) Indemnification Requirements. In connection with any claim for indemnification under this Section 15, the indemnified party must: (i) provide the indemnifying party prompt written notice of such claim; (ii) reasonably cooperate with the indemnifying party, at indemnified party's expense, in defense and settlement of such claim; (iii) give sole authority to the indemnifying party to defend or settle such claim; and (iv) make no admission of liability with respect to the claim. The indemnified party may, at its sole expense, actively participate in any suit or proceeding, through its own counsel.

## 16. Limitation of Liability.

(a) Waiver of Consequential Damages. Neither Springbrook nor any other person or entity involved in creating, producing, or delivering the Springbrook Services will be liable for any indirect, incidental, special, punitive, exemplary or consequential damages, including lost profits, loss of data or loss of goodwill, loss of revenue, service interruption, computer damage or system failure or the cost of substitute products or services, or other commercial or economic loss of any kind whatsoever, or any liability of Customer to a third party, arising out of or in connection with this Agreement or from the use of or inability to use the Springbrook Services, whether based on warranty, contract, tort (including negligence), product liability or any other legal theory, even if Springbrook was advised of the possibility of such damages. Some jurisdictions do not allow the exclusion or limitation of incidental, consequential or special damages, so the above limitations may not apply to Customer.

(b) Maximum Liability. In no event will Springbrook's aggregate liability hereunder to Customer or any third party arising out of or in connection with this Agreement or from the use of or inability to use the Springbrook Services, whether in contract, tort or under any other theory of liability, exceed the total amount paid by Customer in the twelve (12) month period preceding the incident. These limitations shall apply notwithstanding any failure of essential purpose of any remedy.

(c) If Customer or Authorized Users use the Cloud Service in any application or environment where failure could cause personal injury, loss of life, or other substantial harm, Customer assumes any associated risks and will indemnify Springbrook and hold it harmless against those risks.

## 17. Other Terms and Conditions.

(a) Dispute Resolution. This Agreement is governed by the laws of the State of Utah without regard for its conflict of laws principles. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, will be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, including the Emergency Interim Relief Procedures, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The number of arbitrators shall be one (1) unless the Parties mutually agree otherwise. The place of arbitration will be American Fork, Utah. Either party may apply to the

arbitrator for injunctive relief until the arbitration award is rendered or the controversy is otherwise resolved. Either Party also may, without waiving any remedy hereunder, seek from any court having jurisdiction any interim or provisional relief that is necessary to protect the rights or property of that party, pending the arbitrator's determination of the merits of the controversy. Each party will initially bear its own expenses and an equal share of the costs of the arbitration, but the prevailing party may be awarded its expenses, reasonable attorneys' fees, and costs.

- (b) Other Agencies. Each Party understands and agrees that this Agreement may be used by other governmental agencies under substantially the same terms and conditions, excluding pricing, duration, scope of services to be provided, and other terms unique to the Customer. Each governmental agency desiring to accept this Agreement, and make an award thereof, shall do so independently of the Customer and/or any other governmental agency. Each governmental agency shall be responsible for its own purchases, and each shall be liable only for materials and/or services ordered and received by it, and no governmental agency, other than Customer, assumes any liability by virtue of this Agreement. This Agreement in no way restricts or interferes with the right of the Customer or any governmental agency to competitively procure any or all items. The foregoing does not authorize either Party to disclose Confidential Information of the other Party.
- (c) Equitable Relief. The Recipient acknowledges that unauthorized disclosure of the Disclosing Party's Confidential Information or misappropriation or infringement of a Party's Intellectual Property Rights could cause substantial harm to the Disclosing Party or owner of such Intellectual Property Rights for which damages alone might not be a sufficient remedy and, therefore, that upon any such disclosure, misappropriation or infringement, the injured Party will be entitled to seek appropriate equitable relief in addition to whatever other remedies it might have at law or equity.
- (d) Assignment. Springbrook may assign its rights and obligations hereunder for purposes of financing or pursuant to corporate transactions involving merger, acquisition, or the sale of all or substantially all of its stock or assets. Assignment by a Customer of its rights and obligations hereunder requires the advance written consent of Springbrook. Any attempted assignment or transfer, without such consent, will be void. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.
- (e) Entire Agreement. This Agreement sets forth the entire agreement between the Parties and supersedes any and all prior agreements of the Parties with respect to the transactions set forth herein.
- (f) Severability and Amendment If any particular provision of this Agreement is determined to be invalid or unenforceable, that determination will not affect the other provisions of this Agreement, which will be construed in all respects as if the invalid or unenforceable provision were omitted. No extension, modification, or amendment of this Agreement will be effective unless it is described in writing and signed by all Parties.
- (g) Notice. Except as otherwise specified in this Agreement, all notices, permissions and approvals hereunder will be in writing and will be deemed to have been given upon: (i) personal delivery, (ii) the third business day after mailing by first class mail, or (iii) sending by confirmed email if sent during the recipient's normal business hours (or, if not, then on the next business day). Notices will be sent to the address specified by the recipient in writing when entering into this Agreement or establishing Customer's account for the Springbrook Services (or such other address as the recipient may thereafter specify by notice given in accordance with this Section 17).

- (h) **Compliance with Laws.** Each party will comply with all applicable laws and regulations with respect to its activities under this Agreement including, but not limited to, export laws and regulations of the United States and other applicable jurisdictions. Without limiting the foregoing, Customer will not permit Authorized Users to access or use the Cloud Service or Cloud Software in violation of any U.S. export embargo, prohibition or restriction. Further, in connection with the services performed under this Agreement and Customer's use of the Cloud Services or Cloud Software, the Parties agree to comply with all applicable anti- corruption and anti-bribery laws, statutes, and regulations.
- (i) **Relationship of the Parties.** This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or similar relationship between the parties.
- (j) **Waiver and Cumulative Remedies.** No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity.
- (k) **Force Majeure.** Springbrook will not be liable for any delay or failure to perform under this Agreement to the extent such delay or failure results from circumstances or causes beyond the reasonable control of Springbrook.

Exhibits Follow

## EXHIBIT A MAINTENANCE AND SUPPORT AVAILABILITY

This Exhibit A is part of the Springbrook Cloud Service Master Agreement Terms and Conditions. It may be updated from time to time by Springbrook in its sole discretion.

### I. SUPPORT POLICY

#### Updates

Updates may address security fixes, critical patches, general maintenance functionality, and documentation and shall be made available at Springbrook's discretion. Springbrook is under no obligation to develop any future functionality or enhancements unless otherwise specified in the Agreement. If an update for the Cloud Service is made available to Customer pursuant to this Support Policy, it will automatically replace the previous version of the applicable Cloud Service.

#### Support Commitment

In support of the Cloud Service, Springbrook will provide Customer with the following first line support: Telephone Support. Springbrook's Customer Resource Center (CRC), a live technical support facility, will be available to Customer from 5:00 a.m. until 5:00 p.m. Pacific time Monday through Friday, excluding Springbrook's observed holidays.

Email Support. Springbrook provides an electronic mail address ([help@sprbrk.com](mailto:help@sprbrk.com)) to which Customer may submit routine or non-critical support requests. Email Support Requests will be addressed by Springbrook during its regular business hours of 5:00 a.m. until 5:00 p.m. Pacific time Monday through Friday.

Online Support Materials. Springbrook will make available to Customer certain archived client-side software updates and other technical information in Springbrook's online support databases. This Online Support will be continuously available to Customers.

#### Upgrade/Downgrade of Severity Level

If, during the Support Request process, the issue either warrants assignment of a higher severity level than currently assigned or no longer warrants the severity level currently assigned based on its current impact on the production database, then the severity level will be upgraded or downgraded accordingly to the severity level that most appropriately reflects its current impact.

#### Third Party Product Support

If any third-party software is supplied by Springbrook, Springbrook disclaims all support obligations for such third-party software, unless expressly specified by Springbrook in Customer's Agreement.

## Exclusions

The following Support Exclusions are not covered by this Support Policy: (a) Support required due to Customer's or any End User's or third party's misuse of the Services; (b) Support during times outside of Springbrook's regular business hours stated above; (c) Support necessitated by external factors outside of Springbrook's reasonable control, including any force majeure event or Internet access or related problems.

## Response and Resolution Goals

Springbrook will respond to Customer's Support Requests in a manner appropriate for the severity of the reported issue and will use good faith efforts to achieve the goals listed below.

### A. Critical Severity Level

**Definition.** System or application is non-functional or seriously affected and there is no reasonable workaround available (e.g., business is halted).

**Response goal.** Confirmation of receipt within 1 business hour. Update as information arrives or at the interval agreed with the Customer.

**Resolution goal.** Upon confirmation of receipt, Springbrook begins continuous work on the case. Springbrook will put forth the effort to provide a workaround, fix, or estimated completion date within 72 hours after the problem has been diagnosed and/or replicated, provided there is an agency representative available to assist with issue diagnosis and testing during the resolution process.

### B. High Severity Level

**Definition.** System or application is affected and there is no workaround available, or the workaround is impractical (e.g., system response is very slow, day to day operations continue but are impacted by the work around).

**Response goal.** Confirmation of receipt within 4 business hours.

**Resolution goal.** Springbrook will put forth the effort to provide a workaround or fix or estimated completion date within 14 business days after the problem has been diagnosed and/or replicated.

### C. Medium Severity Level

**Definition.** System or application feature is non-functional, and a convenient workaround exists (e.g., non-critical feature is unavailable or requires additional user intervention).

**Response goal.** Confirmation of receipt within 8 business hours.

**Resolution goal.** Springbrook will put forth the effort to provide a workaround or fix or estimated completion date within 21 business days after the problem has been diagnosed and/or replicated.

#### D. Low Severity Level

Definition. System or application feature works, but there is a minor problem (e.g., incorrect label, or cosmetic defect).

Response goal. Confirmation of receipt within 24 business hours

Resolution goal. Resolution for the issue may be released as a patch set or be incorporated into a future release of the product.

## II. AVAILABILITY

### Service Availability:

Springbrook will use commercially reasonable efforts to (a) provide bandwidth sufficient for Customer's use of the Cloud Service provided hereunder and in an applicable Order Form and (b) operate and manage the Cloud Service with a ninety-nine and one-half percent (99.5%) uptime goal (the "**Availability SLA**"), excluding situations identified as "Exclusions" below.

"Exclusions" means any outage that results from any of the following:

- (a) Any maintenance performed by Springbrook during Springbrook's standard maintenance windows. Springbrook will notify Customer within forty-eight (48) hours of any standard maintenance and within twenty-four (24) hours for other non-standard emergency maintenance (collectively referred to herein as "**Scheduled Maintenance**").
- (b) Customer's information content or application programming, or the acts or omissions of Customer or its agents, including, without limitation, the following:
  1. Customer's failure to provide Springbrook with reasonable advance prior notice of any pending unusual large deployments of new nodes (e.g., adding over ten (10) percent total nodes in less than twenty-four (24) hours);
  2. Customer's implementation of any significant configuration changes, including changes that lead to a greater than thirty percent (30%) change in a one week period or greater than fifty percent (50%) change in a one month period in the number of key objects in the system including but not limited to metrics, snapshots, nodes, events and business transactions;
  3. Any misconfiguration by Customer (as determined in Springbrook's sole discretion), including, without limitation, configuration errors and bad or unintended usage of the Cloud Service; and
  4. Force majeure or other circumstances beyond Springbrook's reasonable control that could not be avoided by its exercise of due care.
- (c) Failures of the Internet backbone, telecommunications systems, ISP failures, or the network by which Customer connects to the Internet backbone or any other network unavailability.
- (d) Any window of time when Customer agrees that Cloud Service availability/unavailability will not be monitored or counted.
- (e) Any problems resulting from Customer combining or merging the Cloud Service with any hardware or software not supplied by Springbrook or not identified by Springbrook in the Specifications as being compatible with the Cloud Service.

- (f) Interruptions or delays in providing the Cloud Service resulting from telecommunication or Internet service provider failures. Customer's or any third party's use of the Cloud Service in an unauthorized or unlawful manner.

**Remedies for Excessive Downtime:**

In the event the Availability of the Cloud Service falls below the Availability SLA in a given calendar month, Springbrook will pay Customer a service credit ("**Service Credit**") equal to the percentage of the fees set forth in the table below corresponding to the actual Availability of the Cloud Service during the applicable calendar month. Springbrook will apply any Service Credits only against future Cloud Service payments otherwise due from Customer. Service Credits will not entitle Customer to any refund or other payment from Springbrook. Service Credits may not be transferred or applied to any other account. Unless otherwise provided in this Agreement, Customer's sole and exclusive remedy for any unavailability, non-performance, or other failure by Springbrook to provide the Cloud Service is the receipt of a Service Credit (if eligible) in accordance with the terms of this Exhibit A.

System availability is measured by the following formula:  $x = (n - y) * 100 / n$

**Notes:**

- (1) "x" is the uptime percentage; "n" is the total number of hours in the given calendar month minus Exclusions; and "y" is the total number of downtime hours in the given calendar month not caused by an Exclusion.

Service Availability	Percentage of Monthly Service Fees Credited
>99.5%	0%
95.0% - < 99.5%	5% (max of \$280)
90.0% - < 95.0%	10% (max of \$560)
80.0% - < 90.0%	20% (max \$840)
70.0% - < 80.0%	30% (max of \$1,120)
60.0% - < 70.0%	40% (max of \$1,400)
< 50%	50% (max of \$2,800)

**Customer Account Login:**

For Springbrook user interface access, Springbrook uses TLS 1.2 with AES 256 bit or similar encryption for protection of data in transit, which is supported by most modern browsers. Springbrook will also restrict applicable administrative user interface access to Customer corporate networks for additional security on written request by Customer.

**Hosting:**

Springbrook's SaaS platform (servers, infrastructure, and storage) for the Cloud Service is and will remain hosted in one of the largest data centers in North America, specifically designed and constructed to deliver world-class physical security, power availability, infrastructure flexibility and growth capacity. Springbrook's data center provider is and will remain SSAE 18 SOC2 compliant, meaning it has been fully independently audited to verify the validity and functionality of its control activities and processes. Every Server for the Services is and will remain operated in a fully redundant fail-over pair to ensure high availability. Data is and will remain backed up nightly, stored redundantly and will be restored rapidly in case of failure.

Security Patching and updates are actively evaluated by engineers and will be deployed based upon

the impact and risk and stability benefits they offer to Springbrook's SaaS platform and Customers. Springbrook will attempt to provide customers reasonable prior notice to security changes, updates, and patches, unless the delay will lead to a significant risk of impact to customer data.

**Fees:**

Maintenance and Support Services, as described herein, are included in the Cloud Service Subscription for no additional fees, except as follows:

Springbrook will bill Customer on an hourly basis for the following services that are beyond the scope of standard Maintenance and Support Services;

- (a) Maintenance or Support in cases where repeated operator-produced error by the same user continues to occur despite notification to Customer;
- (b) Maintenance and Support associated with applications not purchased by Customer from Springbrook, as documented in an appropriate Order Form or Statement of Work;
- (c) Maintenance and Support outside the scope of this Agreement;
- (d) Maintenance and Support necessitated by Customer's failure to provide adequate internal controls to ensure the accuracy and appropriate use of the Cloud Software or Cloud Service and compliance with local, state and federal regulations and auditors requirements;
- (e) Costs associated with Customer's creation or modification of data in Springbrook's database except through the appropriate use of the Cloud Software or Cloud Service;
- (f) Costs associated with Customer's own actions to integrate the Cloud Software or Cloud Service with applications or services not purchased from Springbrook;
- (g) Costs associated with Customer's failure to meet the terms and conditions of this Agreement;
- (h) Costs associated with additional labor or out of pocket expenses incurred while providing support to Customer in cases where Springbrook has requested but Customer has denied remote access into a user workstation or the server housing the Cloud Software; and
- (i) Labor and travel costs associated with providing on-site for services covered by this Agreement.

## EXHIBIT B

### ONLINE PAYMENTS SCHEDULE

#### 1. Definitions.

**"Citizen"** means the person who uses Online Payments (as defined below) to complete a payment processing that results in the debiting or charging of an amount to such person's payment instrument and the crediting of funds to Customer.

**"Online Payments"** means an optional third-party add-on to the Cloud Software that Springbrook facilitates designed to collect payment information for the purpose of payment processing.

**"Payment Application(s)"** refers broadly to all third-party payment applications, gateway, processors, payment terminals, and service providers that store, process, or transmit cardholder data as part of authorization or settlement, where these payment applications are sold, distributed or licensed to Customer.

#### 2. Online Payments.

- (a) During the Term, and subject to compliance with the terms and conditions of this Exhibit, Springbrook will provide the right to access to, and use of, Online Payments to Customer's Citizens with an Online Payments enabled Account. For the avoidance of doubt, Springbrook is only facilitating access to and use of Online Payments and is not a provider of Online Payments.
- (b) To facilitate payments, Customer will be required to provide Springbrook with certain Customer Data, including specifically, information that allows Springbrook to: (a) transmit Customer's identifying information to a Payment Application; (b) if applicable, receive appropriate payment authorization from a Payment Application; and (c) collect any other information that Customer or Payment Application requires of Springbrook in order to facilitate payment processing. Customer authorizes Springbrook to store, process, and transmit Customer Data as necessary for a Payment Application to facilitate payment processing between Customer and a third party designated by Customer. Unless otherwise provided, Online Payments will temporarily store information received from Customer, such as account information for a Payment Application only for the purpose of facilitating the payment processing.
- (c) The payment processing facilitated through Online Payments is processing activities between Customer and a third party and/or Customer and a Payment Application, and not with Springbrook. Payment Applications are independent contractors and not agents, employees or subcontractors of Springbrook. Springbrook does not control and is not responsible for the payment methods made available by the Payment Applications through Cloud Software nor the Third-Party Services that are sold or purchased by Customer. Customer acknowledges and agrees that Springbrook cannot ensure that Citizen or third party will complete a payment processing or that it is authorized to do so.
- (d) Springbrook will maintain a current PCI-DSS Attestation of Compliance ("AOC") which shall be available upon request to Customer once per year.

### 3. Additional Customer Responsibilities.

Springbrook's provision of Online Payments is conditioned on Customer's acknowledgement of and agreement of the following:

- (a) Customer is solely responsible for registering and maintaining an account with Online Payments in order to facilitate the payment processing via Online Payments;
- (b) Customer is solely responsible for complying with: (i) all laws applicable to the payment processing conducted by customer via Online Payments; (ii) all terms of use or other terms and conditions between Customer and Payment Applications.
- (c) Customer is solely responsible for the acts and omissions of its Authorized Users in relation to their use of Online Payments and for ensuring that such use complies with the terms of the Agreement;
- (d) Customer has exclusive control over and responsibility for the content, quality, and format of any payments processing it submits to be processed via Online Payments. Nothing in this Exhibit may be construed to make Springbrook a party to any payment processed by Online Payments, and Springbrook makes no representation or warranty regarding the payment processing sought to be affected by Customer's use of Online Payments; and
- (e) Customer is solely responsible for any and all disputes with any Payment Applications or Citizens related to or in connection with a payment processing sought to be facilitated via Online Payments, including, but not limited to: (i) chargebacks; (ii) products or services not received; (iii) return of, delayed delivery of, or cancelled products or services; (iv) cancelled transactions; (v) duplicate transactions or charges; (vi) electronic debits and credits involving bank accounts, debit cards, credit cards, and check issuances; and (vii) amount of time to complete payment processing.

### 4. Payment Warranties; Disclaimers' Limitation of Liability.

- (a) Springbrook Payments Warranty. The parties acknowledge and agree that, notwithstanding any of the provisions of the Agreement, Springbrook's sole and exclusive warranties with respect to Online Payments are set forth in the following sentence. Springbrook warrants that Online Payments as delivered to Customer and used in accordance with the Agreement and its applicable specifications will perform substantially in accordance with the specifications associated with the Software.
- (b) Disclaimer. Except for the express warranties for the Cloud Software set forth above, Springbrook:
  - (a) makes no additional representation or warrant of any kind-whether express, implied in fact or by operation of law, or statutory-with respect to Online Payments;
  - (b) disclaims all implied warranties, including, but not limited to, merchantability, fitness for a particular purpose, non-infringement and title; and
  - (c) does not warrant that Online Payments will be error-free or meet Customer's requirements. Customer has no right to make or pass on any representation or warranty on behalf of Springbrook to any third party.
- (c) Limitation of Liability. Springbrook shall not be responsible or liable for any claims, demands and damages (actual and consequential) arising out of or in any way connected with a dispute that may arise between Customer and a Citizen, and /or Customer and a Payment Application

regarding the payment processing ("Payment Processing Disputes"), and Customer hereby agrees that it will not bring or assert any action, claim or cause of action in jurisdiction or forum against Springbrook arising from or relating to a Payment Processing Dispute.

### 5. Third Party Claims.

In addition to the third party claims obligations and subject to the indemnification procedures under the Agreement, Customer will indemnify and defend Springbrook against, any Claim to the extent arising from or related to: (a) improper use of Online Payments by Customer or its Authorized Users or Citizens; (b) any breach by Customer of its obligations hereunder; (c) the nature and content of all cardholder data or any related data thereto provided by customer, its Authorized Users or Citizens through use of Online Payments; (D) violation of any law or the rights of a third party by Customer through its use of Online Payments and/or the actions or inactions of any third party to whom Customer grants permissions to use Customer's Account or access Online Payments on Customer's behalf; and (e) the terms of an agreement between Customer and a Citizen, or Customer and a Payment Application.



## SPRINGBROOK PROFESSIONAL SERVICES AGREEMENT TERMS AND CONDITIONS

These Terms and Conditions, together with each Order Form entered into by the Parties that references such Terms and Conditions, constitute a binding agreement ("**Agreement**") by and between Springbrook Holding Company, LLC, a Delaware corporation and its Affiliates ("**Springbrook**") and the Customer identified on the Order Form ("**Customer**"). These Terms and Conditions become effective as of the date of the related Order Form. Each of Springbrook and Customer is referred to herein individually as a "**Party**" and collectively as the "**Parties.**"

The Agreement governs the provision by Springbrook, and the receipt by Customer, of the Professional Services (defined below) that Springbrook provides to Customer.

### 1. SCOPE OF SERVICES.

- (a) Subject to compliance with the terms and conditions of the Agreement, Springbrook will provide Customer with certain skilled services, such as software implementation, configuration, conversion, customization, upgrade, data extraction, diagnostic, training and/or other services (collectively "**Professional Services**") as specified in the applicable order form executed by Springbrook and Customer (each an "**Order Form**"). Any such Order Form must reference these Terms and Conditions.
- (b) Each Order Form, or will include, at a minimum: (i) a description of the Professional Services and any deliverables and/or materials to be provided to Customer (each, a "**Deliverable**"); (ii) applicable fees and payment terms for such Professional Services, if not elsewhere specified, and (iii) other details regarding the Professional Services. All Order Forms will be subject to these Terms and Conditions.
- (c) For certain types of Professional Services, Springbrook will prepare and make available to Customer a scope of work or cloud migration project packet before commencing such services.
- (d) Customer acknowledges that data conversion services are limited to three (3) years of data.

### 2. CHANGE ORDERS.

If the Customer or Springbrook requests a change in any of the specifications, requirements, Deliverables, or scope (including drawings and designs) of the Professional Services described in any Order Form, the Party seeking the change will propose the applicable changes by written notice.

Within a reasonable amount of time (not to exceed four (4) business days in the case of implementation services) after receipt of written notice, each Party's designated personnel will meet, either in person or via telephone conference, to discuss and agree upon any proposed changes. Thereafter, Springbrook will prepare a change order describing the proposed changes and any associated changes in the Deliverables,

Deliverable schedule, fees and/or expenses, or other aspects of the change (each, a "Change Order").

Change Orders will not be binding until they are executed by both parties. Executed Change Orders will be deemed part of, and subject to, the Agreement. If the parties disagree about the proposed changes, they will promptly escalate the change request to their respective senior management for resolution.

In the event the Customer requires significant changes (either individually or cumulatively across Change Order(s)) which Springbrook reasonably determines are (i) a material modification of the nature or scope of Professional Services being purchased and/or (ii) significantly outside any Supported Configuration (as defined below), Springbrook may, upon no less than thirty (30) days' notice to the Customer, suspend or terminate the applicable Order Form and/or Change Order(s). In the event of any such termination or suspension, the parties will work together in finalizing agreed-upon Deliverables. Unless otherwise expressly agreed to by the Parties at the time of any such material change, Springbrook will not be deemed to have waived any of the Customer's payment obligations in respect of completed Deliverables. A "Supported Configuration" means a software configuration that can be consistently supported by Springbrook via APIs, does not require direct database changes and is capable of being tested and maintained by Springbrook.

### 3. ACCEPTANCE.

- (a) **Acceptance.** Unless indicated to the contrary in the Order Form, the Professional Services and accompanying Deliverables will be deemed accepted upon delivery.
- (b) **Review.** Review and testing of Deliverables, if so indicated in the Order Form, shall be conducted pursuant to the acceptance criteria or test plans mutually agreed upon in writing by the Parties and shall take place within the mutually agreed timeframes established in the project plan or schedule. Absent mutual agreement to the contrary, Customer will provide Springbrook with written notification of acceptance or rejection for each Deliverable within five (5) business days of delivery (the "Acceptance Period"). Failure to reject a Deliverable within the Acceptance Period will be deemed acceptance. If Customer, in its reasonable and good faith judgment, determines that any submitted Deliverable does not satisfy mutually agreed-upon acceptance criteria, Customer must so notify Springbrook in writing before the end of the Acceptance Period, specifying the deficiencies in detail. Springbrook will use commercially reasonable efforts to correct such deficiencies and resubmit the Deliverable to Customer as soon as practicable.

### 4. OWNERSHIP RIGHTS AND LICENSES.

- (a) **License for Deliverables.** Subject to these Terms and Conditions and upon payment of fees due under an applicable Order Form, Springbrook grants Customer a limited, non-exclusive, worldwide, nontransferable, terminable license to use the Deliverables solely for Customer's internal operations in connection with authorized use of the applicable Springbrook services. Notwithstanding any other provision of these terms and conditions, nothing herein is intended to assign or transfer any intellectual property rights in the proprietary tools, libraries, know-how, techniques, and expertise ("Tools") used by Springbrook to develop the Deliverables and/or provide the Professional Services.

- (b) **Proprietary Rights.** As between the parties, Springbrook shall solely and exclusively own all right, title, and interest in the Professional Services, Deliverables, and any software provided by Springbrook, including all modifications, enhancements, and derivative works thereof and any other of Springbrook's products or services, whether created by Springbrook or Customer, together with all intellectual property and other proprietary rights therein. Customer hereby makes all assignments necessary to accomplish the foregoing ownership. None of the Professional Services or Deliverables will be deemed to constitute work product or work-for-hire inuring to the benefit of Customer.
- (c) **No Reverse Engineering.** Deliverables constitute Springbrook Confidential Information and Customer may not reverse engineer, decompile, disassemble, translate, copy, reproduce, display, publish, create derivative works of, assign, sell, lease, rent, license or grant any interest in the Deliverables to any party except as expressly permitted by Springbrook.
- (d) **Conflicting Language.** In the event any language conflicting with this Section 4 is added to any Order Form or Change Order, the parties expressly agree that such statement will have no effect on Springbrook's rights as set out herein.

## 5. COOPERATION.

- (a) **Customer Cooperation.** Springbrook's ability to successfully perform the Professional Services is dependent upon Customer's reasonable and good faith cooperation by, without limitation:
- (i) allocating sufficient resources and timely performing any tasks reasonably necessary to enable Springbrook to perform its obligations under each Order Form;
  - (ii) timely delivering any materials and other obligations required under each Order Form;
  - (iii) providing Springbrook with access to Customer's sites and facilities during Customer's normal business hours and as otherwise reasonably required by Springbrook to perform the Professional Services;
  - (iv) timely responding to Springbrook's inquiries related to the Professional Services;
  - (v) assigning a project manager as a primary point of contact for Springbrook;
  - (vi) actively participating in scheduled project meetings; and
  - (vii) providing, in a timely manner and at no charge to Springbrook, office workspace, telephone and other facilities, suitably configured computer equipment, access to Customer's appropriate and knowledgeable employees and continuous administrative access to Customer's accounts, and coordination of onsite and telephonic meetings all as reasonably required by Springbrook.
- (b) **Customer Delays.** Delays in Springbrook's provision of the Professional Services caused by Customer (each, a "Delay"), during any implementation period may have adverse collateral effects on Springbrook's overall work schedule. If Springbrook's performance of any of its obligations in respect of the Professional Services is prevented or delayed by any act or omission by Customer, or failure by Customer to perform any of its obligations hereunder the Agreement, such as those identified in subsection (a) above:
- Springbrook shall, without limiting its other rights or remedies, have the right to suspend performance of the Professional Services and relieve it from the

performance of any of its obligations until Customer remedies the Delay.

- Although Springbrook will use its commercially reasonable efforts to promptly resume work following a Delay, Customer acknowledges that schedules for the Professional Services may be delayed by more than the number of days delayed by Customer.
  - Customer agrees that if additional time is required to complete the Professional Services as the result of Customer Delays, such time will be charged to Customer at Springbrook's then-current time-and-materials rates.
- (c) Customer Postponements. If Customer wishes to postpone or fails to be available for a scheduled meeting, training session or other activity, it shall provide Springbrook with no less than two (2) business days' written notice of such postponement or non-availability. If Customer fails to provide such notice in the required time period, Springbrook's shall invoice the Customer for lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting. Such liability will be in addition to the charge for the services at the time they are performed.

## 6. PAYMENT TERMS.

- (a) Invoicing and Payment. Customer will be invoiced for the amounts and at the times set forth in the Order Form. Professional Services fees are due and payable within thirty (30) days of the invoice date.
- (b) Billing Info & Overdue Charges. Customer is responsible for keeping Springbrook accurately and fully informed of Customer's billing and contact information, including providing any purchase order numbers in advance of invoice issuance. If any Professional Service fees are not received from Customer by the due date, they will accrue interest at the rate of one and a half percent (1.5%) of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower.
- (c) Overdue Payments. If any amount owing by Customer hereunder for any of the Professional Services is thirty (30) or more days overdue, Springbrook may, without limiting its other rights and remedies, accelerate Customer's other unpaid fee obligations, if any, hereunder (including any Order Form) so that all such obligations become immediately due and payable, suspend the Professional Services and/or stop performance of the Professional Services until such amounts are paid in full.
- (d) Taxes. Professional Services fees do not include any taxes, levies, duties, or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal, or foreign jurisdiction (collectively,

"Taxes"). Customer is responsible for paying all Taxes. If Springbrook has the legal obligation to pay or collect Taxes for which Customer is responsible under this paragraph, the appropriate amount will be invoiced to and paid by Customer, unless Customer provides Springbrook with a valid tax exemption certificate authorized by the appropriate taxing authority prior to invoice issuance. For clarity, Springbrook is solely responsible for taxes assessable against it based on Springbrook's income, property, and employees.

## 7. WARRANTY.

Springbrook warrants that the Professional Services will be performed for and delivered to Customer in a good, diligent, workmanlike manner, consistent with the practices and standards of care generally accepted within and expected of Springbrook's industry. For any breach of the above warranty, Customer's sole remedy will be the re-performance of the applicable Professional Services by Springbrook. This warranty will be in effect for a period of ninety (90) days from acceptance of any Professional Services.

## 8. DISCLAIMER.

Section 7 sets forth the sole and exclusive warranties and remedies related to the Professional Services, Deliverables and Tools performed or provided hereunder. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EXCEPT AS EXPRESSLY PROVIDED HEREIN, SPRINGBROOK DOES NOT MAKE ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND SPRINGBROOK SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY WARRANTIES ARISING OUT OF COURSE OF DEALING OR USAGE OF TRADE. EXCEPT AS PROVIDED HEREIN, THE PROFESSIONAL SERVICES AND DELIVERABLES PROVIDED TO CUSTOMER ARE ON AN "AS IS" AND "AS AVAILABLE" BASIS.

## 9. TERM AND TERMINATION.

- (a) **Term.** The Agreement commences on the date of last signature on the first Order Form issued hereunder ("**Effective Date**") and will remain in effect until terminated in accordance with this section (the "**Term**"). Each Order Form will commence on the date it is last signed and will expire upon completion of the project set forth in the applicable Order Form.
- (b) **Cancellation.** Once signed by both parties, an Order Form will be non-cancellable, except as otherwise explicitly stated in such Order Form.
- (c) **Termination.** This Agreement will terminate automatically when any agreement for Cloud Services to which this Agreement is related and/or all Order Forms referencing this Agreement are terminated or expired. Either Party may terminate this Agreement for cause: (i) upon thirty (30) days' notice to the other party of a material breach if such breach remains uncured at the expiration of such period, or (ii) if the other Party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors.

- (d) Effect of Termination. For the avoidance of doubt, termination under any of the foregoing subsections will not affect Customer's outstanding payment obligations to Springbrook in respect of Professional Services and Deliverables provided prior to such termination. Upon any termination of this Agreement, Customer will have no rights to continue receipt of any ongoing or additional Professional Services, whether or not such Professional Services are completed prior to such termination.
- (e) Survival. All fees that have accrued as of such expiration or termination, and Sections 1, 5, 8, 9-12, 13(c), 14(d), 15, 16 and 17 will survive any expiration or termination hereof.

## 10. CONFIDENTIALITY.

- (a) Confidentiality Term. The obligations described in this Section commence on the Effective Date and will continue until two (2) years following any termination or expiration of this Agreement ("**Confidentiality Term**").
- (b) Definitions. "**Disclosing Party**" and "**Recipient**" refer respectively to the party which discloses information and the party to which information is disclosed in a given exchange. "**Confidential Information**" means all disclosed information relating in whole or in part to non-public data, proprietary data compilations, computer source codes, compiled or object codes, scripted programming statements, byte codes or data codes, entity-relation or workflow diagrams, financial records or information, client records or information, organizational or personnel information, business plans, or works-in-progress, even where such works, when completed, would not necessarily comprise Confidential Information. The foregoing listing is not intended by the Parties to be comprehensive, and any information which Disclosing Party marks or otherwise designates as "Confidential" or "Proprietary" will be deemed and treated as Confidential Information, as will information that would reasonably be considered to be confidential given its nature and the circumstances under which it is disclosed. Information which qualifies as Confidential Information may be presented to Recipient in oral, written, graphic, and/or machine-readable formats. Regardless of presentation format, such information will be deemed and treated as Confidential Information.
- (c) Confidentiality Obligations. During the Confidentiality Term (as defined below) and subject to the other terms of this Agreement (including Springbrook's Privacy Policy, accessible at <https://sprbrk.box.com/v/sprbrk-privacy-policy>, which URL and its content may be updated from time to time by Springbrook), Recipient will protect the confidentiality of Confidential Information using the same degree of care that it uses to protect its own information of similar importance, but will in any case use no less than a reasonable degree of care to protect Confidential Information. Recipient will not directly or indirectly disclose Confidential Information or any part thereof to any third party without Disclosing Party's advance express written authorization to do so. Recipient may disclose Confidential Information only to its employees, contractors, or advisors on a need-to-know basis and who are bound by confidentiality and non-use restrictions at least as stringent as those contained herein. In responding to a request for Confidential Information, Recipient will cooperate with Disclosing

Party, in a timely fashion and in a manner consistent with applicable laws, to protect the Confidential Information to the fullest extent possible.

- (d) Legally Compelled Information. In the event the Recipient becomes legally compelled (by deposition, interrogatory, requests for documents, subpoena, civil investigative demand or similar process) to disclose any Confidential Information, or the Recipient determines that it is obligated by law, rule, statute or governmental regulation to disclose any of the Confidential Information, the Recipient shall provide the Disclosing Party with prompt written notice of such requirement so that the Disclosing Party, if possible, may seek a protective order or other appropriate remedy and/or waive compliance with the terms of this Agreement. In the event that such protective order or other remedy is not obtained, the Recipient agrees to furnish only that portion of the Confidential Information that it is legally required to furnish and to exercise reasonable efforts to obtain assurance that confidential treatment will be accorded such Confidential Information. A Party's obligations hereunder with respect to legally compelled information shall continue to be applicable for all other purposes.
- (e) Publicity. During the Term of this Agreement, including the term of any amendment hereto, Springbrook may publicly disclose its ongoing business relationship with Customer. Such disclosures may indicate Customer's identity and the Springbrook Services provided or contracted to be provided to Customer. These disclosures may include press releases or other communications to media, display on Springbrook web sites, or use in other marketing activities, but will not include non-public information or indicate Customer's express endorsement of Springbrook's products or services without Customer's prior written authorization.
- (f) Customer's Confidential Information. Springbrook will have the right to use any Customer Confidential Information solely for providing the Professional Services to Customer hereunder. Notwithstanding the foregoing, Springbrook may use aggregate Customer Confidential Information for Springbrook development, internal training, and other reasonable business purposes not specific to Customer or its End Users.

## 11. LIMITATION OF LIABILITY.

- (a) Waiver of Consequential Damages. Neither Springbrook nor any other person or entity involved in creating, producing, or delivering the Professional Services, including any Deliverables, will be liable for any indirect, incidental, special, punitive, exemplary or consequential damages, including lost profits, loss of data or loss of goodwill, loss of revenue, service interruption, computer damage or system failure or the cost of substitute products or services, or other commercial or economic loss of any kind whatsoever, or any liability of Customer to a third party, arising out of or in connection with this Agreement or from the use of or inability to use the Professional Services, whether based on warranty, contract, tort (including negligence), product liability or any other legal theory, even if Springbrook was advised of the possibility of such damages. Some jurisdictions do not allow the exclusion or limitation of incidental, consequential or special damages, so the above limitations may not apply to Customer.
- (b) In no event will Springbrook's aggregate liability hereunder to Customer or any third party arising out of or in connection with this Agreement or from the use of or inability to use the Professional

Services, whether in contract, tort or under any other theory of liability, exceed the total amount paid by Customer in the twelve (12) month period preceding the incident. These limitations shall apply notwithstanding any failure of essential purpose of any remedy.

## 12. GENERAL.

- (a) **Notice.** Except as otherwise specified in this Agreement, all notices, permissions and approvals hereunder must be in writing and will be deemed to have been given upon: (i) personal delivery, (ii) the third business day after mailing by first class mail, or (iii) sending by confirmed email if sent during the recipient's normal business hours (or, if not, then on the next business day). Notices will be sent to the address specified by the recipient in writing when entering into this Agreement or establishing Customer's account for the Professional Services (or such other address as the recipient may thereafter specify by notice given in accordance with this Section 12(a)). Customer's email address for communication and notice purposes relating to this Agreement will be set forth on the Order Form (or subsequent email addresses as advised by Customer). Customer agrees to accept emails from Springbrook at the e-mail address specified in the Order Form.
- (b) **Compliance with Laws.** Each party will comply with all applicable laws and regulations with respect to its activities under this Agreement including, but not limited to, the export laws and regulations of the United States and other applicable jurisdictions.
- (c) **Relationship of Parties.** Springbrook's relationship with Customer pursuant to this Agreement will be that of an independent contractor. Neither party will have any authority to bind the other, to assume or create any obligation, to enter into any agreements, or to make any warranties or representations on behalf of the other. Nothing in this Agreement will be deemed to create any agency, partnership, or joint venture relationship between the parties.
- (d) **Use of Contractors.** Springbrook reserves the right to use third parties (who are under a covenant of confidentiality with Springbrook), including, but not limited to, offshore subcontractors to assist with the Professional Services, including, without limitation, any data migration, configuration, implementation, and custom code development processes.
- (e) **Waiver and Cumulative Remedies.** No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity.
- (f) **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in effect.
- (g) **Assignment.** Customer may not assign or transfer this Agreement or any Order Form hereunder,

whether by operation of law or otherwise, without the prior written consent of Springbrook. Any attempted assignment or transfer, without such consent, will be void. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

- (h) Force Majeure. Springbrook will not be liable for any delay or failure to perform under this Agreement to the extent such delay or failure results from circumstances or causes beyond the reasonable control of Springbrook.
- (i) Dispute Resolution This Agreement is governed by the laws of the State of Utah without regard for its conflict of laws principles. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, will be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, including the Emergency Interim Relief Procedures, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The number of arbitrators shall be one (1) unless the Parties mutually agree otherwise. The place of arbitration will be the State of Utah. Either party may apply to the arbitrator for injunctive relief until the arbitration award is rendered or the controversy is otherwise resolved. Either Party also may, without waiving any remedy hereunder, seek from any court having jurisdiction any interim or provisional relief that is necessary to protect the rights or property of that party, pending the arbitrator's determination of the merits of the controversy. Each party will initially bear its own expenses and an equal share of the costs of the arbitration, but the prevailing party may be awarded its expenses, reasonable attorneys' fees, and costs.
- (j) Entire Agreement. This Agreement constitutes the entire agreement between the Parties concerning its subject matter and supersedes all prior communications, agreements, proposals, or representations, written or oral, concerning its subject matter. Notwithstanding any language to the contrary therein, no additional or conflicting terms or conditions stated in any master agreement to which this Agreement is incorporated, any Customer Order Form or other order documentation, will be incorporated into or form any part of this Agreement unless expressly agreed to by both parties in a mutually signed writing, and all such terms or conditions will be null. Under no circumstances will the terms, conditions or provisions of any RFP, purchase order, invoice or administrative document issued by Customer in connection with this Agreement be deemed to modify, alter, or expand this Agreement, regardless of any failure of Springbrook to object to such terms, provisions, or conditions. No other act, document, usage, custom or waiver will be deemed to amend or modify this Agreement unless agreed to in writing signed by a duly authorized representative of both parties.

## 8. Signature Form

### SIGNATURE FORM

Signature of Vendor indicates that they have examined the information and requirements provided as a part of this RFP. The Vendor has prepared, examined and checked the Proposal to ensure that no mistake or error is contained in the Proposal.

The person signing as the authorized signatory has the authority to provide the Proposal and contract with the City of Neosho.

Jared Hale

Signature of Authorized Signatory

Jessica Manfre, Senior Account Manager

Print Contact Name and Title

jessica.manfre@sprbrk.com

Contact email

954-866-8111

Contact Telephone Number

Sep 19, 2025

Date

Company: Springbrook Software

ADDRESS: 108 S 700 East

City, State, Zip: American Fork, UT 84003

Phone: 866-777-0069

## 9. Responses to Functionality Questions

### Proposed Software

Cirrus is Springbrook's SaaS, cloud-based platform designed from the ground up for local governments, delivering up to a 25% productivity increase. Cirrus features a powerful, intuitive interface that requires less training and delivers faster access to critical features. The new platform frees personnel to manage strategic issues and problem solving rather than navigating cumbersome ERP systems.

Cirrus is a true multi-tenant cloud solution, fully accessible on any mobile device. Cirrus delivers the full functionality of Springbrook's industry-leading, on-premises solution, providing easy adoption for existing users who migrate to the cloud and simple onboarding for new users moving from less powerful solutions.



#### Key benefits of the Cirrus Online Cloud Platform:

- Less training for new hires through an intuitive design
- Easy-to-use responsive interface
- Access from any device, anywhere
- No loss in feature functionality from the existing Springbrook solution
- Ease of adoption for existing Springbrook users
- Streamlined navigation with just a few clicks
- Configurable login experience for quick access to relevant information without switching between modules/applications

Springbrook Software is uniquely focused on governmental agencies, combining extensive experience in deploying, migrating existing utility billing systems, and managing enterprise resource planning (ERP) applications. Springbrook's cloud-based solution will enable your agency to improve services to citizens, protect agency and citizen data from ransomware attacks, prepare critical reports with the most powerful reporting and analytics solution available, and completely run your organization from one fully integrated platform.

Springbrook's proposal will provide significant cost savings by reducing the cost of managing and supporting various software systems, reducing redundancy or manual data entry, and providing the flexibility to grow due to the unique nature of our cloud-based solution. The Springbrook platform offers integrated financial, accounts receivable, payroll, human resources, utility billing, payments, and reporting with strong workflow and project management capabilities.

### Proposed Modules

The modules proposed in this response are:

- Cloud migration modules:
  - Finance Suite
    - General Ledger
    - Accounts Payable
    - Bank Reconciliation
    - Cash Receipts
    - Clearing House
  - Purchase Orders
  - Project Management
  - License and Permits (Optional)
  - Inventory Control
  - Fixed Assets
  - Work Orders
  - Payroll
- New modules:
  - Human Resources
    - Applicant Tracking
    - Onboarding (Optional add-on)
    - Learning Management (Optional add-on)
  - Employee Self Service (ESS)
  - Advanced Budgeting
  - Accounts Receivable
  - Building Permits (Optional)
- Tableau (Reporting)

### General Ledger

General Ledger (GL) is a robust, feature-rich foundation for the Springbrook suite of applications. This intuitively designed application provides the functionality for more informative online analysis and financial reporting. The flexibility of the application provides a stable foundation for current operations and future growth. Complete integration with the Springbrook suite of applications allows for easy and thorough consolidation of all financial activity.

- Documents can be attached to Journal Entries and General Ledger accounts
- Features robust and powerful report writing tools, including the ability to create GASB Reporting (budgetary and GAAP reporting)
- Maintenance/Utilities – Create and maintain GL units and execute specialized GL tools
- Uniform Chart of Accounts – Allows for multiple funds and departments to be utilized
- Configurable Imports for Journal Entries, Adjustments, and Misc. transactions are available
- New Budget & Budget Adjustment Info – Edit, maintain, and report on GL budgets
- Display history information at the account level can be drilled down to the source module

## Accounts Payable

Springbrook Accounts Payable helps to manage the money owed to vendors. You can:

- Enter invoices for accounting records if they are not already being created from other integrated modules
- Schedule invoice payments
- Pay vendors electronically using ACH transactions rather than generating a physical check in the Computer Checks process with the Electronic AP process

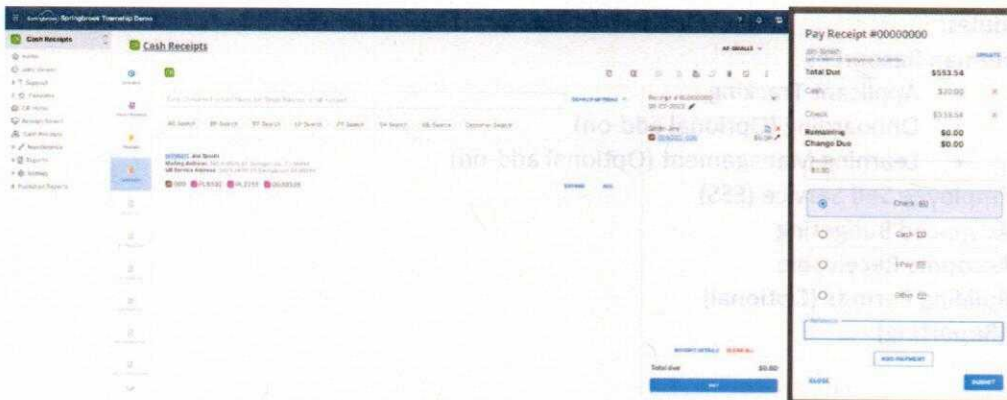
## Bank Reconciliation

Springbrook's Bank Reconciliation module provides the tools to track and maintain the relationship between an organization's accounting and bank records.

- Clear Transactions – Including clearing checks or deposits that have cleared your bank accounts
- Receipt Deposits – Create deposit transactions using committed receipts
- Reporting – Generate reports and display BR data
- Utilities – Execute specialized BR tools

## Cash Receipts

The Cash Receipts module is where all payments are entered into the system. They can be imported, scanned, or entered manually.



## Purchase Orders

The Purchase Order module provides internal controls and access for agencies to create and send purchase orders to vendors. It also provides approvals through workflows if the agency wants it set up that way. Overall, the purchase order (PO) is where the approval and buying happen. Once the purchasing or procurement department has approved the purchase requisition and given you the figurative thumbs up to purchase your desired goods and services, it issues a purchase order number. The purchase order can then be sent to the vendor through our AP invoicing module.

Springbrook Software features a dedicated section within the Purchase Order module, allowing clients to seamlessly attach and provide comprehensive bid and contract information. This ensures efficient management and easy access to vital procurement details for streamlined purchasing processes.

## Project Management

Also referred to as project accounting or grant management, the PM module gathers transactions from other modules and generates reports summarizing the information. PM is integrated by pulling transactions generated in other modules like AP, AR, CR, GL, IC, PR, PO, ESS, and WO. These transactions are sent to the PM module by including a PM task and type code. It can be used for basic, simple projects or large, complex projects that span over multiple years.

## License and Permits (Optional)

The License and Permits module was originally designed by Springbrook for recording and tracking of business licenses that serve the particular city. Over the years, we have come to expand this module to be able to tackle a vast majority of permits that a city may need to track (garage sale permits, street vendors, vehicle sticker permits, pet licenses, contractors, and more).

## Inventory Control

From creating inventory items, updating physical counts, generating GL, and other financial processing to hosting and reporting detailed historical data, costing data, and vendor information, such as pricing history and ordering requirements. Springbrook's inventory control module is designed to accommodate diverse needs in controlling, maintaining, and reporting on your inventory.

## Fixed Assets

The Fixed Assets module allows you to accurately track the value of your fixed assets from the date of purchase to final disposal.

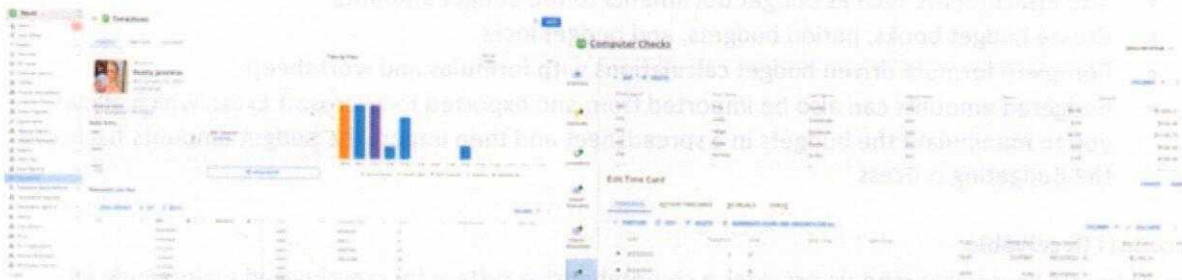
## Work Orders

The Work Order module is designed to track work that interfaces with the Accounts Payable, Accounts Receivable, Fixed Assets, Payroll, and Project Management modules.

Some of the key components that draw customers to work orders over project management in our Springbrook system is its ability to create estimates and recurring estimates and calculate overhead and billings.

## Payroll

Our Payroll module is designed to pay employees and create batches to some of our other integrated modules based on the payroll and timekeeping processes we complete.



## Human Resources

We are proposing the following Cirrus HR solution modules:

- **Applicant Tracking**
  - A complete end-to-end recruitment platform designed to attract quality talent.
  - 360 interview process
  - Powerful job application designer
- **Onboarding (Optional add-on)**

Once you've recruited your preferred candidate, let the Pulse solution induct them into your organization's culture, goals, and objectives. Deliver, manage, automate, and digitize new hire and contractor onboarding, induction, and compliance management.

  - Onboarding portal
  - Templates and checklists
  - Action management hierarchies
- **Learning Management (Optional add-on)**

Plan your team's personal and professional development pathway, while meeting competency and compliance requirements. Improve the way you schedule, deliver, manage, monitor, and record the learning and training requirements of all your employees and contractors.

  - Self-Service dashboard
  - Supervisor dashboard
  - Training request workflow
  - eLearning designer
  - Accreditation management

## Employee Self Service (ESS)

The Employee Self Service (ESS) online application is a web-based HR Portal that allows your employees to manage many of their HR tasks at their convenience. Once an employee has set up an ESS account, they can update personal and dependent information, view historical documents such as W2s and paystubs, request time off, and submit timesheets.

## Advanced Budgeting

Advanced Budgeting is a comprehensive tool used to generate a requested, proposed, approved, or adopted budget. This process allows you to:

- Process budget approvals
- Update budgets on all GL accounts and accounts to create budgets for department heads
- Track budget revisions using a full change log
- Add attachments such as budget documents to the budget amounts
- Create budget books, period budgets, and budget locks
- Complete formula-driven budget calculations with formulas and worksheets
- Budgeted amounts can also be imported from and exported to Microsoft Excel, which allows you to manipulate the budgets in a spreadsheet and then import the budget amounts back into the Budgeting process

## Accounts Receivable

The Accounts Receivable module provides a comprehensive system for creating and maintaining all information pertinent to recording and tracking customer data, invoices, and balances. Here are a few AR features:

- Allows users to search for invoices by multiple methods, including by invoice number, customer number, or customer name
- Accommodates multiple line items and multiple revenue distributions for each invoice
- Allows users to set up and make use of recurring invoices
- Provides analysis of invoice information by department, activity, items/services, age, etc.
- Creates statements for new invoices as processed and includes an option to provide customers with regular statements, regardless of account activity
- Prints statements from history for a single invoice or range of transactions
- Allows users to set up and use individual billing types to allocate revenue to various GL accounts
- Provides exhaustive transaction history of customer accounts, including aged balances

### Building Permits (Optional)

The Building Permits module is used to create, maintain, and track building permits and applications. When set up properly, the BP module can automate many inspection and permitting processes. The module's robust reporting options allow you to accurately track permitting history from application to final inspection. Because the newer inspection step-based system is very flexible and open-ended, it can be easily customized to work well with your organization's unique needs and business processes.

### Tableau (Reporting)

Tableau is the industry-leading reporting software that enables fast, customized, easy-to-develop, and interpret visualizations to support virtually any local government data reporting need. Tableau's software will give your agency many important advantages that collectively deliver a comprehensive interactive view of programs, budgets, and high-level trends. Additionally, Tableau will provide the reporting capabilities necessary to deliver analysis that may become necessary for any government entity that received relief funding. Tableau is pre-configured with the most popular templates and provides access to a growing library composed of templates culled from other local government agency users. Tableau is easy to use, can deliver results in minutes, and provides report automation deliverables across any platform or device. Tableau is a leader on the Gartner Magic Quadrant, is InfoWorld Technology product of the year, and is offered free of charge to all Springbrook cloud customers.



### Functionality Questions Form

Please see our response to the Functional Questions form on the following pages.

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

General Technical		Springbrook Software			
Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	All transaction processing, including DB maintenance and transaction entry, can be handled in an online, real-time processing mode.	M	Y	Springbrook Software	
3	The proposed system is based on a relational database model system	M	Y	Springbrook Software	
4	System must be "device independent," able to function on desktop, laptop, tablet, and mobile devices.	H	Y	Springbrook Software	
5	System must be "OS independent," and able to function on latest stable releases of contemporary operating systems such as Windows, MacOS, ChromeOS, etc.	H	Y	Springbrook Software	
6	System must be "browser independent," and able to function on latest stable release of any contemporary web browser such as Chrome, Edge, Firefox, Safari, etc.	H	Y	Springbrook Software	
7	Web interfaces are 100% HTML 5 compliant for all functions and do not require plug-ins. System should act appropriately with different browser zoom levels or screen dimensions following modern responsive web design guidelines.	H	Y	Springbrook Software	
8	When configured and supported according to provided vendor specifications, system response time for any user input action on average should be less than two seconds per screen page refresh.	M	Y	Springbrook Software	
9	System must have integrated workflow engine and provide configurable, best-practice processes out of the box.	M	Y	Springbrook Software	
10	System must offer on-demand data refreshes for test or sandbox environment	H	Y	Springbrook Software	
11	Test environments must be provided that allows for testing of latest upgrade versions prior to deployment in production.	M	N	Springbrook Software	You do get a test system to play in and try anything new but all upgrades/enhancements are tested by our DEV before launching.
12	Ability to simulate emails and notifications in a test or sandbox environment	H	Y	Springbrook Software	
13	Vendor upgrades must occur without having to re-establish or modify any configuration settings, customized form fields, or stored data	H	Y	Springbrook Software	
14	Vendor upgrades must occur during a maintenance window or without negatively impacting user activity or systems jobs.	H	Y	Springbrook Software	
15	Ability to integrate with office suite software, including Microsoft Office and Google Workspace, for import and export of documentation, spreadsheets, etc.	M	Y	Springbrook Software	
16	Ability to integrate with e-mail clients, including Microsoft Outlook and Google Gmail, for export of information to email	M	Y	Springbrook Software	
17	System provides platform to create web based forms that fully integrate with the workflow engine and all ERP modules and fields.	H	Y	Springbrook Software	Available in some but not all modules.
18	System provides toolset for custom configuration of all screens independent of the source code layer, and should allow for creation of new fields as well as the redesign of existing forms.	H	N	Springbrook Software	
19	Ability for system administrators to define any sensitive data element for which changes must be audit logged, including ability to show/hide fields based on sensitivity.	H	Y	Springbrook Software	

20	System maintains audit trail with full detail of current and previous values, operator, change reason code, time/date stamp.	H	Y	Springbrook Software	
21	The software should be menu-driven or graphical user interface-based with comprehensive utility and "help" screen capabilities.	H	N	Springbrook Software	
22	Preferred help system should be context-sensitive and display the help for the function or screen you are currently using.	M	N	Springbrook Software	
23	User navigation to most functions should be via single click or tab from base menu or search.	H	Y	Springbrook Software	
24	Ability for simultaneous users to access records or functions.	M	Y	Springbrook Software	
25	System includes the ability to attach documents to individual records (PDF, XLS, DOC, etc.).	H	Y	Springbrook Software	
26	System must be compliant with Individuals With Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), requirements of section 504 of Civil Rights Act, and requirements of section 508 of the Americans with Disabilities Act.	H		Springbrook Software	
27	Detailed online documentation must be available to assist in use of the system.	M	Y	Springbrook Software	
28	Documentation will be clearly written with accompanying recording/video, user-oriented (provide examples where appropriate) and available online with keyword search capabilities.	M	Y	Springbrook Software	
29	Ability for system administrators to impersonate other users, with recording of changes made while impersonating a user. Full audit trail so the impersonating administrators changes are audited.	H	Y	Springbrook Software	
30	System can load PDFs and trigger a workflow based on the type of documentation for AP, AR, JEs, Payroll, etc.	M	N	Springbrook Software	
31	<b>Security</b>				
32	All data within the SaaS environment is encrypted both at rest and in-transit.	H	Y	Springbrook Software	
33	All user sessions are encrypted	H	Y	Springbrook Software	
34	Ability for administrators to define security permissions (read, write, modify) at role, user, or group levels.	M	Y	Springbrook Software	
35	Ability for system administrator to manage any system functionality (create, read, update, delete) to the field level.	M	Y	Springbrook Software	
36	Requests to change user roles are authenticated through a workflow and maintained (archived).	M	N	Springbrook Software	
37	<b>Authentication</b>				
38	System supports multi-factor authentication	H	Y	Springbrook Software	
39	System supports Single Sign-on across all modules/screens	H	Y	Springbrook Software	
40	System has capability to present post-login challenge questions where multi-factor authentication is not in use on account	M	N	Springbrook Software	
41	System requires password changes at administrator-defined intervals	M	Y	Springbrook Software	
42	System supports account lockout after 3-5 unsuccessful sign on attempts	M	Y	Springbrook Software	
43	System allows users to reset passwords at any time	M	Y	Springbrook Software	
44	System supports email notifications to users when their accounts are locked, when logging in from new device, when passwords are changed	M	N	Springbrook Software	
45	Offline login capabilities in case of outage with SAML authentication.	H	N	Springbrook Software	
46	<b>Backup &amp; Recovery</b>				
47	The system must support DB recovery processes that are capable of DB restorations up to and including the last committed transaction and/or point in time in the event of system failures.	H	Y	Springbrook Software	
48	All database changes are recorded in a detailed permanent audit trail, including user, time stamp, and modifications.	H	Y	Springbrook Software	
49	Batch archiving and purging of inactive accounts/history is accommodated.	M	M	Springbrook Software	
50	Ability to backup and restore an functional area or building prior to batch processes instead of only the entire system.	M	N	Springbrook Software	

51	Ability to function in case of an outage. If hosted this should be access to the server to function.	H	N	Springbrook Software	
52	<b>Integration and Import</b>				
53	System provides a robust API integration framework that allows for creation of database connections, web services, and import/export between ERP and external applications.	H	Y	Springbrook Software	
54	Interface capability with the following for importing and exporting information for unique data manipulation purposes: ASCII text, CSV, PDF, SQL, XML, ODBC, & Google/MS Office products.	H	Y	Springbrook Software	
55	Ability for system to import and export data from other entities (aka banks)	H	Y	Springbrook Software	
56	<b>Hosting</b>				
57	System SaaS infrastructure is geographically dispersed across multiple data centers and fault-tolerant despite loss within a particular region. (preferably located within the US)	H	Y	Springbrook Software	
58	Ability to maintain a 99.5% uptime access to all data and systems	H	Y	Springbrook Software	
59	Data center has established Disaster Recovery and Business Continuity Plan (DR/BCP) which is fully tested on a regular basis.	H	Y	Springbrook Software	
60	<b>Mobile Device Support</b>				
61	System provides native mobile device support (e.g. apps rather than browsers) with the following functionality:	M	N	Springbrook Software	Springbrook is browser based.
62	Supports and fully interfaces with browsers on mobile devices (iPhone, iPad, Android, Windows Mobile, etc.) with the following functionality:	M	Y	Springbrook Software	
63	<i>Comparable security procedures for log-on and password to the system</i>	-	Y	N/A	
64	<i>Utilizes same user name and password</i>	-	Y	N/A	
65	<i>Secure data encryption</i>	-	Y	N/A	
66	<i>Identical role level security</i>	-	Y	N/A	

Springbrook Software	
Code	Availability Definition
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N	Functionality is not provided.

Reporting & Analytics	Springbrook Software/Tableau
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Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General</b>				
2	All system modules should be fully integrated with Reporting solution. Vendor should be able to provide a list of module integrations with reporting solution.	H	Y	Springbrook Software/Tableau	
3	Ability for users to quickly run a variety of predefined reports, which are tailored to the user's position and/or grouped by category.	H	Y	Springbrook Software/Tableau	
4	Ability for general user to create custom reports (i.e. a person without advanced programming skills)	M	Y	Springbrook Software/Tableau	
5	System has flexible report formatting capabilities.	M	Y	Springbrook Software/Tableau	
6	Ability to start from and modify predefined standard reports.	M	Y	Springbrook Software/Tableau	
7	Ability to save custom reports to be re-run at later dates.	M	Y	Springbrook Software/Tableau	
8	Ability to delete/clean up custom reports, with certain security access.	H	Y	Springbrook Software/Tableau	
9	Ability to create user defined fields and use in selection criteria.	H	Y	Springbrook Software/Tableau	
10	Ability to schedule reports/processes to run on a regular basis, with output both able to be emailed or saved automatically to a shared drive.	H	Y	Springbrook Software/Tableau	
11	Reports can be pulled by any date range, by closed month, or annual periods and be able to be pulled by custom date ranges. They will properly subtotal and total over date ranges and years.	H	Y	Springbrook Software/Tableau	
12	System supports customizable graphical dashboards for various user/role types display key performance indicators, metrics, and other analytics. The dashboards should be able to cover any of the ERP modules and their respective data.	H	Y	Springbrook Software/Tableau	
13	System can run reports based on missing attachments for any record that requires attachments	H	N	Springbrook Software/Tableau	
14	System can provide metrics on report usage that can be used to identify stale/unused reports.	M	Y	Springbrook Software/Tableau	
15	System has the ability to limit report run size.	M	N	Springbrook Software/Tableau	
16	Ability to trigger reports on scheduled basis and emailed or saved to drive only when report contains data (i.e. error reporting)	L	Y	Springbrook Software/Tableau	
17	Ability to cancel/kill a in process report.	H	Y	Springbrook Software/Tableau	
18	Ability to designate if a report is available to only the user triggering a report, or is available to larger (or global) audience.	H	Y	Springbrook Software/Tableau	
19	Ability to be a data source for a 3rd party reporting tool (i.e. Power BI)	M	Y	Springbrook Software/Tableau	

20	Ability to run parameterized context based reports. (i.e. given report on employee record loaded, or PO record loaded).	M	Y	Springbrook Software/Tableau
21	Ability to have imbedded drill down reports (with context data passed to drill down report) within parent reports.	H	Y	Springbrook Software/Tableau
22	Ability to have attachments available within reports.	H	Y	Springbrook Software/Tableau When subscribed to email reports.
23	Ability to invoke a ERP screen based on a context specific link in a report	M	N	Springbrook Software/Tableau
24	Ability to include a data derived URL within reports	M	Y	Springbrook Software/Tableau
25	Vendor supported report writing training available for new users on a regular cadence, or ad hoc as needed.	M	Y	Springbrook Software/Tableau Ad hoc.
26	Reporting tool should have the ability to reference 3rd part data source (database, or excel/google sheet etc.)	H	N	Springbrook Software/Tableau
27	Ability for reporting tool to allow direct SQL queries to inform report data.	M	Y	Springbrook Software/Tableau
28	Report writing/editing should be security role based.	M	Y	Springbrook Software/Tableau
29	Individual reports should be securable via user security setting.	H	Y	Springbrook Software/Tableau
30	Ability to filter report data visibility by user security (i.e. location or cost center, or role based limitation of data output)	H	Y	Springbrook Software/Tableau
31	Ability to have report output target 3rd party systems via API or other automated interface.	L	N	Springbrook Software/Tableau
32	Ability to trigger report generation from a ERP job/screen action/workflow etc.	M	Y	Springbrook Software/Tableau
33	<b>Report Export</b>			
34	Interface capability with the following for importing and exporting information for data manipulation purposes:	M		Springbrook Software/Tableau
35	<i>MS Office Suite</i>	M	Y	Springbrook Software/Tableau
36	<i>Excel, CSV, and flat file</i>	H	Y	Springbrook Software/Tableau
37	<i>Google Suite</i>	L	N	Springbrook Software/Tableau
38	<i>Reporting analysis packages</i>	L	N	Springbrook Software/Tableau
39	<i>PDF</i>	H	Y	Springbrook Software/Tableau
40	Ability to support direct access to the database via native or ODBC drivers.	H	Y	Springbrook Software/Tableau
41	Ability to print to local windows printer, network printer, and copier/fax connected to the network.	H	Y	Springbrook Software/Tableau
42	Capability for user to specify which printer will print a specific report.	L	Y	Springbrook Software/Tableau
43	<b>Query</b>			
44	Ability to select records and create calculations based on the value(s) of specified data fields; including =, >, >=, <=, <, in, not in, is blank, is not blank, range, nlist, list, nlike, like, an. or, etc. and combinations of the listed.	H	Y	Springbrook Software/Tableau
45	Ability to specify desired subtotal breaks and totaling fields.	H	Y	Springbrook Software/Tableau
46	Ability to calculate totals, subtotals and percentages and use various arithmetic and statistical procedures (>,<, average, etc.) for columns and rows.	H	Y	Springbrook Software/Tableau
47	Ability to search, sort and retrieve records from any number of specified data fields, in any number of files.	H	Y	Springbrook Software/Tableau
48	Various arithmetic and statistical procedures are available (>, <, average, etc.).	H	Y	Springbrook Software/Tableau
49	Ability to easily make minor alterations to previously defined reporting specifications.	H	Y	Springbrook Software/Tableau
50	Ability to print selected balances at summary and detail levels within the same or multiple reports.	M	Y	Springbrook Software/Tableau
51	System supports "What if" analysis capability.	M	Y	Springbrook Software/Tableau
52	Ability to select any data element based on value of data element.	H	Y	Springbrook Software/Tableau



**Springbrook Software**

Code	Availability Definition
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T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
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N	Functionality is not provided.

<b>General Ledger</b>	<b>General Ledger</b>
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Objective:

Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	System complies with all GAAP and GASB requirements, Full Accrual, Modified Accrual, and Cash Basis accounting	H	Y	General Ledger	
3	General Ledger system is integrated with all other system modules	H	Y	General Ledger	
4	System should prevent creation of invalid account code combinations.	H	Y	General Ledger	
5	System allows for drill-down into an account to see individual transaction detail.	H	Y	General Ledger	
6	System supports monthly closing processes	M	Y	General Ledger	
7	System supports yearly closing processes.	H	Y	General Ledger	
8	System maintains detail on encumbrance adjustments	H	Y	General Ledger	
9	System allows users to work in multiple fiscal years (3-year minimum - prior, current, next), in all modules, and should be prevented from closing a period without proper security (system does not require month-end closing).	H	Y	General Ledger	
10	System allows users to select summary or detail posts from all modules and/or the ability to drill down to the detail posting from the summary posting, and pull detail on reports in order to process reconciliations and corrections as needed from all posting modules.	H	Y	General Ledger	
11	System maintains all detail of transactions in all systems after monthly closing to support reconciliation and audit activities (up to 10 years minimum)	H	Y	General Ledger	
12	System allows users to group accounts for the purposes of reporting and verifying availability of funds for encumbrances and pre-encumbrances (include ability to override this function).	H	Y	General Ledger	
13	System automatically relieves encumbrances after expenditure is completed, staff position ended, or PO closed.	H	Y	General Ledger	
14	System provides account lookup for all users based on account security regardless of year to see the following balances, and drill down for detail into the following:	H		General Ledger	
15	<i>Current Budget</i>	-	Y	General Ledger	
16	<i>Transaction Total for Actuals</i>	-	Y	General Ledger	
17	<i>Pre-encumbrance</i>	-	Y	General Ledger	
18	<i>Encumbrance</i>	-	Y	General Ledger	
19	<i>Available Balance</i>	-	Y	General Ledger	
20	<i>Positions (FTE and Headcount)</i>	-	Y	General Ledger	
21	System allows users to maintain and compare current budget amount to original budget based on security roles.	H	Y	General Ledger	
22	System supports multiple accounting periods, including:	-		General Ledger	
23	<i>Quarterly</i>	M	Y	General Ledger	
24	<i>Monthly</i>	H	Y	General Ledger	
25	<i>Fiscal year by fund</i>	H	Y	General Ledger	
26	<i>Multiple fiscal years for project accounting (i.e., building and site funds, grants, and projects with general operating funds)</i>	H	Y	General Ledger	
27	<i>Calendar year</i>	H	Y	General Ledger	
28	System allows for at least 20,000 or more General Ledger account strings, with the ability to activate and inactivate them as needed.	H	Y	General Ledger	

29	System allows users with special security to change account numbers to different account numbers in batches, updating all modules in which the account number is used.	M	N	General Ledger	
30	System allows multiple closes to the month.	L	Y	General Ledger	
31	System allows multiple closes to the year.	H	Y	General Ledger	
32	<b>Account Structure</b>				
33	System has a fund accounting system, with the capability to support combined and separate funds. System allows account to be created during payroll for fringe benefits and taxes.	H	Y	General Ledger	
34	System should keep a description/definition for each code in each segment that will show in system display and print on reports. Account description should permit 200+ characters.	H	N	General Ledger	30 character max
35	Account number should be able to be divided by a separator for reports and viewing.	H	Y	General Ledger	
36	System should allow choice of description that is displayed for each long account or short account. Either a segment description, combination of the segment descriptions, or one that is input manually are acceptable.	M	N	General Ledger	
37	System should allow for mapping of groups of codes with given descriptions for use with system display and printed reports: for example, description by first digit of object 1=Salary, 2=Benefits. Alternatively, Function groups for budget reports as required by the State may be needed.	H	Y	General Ledger	
39	System provides ability to have a "short code" mapped for quick input of a full account number.	L	Y	General Ledger	
40	Account number segment codes, long combination, and short code, should have a status and be "active" by date, inactive, budget only, view only and should track the history of when the record was created. Users should not be able to delete accounts with data. Data should be able to be included in or excluded from reports.	H	N	General Ledger	
41	All functional modules should have an identifier or code that posts with the transactions so that users can tell which system they originate from - A/P, A/R, PR, etc.	H	Y	General Ledger	
42	<b>Journal Entries</b>				
43	System supports automated creation of journal entries for applicable processes, such as invoice payments, receipts, donations, etc.	H	Y	General Ledger	
44	System allow for creation of journal entries via API	H	N	General Ledger	
45	System allows for manual journal entries, including ability to create multiple journal entries at once by batch Excel upload, and allows for multiple dates within the batch (for the same fiscal year).	H	Y	General Ledger	
46	System supports creation of recurring journal entries	M	Y	General Ledger	
47	System supports automated approval workflows for journal entries.	H	Y	General Ledger	
48	Ability to configure account coding rules, intelligence, and permissions (i.e. preventing a salary code from being used for a purchasing requisition)	H	N	General Ledger	
49	Automated Reversing Entries should be provided, with ability to post date journal entries.	M	N	General Ledger	Functionality is available but is not an automatic process.
50	System automatically posts entries from the subsidiary modules with validation of account number and security.	H	Y	General Ledger	
51	System mandates balancing of journal entries, both in total and by fund.	H	Y	General Ledger	
52	Users may use extended reference fields for Excel journal entries.	L	N	General Ledger	
53	System allows for standard and recurring/copying of various transactions journal entries, recurring cash receipts, recurring payment, copy PO, etc.	H	Y	General Ledger	
54	System allows comments to be associated with journal entries and other transactions.	H	Y	General Ledger	
55	System should include the following information for each journal entry:	H		General Ledger	
56	<i>Journal entry number</i>	H	Y	General Ledger	
57	<i>Account number</i>	H	Y	General Ledger	

58	Entry, posting and transaction dates	H	Y	General Ledger
59	Type of journal entry (Standard, Adjusting, Recurring, One-Time, Prior Period)	M	Y	General Ledger
60	Description (can carry over if desired)	H	Y	General Ledger
61	Amount	H	Y	General Ledger
62	Preparer	H	Y	General Ledger
63	Easily Viewed and Updated	H	Y	General Ledger
64	Ability to allocate transactions to a specific location	H	Y	General Ledger
65	Ability to drill-down to transactional images (i.e. invoices, purchase orders, etc.)	H	Y	General Ledger
66	Ability to maintain history/audit trail of changes to an employee's cost center	H	Y	General Ledger
67	Ability to extract full/large volume transactional data for audit	H	Y	General Ledger
68	Ability to pend/hold journal entries for posting at later date	H	Y	General Ledger
69	Ability to perform interfund journal entries	H	Y	General Ledger
70	Ability to effective date transactions within any module	H	Y	General Ledger
71	<b>Security</b>			
72	System allows users to assign accounts to multiple "responsibilities/hierarchy" for purposes of budget and reports and process flow.	M	Y	General Ledger
73	User security should be based upon account numbers so that Admin controls who sees and uses which accounts, as well as providing a "view only" option.	H	Y	General Ledger
74	System provides account lookup available to see the following based on system security:	H		General Ledger
75	Prior year actual	H	Y	General Ledger
76	Prior year budget	H	Y	General Ledger
77	Future budget	M	Y	General Ledger
78	Projected budget amounts	M	Y	General Ledger
79	System provides ability to graph financial information. Special need for board reports.	H	Y	General Ledger
80	System allows users to import and export data from the General Ledger to other applications (particularly to spreadsheets).	H	Y	General Ledger
81	<b>Bank Accounts</b>			
82	System automatically records each transaction in the appropriate period based on transaction date.	M	Y	General Ledger
83	System allows users to upload or send the check register to the system and have it matched with the checks that have cleared the bank.	H	Y	General Ledger
84	System allows users to define bank accounts and bank account information to support the printing of checks, direct deposit, EFT transactions.	H	Y	General Ledger
85	System allows users to define the relationship between bank account and general ledger accounts.	H	Y	General Ledger
86	System contains robust bank reconciliation and import for bank account balances.	M	Y	General Ledger
87	System allows users to select post date to reverse any voided checks.	H	Y	General Ledger
88	System allows users to clearly indicate the status (void, reconciled, etc.) of all deposits, checks, withdrawals, adjustments and transfers.	H	Y	General Ledger
89	<b>Reports</b>			
90	System provides straightforward and robust reports that allow for inclusion and exclusion of parameters like account, reference data, amounts, vendor, etc. for summary and detail. System allows "power users" to save, modify, and update reports.	H	Y	General Ledger
91	Reports must select, sort, and subtotal by any part of account number, account type, responsibilities, various reference fields, or defined groups of accounts or standard sorts on various fields, date, alpha, amount.	H	Y	General Ledger
92	System should be able to calculate Balance Sheets, Statement of Revenue and Expenditures, Changes in Fund Balance, and Reporting by Fund and/or a group of funds.	H	Y	General Ledger

93	System contains standard sets of canned Summary and Detail reports for all users based upon their account access and responsibility. These reports should show the budget, actual, encumbrances, and balance. Ideally, they will also include Prior Year, % spent, and highlight of any overspends. Reports should be available on the system and/or to print or save.	M	Y	General Ledger
94	Reports can be pulled by any date range, by closed month, or annual periods. They will properly subtotal and total over date ranges and years.	H	Y	General Ledger
95	System provides standard aging reports for A/R, A/P.	M	Y	General Ledger
96	System posts Register Audit Listing of monthly activity (i.e., Payment Register, Cash Receipts, Register, etc.).	H	Y	General Ledger
97	Chart of Accounts Report is able to be segment by codes as well as account string (with descriptions).	H	Y	General Ledger
98	Ability to generate report of all active and inactive accounts	H	Y	General Ledger
99	Ability to generate reports of all accounts/cost centers not utilized in last year (or customizable period of time)	H	Y	General Ledger
100	<b>Additional Items</b>			
101	System has ability to create temporary comments that other users can see.	L	N	General Ledger
102	System has the ability for users to save individual pre-set parameters on reports for repeated usage.	M	Y	General Ledger
103	System has the ability to set selection parameters on a report for groups of users (i.e. elementary secretaries having reports filtered to elementary functions).	M	Y	General Ledger
104	System has the ability for users to export report results to Excel in a format conducive to analysis (i.e. pivot tables, etc.).	H	Y	General Ledger
105	System has the ability for users to look-up the current chart of account information applicable to them.	M	Y	General Ledger
106	System has a user activity audit report that can be ran by normal users at any time for a particular time/date range. This report should be at a summary level, but detail enough to find additional details if necessary.	H	Y	General Ledger
107	System should maintain a jobs archive of transactions and processes by job number or unique identifier. This archive should be maintained and searchable for at least 2 years.	H	Y	General Ledger
108	System has the ability to encumber funds based on information in a third party system (i.e. p-card transactions) through automation or API.	L	Y	General Ledger
109	System provides the ability to save "favorite" GL keys for quick access and input.	M	N	General Ledger
110	System supports the creation of journal entry templates that can be saved and re-used in the future.	H	Y	General Ledger
111	System has the ability to accept alpha and numeric characters in the chart of accounts.	M	Y	General Ledger

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Project & Grant Accounting		Project Management			
Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	Ability to track and maintain grants information, including grant name, grant number, account, cost center, start and end dates, grantor information, grant award information, reimbursement information, recurrence/renewal information, program information, other user-defined fields, etc.	H	Y		Project Management
3	Ability to set-up and manage the following types of grants:	H			Project Management
4	<i>In-Kind Match</i>	-	Y		Project Management
5	<i>Federal</i>	-	Y		Project Management
6	<i>State</i>	-	Y		Project Management
7	<i>Local match</i>	-	Y		Project Management
8	<i>Annual Fund Grant</i>	-	Y		Project Management
9	<i>Multi-Year Fund Grant</i>	-	Y		Project Management
10	Ability to upload/attach documentation to a grant record (i.e. application, award, progress reports)	H	Y		Project Management
11	Ability to support grants that don't coincide with fiscal year	H	Y		Project Management
12	Ability to track grants over multiple fiscal years	H	Y		Project Management
13	Ability to assign authorized spenders to a grant, by department, location, job code, or individual position/employee	H	Y		Project Management
14	Ability to provide approval workflow for staff to submit their intent to apply for a grant (with documentation) to Grants Office	H	N		Project Management
15	Ability to configure multi-level approval workflow for grants applications over a specified dollar amount (i.e. \$100K)	H	N		Project Management
16	Ability to create and track grant applications that have been submitted, including ability to attach proposals	H	N		Project Management
17	Ability to track grant application/request status, timing, and next steps	H	N		Project Management
18	System must be able to calculate indirect costs	H	Y		Project Management
19	System must be able to track time and effort on federal funds	H	Y		Project Management
20	System must be able to create workflow for time/effort approvals	H	N		Project Management
21	<b>Grant Accounting</b>				
22	Ability to track all activity and spending against a grant, including purchases, contracted/vendor services, grant-funded hires, grant-funded time and pay, etc.	H	Y		Project Management
23	Ability to track receiving for a progress-based/reimbursement-based grant	H	Y		Project Management
24	Ability to designate grant funds as multi-year or annually appropriated with separate closing dates and procedures	H	Y		Project Management
25	Ability to automatically generate a budget appropriation for grants based upon a set of user defined rules (like grant request information)	M	N		Project Management
26	Ability to automatically carry over grants between fiscal years, unless tagged as closed	H	Y		Project Management
27	Ability to electronically notify or report on grant completion dates	M	N		Project Management

28	Ability to track and report on non-financial performance measures against a grant or sub-activity within a grant or project.	M	Y	Project Management
29	Ability to establish system wide grant rules that may disallow the charging of expenditure to grants that have a closed or inactive status (based on account code or grant)	H	Y	Project Management
30	Ability to, for continuing grants, be able to accumulate grant activity costs to a holding area – until the new continuation grant is awarded.	M	Y	Project Management
31	Ability to create grants reimbursement invoices via grants module or AR module	H	Y	Project Management
32	Ability to create a billing/receivable for grant activity billed to funder based upon a user defined set of accumulated grant expenditures.	H	Y	Project Management
33	<b>Program/Project Management</b>			
34	Ability to create a program or project associated with a grant	H	Y	Project Management
35	Ability to assign program/project managers to a grant, and for program managers to have their own system view of key information (i.e. spending, activity, budget remaining) for their assigned grants program	H	Y	Project Management
36	Ability to indicate the "percent complete" for tasks or general functions of a project.	M	N	Project Management
37	Ability to track all employee names and numbers assigned to grants programs/projects	H	Y	Project Management
38	Ability to track program/project scopes	M	N	Project Management
39	Ability to track program/project schedules	M	N	Project Management
40	Ability to track program/project budgets	H	Y	Project Management
41	Ability to generate reminders to program managers for grants progress reports that must be sent to grantors	L	N	Project Management
42	Ability to track user defined task milestone dates and any costs associated with the milestones	L	N	Project Management
43	Ability to assign costs to a phase (i.e. for transportation in a road design project- design, utility relocation, construction, etc.)	L	Y	Project Management
44	<b>Reporting</b>			
45	Ability to generate federal and state mandated grants reports	H	Y	Project Management
46	System provides a grants dashboard to help administrators monitor funds and compliance	H	Y	Project Management
47	Ability to generate user defined reports for varying selection criteria such as budgets, MTD & YTD actuals, encumbrances, and remaining balances which identifies grants under grant type/funding source with sub- and summary totals for a user-defined date range (e.g., all CDBG grants would be listed under this report with sub-totals for all CDBG grants and a grand total for all grant type/funding source.).	M	Y	Project Management
48	Ability to provide salary projections based on actual assignments for individual accounts/grants.	H	Y	Project Management

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
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M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Accounts Payable	Accounts Payable
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Objective:

Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	Accounts Payable integrates with the following modules or external agencies:	H		Accounts Payable	
3	<i>General Ledger</i>	H	Y	Accounts Payable	
4	<i>Purchasing</i>	H	Y	Accounts Payable	
5	<i>Budgeting</i>	H	Y	Accounts Payable	
6	<i>Fixed Assets</i>	L	Y	Accounts Payable	
7	<i>Payroll</i>	H	Y	Accounts Payable	
8	<i>Banks/Financial Institutions (Positive Pay Uploads/P-cards)</i>	H	Y	Accounts Payable	
9	Ability to upload scanned invoices into the system	H	Y	Accounts Payable	
10	Ability for the system to convert scanned text to machine-encoded text via Optical Character Recognition (OCR).	M	Y	Accounts Payable	
11	Ability to compare OCR scanned text to reference tables within the system (i.e. Purchase Order numbers) to make logical connections and auto-populate invoice entry data	H	Y	Accounts Payable	
12	Ability to auto-populate invoice data including GL / budget code information based on a manually entered purchase order number	H	Y	Accounts Payable	
13	Systems provides ability to "drill down" to view further detail, including transitioning between the transaction detail information, PO information, invoice information, and payment information.	H	Y	Accounts Payable	
14	System provides ability to automatically liquidate encumbrances for invoiced purchase orders	H	Y	Accounts Payable	
15	System maintains an accounts payable open-item (unpaid invoice) file which contains detailed records of invoices by vendor, invoice number, and due date.	H	Y	Accounts Payable	
16	System must provide detailed audit trail reports to support payable items and liabilities reflected in the General Ledger system.	H	Y	Accounts Payable	
17	System reconciles bank accounts (outstanding check reconciliation).	H	Y	Accounts Payable	
18	System provides standard account number cross-references to type of product/service appropriate for that account number.	H	Y	Accounts Payable	
19	System must be able to flag duplicate invoice numbers during entry	H	Y	Accounts Payable	
20	System must allow edits for duplicate invoice numbers from the same vendor by editing the invoice number.	H	Y	Accounts Payable	
21	<i>Edit for vendor number</i>	H	Y	Accounts Payable	
22	<i>Edit for purchase order number</i>	M	Y	Accounts Payable	
23	System should allow invoice information to be automatically imported from the corresponding PO file in the Purchasing module.	H	Y	Accounts Payable	
24	System must allow users to adjust an invoice to reflect damaged goods received and returned, unapplied discounts, etc., using debit/credit memos or notes, with potential adjustments to the amount of each line.	H	Y	Accounts Payable	

25	System allows users to generate mailing lists and labels for mailings to vendors in electronic or paper format.	M	Y	Accounts Payable
26	Voiding of checks give the options to "reissue" that must automatically return invoices to "due" and PO to "open" status and the option to "close". In both cases, the expenditure posting entries should be reversed automatically.	H	N	Accounts Payable
27	System allows users to track all required information for 1099 reporting purposes; since 1099s are for calendar years, at least seven (7) fiscal years of 1099 information must be accessible. Must include 1099 MISC and 1099 NEC forms.	H	Y	Accounts Payable
28	System allows vendor look up (i.e., by name, by number, by sounds-like, by wildcard) from within any module where vendor name or number is required.	H	Y	Accounts Payable
29	System allows users to enter vendor invoices.	H	Y	Accounts Payable
30	System provides control totals for batch data entry, and a report of entered invoices for non-batch data entry.	H	N	Accounts Payable
31	System provides users with an option for automatic or manual interfund postings.	H	Y	Accounts Payable
32	<b>Vendor Management</b>			
33	System must allow entry of multiple names/addresses for vendors.	H	Y	Accounts Payable
34	System must allow vendor names to include special characters and character length over 200	H	N	Accounts Payable
35	System tracks the following vendor information, as well as retains any changes for audit review:	H		Accounts Payable
36	<i>Vendor number</i>	H	Y	Accounts Payable
37	<i>Vendor name</i>	H	Y	Accounts Payable
38	<i>Primary contact name</i>	H	Y	Accounts Payable
39	<i>Telephone number field</i>	H	Y	Accounts Payable
40	<i>Fax number field</i>	L	Y	Accounts Payable
41	<i>Mobile phone number field</i>	L	Y	Accounts Payable
42	<i>E-mail address</i>	H	Y	Accounts Payable
43	<i>1099 requirement – field indicator with designations between type of company, legal name, and type of 1099 reporting.</i>	H	Y	Accounts Payable
44	<i>Capture date of original entry</i>	L	Y	Accounts Payable
45	<i>Multiple address, street or PO box (2-3 lines minimum) - with the ability to have notes and comments associated with them.</i>	H	N	Accounts Payable
46	<i>City</i>	H	Y	Accounts Payable
47	<i>Zip code (9 alphanumeric)</i>	H	Y	Accounts Payable
48	<i>Second address area</i>	M	Y	Accounts Payable
49	<i>Vendor terms</i>	M	Y	Accounts Payable
50	<i>First payment mailed</i>	-	N	Accounts Payable
51	<i>Second payment mailed</i>	-	N	Accounts Payable
52	<i>Most recent payment</i>	L	Y	Accounts Payable
53	<i>Print payment</i>	-	N	Accounts Payable
54	<i>Social Security number</i>	H	Y	Accounts Payable
55	<i>Federal ID number</i>	H	Y	Accounts Payable
56	<i>Pay location</i>	L	Y	Accounts Payable
57	<i>Vendor type</i>	M	Y	Accounts Payable
58	<i>Comments</i>	H	Y	Accounts Payable
59	<i>Additional user definable field</i>	H	Y	Accounts Payable
60	System allows both "order from" and "remit to" vendor addresses.	H	Y	Accounts Payable
61	Ability to flag/notify for vendors that already exist (or have a potential parent organization) upon vendor creation	H	N	Accounts Payable
62	System allows user to purge "temporary" and inactive vendors at year-end.	M	Y	Accounts Payable
63	System allows users to assign vendor codes automatically or manually.	H	Y	Accounts Payable
64	System provides the ability to reference vendor directly from the payables system.	H	Y	Accounts Payable
65	System allows users to disable a vendor or exclude from use while retaining vendor history.	H	Y	Accounts Payable
66	Ability to track and maintain multiple vendor organizations with different locations under a single parent vendor	L	Y	Accounts Payable

67	System must aggregate vendor amounts from all vendor locations to a parent vendor record.	H	Y	Accounts Payable
68	<b>Invoice Approval</b>			
69	System supports customizable invoice approval workflow, with ability to define various dollar amount thresholds requiring different approvers	H	Y	Accounts Payable
70	System allows three-way matching of invoice, receiving, and purchase order, by line item or purchase order, or by total	H	Y	Accounts Payable
71	System performs automatic validation of invoices for correct account numbers, required fields, etc.	H	Y	Accounts Payable
72	System supports AP check run process at definable intervals (weekly, bi-weekly) as well as non-standard / one-off check run processing.	H	Y	Accounts Payable
73	System has ability to generate check registers, positive pay file, disbursement register, electronic payment file, etc.	H	Y	Accounts Payable
74	System notifies user (with a warning message) if a check/requisition amount is greater than remaining budget balance or responsibility balance (all budget items for a manager).	H	Y	Accounts Payable
75	System notifies user if invoice is over the price of the PO/bid amount.	H	Y	Accounts Payable
76	System notifies user if invoice is outside of contract dates.	H	N	Accounts Payable
77	Must allow user to set up level of notification/clearance, based on dollar and percent ranges. Must allow for set up of dollar value and % variance range to allow for continued processing.	H	Y	Accounts Payable
78	Prompts user to override insufficient account balance. Override approval resides with supervisor and authorization.	H	N	Accounts Payable
79	Invoices must be matched to the purchase orders and partial, adjusted or complete payments are recorded once a check is generated.	H	Y	Accounts Payable
80	<b>Payments</b>			
81	System provides for both purchase order and non-purchase order payments.	H	Y	Accounts Payable
82	System must provide the ability to rerun checks and check registers.	H	Y	Accounts Payable
83	Ability to initiate ACH payments to vendors from within the system	H	Y	Accounts Payable
84	System should automatically process recurring payments and give users the flexibility to alter standard invoice without reentering information.	M	N	Accounts Payable
85	System provides the ability to hold payments on any specific open item or for all invoices of a particular vendor.	H	Y	Accounts Payable
86	System prepares and processes remittance advice (summarized by invoice) and checks, as required, with a description of each invoice that must include at least the invoice number, amount, and short description.	H	Y	Accounts Payable
87	System provides the ability to void a check and have the transaction automatically reversed throughout the financial accounting system. Users must gain management approval prior to allowing or preventing the crossing of fiscal years.	H	Y	Accounts Payable
88	System allows users to post manual checks and include them in the General Ledger distribution.	H	Y	Accounts Payable
89	System allows users to distribute invoice payments into multiple General Ledger accounts, grants, programs, departments, activities and funds.	H	Y	Accounts Payable
90	System prevents processing of invoice payments to salary accounts.	H	Y	Accounts Payable
91	System processes and accumulates multiple invoices for one vendor for payment with one check.	H	Y	Accounts Payable
92	System allows for expense reimbursements to be process through payroll and be paid via direct deposit if set-up.	L	Y	Accounts Payable
93	System allows multiple checks to be issued for one vendor and the consolidation of vouchers into one check by vendor.	H	Y	Accounts Payable

94	System allows for one-time payment (temporary vendor). System retains information on name, date and amount of vendor payment for 1099 processing at year-end.	H	Y	Accounts Payable
95	System allows 1099 and non-1099 payments for a single vendor.	H	Y	Accounts Payable
96	System integrates with check writing/printing solutions for printing of physical checks.	H	Y	Accounts Payable
97	System must allow users to override payment terms as specified in the vendor master file.	H	Y	Accounts Payable
98	System must allow users to disburse from multiple bank accounts.	M	Y	Accounts Payable
99	System allows users to browse details of specific payments.	H	Y	Accounts Payable
100	System allows users to enter scheduled payments.	L	N	Accounts Payable
101	System allows users to enter manual, void, and stop-payment checks.	H	Y	Accounts Payable
102	System allows multiple check runs per week, daily if desired.	H	Y	Accounts Payable
103	System allows users to restart checks and check register and automatically reflects the changes throughout the financial system.	H	Y	Accounts Payable
104	Check Stubs must include the following:	H		Accounts Payable
105	<i>Purchase Order number</i>	M	Y	Accounts Payable
106	<i>Invoice number</i>	H	Y	Accounts Payable
107	<i>Date</i>	M	Y	Accounts Payable
108	<i>Description</i>	H	Y	Accounts Payable
109	<i>Amount</i>	H	Y	Accounts Payable
110	<i>Account number</i>	M	Y	Accounts Payable
111	<i>Vendor number</i>	M	Y	Accounts Payable
112	<i>Message to Vendor</i>	M	Y	Accounts Payable
113	<b>Reports</b>			
114	System can generate the following reports:	-		Accounts Payable
115	<i>Open invoice list</i>	H	Y	Accounts Payable
116	<i>Cash requirements report</i>	M	Y	Accounts Payable
117	<i>Summary check register</i>	M	Y	Accounts Payable
118	<i>Detailed check register</i>	H	Y	Accounts Payable
119	<i>Manual check register</i>	M	Y	Accounts Payable
120	<i>Cash disbursement report</i>	H	Y	Accounts Payable
121	<i>Requisition/PO register</i>	M	Y	Accounts Payable
122	<i>Detail requisition register</i>	M	Y	Accounts Payable
123	<i>Vendor listing in alphabetical order</i>	M	Y	Accounts Payable
124	<i>Vendor listing in vendor number sequence</i>	H	Y	Accounts Payable
125	<i>Aged accounts payable report</i>	M	Y	Accounts Payable
126	<i>Listing of invoices on hold</i>	M	Y	Accounts Payable
127	<i>1099 Detail Report</i>	H	Y	Accounts Payable
128	<i>Scheduled payments report</i>	M	Y	Accounts Payable
129	<i>1099 Information Form, with user-defined information from detail</i>	H	Y	Accounts Payable
130	<i>Transaction edit listing</i>	M	Y	Accounts Payable
131	<i>PO Detail report with transaction history including receiving, invoices, and payments associated with a particular PO.</i>	H	Y	Accounts Payable
132	<i>Vendor history report</i>	H	Y	Accounts Payable
133	<i>Year-End AP Report (listing all scheduled payments by fund)</i>	H	Y	Accounts Payable
134	System can reconcile vendor statements via scanned documentation	L	N	Accounts Payable
135	System can validate remittance addresses for vendors to determine	L	N	Accounts Payable
136	<b>Additional Items</b>			
137	System is able to print 1099 MISC and 1099 NEC forms, and associated 1096 summary information.	H	Y	Accounts Payable
138	System is able to reprint a prior year 1099 MISC or 1099 NEC form if required.	H	Y	Accounts Payable
139	System maintains Accounts Payable information and attachments for a minimum of 7 years.	H	Y	Accounts Payable
140	System can reconcile vendor statements via scanned documentation (OCR).	L	N	Accounts Payable
141	System can validate remittance addresses for vendors to determine validity.	L	N	Accounts Payable
142	System can generate the following reports:	H		Accounts Payable

143	Vendor detail reports for vendors paid over a certain dollar amount within a specified time period (excludes payments to non-vendors).	H	Y	Accounts Payable
144	List of Purchase Orders that are still open, with information on the initial amount and unpaid/open amount.	H	Y	Accounts Payable
145	System must process all invoice and payment dollar amounts with only two decimal place worth of precision information. Unit and unit prices can have more precision, but all invoice-level and above calculations should only reflect two decimal places.	H	Y	Accounts Payable

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Accounts Receivable & Invoicing	Accounts Receivable
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Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	System provides intuitive invoice designer/creation wizard that allows for creation of invoices with account and invoice number, amount due, date due, customer's name and address, line items, description, etc.	H	Y	Accounts Receivable	Currently, there is no invoice designer but the information listed is available.
3	System allows for invoice approval by customizable workflow, including ability to route to multiple approvers based on category or other criteria	M	N	Accounts Receivable	
4	Ability to issue invoices and credit memos directly from the system by EDI or automated email to a saved address	H	N	Accounts Receivable	
5	System provides ability to view and inquire on invoicing/billing history, including drill-down capabilities	H	Y	Accounts Receivable	
6	System supports recording of revenues received (by various methods), matching against an invoice, and integration/posting to general ledger	H	Y	Accounts Receivable	
7	System is able to receive payments of multiple types (including checks, currency, ACH, wire, credit card)	L	Y	Accounts Receivable	
8	Ability to accept credit card payments in a PCI compliant method	L	Y	Accounts Receivable	
9	Ability to add credit card processing fee to credit card transactions	L	Y	Accounts Receivable	
10	System maintains records of customer information, including names, addresses, contact info, payment information, payment history, etc.	H	Y	Accounts Receivable	
11	System provides the ability to produce reconciliation statements showing beginning balance, charges, credits and payments, and a new balance	H	Y	Accounts Receivable	
12	System allows users to display and print a credit line on a receivable, not to be netted with another account line.	H	Y	Accounts Receivable	
13	System allows users to allocate a line item on a receivable to multiple funds and multiple revenue codes.	H	N	Accounts Receivable	
14	System allows users to allocate a line item on a receivable to multiple funds and multiple revenue codes.	H	N	Accounts Receivable	
15	System has the option to auto fill payment due date based on payment terms.	M	N	Accounts Receivable	
16	As invoices are paid and fees are collected, the system will update each of the other application modules by indicating if paid-in-full or if partial payment remains.	H	Y	Accounts Receivable	
17	Interface with a system allows departments to accept credit card payments at point of sale stations or online.	H	Y	Accounts Receivable	
18	System must have ability to handle payments that are received without an invoice.	H	Y	Accounts Receivable	
19	System must be able to scan checks and supporting documentation and have that information tied to the deposit record, and have the ability to drill down to the image from the deposit record.	H	N	Accounts Receivable	
20	<b>Customer Records</b>				
21	System maintains the following online customer information:	H		Accounts Receivable	
22	Customer Number (alphanumeric user-defined)	-	Y	Accounts Receivable	
23	Name of Customer (minimum of 60 characters)	-	Y	Accounts Receivable	
24	Address (each customer address line must have minimum of 70 characters; up to 2 lines per address)	-	Y	Accounts Receivable	
25	Bank Account Number	-	Y	Accounts Receivable	
26	Nine Digit Zip Code	-	Y	Accounts Receivable	
27	Telephone - Home	-	Y	Accounts Receivable	
28	Telephone - Work	-	Y	Accounts Receivable	
29	Social Security Number or Tax ID Number	-	Y	Accounts Receivable	
30	Comments (100 character minimum)	-	Y	Accounts Receivable	
31	Email address	-	Y	Accounts Receivable	

32	Ability to review a customer's billing / transaction history at a summary or detail level.	H	Y	Accounts Receivable	
33	System allows inquiries by any field.	M	N	Accounts Receivable	
34	System provides user-defined customer classification codes/transaction types.	H	Y	Accounts Receivable	
35	Ability to inactivate and reactivate a customer.	H	N	Accounts Receivable	
36	System prevents the deletion of customers with open balances.	H	Y	Accounts Receivable	
37	System is capable of producing Edit Lists of all new or changed customer information so it can be reviewed prior to posting.	H	N	Accounts Receivable	
38	System supports multiple contact names per customer.	L	Y	Accounts Receivable	
39	System supports multiple ship-to addresses for the same customer.	H	N	Accounts Receivable	
40	System supports multiple billing addresses for the same customer.	H	N	Accounts Receivable	
41	System offers a flag or code designating the frequency each customer	L	Y	Accounts Receivable	
42	System supports a credit limit designator for each customer.	H	Y	Accounts Receivable	
43	System supports a field specifying the sales terms extended to a customer.	L	N	Accounts Receivable	
44	<b>Invoicing &amp; Invoice Inquiry</b>				
45	System maintains full invoicing/billing history, including the above information and the following:	H		Accounts Receivable	
46	Type of Invoice (Invoice code)	-	Y	Accounts Receivable	
47	Status of Invoice	-	Y	Accounts Receivable	
48	Invoice Number	-	Y	Accounts Receivable	
49	Check Number	-	Y	Accounts Receivable	
50	Billing Date	-	Y	Accounts Receivable	
51	Amount Due	-	Y	Accounts Receivable	
52	Date Due, Date of Service	-	Y	Accounts Receivable	
53	Invoice Date, Date Due, Date of Service and Date Paid	-	Y	Accounts Receivable	
54	Balance Due Date	-	Y	Accounts Receivable	
55	Last Payment Date on receivable	-	Y	Accounts Receivable	
56	Last Payment Amount on receivable	-	Y	Accounts Receivable	
57	Installments (quantity in total and remaining)	-	Y	Accounts Receivable	
58	Installment Amounts	-	Y	Accounts Receivable	
59	Late Payment Notices Sent by Date	-	Y	Accounts Receivable	
60	Next Billing Date	-	Y	Accounts Receivable	
61	Last Billing Date	-	Y	Accounts Receivable	
62	MTD Billing Amounts	-	Y	Accounts Receivable	
63	YTD Billing Amounts	-	Y	Accounts Receivable	
64	Paid-to-Date	-	Y	Accounts Receivable	
65	Adjustments/Write-offs	-	Y	Accounts Receivable	
66	Interest and Penalty Charges	-	Y	Accounts Receivable	
67	Total Balance	-	Y	Accounts Receivable	
68	Amount Sent to Collection Agency	M	Y	Accounts Receivable	
69	Date Sent to Collection Agency	M	Y	Accounts Receivable	
70	Collection Agency Status	M	Y	Accounts Receivable	
71	Customer number	-	Y	Accounts Receivable	
72	Mailing information (name, address)	-	Y	Accounts Receivable	
73	Comments (250 characters)	-	Y	Accounts Receivable	
74	Additional 10 user-defined fields, Account number should be included on invoice	-	Y	Accounts Receivable	
75	Ability for end-user to request invoice creation via workflow	H	N	Accounts Receivable	
76	System provides billing templates within system for inter-departmental bills.	H	N	Accounts Receivable	
77	System automatically assigns invoice alphanumeric numbers or user can input the number manually.	M	Y	Accounts Receivable	Automatic only
78	Every invoice number is unique.	H	Y	Accounts Receivable	
79	System allows one-time invoices.	H	Y	Accounts Receivable	
80	System allows user-defined invoice numbering scheme.	H	N	Accounts Receivable	
81	System allows multiple revenue lines (types) to be credited on a single invoice.	H	Y	Accounts Receivable	
82	System allows users to create and print invoices showing the account and invoice number, amount due, date due, and the customer's name and address and line item description.	H	Y	Accounts Receivable	
83	System allows the user to specify due dates for invoices, based on type of invoice or invoicing frequency, such as 30 days from the printing or mailing date or other user-defined criteria.	H	N	Accounts Receivable	
84	System allows one statement to be generated for each customer with all open receivables included by business unit.	H	Y	Accounts Receivable	
85	System allows users to reprint invoices.	H	Y	Accounts Receivable	
86	System allows transactions for the current month to be posted before the previous month has been closed.	M	Y	Accounts Receivable	
87	System has the ability to email invoices to customers.	H	N	Accounts Receivable	

88	System can generate consolidated statements for customers with multiple accounts.	M	N	Accounts Receivable	
89	System allows entry of miscellaneous invoices.	M	Y	Accounts Receivable	
90	System accommodates partial payments on account and payments in excess of the due amount. Users must be able to define overpayment account - cash receipting. Users must be able to define which invoices or misc. revenue accounts to apply partial payment to.	H	Y	Accounts Receivable	
91	System tracks receivables by customer number/invoice #/revenue account.	H	Y	Accounts Receivable	
92	Invoices may reflect multiple pages of detail while others may summarize the charges into one line with an attachment.	M	Y	Accounts Receivable	
93	System has the ability to record unbilled charges.	H	Y	Accounts Receivable	
94	<b>Recurring Billing</b>				
95	System allows users to generate recurring billing according to user defined criteria.	H	Y	Accounts Receivable	
96	System allows users to pre-define multiple billing cycles (for example per day, per week, per month, per quarter, twice a year or per year).	H	Y	Accounts Receivable	Processed via batch so you can process as often as needed.
97	System allows users to schedule billing a maximum of one year in advance.	L	N	Accounts Receivable	
98	System allows users to update billing amount as needed.	H	Y	Accounts Receivable	
99	System allows users to end a recurring billing prior to initial set up.	H	Y	Accounts Receivable	
100	Ability to accept pre-payment or overpayment for items that will be invoiced in the future	H	Y	Accounts Receivable	
101	System allows users to automatically dispatch email confirmations to customers each time a recurring invoice is generated.	M	N	Accounts Receivable	
102	<b>Revenue Processing</b>				
103	System allows adjustments to account balances for checks returned with insufficient funds.	H	Y	Accounts Receivable	
104	System automatically updates revenues and receivables based upon receipts.	H	Y	Accounts Receivable	
105	System must have the ability to record revenue not related to system invoices (miscellaneous receipt)	H	Y	Accounts Receivable	
106	System can flag payments received for which no match to an invoice has been determined (prepayments, duplicates).	L	N	Accounts Receivable	
107	<b>Statement Processing</b>				
108	System allows users to generate monthly billing statements to all accounts with either current period activity and/or carry forward balances.	M	Y	Accounts Receivable	
109	<b>Receivables Aging</b>				
110	System can sort and display accounts receivable in a prescribed aging format.	H	Y	Accounts Receivable	
111	System is able to recognize patterns of delinquency based on accounts receivable aging information.	L	Y	Accounts Receivable	
112	System will flag customer balances that remain unpaid for a user defined period.	M	Y	Accounts Receivable	
113	System allows the user to open and view the following information:	M		Accounts Receivable	
114	<i>Customer Master list</i>	-	Y	Accounts Receivable	
115	<i>Payment Receivables Register or other form of paid invoice listing</i>	-	Y	Accounts Receivable	
116	<i>Customer History Report</i>	-	Y	Accounts Receivable	
117	<i>Customer Activity Report</i>	-	Y	Accounts Receivable	
118	System can generate user-defined letters by aging period.	M	N	Accounts Receivable	
119	System provides the ability to prepare a list of agings according to user defined categories (30, 60 or 90 days).	M	Y	Accounts Receivable	
120	<b>Delinquent Processing &amp; Write-offs</b>				
121	System automatically rolls particular receivables to a delinquent stage based on invoice due date and invoice code.	M	N	Accounts Receivable	
122	System tracks delinquent accounts and prints late payment notices for mailing at 30, 60, 90 and 120 days, or any other user-defined time periods.	M	Y	Accounts Receivable	
123	Ability to generate automatic notifications to customers for past due invoices, delinquency, etc.	M	N	Accounts Receivable	
124	System allows users to automatically calculate interest or penalty charges and applies them to the delinquent accounts, by type of invoice, and by length of delinquency period.	M	Y	Accounts Receivable	
125	System allows for compilation of delinquent receivables for:	M		Accounts Receivable	
126	<i>Transfer to a collection agency</i>	-	Y	Accounts Receivable	
127	<i>Write-off the balance</i>	-	Y	Accounts Receivable	
128	<i>Adjustment of the balance</i>	-	Y	Accounts Receivable	
129	<i>Cancellation</i>	-	Y	Accounts Receivable	

130	<i>Collections</i>	-	Y	Accounts Receivable	
131	System allows user input of comments regarding account status, collection activities, etc.	M	Y	Accounts Receivable	
132	System can handle Not Sufficient Funds (NSF) checks, with the option to create an AR invoice for additional billing.	H	Y	Accounts Receivable	
133	User has the ability to search NSF checks based on the following criteria:	L		Accounts Receivable	
134	<i>Vendor Number</i>	-	N	Accounts Receivable	
135	<i>Invoice Number</i>	-	Y	Accounts Receivable	
136	<i>Check Amount</i>	-	Y	Accounts Receivable	
137	<i>Check Number</i>	-	N	Accounts Receivable	
138	<i>Bank fees</i>	-	Y	Accounts Receivable	
139	System has the capability to remind the user to contact customers regarding NSF checks.	M	Y	Accounts Receivable	
140	System will alert the user of vendors with NSF checks during the invoicing process and show the user the NSF check amount plus the bank fees for re-invoicing purposes.	M	Y	Accounts Receivable	
141	System has the ability to consider any bank fees assessed as a result of the NSF check and treat the charge as a disbursement.	M	Y	Accounts Receivable	
142	System has the ability to generate invoices to re-invoice customers for NSF checks plus bank fees within user defined time frames (for example 15 days, 30 days etc.).	M	Y	Accounts Receivable	
143	System automatically removes customer IDs from NSF check list when payment is received in full and entered in to the AR module.	M	N	Accounts Receivable	
144	System will trigger the user to send customer information to collections if payment is not received within the user-defined period.	M	N	Accounts Receivable	
145	System has the ability to account for multiple types of user-defined write-offs.	L	Y	Accounts Receivable	
146	System has the ability to provide a list of receivables that were written off / adjusted.	M	Y	Accounts Receivable	
147	<b>Reporting</b>				
148	The system provides an Accounts Receivable aging report that details transaction agings. The aging report should provide information specific to each department and can be run with an "as of" date, by date range, or by customer range.	H	Y	Accounts Receivable	
149	System provide Revenue Report by fund/department/division/section (or other chart components), with subtotals at every level.	H	Y	Accounts Receivable	
150	System provides credit report, showing any customer credits due.	M	Y	Accounts Receivable	
151	System provides mailing list/labels for sending correspondence, such as late payment notices.	M	Y	Accounts Receivable	
152	Invoice Register report includes listing details on each invoice generated, by user or department, with options for specifying an output sequence, invoice type, date range, etc. Recommend sorting by account number.	H	Y	Accounts Receivable	
153	On Demand Cash Receipts and Adjustments Journal includes General Ledger account totals and billing/cash receipts code totals.	M	Y	Accounts Receivable	
154	System allows one statement to be generated for each customer with all open receivables included by business unit.	H	Y	Accounts Receivable	
155	<b>Additional Items</b>				
156	System has the ability for user to attach additional documentation to the AR record that will be included with the invoice, such as contract or supporting documentation.	H	N	Accounts Receivable	Attachments can be added to the customer record but not the invoice.
157	System allows for the import of information to create invoices in batches for multiple vendors.	H	Y	Accounts Receivable	
158	System allows the user to create invoices for future periods and will post the revenues into the appropriate fiscal year.	H	Y	Accounts Receivable	
159	System maintains following information for each invoice:	H		Accounts Receivable	
160	<i>Contract or Agreement</i>	H	Y	Accounts Receivable	
161	System has the ability to create an ACH draw file for interfacing with the bank, that will include customer name, invoice number, routing number, account number, and invoice amount and other information sufficient to create an ACH draw.	H	Y	Accounts Receivable	
162	System can create invoice and billings from other subsystems, including:	M		Accounts Receivable	
163	<i>-from Payroll for missed deductions</i>	M	Y	Accounts Receivable	Manual process
164	<i>-from HR for employee required payments for benefits (if not ran through payroll)</i>	M	Y	Accounts Receivable	Manual process
165	<i>-from AP for returns, credits, or adjustments</i>	M	Y	Accounts Receivable	Manual process

166	-from Sub Requests for billing to outstand agencies when appropriate	M	Y	Accounts Receivable	Manual process
167	Ability to search by key word, General Ledger account, or customer name for the associated payment history. This should include the ability to use wild card characters (i.e. *, %, ?, etc.) to conduct searches with partial information.	H	N	Accounts Receivable	Keyword search is not currently available in AR.
168	System allows for scanning / loading images of checks, cash receipts, and remittance information into a workflow for processing, with the ability to revise attached documentation and/or delete prior to posting at the user level.	H	N	Accounts Receivable	
169	System allows users to enter/post a deposit to one central bank account (within a single fund) that affects multiple funds, and maintains fund balancing through use of a interfund account or other method.	H	Y	Accounts Receivable	
170	System provides a detail Outstanding AR List that can be reported as of a point in time in the past.	H	Y	Accounts Receivable	
171	Reports that show deposit check information have the ability to pull-up / directly open the check image and other backup documentation.	H	N	Accounts Receivable	
172	System has the ability to search deposits (AR and receipts) and return matching payment information based on the following:	H		Accounts Receivable	
173	- by check number.	H	Y	Accounts Receivable	
174	- by dollar amount or dollar amount range.	H	Y	Accounts Receivable	
175	- by vendor name.	H	Y	Accounts Receivable	
176	- by associated description / purpose.	H	Y	Accounts Receivable	
177	- by revenue coding.	H	Y	Accounts Receivable	
178	System has the ability to set-up temporary or one-time payors in recording screens.	M	Y	Accounts Receivable	
179	System has the ability to record payments without requiring payor information.	M	Y	Accounts Receivable	
180	System has the ability to create the non-invoiced AR report for grants.	L	Y	Accounts Receivable	
181	System has the ability to record grant payments received into a deferred revenue account prior to application.	L	Y	Accounts Receivable	

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Cash Receipts	Replace this text with the primary product name(s) which satisfy requirements.
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Objective:

Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	Module is fully integrated with General Ledger, Invoicing and Accounts Receivable.	H	Y	N/A	
3	System must interface to point of sale systems (i.e. CSG Forte)	M	Y	N/A	
4	System creates menus showing only the Cash Receipts functions a user is allowed to perform based on their pre-defined permission level.	L	Y	N/A	
5	System interfaces directly with bank reconciliation program.	M	Y	N/A	
6	System allows users to post receipts to multiple General Ledger accounts and update monthly, year-to-date, and budget-to-actual revenue figures.	H	Y	N/A	
7	System allows users to summarize and post daily receipts by validated General Ledger account number.	M		N/A	
8	System allows completed cash receipts to be submitted to a supervisory type employee for approval prior to recording transactions in general ledger.	M	N	N/A	Currently, there is no workflow available in Cash Receipts. However, you have the ability to limit who can post a batch. In this situation, we would advise only the supervisor have access to commit the batch.
9	System allows users to post to multiple G/L accounts and post cash to multiple funds.	H	Y	N/A	
10	System allows users to create multiple bank deposit slips for reconciliation.	L	Y	N/A	
11	System allows users to balance cash drawers at any point in time.	L	Y	N/A	
12	System automatically assign unique receipt numbers, both year and non-year oriented or have user-assigned unique receipt numbers.	H	Y	N/A	
13	System allows users to template receipts and/or save lists of "favorite" receipts, or to copy prior receipts to reduce data entry.	H	Y	N/A	
14	System allows on-line editing and correction of transaction errors prior to posting. Changes would re-trigger approval workflow.	H	Y	N/A	Currently, there is no workflow available in Cash Receipts. However, you have the ability to limit who can post a batch. In this situation, we would advise only the supervisor have access to commit the batch.
15	System calculates amount of change due back from amount tendered.	L	Y	N/A	
16	System allows receipting and entering on system at any authorized workstation.	H	Y	N/A	
17	System allows for multi-line descriptions on each receipt.	H	Y	N/A	
18	System allows users to enter multiple funds on one cash receipt offsetting that fund's cash account.	H	Y	N/A	
19	System denotes whether transaction occurred by cash, check, EDI, ACH, wire transfer, credit card, etc.	H	Y	N/A	
20	During on-line enter of cash receipts, system allows easy look up of customers based on full or partial name entry.	H	Y	N/A	
21	System allows cash to be deposited into multiple bank accounts.	L	Y	N/A	
22	System allows cash receipts to be credit directly to any account.	H	Y	N/A	
23	System can handle debit adjustments.	H	Y	N/A	
24	System provides ability to print detailed customer receipts.	H	Y	N/A	
25	System allows users to print duplicate receipts.	H	Y	N/A	
26	System allows users to track receipts by:	H		N/A	
27	Receipt number/document number	-	Y	N/A	
28	Terminal user performing receipt	-	Y	N/A	
29	Date	-	Y	N/A	
30	Account receipted	-	Y	N/A	

31	Type of payment (cash, check, credit card)	-	Y	N/A	
32	Dollar amount	-	Y	N/A	
33	System provides Audit Trail of all receipts and postings for a user-specified period, including transaction numbers of each receipt and G/L transaction.	H	Y	N/A	
34	System has ability to reconcile deposit batches in the bank recons.	H	Y	N/A	
35	System allows users to perform desk receipt processing to allow for the collection and posting of receipts for payments made by third parties and a receipt to be printed for that third party.	L	Y	N/A	
36	<b>Reports</b>				
37	System should provide Daily Revenue Report by source, type, payment type, account, department, post and operator.	M	Y	N/A	
38	System should provide a Receipts by Type Report, summarized by receipt codes.	M	Y	N/A	
39	System allows users to generate monthly cash receipts register by date, transaction and/or fund.	H	Y	N/A	
40	System consolidates all receipts at day's end from all posts and generates a summary report.	H	Y	N/A	
41	<b>Additional Items</b>				
42	System allows users to enter/post a deposit to one central bank account (within a single fund) that affects multiple funds, and maintains fund balancing through use of a interfund account or other method	H	Y	N/A	
43	System allows for scanning / loading images of checks, cash receipts, and remittance information into a workflow for processing, with the ability to revise attached documentation and/or delete prior to posting at the user level.	H	N	N/A	
44	System allows for NSF checks to be reversed and the associated revenue accounts to be reduced based on a search of the original check number.	M	Y	N/A	
45	System gives the option for NSF check processing to create an AR invoice with optional returned check fees.	M	Y	N/A	
46	System has the ability to record payments without requiring payor information.	H	Y	N/A	

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Procurement		Purchase Orders			
Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	Ability to interface with other software modules and third party softwares, including:	-		Purchase Orders	
3	Accounts Payable	H	Y	Purchase Orders	
4	Budgeting	H	Y	Purchase Orders	
5	Inventory/Warehouse	L	Y	Purchase Orders	
6	Fixed Assets	L	Y	Purchase Orders	
7	General Ledger	H	Y	Purchase Orders	
8	Accounts Receivable/Cash Receipts	M	Y	Purchase Orders	
9	System allows users to process requisitions and purchase orders in multiple fiscal years (i.e. current year and next fiscal year).	H	Y	Purchase Orders	
10	System allows users to process various document types including requisitions, purchase orders (1 time or multiple payments), blanket purchase orders (multiple payments throughout year), service contracts (multiple payments throughout term), and master pricing agreements to order against.	H	Y	Purchase Orders	Requisition, PO, Blanket, Contract
11	System allows multiple users to process requisitions, purchase orders, service contracts, etc. from remote locations.	H	Y	Purchase Orders	
12	System allows users to automatically pre-encumber funds required at requisition entry and automatically encumber funds when requisition is converted to a purchase order or service contract.	H	Y	Purchase Orders	
13	System allows users to generate balanced encumbrance entries to interface with the general ledger automatically.	H	Y	Purchase Orders	
14	System is not limited to overnight batch processing of requisitions, purchase orders, service contracts, bids or master agreements; transactions must be real-time.	H	Y	Purchase Orders	
15	System allows users to use commodity/category codes for requisition/purchase order/service contract entry and in conjunction with vendor files and bid system.	L	Y	Purchase Orders	
16	System allows users to set unique purchase order number ranges for different contract types.	M	Y	Purchase Orders	
17	System must allow unique numbering sequencing for requisitions, purchase orders and contracts. Numbers should be able to change when fiscal year changes.	H	Y	Purchase Orders	Requisitions are auto numbered.
18	System must attach unlimited files/documents to records (vendor file, requisitions, purchase order, service contracts, etc.) this would include file size as well.	H	Y	Purchase Orders	
19	System allows users to add user defined fields to documents (vendor file, requisitions, purchase order, service contracts, etc.).	H	Y	Purchase Orders	
20	User-defined field types should include date, code, numeric, binary, and text fields.	H	Y	Purchase Orders	
21	System allows users to denote user-defined fields as required.	H	Y	Purchase Orders	
22	User-defined field to include an option to provide comments with instructions that would be helpful to the user.	M	N	Purchase Orders	
23	System provides automatic email/system notifications for requisition, purchase order or service contract approvers.	H	Y	Purchase Orders	
24	System provides notification via email/system based on due dates (for example, approval needed by X date).	L	N	Purchase Orders	
25	System provides a dashboard relevant to procurement including approvals, items needing additional action, etc.	H	Y	Purchase Orders	
26	System should provide 2 way matching (purchase document and invoice).	H	Y	Purchase Orders	
27	System should provide automated 3 way matching (purchase document, receiver and invoice).	M	Y	Purchase Orders	
28	System must prevent an approved document from being deleted.	H	N	Purchase Orders	

29	System must create PDF version of POs, PO change orders and contracts at time of approval and/or print function. PDF is automatically attached to respective record for viewing by users. PDF formats should be configurable by the city.	H	Y	Purchase Orders
30	System allows users to have unique codes for same document types for internal purposes - PO versus Blanket PO (BPO).	H	Y	Purchase Orders
31	<b>Vendor Maintenance</b>			
32	System allows users to create and maintain a comprehensive centralized vendor master list with the following information:	H		Purchase Orders
33	Vendor Number	H	Y	Purchase Orders
34	Name (minimum 200 characters, can utilize special characters)	H	N	Purchase Orders
35	Additional Name/DBA (minimum 60 characters)	H	N	Purchase Orders
36	Multiple Addresses	H	Y	Purchase Orders
37	Street line (3 line minimum)	H	Y	Purchase Orders
38	City	H	Y	Purchase Orders
39	State	H	Y	Purchase Orders
40	Zip (9 digit)	H	Y	Purchase Orders
41	Country	H	Y	Purchase Orders
42	Province	H	N	Purchase Orders
43	Province Code (P/C)	H	N	Purchase Orders
44	Contact Name	H	Y	Purchase Orders
45	Contact Phone	H	Y	Purchase Orders
46	Contact Email	H	Y	Purchase Orders
47	Contact Fax	H	Y	Purchase Orders
48	Telephone # outside USA (another country)	H	Y	Purchase Orders
49	Fax # outside USA (another country)	H	Y	Purchase Orders
50	Social Security Number	H	Y	Purchase Orders
51	Federal ID Number	H	Y	Purchase Orders
52	1099 Requirement - Field Indicator (Box #)	H	Y	Purchase Orders
53	Date and amount of last check payment	H	Y	Purchase Orders
54	Date and amount of next to last check payment	H	Y	Purchase Orders
55	User Definable Fields (minimum of 3)	H	Y	Purchase Orders
56	Commodities Offered - user defined, unlimited category codes	H	Y	Purchase Orders
57	Minority Vendor Flag	H	Y	Purchase Orders
58	Residency Status	H	Y	Purchase Orders
59	Vendor Performance input field	H	Y	Purchase Orders
60	Vendor Activity Status - active/inactive updatable field	H	Y	Purchase Orders
61	Comment Field - needs to be lengthy: at least 500 characters	H	Y	Purchase Orders
62	Customer Account #	H	Y	Purchase Orders
63	Cash discount input field	H	Y	Purchase Orders
64	Trade discount input field	H	Y	Purchase Orders
65	Shipping Terms input field	H	Y	Purchase Orders
66	Payment Terms input field	H	Y	Purchase Orders
67	Minimum Orders input field	H	Y	Purchase Orders
68	Hold new orders Flag (Y/N)	H	Y	Purchase Orders
69	Hold Payments Flag (Y/N)	H	Y	Purchase Orders
70	Displays open orders amount	H	Y	Purchase Orders
71	Displays unpaid invoices amount	H	Y	Purchase Orders
72	Displays volume this year amount	H	Y	Purchase Orders
73	Displays volume last year amount	H	Y	Purchase Orders
74	Displays 1099 volume amount	H	Y	Purchase Orders
75	Accepts ACH? If yes, fields for bank account number and routing number with ability to mask banking information	H	Y	Purchase Orders
76	Purchasing/credit card accepted? If yes, field for fee amount.	H	N	Purchase Orders
77	Date of original vendor add	H	Y	Purchase Orders
78	Date of vendor record modification and user id that made change	H	Y	Purchase Orders
79	Insurance, policy type, and date of expiration	H	Y	Purchase Orders
80	Active/Inactive Flag	H	Y	Purchase Orders
81	Vendor start/end dates	H	Y	Purchase Orders
82	W-9	H	Y	Purchase Orders
83	System must allow managers to control view of TIN/social security number by user	H	Y	Purchase Orders
84	System must allow users to attach an unlimited number of files to vendor record, no limit on file size.	H	Y	Purchase Orders
85	System must provide quick link to payment history for vendor	H	Y	Purchase Orders
86	System must allow staff (based on security levels) to update contact information only	H	Y	Purchase Orders
87	System must allow vendor records to be purged after user defined number of years (compliant with records retention requirements).	H	Y	Purchase Orders
88	System can validate vendor records by required fields.	H	N	Purchase Orders
89	<b>Requisition/Purchase Orders</b>			
90	System should allow users to enter both requisitions and direct PO's.	H	Y	Purchase Orders
91	System allows users to classify purchase orders by type (PO, blanket PO, etc.).	H	Y	Purchase Orders

92	System allows users to generate encumbered blanket/open purchase orders and service contracts (allows for multiple payments throughout the year).	H	Y	Purchase Orders	
93	System allows for unlimited line items on a requisition and purchase order.	H	Y	Purchase Orders	
94	System allows data from a single or multiple requisitions to be combined and included on a single purchase order.	H	Y	Purchase Orders	
95	System allows users to have different ship to locations by line item on a purchase order.	L	N	Purchase Orders	
96	System allows users to assign fixed asset codes.	L	N	Purchase Orders	
97	System allows users to copy an existing requisition, purchase order, service contract, bid or master agreement to create a new document.	H	N	Purchase Orders	Purchase order only
98	System allows users to convert bid/master contract detail into requisition and purchase order.	L	N	Purchase Orders	
99	System allows users to send purchase orders electronically via EDI or saved vendor email	H	Y	Purchase Orders	
100	System allows users to view approval history of a requisition/PO/PO change order/service contract	H	Y	Purchase Orders	
101	System generates email/system notification when POs need approval after a user-defined period of time.	H	Y	Purchase Orders	
102	System allows users to encumber unlimited account numbers to a PO line item.	H	N	Purchase Orders	One account per line item but multiple line items per PO.
103	System allows users to automatically distribute multiple account numbers based on percentage across all PO line items (enter one time in PO, system allocates across all PO lines).	H	Y	Purchase Orders	For contracts only.
104	System allows users to enter a credit in the amount field on a requisition, purchase order or service contract (i.e. vendor coupon discount)	H	Y	Purchase Orders	
105	System allows users to distribute freight across all purchase order line items.	M	Y	Purchase Orders	
106	PO form must be configurable but must include the ability to print account numbers and dollar amounts by PO line item.	M	Y	Purchase Orders	
107	Requisition and PO change order information must automatically be subject to system review and validation for: Account codes, budget capacity, purchasing thresholds, vendor information, etc. System review and validation should be customizable by the City.	H	Y	Purchase Orders	
108	<i>Account codes</i>	H	Y	Purchase Orders	
109	<i>Budget capacity</i>	H	Y	Purchase Orders	
110	<i>Purchasing thresholds</i>	H	Y	Purchase Orders	
111	<i>Vendor information, etc.</i>	H	Y	Purchase Orders	
112	Requisition and PO entry should encompass the following:	H		Purchase Orders	
113	Header Information - Bidder to provide fields (screen print) for requisitions, purchase orders and service contracts; fields should include the following at a minimum:	H		Purchase Orders	
114	<i>Date</i>	H	Y	Purchase Orders	
115	<i>Fiscal year</i>	H	Y	Purchase Orders	
116	<i>Document description</i>	H	Y	Purchase Orders	
117	<i>Required by date</i>	H	Y	Purchase Orders	
118	<i>Ship to location(s)</i>	H	Y	Purchase Orders	
119	<i>Vendor number (select by searching by name or number) (optional for requisition)</i>	H	Y	Purchase Orders	
120	<i>Vendor name (optional for requisition)</i>	H	Y	Purchase Orders	
121	<i>Requester (to whom to ship)</i>	H	Y	Purchase Orders	
122	<i>Issuer (person inputting)</i>	H	Y	Purchase Orders	
123	<i>Board approval and date</i>	H	N	Purchase Orders	
124	<i>User defined fields (minimum of 5)</i>	H	Y	Purchase Orders	PO only
125	<i>User defined preset message fields ( minimum 2)</i>	H	N	Purchase Orders	
126	<i>Free form message field - with option to print on PO</i>	H	Y	Purchase Orders	
127	<i>Codes for special routing</i>	H	Y	Purchase Orders	
128	<i>Signature field</i>	H	Y	Purchase Orders	
129	Line Item entry to include:	H		Purchase Orders	
130	<i>Commodity code</i>	H	Y	Purchase Orders	
131	<i>Quantity</i>	H	Y	Purchase Orders	
132	<i>Unit of measure</i>	H	Y	Purchase Orders	
133	<i>Amount field (auto calculate if using Quantity and Unit Price fields)</i>	H	Y	Purchase Orders	
134	<i>Amount field to be entered if not using Quantity field</i>	H	Y	Purchase Orders	
135	<i>Discount field</i>	H	Y	Purchase Orders	
136	<i>Contract start date</i>	H	Y	Purchase Orders	
137	<i>Contract end date</i>	H	Y	Purchase Orders	
138	<i>Short description</i>	H	Y	Purchase Orders	
139	<i>Long description - 500 characters</i>	H	Y	Purchase Orders	
140	<i>Free form message field - with option to print on PO</i>	H	Y	Purchase Orders	
141	<i>Account number(s)</i>	H	Y	Purchase Orders	

142	System automatically checks requisitions and PO change orders for designated quote/bid threshold.	H	N	Purchase Orders
143	System should provide workflow for approvals of requisitions, purchase orders (if direct entry PO), service contracts and PO/service contract change orders. Including the following criteria:	H		Purchase Orders
144	Allow for multiple levels of approval on requisition and purchase order.	H	Y	Purchase Orders
145	Allow for requisition to be routed to various management areas for approval prior to conversion to PO.	H	Y	Purchase Orders
146	Provide for various approval paths based on direct chain of command, based on dollar amount of order, based on account code and other user defined options (example, technology items, furniture, etc.).	H	Y	Purchase Orders
147	Allow a budget administrator or staff member of equal security level to view transactions, encumbrances, and budget detail during requisitions entry.	H	Y	Purchase Orders
148	Allows users to send requisition electronically to Budget Administrator/Department Head for electronic approval with warning messages available when budget capacity has exceeded.	H	Y	Purchase Orders
149	Allows budget Administrator/Dept. Head to make the following changes to the requisition: change budget code, reject requisition, allow submission of requisition if over budget amount.	H	Y	Purchase Orders
150	Ability to have requisitions sent electronically to Budget Department for final review and approval prior to submission to the Purchasing Department.	H	Y	Purchase Orders
151	Ability to return requisition to individual who initiated it or other authorized administrator at any time during the process.	H	Y	Purchase Orders
152	Allows the highest level of approval (purchasing) to 'reject all levels of approval' at once.	H	Y	Purchase Orders
153	A requisition or purchase order should not appear in an approver's approval queue until prerequisite approvals are completed	H	Y	Purchase Orders
154	Required approvals should be automatically assigned based on account(s) and dollar amounts or user defined options	H	Y	Purchase Orders
155	System must allow managers to re-assign requisition, PO and PO change order approvals.	H	N	Purchase Orders
156	Inquiry function must allow requestors to view the requisition status, including the following:	H		Purchase Orders
157	Date requisition approved/returned by all approval levels - user defined unlimited routing process.	H	Y	Purchase Orders
158	Date purchase order created, approved, printed, and sent to vendor (electronically/fax).	H	Y	Purchase Orders
159	Purchase order number.	H	Y	Purchase Orders
160	View of or quick link to entire purchase order online.	H	Y	Purchase Orders
161	Date materials received from vendor or delivered from the warehouse (if fulfilled by inventory).	H	Y	Purchase Orders
162	Date invoice paid and amount.	H	Y	Purchase Orders
163	Ability to Modify and Cancel Purchase Orders and provide a clear audit trail	H	Y	Purchase Orders
164	Ability to modify and cancel individual items of a document (Req or PO)	H	Y	Purchase Orders
165	Ability to modify and cancel entire requisition or purchase order.	H	Y	Purchase Orders
166	Change order includes a comment field to explain reason for change.	H	Y	Purchase Orders
167	Ability to conduct system validation for changes, including available budget checks.	H	Y	Purchase Orders
168	Ability to route purchase order changes in accordance with established workflow.	H	Y	Purchase Orders
169	System automatically liquidates/encumbers affected account numbers upon approval of change order.	H	Y	Purchase Orders
170	Generate vendor change notices for purchase order changes/revisions to the original PO.	H	Y	Purchase Orders
171	Ability to send purchase order change order to vendor electronically via email.	H	Y	Purchase Orders
172	Ability to send purchase order change order to vendor via fax	H	N	Purchase Orders
173	System allows users to create budget transfer request at requisition/purchase order entry if the pre-encumbrance/encumbrance amount indicates insufficient funds.	H	N	Purchase Orders
174	Maintain all purchase order history data based on record retention requirements (bond issue)	H	Y	Purchase Orders
175	System allows users to group items by vendor for volume purchasing purposes.	M	Y	Purchase Orders

177	System allows users to create and store user defined templates for reordering frequently ordered items.	M	Y	Purchase Orders	
178	System lists account name on PO, as well as account number and responsible administrator.	L	Y	Purchase Orders	
179	Purchase order import must include all possible fields, including user-defined fields.	M	Y	Purchase Orders	
180	System allows users to roll POs before year end close.	H	Y	Purchase Orders	
181	System allows users to roll POs without increasing new year budget dollars.	L	Y	Purchase Orders	
182	System allows users to lapse Pos, needed for year end.	H	Y	Purchase Orders	
183	System allows users to disable the requirement for a receiver for a specific line item on a PO, or for the entire PO, must have receiver.	L	N	Purchase Orders	
184	System allows users to receive a portion of the amount of a blanket PO and have the PO remain open for additional payments.	H	Y	Purchase Orders	
185	System must allow for mass closure of PO's	H	Y	Purchase Orders	
186	<b>Contracts</b>				
187	Contract types should include service contract and master pricing agreements (with means to order against).	H	N	Purchase Orders	
188	System allows users to encumber document across multiple fiscal years.	H	Y	Purchase Orders	
189	System allows users to have multiple line items (i.e. fees, expenses, etc.) on service contract.	H	Y	Purchase Orders	
190	System allows users to charge each line item to different and multiple account numbers.	H	Y	Purchase Orders	
191	System allows users to make multiple payments over the term of the contract.	H	Y	Purchase Orders	
192	Contracts and contract modifications to have same workflow, distribution to vendor (fax, email, print), tracking, field information and audit records as purchase orders and purchase change orders.	H	Y	Purchase Orders	
193	<b>Receiving and Returns</b>				
194	System allows users to receive/return by the entire PO or by line item.	H	Y	Purchase Orders	
195	System allows users to receive/return by quantity field or amount field (if not using quantity field for blanket/open PO).	H	Y	Purchase Orders	
196	System allows partial receipts.	H	Y	Purchase Orders	
197	System defaults to open quantities or amounts when entering a receiver.	H	Y	Purchase Orders	
198	Configurable system setting prevents a higher quantity or amount to be received than what is open (outstanding).	H	Y	Purchase Orders	
199	System allows returns to be recorded on receiver by item.	H	Y	Purchase Orders	
200	Receivables records include comments field (free form with 500 characters minimum) for notes on damage, discrepancies, delivery timing, etc.	H	Y	Purchase Orders	
201	System allows users to receive tied to a specific invoice or shipment number, with information flowing into Accounts Payable for invoice processing.	M	Y	Purchase Orders	
202	<b>Bidding</b>				
203	System allows users to generate requests for bidding and quoting and to fax /electronically to registered vendors based on commodity/category codes.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
204	System can receive electronic bids in secure lock box mode that will unlock based on bid open date and time.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
205	System allows users to assemble bid items into lots (or groupings) for summary and possible award.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
206	System should handle bid documents in the following manner:	L		Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
207	<i>Bid number to be created by system</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
208	<i>Bid general description</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
209	<i>Delivery location</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
210	<i>Required by date</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
211	<i>Term of contract (dates)</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.

212	Unlimited number of line items to include:	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
213	Item number	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
214	Commodity/category code	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
215	Short Description	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
216	Long Description to include manufacturer, items number and text description or individual fields for these items:	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
217	Item Quantity	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
218	Unit of Measure	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
219	Ability to attach files (unlimited)	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
220	Established timeline to include:	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
221	Pre-bid meeting and option to select 'mandatory' or 'recommended'	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
222	Deadline for questions	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
223	Bid due date	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
224	Award date, if known	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
225	System should allow users to automatically include standard forms (familial disclosure, non-collusion affidavit, etc.) on all bids.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
226	System will notify bidders of opportunity based on the commodity codes that are selected by Purchasing; vendors select commodity codes when they register through the Vendor Self Service module.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
227	System allows users to include vendors in the bid process that are registered in Vendor Self Service but are not 'active' in system.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
228	System allows users to edit bidder list prior to release	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
229	System allows users bidders to electronically submit bid clarification questions via email.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
230	System allows users to automatically post answers to questions in the system where they are visible to bidders	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
231	System should notify bidders electronically via email when a question and answer or addenda has been posted to the bid.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
232	System should allow users to view the vendors that have downloaded the bid document at anytime.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
233	System allows purchasing users to view number of bids received prior to bid deadline.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
234	Ability for vendors to respond to bids electronically to include:	L		Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
235	Vendor name and vendor number	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
236	Unit price	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.

237	<i>Unit of measure</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
238	<i>Extended price (system calculates Quantity x Unit Price)</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
239	<i>Lump sum (if required)</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
240	<i>Confirmation 'prices good through' established date identified in bid</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
241	<i>"To spec" box to check (mandatory field)</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
242	<i>"Alternate" box to check with description line for mandatory vendor input if checked</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
243	<i>Comments at item level (free form)</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
244	<i>Comments at bid level (free form)</i>	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
245	System allows vendors to bid to item specified and provide an alternate bid for the same item.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
246	System to generate Bid Summary for all bid responses by item; report should summarize by lots, by bid total, and identify the number of items each bidder responded to. Users can export report to Excel.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
247	System allows users to award bid by line item, by lot, and by entire bid.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
248	Upon award, all bidders are notified electronically that an award has been made.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
249	Bid responses and awards are posted to website for public viewing.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
250	System should allow users to define a template for Purchase Order Forms	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
251	System allows users to create a master pricing agreement from an awarded bid; subsequently, multiple departments can order from the master pricing agreement.	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
252	Ability for bidders/proposers to submit questions and for agency to respond through module	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
253	Ability to integrate with eMMA and Vendor Bid/RFP Dashboards	L	N	Purchase Orders	Springbrook currently offers a robust Purchase Order module but currently does not offer a full bid and contract module.
254	<b>Reports</b>				
255	Ability for the system to produce a report reflecting all approved requisitions.	H	Y	Purchase Orders	
256	Ability for the system to produce a report reflecting all open requisitions, by user defined sort (location, date entered, dept. etc.)	H	Y	Purchase Orders	
257	Ability for the system to produce a report for requisitions in progress, that have not been converted to Purchase Orders	H	Y	Purchase Orders	
258	Bid Status Report should list all vendors, by name, number, or commodity/Category codes or other user defined fields	L	N	Purchase Orders	
259	Open Purchase Order (encumbrance) Report inclusive of those that are overspent, by user defined sort (location, date entered, dept. etc.)	H		Purchase Orders	
260	<i>By purchase order number</i>	H	Y	Purchase Orders	
261	<i>By vendor name/number</i>	H	Y	Purchase Orders	
262	<i>By account number order</i>	H	Y	Purchase Orders	
263	<i>By purchase order date</i>	H	Y	Purchase Orders	
264	<i>By responsibility</i>	H	Y	Purchase Orders	
265	<i>By appropriation unit</i>	H	Y	Purchase Orders	
266	<i>By department and/or location</i>	H	Y	Purchase Orders	
267	System should provide a Vendor Analysis Report	M	Y	Purchase Orders	
268	System should provide a Purchase Order History Report	H	Y	Purchase Orders	

269	System should provide a Purchase Status Report listing requisitions, bids and purchase orders in vendor, requisitioning department, purchase order number, or commodity code sequence. Report should show elapsed time between status code changes.	H	Y	Purchase Orders
270	Configurable Purchase Order Report should include same information as online inquiry as stated in Requisition and PO Entry section.	H	Y	Purchase Orders
271	Vendor Activity Report should include:	H		Purchase Orders
272	<i>Fiscal YTD purchases (\$)</i>	H	Y	Purchase Orders
273	<i>Prior Fiscal Year purchases (\$)</i>	H	Y	Purchase Orders
274	<i>LTD purchases (\$) (Vendor lifetime to date)</i>	H	Y	Purchase Orders
275	<i>Product codes of purchase items, YTD</i>	H	Y	Purchase Orders
276	<i>Purchase order numbers of purchases, YTD</i>	H	Y	Purchase Orders
277	<i>Detail of purchase order amounts over the current year</i>	H	Y	Purchase Orders
278	Vendor Performance Report should present vendor performance measures over a user-defined period.	H	Y	Purchase Orders
279	Ability to view a list of rejected requisitions by user id, account number and other user specific data	H	Y	Purchase Orders
280	Ability to track requisition status with defined status descriptions (pending, approved, printed, user defined statuses, etc.)	H	Y	Purchase Orders
281	Source Report should list vendor name, contact person, phone number, and fax number for suppliers of user-defined products by product code.	H	Y	Purchase Orders
282	Pending Purchasing Approval report should list all requisitions, PO change order, and service contracts that are ready for Purchasing to approve.	H	Y	Purchase Orders
283	Request for Quotation/Proposal List, generated automatically based on buyer actions and status codes, should show all products requiring quotation/bid documents. Report should include purchase order/requisition number and requesting department (indicate whether part of standard purchasing module or other module).	M	N	Purchase Orders
284	Receiving Report should include:	H		Purchase Orders
285	<i>Date received</i>	H	Y	Purchase Orders
286	<i>Quantity ordered</i>	H	Y	Purchase Orders
287	<i>Quantity received</i>	H	Y	Purchase Orders
288	<i>Items returned</i>	H	Y	Purchase Orders
289	<i>Comment field (free form) for user notes on damage, discrepancies, timing, etc.</i>	H	Y	Purchase Orders
290	<i>Name of receiver</i>	H	Y	Purchase Orders
291	<i>Name of shipper</i>	H	Y	Purchase Orders
292	<i>Purchase order number</i>	H	Y	Purchase Orders
293	<i>Partial or complete</i>	H	Y	Purchase Orders
294	System can allow requisition entrants to flag a transaction for special 1099 processing (i.e. Prizes and awards, gross proceeds to an attorney, etc.)	H	N	Purchase Orders
295	System must be able to report on open requisitions and length of time requisition has been in that status (pending, on-hold, user defined statuses, etc.)	H	Y	Purchase Orders

Springbrook Software	
Code	Availability Definition
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R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Budgeting		Advanced Budgeting			
Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	Ability to budget down to program, fund, object, cost center, account, location, and sub-account levels	H	Y	Advanced Budgeting	
3	Ability to allocate budgeted amounts across accounting periods by dollar amount, percentage, major budget item or historical trend	L	Y	Advanced Budgeting	
4	Ability to create FTE budget using average salary, actual salary and multiple fringe rates in any combination required.	H	Y	Advanced Budgeting	
5	Ability to display proposed, approved, and adopted budgets and actual amounts for the current and previous years.	H	Y	Advanced Budgeting	
6	Ability to integrate with the following modules:	-		Advanced Budgeting	
7	General Ledger	H	Y	Advanced Budgeting	
8	Position Control/Payroll/Personnel/HR/Benefits	H	Y	Advanced Budgeting	
9	Accounts Receivable/Cash Receipting	H	Y	Advanced Budgeting	
10	Accounts Payable	H	Y	Advanced Budgeting	
11	Purchasing/Requisitions	H	Y	Advanced Budgeting	
12	Project/Grants	H	Y	Advanced Budgeting	
13	Ability to interface with the Payroll/HR/Position Control/Benefits module to assist in calculation of average salaries and fringe rates	H	Y	Advanced Budgeting	
14	Ability to note a program or any budget item/adjustment. An unlimited narrative may be added and printed on the final budget document.	H	Y	Advanced Budgeting	
15	Ability for new General Ledger accounts to be created during the budget preparation process, by upload and individual entry, with appropriate approval process.	H	N	Advanced Budgeting	
16	Ability to report on proposed, current and prior year budgets and actuals on the same report	H	Y	Advanced Budgeting	
17	Ability to perform/support multi-year budgets (i.e. for capital projects and grants with carryover into new budget year)	H	Y	Advanced Budgeting	
18	Ability to manage/work on multiple years' budgets at the same time within the system	H	Y	Advanced Budgeting	
19	Ability to group accounts into summarized budget amounts	H	Y	Advanced Budgeting	
20	Ability for budget owners or authorized managers to submit budget change requests, which are routed via workflow for approval, and which update working budget amounts automatically upon approval	H	Y	Advanced Budgeting	
21	Ability to generate projected budget data by extrapolating multi-year historical financial data	H	Y	Advanced Budgeting	
22	Ability to budget for multiple-funded or split-funded positions	H	Y	Advanced Budgeting	
23	Ability to budget for employees with split/multiple assignments	H	Y	Advanced Budgeting	
24	Ability to tie strategic goals to budget items	H	Y	Advanced Budgeting	
25	Ability to budget for position salaries, benefits, and fringe/miscellaneous costs (i.e. stipends, extra days, etc.)	H	Y	Advanced Budgeting	
26	Ability to apply mass rate-changes to all positions or selected groups of positions (i.e. new benefits rates)	H	Y	Advanced Budgeting	
27	Ability to budget by average or actual costs depending on position/group	H	Y	Advanced Budgeting	
28	Ability to budget by different methods (average and actual salaries) for different portions of split-funded positions	H	Y	Advanced Budgeting	

29	System must be able to move budget from one GL account to another via budget transfer request and workflow using a module for building users to enter budget transfer requests. System should be able to validate if transfer amount can be moved. (i.e. can't move \$205 if there is only \$200 in the account string) before going through an approval workflow. Posted transfers should either store in the system or download to excel format to be saved.	H	Y	Advanced Budgeting
30	<b>Budget Creation</b>			
31	Ability to utilize prior years' budget information to develop base data for preparing new budgets. Includes current and previous years' original budget amounts, revised budget amounts, position control data, and actual revenues/expenditures.	H	Y	Advanced Budgeting
32	Ability to start from either a zero-base or from previous-year budgets for different cost centers or programs	H	Y	Advanced Budgeting
33	Ability to mass update budgets globally based on assumptions (i.e. COLA rate, inflation, salary/benefits levels)	H	Y	Advanced Budgeting
34	Capability to create budget based on the following:	-		Advanced Budgeting
35	<i>Requested positions (FTEs) -- whole and split FTEs at any split percentage</i>	H	Y	Advanced Budgeting
36	<i>Average or actual salary based on master job table</i>	H	Y	Advanced Budgeting
37	<i>Other pay/allowances master file</i>	H	Y	Advanced Budgeting
38	<i>Fringe benefits by employee group / labor group</i>	H	Y	Advanced Budgeting
39	<i>Fringe benefits by job position</i>	H	Y	Advanced Budgeting
40	<i>Override salary/position/step master file</i>	H	Y	Advanced Budgeting
41	<i>Union groups</i>	H	Y	Advanced Budgeting
42	Ability to create department level discretionary budgets and distribute to department budget owners (i.e. Directors) for review/updates within the system	H	Y	Advanced Budgeting
43	Ability for department budget owners to allocate/distribute their discretionary budgets within the system in a "budget owner" view and submit their budgets to Finance for review/approval	H	Y	Advanced Budgeting
44	Ability for budget owners or authorized managers to submit budget change requests, which are routed via workflow for approval, and which update working budget amounts automatically upon approval	H	Y	Advanced Budgeting
45	Ability to configure multi-level budget approval workflows by location, fund, account, cost center, department, etc.	H	Y	Advanced Budgeting
46	Ability for each department to create, modify and track their budgets independent of each other	H	Y	Advanced Budgeting
47	Ability to configure restricted/locked accounts and budget amounts for view-only access by department staff	H	Y	Advanced Budgeting
48	<b>Amendments</b>			
49	Ability to enter budget amendments either by the changing the budget or loading the new budget as desired by the user. Required approval per configurable criteria (threshold, account, funding source)	H	Y	Advanced Budgeting
50	Notification to submitter and approver if amendment meets criteria of internal vs. state required amendment with different approval workflow.	H	Y	Advanced Budgeting
51	Ability to modify original budget amounts for an account and automatically update all levels	H	Y	Advanced Budgeting
52	Ability to record and track a minimum of 12 budget amendments during the year with Administrative and Board resolution references.	H	Y	Advanced Budgeting
53	System allows users to inquire/drill down as to detail of budget amendments.	H	Y	Advanced Budgeting
54	System allows users to track individual budget adjustments as well as types of budget adjustments.	H	Y	Advanced Budgeting
55	<b>Budget Tracking</b>			
56	The system maintains the following history for current, previous and future multiple years:	H		Advanced Budgeting
57	<i>Original and all budget amendment amounts</i>	-	Y	Advanced Budgeting
58	<i>Amount requested</i>	-	Y	Advanced Budgeting
59	<i>Amount recommended</i>	-	Y	Advanced Budgeting
60	<i>Amount approved</i>	-	Y	Advanced Budgeting
61	<i>Breakdown of all levels by current and new programs</i>	-	Y	Advanced Budgeting
62	<i>Positions (FTE's)</i>	H	Y	Advanced Budgeting

63	Need to be able to see, at a glance, the budgeted FTE and current FTE as HR is staffing and throughout the year as hiring/leaves/terms occur.	H	N	Advanced Budgeting
64	Tracks all expenditures to date and for multiple years and provides report listing:	-		Advanced Budgeting
65	1. Over/under expenditures	H	Y	Advanced Budgeting
66	2. Balances	H	Y	Advanced Budgeting
67	3. User defined format	-	Y	Advanced Budgeting
68	Provides reporting and summary totals at multiple levels of consolidation by segment of the Chart of Accounts	H	Y	Advanced Budgeting
69	Capability to provide budget detail tracking for major commodities or services.	M	Y	Advanced Budgeting
70	Capability to track individual accounts making up an account budget total/department throughout the entire budget cycle.	H	Y	Advanced Budgeting
71	<b>Budget Analysis</b>			
72	"What if" analysis should be available on individual accounts as well as multiple budget versions and working budget; results should be able to be viewed at the account or entity level,	H	Y	Advanced Budgeting
73	"What if" analysis must be available in a trial mode, for multiple scenarios, before any updates to actual data.	H	Y	Advanced Budgeting
74	Ability to save multiple "what if" scenarios for analysis.	H	Y	Advanced Budgeting
75	<b>Reports</b>			
76	Reports must be user friendly, customizable, show multiple years and cross fiscal years.	H	Y	Advanced Budgeting
77	Reports should contain presentation components for budget reporting modules to create Board-level presentation documents.	M	Y	Advanced Budgeting
78	System should provide report listing prior three years' actual revenues and expenditures and current year's budget and actual year-to-date revenues and expenditures with available space for entering additional columns of information.	H	Y	Advanced Budgeting
79	System should provide Monthly Detail and Summary Budget Report showing a detailed or summary list of budget data by fund, activity, and account.	H	Y	Advanced Budgeting
80	System should provide simplified Budget Report (revenue and expenditures) by department or account, including column headings of account number, account title/description, original budget, amended budget, month-to-date actual, year-to-date actual, encumbrances/reserves, and balance.	H	Y	Advanced Budgeting
81	System should provide reporting on entity budget request, recommended budget, approved budgets including the following info:	M		Advanced Budgeting
82	Second prior year actual	-	Y	Advanced Budgeting
83	Prior year actual	-	Y	Advanced Budgeting
84	Current year original budget	-	Y	Advanced Budgeting
85	Current year amended budget	-	Y	Advanced Budgeting
86	Projected amount for fiscal year-end	-	Y	Advanced Budgeting
87	Department budget request, recommendation and approval	-	Y	Advanced Budgeting
88	Budget review/approval transparency report to identify where the budget is in the approval process (who has approved, with whom the approval currently resides, # of days in approval que)	H	Y	Advanced Budgeting
89	System provides a budget composite report to include all funds, all positions, additions or abolished items, funding sources and amounts.	H	Y	Advanced Budgeting
90	<b>Additional Items</b>			
91	Budget should be impacted by GL integration of internal/external systems.	H	Y	Advanced Budgeting
92	Ability to download all data to user friendly, as well as budget document ready, Excel workbooks or PDF	H	Y	Advanced Budgeting
93	Budget transfer module needs to be able to transfer between general funds, be able to calculate FTE and benefit rates quickly. Budget transfer module needs ability for user to cancel or change request after they've submitted.	H	Y	Advanced Budgeting

Springbrook Software	
Code	Availability Definition
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T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Fixed Assets	Fixed Assets
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Objective:

Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	System provides users the option of using controlled ability to interface with the General Ledger, Purchasing, and Accounts Payable for financial updating and reporting. Information on newly obtained capital assets is reported for verification, and then automatically transferred from the A/P or Purchasing modules into the capital assets system.	H	Y	Fixed Assets	
3	System allows users to maintain a separate group of Capital asset accounts.	H	Y	Fixed Assets	
4	System allows users to track and depreciate capital assets by separate funds.	H	Y	Fixed Assets	
5	System allows users to maintain and track Federal Grant purchases.	H	Y	Fixed Assets	
6	Capital asset master file automatically assigns, sorts, and tracks asset identification, or "tag," numbers. Manually entered tag numbers can also be accommodated using alphanumeric or numeric.	H	N	Fixed Assets	Manual only
7	System retains fully depreciated assets in Capital asset master file for inventory control purposes before disposition.	H	Y	Fixed Assets	
8	System allows users to access, "charge", and "depreciate" assets by:	H		Fixed Assets	
9	<i>Department</i>	H	Y	Fixed Assets	
10	<i>Fund</i>	H	Y	Fixed Assets	
11	<i>Activity</i>	M	Y	Fixed Assets	
12	<i>Account number</i>	M	Y	Fixed Assets	
13	<i>Program</i>	M	Y	Fixed Assets	
14	<i>Building</i>	M	Y	Fixed Assets	
15	<i>Function</i>	M	Y	Fixed Assets	
16	<i>ID or tag number and barcode (code 39)</i>	H	Y	Fixed Assets	
17	<i>Asset type or classification</i>	H	Y	Fixed Assets	
18	<i>License number or serial number</i>	M	Y	Fixed Assets	
19	<i>Purchase order number</i>	M	Y	Fixed Assets	
20	System allows users to distribute the cost of an asset to multiple programs.	H	Y	Fixed Assets	
21	System allows users to summarize total investment or purchases for a given period of time for the following.	M		Fixed Assets	
22	<i>Fund/account group</i>	-	Y	Fixed Assets	
23	<i>Property type</i>	-	Y	Fixed Assets	
24	<i>Location</i>	-	Y	Fixed Assets	
25	<i>Department</i>	-	Y	Fixed Assets	
26	<i>Program</i>	-	Y	Fixed Assets	
27	<i>Purchase date</i>	-	Y	Fixed Assets	
28	<i>Purchase amount</i>	-	Y	Fixed Assets	
29	<i>Current value</i>	H	Y	Fixed Assets	
30	<i>Cost/capitalized value</i>	H	Y	Fixed Assets	
31	<i>Depreciation, life-to-date and year-to-date</i>	H	Y	Fixed Assets	
32	<i>Parent/child descriptions and asset numbers</i>	-	Y	Fixed Assets	
33	<i>Purchase order number</i>	-	Y	Fixed Assets	
34	<i>ID tag number and barcode (code 39)</i>	-	Y	Fixed Assets	

35	Vendor acquisition method	-	Y	Fixed Assets
36	Vendor name and ID number	-	Y	Fixed Assets
37	Description (brand, model and manufacturer of asset)	-	Y	Fixed Assets
38	Check number and date	-	Y	Fixed Assets
39	Serial number	-	Y	Fixed Assets
40	License number	-	Y	Fixed Assets
41	Insurance policy (name and ID number)	-	Y	Fixed Assets
42	Policy expiration date	-	Y	Fixed Assets
43	Insured value	-	Y	Fixed Assets
44	Replacement cost	-	Y	Fixed Assets
45	Group classification number	-	Y	Fixed Assets
46	Quantity	-	Y	Fixed Assets
47	Asset life	-	Y	Fixed Assets
48	Current year acquisition (Y/N)	-	Y	Fixed Assets
49	Location address	-	Y	Fixed Assets
50	Square footage	-	Y	Fixed Assets
51	Disposal value	-	Y	Fixed Assets
52	Disposal date	-	Y	Fixed Assets
53	Activity status	H	Y	Fixed Assets
54	Transfer date	-	Y	Fixed Assets
55	Previous location	-	Y	Fixed Assets
56	Responsibility code	-	Y	Fixed Assets
57	Funding source	-	Y	Fixed Assets
58	Sale price	-	Y	Fixed Assets
59	Sinking fund balance	-	N	Fixed Assets
60	System allows users to update asset insurable values to replacement costs for insurance purposes.	M	N	Fixed Assets
61	System provides a classification scheme to code capital assets according to type (i.e., desks, cars, etc.).	H	Y	Fixed Assets
62	System accommodates free-form descriptive text to describe equipment, land or buildings. The text is electronically associated with the master file.	M	Y	Fixed Assets
63	System allows users to conduct searches and sorts to locate manually entered truncated asset numbers (i.e., 12345678? or 12?).	L	Y	Fixed Assets
64	System allows users to print reports to support taking of physical inventory by department and/or location.	M	Y	Fixed Assets
65	System allows for future use of portable barcode terminals for physical inventories.	L	T	Fixed Assets
66	System allows for transfer of assets between departments and/or locations, and allows users to treat interfund transfers as retirement/acquisition duplicating all identifying data for original record.	H	Y	Fixed Assets
67	System prepares the asset group roll at period-end (when all expenditure accounts are closed) to have the option of automatically adding asset purchases to the general Capital asset account group or to an appropriate asset account.	H	N	Fixed Assets
68	System allows users to calculate depreciation expense, and update each master file at various times during the year using straight-line depreciation schedules and activity status (active, fully depreciated but still in use, non-depreciable, retired). Updated reports can be run at various times throughout the year.	H	Y	Fixed Assets
69	System allows users to ensure that assets are not over-depreciated (i.e., lifetime depreciation more than purchase amount).	H	Y	Fixed Assets
70	System allows users to perform physical inventory by a handheld scanner.	L	T	Fixed Assets
71	System includes RFID capability and a Barcode / Scanning Interface.	L	T	Fixed Assets
72	System allows users to track Construction-in-Progress (CIP) assets	H	Y	Fixed Assets
73	System tracks city-owned land at market value.	L	Y	Fixed Assets

74	System provides Land, Building and Vehicle/Equipment Disposition Report showing land, building, and right-of-way items which have physically been disposed of, but remain on file for information purposes.	M	Y	Fixed Assets
75	System includes Land and Building Listing of master file information, including rights-of-way in detail or summary levels.	H	Y	Fixed Assets
76	<b>Reports</b>			
77	System provides capital assets Detail and Summary report maintained by responsible person, property type, and their associated cost or replacement value, and accumulated depreciation.	H	Y	Fixed Assets
78	System provides schedule of Current Year's Depreciation associated with each asset.	H	Y	Fixed Assets
79	System provides Vendor/PO Listing of assets by vendor or in purchase order number sequence.	M	Y	Fixed Assets
80	System provides Account Breakdown Report that lists asset purchases by function, cost center, and the line item account or group account to which they were charged.	H	Y	Fixed Assets
81	System provides Transaction Register audit trail of all acquisitions, transfers, changes, and retirements during a user-defined time period by asset type, department, or purchase amount.	H	Y	Fixed Assets
82	Asset Insurance Listing Report analyzes asset insurance coverage. Insurance information such as type, policy number, expiration date, item value, premium and replacement cost are provided for insurance evaluation. Property tag, item name, description, property manager, charge account, and location are provided for asset identification.	M	N	Fixed Assets
83	System provides acquisition detail information during a user-defined date range split by category, including Land, Building and Improvements, Equipment/Vehicles, and Right-to-Use assets.	H	Y	Fixed Assets
84	<b>Additional Items</b>			
85	System provides the ability to customize the categories and be able to report summary book value, depreciation / amortization, and net values based on the customized categories.	H	Y	Fixed Assets
86	System allows users to track Development-in-Progress (DIP) assets, with separate reporting from the Construction-in-Progress (CIP) assets.	M	Y	Fixed Assets
87	System allows users to upload new assets into the system.	H	Y	Fixed Assets
88	System allows users to make mass updates to assets, or allow for changes to be uploaded if needed to be done in bulk.	H	N	Fixed Assets
89	System provided ability to track Right-to-Use Assets separately from Capital Assets, with reporting both together and separate.	M	Y	Fixed Assets
90	System has the ability to collect annual fixed asset review feedback via email, workflow or automation.	M	N	Fixed Assets
91	System allows for customization to depreciation schedules by users.	H	Y	Fixed Assets
92	System allows for assets to be depreciated / amortized for a non-standard length of time (i.e. 40 months).	H	N	Fixed Assets
93	System has ability to integrate with construction tracking information (either the project module or other method) to record Fixed Assets and CIP related to internally developed or constructed projects.	M	Y	Fixed Assets
94	System has the ability to load starting values and fully depreciated assets for record keeping.	H	Y	Fixed Assets

Springbrook Software	
Code	Availability Definition
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F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Payroll	Payroll
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Objective:

Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	The Payroll system must interface with and post to the General Ledger, Budgeting and Personnel Systems.	H	Y	Payroll	
3	Payroll module integrates with Human Resources and Finance modules and posts all payroll/compensation detail with names	H	Y	Payroll	
4	System should be fully integrated with Accounts Payable module to facilitate payment of payroll-related obligations (taxes, insurance, union dues, etc.).	H	Y	Payroll	
5	System should be fully integrated with Time and Attendance Portal - otherwise should be able to fully integrate with 3rd party time keeping system.	H	Y	Payroll	
6	System allows users to perform payroll and real-time personnel functions from a single database with automatic update of information in both systems from a single transaction. This function must have appropriate role security.	H	Y	Payroll	
7	System allows different security levels for various phases of payroll cycle workload.	H	Y	Payroll	
8	System can automatically post fringe benefits to General Ledger, masking on any/all elements of the salary account number.	H	Y	Payroll	
9	System allows users to distribute unlimited general ledger accounts with automatic default payroll distribution.	H	Y	Payroll	
10	System allows online employment verifications.	H	N	Payroll	
11	System provides for payroll accrual by period.	H	Y	Payroll	
12	System allows multiple users to work on the same payroll register at the same time.	H	Y	Payroll	
13	System must post detail of pay and all benefits to payroll and GL.	H	Y	Payroll	
14	System must provide the ability to process and post to GL payrolls in both 2 fiscal years and 2 calendar years	H	Y	Payroll	
15	System must maintain correct YTD totals for all wage and deduction amounts in the event of split payroll across multiple years, include calendar date and fiscal date	H	Y	Payroll	
16	System must allow for the creation of new fiscal year contract records from the current year's records	H	Y	Payroll	
17	System must provide a payroll audit trail: the ability to track and keep history of all payroll and status changes of an employee, as well as the date of the change and who processed the change and any note/comment attached.	H	Y	Payroll	
18	System allows users to complete payroll journal entries to automatically transfer an employees payroll and benefits from one GL account to another - history is changed and JE processed in general ledger system with approval.	H	Y	Payroll	
19	System allows users to accrue payroll.	H	Y	Payroll	
20	<b>Employee Information</b>				
21	System maintains the following information on all employees:	H		Payroll	
22	<i>Name</i>	-	Y	Payroll	

23	Previous names (minimum 2)	-	Y	Payroll	
24	Employee Number (up to 10 digits)	-	Y	Payroll	
25	Social Security Number	-	Y	Payroll	
26	Address (maintain history)	-	Y	Payroll	
27	Alternate addresses (minimum 2)	-	Y	Payroll	
28	Phone number (field to indicate unlisted)	-	Y	Payroll	
29	Additional numbers (minimum 2)	-	Y	Payroll	
30	Field to indicate phone number type (home, mobile)	-	Y	Payroll	
31	Check locations	-	Y	Payroll	
32	Attendance location(s)	-	Y	Payroll	
33	Salary step	-	Y	Payroll	
34	Salary track	-	Y	Payroll	
35	Affiliation code	-	Y	Payroll	
36	Primary job title (minimum 30 spaces)	-	Y	Payroll	
37	Bi-weekly rate	-	Y	Payroll	
38	Hourly/daily rate	-	Y	Payroll	
39	Standard hours	-	Y	Payroll	
40	Annual work days	-	Y	Payroll	
41	Annual pay	-	Y	Payroll	
42	Sick earned per year	-	Y	Payroll	
43	Vacation earned per year	-	Y	Payroll	
44	Department code (min. 30 alphanumeric spaces)	-	Y	Payroll	
45	Sick bank (accrual)	-	Y	Payroll	
46	Leave bank (accrual)	-	Y	Payroll	
47	Vacation bank (accrual)	-	Y	Payroll	
48	Benefits	-	Y	Payroll	
49	Optional banks (20 types)	-	Y	Payroll	
50	Comp time earned	-	Y	Payroll	
51	Tax status (1 space)	-	Y	Payroll	
53	Federal exemptions	-	Y	Payroll	
54	State exemptions	-	Y	Payroll	
55	Local tax code	-	Y	Payroll	
56	Local exemptions	-	Y	Payroll	
57	Additional Federal tax (8 spaces) dollar amount or percent	-	Y	Payroll	
58	Additional State tax (8 spaces) dollar amount or percent	-	Y	Payroll	
59	Insurance coverage (allow for 30 occurrences for each employee), 99 plan type	-	Y	Payroll	
60	Allow for all mandated plans, calculations, and changes.	-	Y	Payroll	
61	Multiple banks for direct deposit (5)	-	Y	Payroll	
62	Bank account numbers and type i.e. savings vs. checking	-	Y	Payroll	
63	Percent of full-time (up to 15 areas with account numbers) and/or fixed dollar amount	-	Y	Payroll	
64	Percent of fixed to GL accounts (30 min.)	-	Y	Payroll	
65	Effective date of reclassification	-	Y	Payroll	
66	Account number	-	Y	Payroll	
67	Job positions (minimum 50 spaces)	-	Y	Payroll	
68	Next increment date (8-segment date [YYYY-MM-DD])	-	Y	Payroll	
69	Last evaluation date	-	Y	Payroll	
70	Deductions	-	Y	Payroll	
71	After tax calculations deductions	-	Y	Payroll	
72	Optional deductions (min. 25)	-	Y	Payroll	
73	Effective date of leave	-	Y	Payroll	
74	Return date of leave	-	Y	Payroll	
75	Position	-	Y	Payroll	
76	Pay rate	-	Y	Payroll	
77	Salary schedule	-	Y	Payroll	
78	Distribution percent (min 10)	-	Y	Payroll	
79	GL account number (min 10)	-	Y	Payroll	
80	Times to pay	-	Y	Payroll	
81	When to pay	-	Y	Payroll	
82	Approved hours	-	Y	Payroll	
83	FMLA	-	Y	Payroll	
84	System allows for the creation of custom fields and custom codes.	H	Y	Payroll	

85	System will record/update employee work history file with following data, including maintenance of start/end date history for all data elements:	H		Payroll	
86	<i>Assignments (unlimited)</i>	-	Y	Payroll	
87	<i>Assignment code</i>	-	Y	Payroll	
88	<i>Description</i>	-	Y	Payroll	
89	<i>Effective date</i>	-	Y	Payroll	
90	<i>Salary step and schedule, longevity</i>	-	Y	Payroll	
91	<i>Pay rate</i>	-	Y	Payroll	
92	<i>Account numbers</i>	-	Y	Payroll	
93	<i>Hours worked per pay period</i>	-	Y	Payroll	
94	<i>Dates of leave</i>	-	Y	Payroll	
95	System maintains tax information, including:	H		Payroll	
96	<i>Tax Marital Status</i>	-	Y	Payroll	
97	<i>Federal Exemptions</i>	-	Y	Payroll	
98	<i>State Tax Percentage (allow for multiple states)</i>	-	Y	Payroll	
99	<i>Additional State withholding</i>	-	Y	Payroll	
100	<i>Local tax (allow for multiple)</i>	-	Y	Payroll	
101	<i>Federal Additional Withholding Amount</i>	-	Y	Payroll	
102	<i>Retirement plan deductions</i>	-	Y	Payroll	
103	<i>Retirement plan exemption</i>	-	Y	Payroll	
104	<i>FICA exemption</i>	-	Y	Payroll	
105	<i>Medicare exemption</i>	-	Y	Payroll	
106	System maintains direct deposit information, including:	H		Payroll	
107	<i>Bank routing number</i>	-	Y	Payroll	
108	<i>Bank name</i>	-	Y	Payroll	
109	<i>Account number</i>	-	Y	Payroll	
110	<i>Pre-notification</i>	-	Y	Payroll	
111	<i>Account type</i>	-	Y	Payroll	
112	<i>Percentage &amp; Fixed amount to deposit</i>	-	Y	Payroll	
113	System maintains the following historical pay data for both fiscal and calendar years:	H		Payroll	
114	<i>Budget, encumbrance and fund available by position</i>	-	Y	Payroll	
115	<i>Employee totals</i>	-	Y	Payroll	
116	<i>Current period</i>	-	Y	Payroll	
117	<i>Current month</i>	-	Y	Payroll	
118	<i>Quarter to-date</i>	-	Y	Payroll	
119	<i>Year-to-date</i>	-	Y	Payroll	
120	<i>Previous quarter-to-date</i>	-	Y	Payroll	
121	<i>Previous year-to-date</i>	-	Y	Payroll	
122	<i>Earnings history</i>	-	Y	Payroll	
123	<b>Payroll Processing</b>				
124	System allows users to process multiple types of payroll on a ten or twelve month basis, including salary exempt, salary non-exempt, hourly at regular rate, hourly at part-time rate, contractual, and special payrolls.	H	Y	Payroll	
125	System must provide a process allowing information (hours/days, rates) to be entered at a location, approved through multiple user-defined levels, and reviewed/edited by payroll prior to final processing.	H	Y	Payroll	
126	System should allow user-defined number of pays, able to be defined at the employee and employee group level.	H	Y	Payroll	
127	System should allow users to set-up recurring payroll entries for subsequent pay periods.	H	N	Payroll	
128	System allows users to identify individuals, and/or positions that are exempt from overtime, and disallow overtime pay.	H	Y	Payroll	
129	System allows users to process all payroll checks from one central location, with proper authorization.	H	Y	Payroll	
130	System allows users to identify FICA-exempt employees on a pay-date or employee basis.	H	Y	Payroll	
131	System allows users to include multiple pay types within an annual contract.	H	Y	Payroll	
132	Payroll checks should be sorted (alphabetically) by employee attendance location and/or pay location, including direct deposit and mailed checks.	H	Y	Payroll	

133	Payroll distribution should be held in payroll journal for integration with finance system at discretion of finance department.	H	Y	Payroll
134	System should automatically encumber actual FICA, retirement, salaries/ wages to be paid (dynamically adjusts with hire/transfer/leave activity).	H	N	Payroll
135	System allows positive and negative adjustments for regular and miscellaneous pay to adjust contracts accordingly.	H	Y	Payroll
136	System allows users to reverse overpayment (for workers' comp, etc.).	H	Y	Payroll
137	System allows users to pay remaining accrual balance through multiple bi-weekly amounts and lump sum.	H	Y	Payroll
138	System processes special salaries, wages, and reimbursement not subject to tax (i.e., W-4 elections, retirement) as well as non-taxable deductions.	H	Y	Payroll
139	System allows for paid amounts, reimbursements, etc., not subject to tax.	H	Y	Payroll
140	System can handle short pay situations with employees and allow for corrections/adjustments.	H	Y	Payroll
141	System automatically calculates quarterly tax report and 941 processing, with user override capability.	H	Y	Payroll
142	Ability to perform "what if" functions on paychecks to assist employee decision-making.	H	N	Payroll
143	Ability to generate pay stubs, including the following information:	H		Payroll
144	<i>Hours/Days Paid</i>	-	Y	Payroll
145	<i>Hourly/Daily Rate</i>	-	Y	Payroll
146	<i>Contract Amount</i>	-	Y	Payroll
147	<i>Biweekly Amount</i>	L	Y	Payroll
148	<i>Absence balances (used, adjusted, requested days, ending balance)</i>	-	Y	Payroll
149	<i>Differentiate between pay at straight time, time and a half, and double time</i>	-	Y	Payroll
150	<i>Description of work performed/job title</i>	-	Y	Payroll
151	<i>Year to date deduction</i>	-	Y	Payroll
152	<i>Fiscal deduction</i>	-	Y	Payroll
153	<i>Year to date earnings</i>	-	Y	Payroll
154	<i>Expense Reimbursements</i>	L	Y	Payroll
155	<i>Memo field/Pay period covered</i>	-	Y	Payroll
156	System allows users to process payroll adjustments with single and/or replacement payroll checks in an effective manner.	H	Y	Payroll
157	Payroll error messages are shown regarding possible necessary overtime for those employees with multiple positions.	H	N	Payroll
158	System error messages are specific and clear enough to understand without consulting help documentation or technical support.	H	Y	Payroll
159	System must allow certain types of pay that are subject and not subject to retirement systems for all employees.	H	Y	Payroll
160	System allows for exemption of employees from FICA and/or Medicare.	H	Y	Payroll
161	System must calculate both percentages and dollar amounts.	H	Y	Payroll
162	System must appropriately tax checks on the differently paid time intervals.	H	Y	Payroll
163	System allows users to process only selected employees for a payroll.	H	Y	Payroll
164	System allows users to calculate and dock from the daily or portion of a daily rate, when sick and/or vacation time has been exhausted.	H	Y	Payroll
165	System provides ability to manually dock contracts.	H	Y	Payroll
166	System allows users to assign a payment as supplemental for taxing purposes.	H	Y	Payroll
167	System must provide ability to process the following adjustments to an employee's pay:	H		Payroll

168	<i>Over payment of wages, recovering in one or several payrolls</i>	-	Y	Payroll	
169	<i>Excess pre-tax deduction</i>	-	Y	Payroll	
170	<i>Excess deduction, taxed</i>	-	Y	Payroll	
171	<i>Shortage in deduction, pre-tax</i>	-	Y	Payroll	
172	<i>Shortage in deduction, taxed</i>	-	Y	Payroll	
173	<i>Charged to incorrect account code(s)</i>	-	Y	Payroll	
174	System must provide ability to continue processing payroll, bypassing employees with errors (should report employees with errors).	H	Y	Payroll	
175	System must allow users to run multiple preliminary processing runs to edit prior to running final processing.	H	Y	Payroll	
176	System must provide notification prior to processing final payroll when an employee's deductions exceed their gross pay.	H	Y	Payroll	
177	System must print all mandatory and voluntary deductions on warrant/direct deposit stub.	H	Y	Payroll	
178	System must produce electronic transmission information for any ACH financial institution.	H	Y	Payroll	
179	System must provide for the ability to pre-notify all direct deposits with new or changed information.	H	Y	Payroll	
180	System allows users to temporarily disable direct deposits and create payroll warrants for all or selected groups of employees for a payroll.	H	Y	Payroll	
181	System allows users to print leave balances on payroll warrant/direct deposit stubs.	H	Y	Payroll	
182	System must print all types of pay, including hours/days, and rate on warrant/direct deposit stub.	H	Y	Payroll	
183	System must have the ability to generate hourly rate from current salary schedule.	H	Y	Payroll	
184	System must be able to calculate number of days and years from hire date for both full-time and part-time staff	L	Y	Payroll	
185	System has the ability to calculate bi-weekly and hourly rate equivalencies.	H	Y	Payroll	
186	System must provide a process to calculate and award salary/wage increases during the fiscal year for all or selected pay schedules. Increases can be based on percentage or an amount.	L	Y	Payroll	
187	System allows users to run an online check for one employee's pay to verify that pay will be calculated correctly on future pay check.	H	Y	Payroll	
188	System must provide annual reconciliation of W2 information with 941 information.	H	Y	Payroll	
189	System stores previous year adjustments made for contribution-retirement program (maintains history).	H	Y	Payroll	
190	System allows users to maintain unlimited fiscal years of salary information online for terminated employees for unemployment compensation and retirement purposes.	H	Y	Payroll	
191	<b>Deductions &amp; Accruals</b>				
192	System allows for calculation and processing of the following deductions:	H		Payroll	
193	<i>Federal taxes</i>	-	Y	Payroll	
194	<i>State taxes</i>	-	Y	Payroll	
195	<i>Local taxes</i>	-	Y	Payroll	
196	<i>FICA</i>	-	Y	Payroll	
197	<i>Voluntary retirement</i>	-	Y	Payroll	
198	<i>Involuntary retirement</i>	-	Y	Payroll	
199	<i>Benefit deductions</i>	-	Y	Payroll	
200	System must provide the ability to view online the effects of an employee's deductions and benefits on their paycheck.	H	Y	Payroll	
201	System allows for configuration of vacation and sick leave accrual calculations and can be flexible for different employee groups.	H	Y	Payroll	
202	System must allow multiple deductions to be paid on the same vendor check.	H	Y	Payroll	

203	System allows users to make mass changes to deductions for changes in amounts or percentages.	H	Y	Payroll	
204	System allows users to activate and deactivate deductions for specific payrolls, by group or by individual.	H	Y	Payroll	
205	System allows users to withhold deductions on a percentage or flat dollar amount basis.	H	Y	Payroll	
206	System maintains the following information for deductions:	H		Payroll	
207	<i>Deduction code (i.e. local tax, etc.)</i>	-	Y	Payroll	
208	<i>Deduction caps to limit/control over-contribution by:</i>	-	Y	Payroll	
209	<i>Total amount</i>	-	Y	Payroll	
210	<i>Age</i>	-	Y	Payroll	
211	<i>Years of service</i>	-	Y	Payroll	
212	<i>Garnishment calculation</i>	-	Y	Payroll	
213	<i>Tax levy calculation</i>	-	Y	Payroll	
214	System allows users to set maximum deduction amount.	H	Y	Payroll	
215	System allows users to manually override deduction amount.	H	Y	Payroll	
216	System must be capable of calculating all types of garnishments, including:	H		Payroll	
217	<i>Writ of Garnishments</i>	-	Y	Payroll	
218	<i>Tax levies, both federal and state</i>	-	Y	Payroll	
219	<i>Bankruptcy</i>	-	Y	Payroll	
220	<i>Child support</i>	-	Y	Payroll	
221	System allows users to override deductions for the current cycle (one-time only).	H	Y	Payroll	
222	System must support state percentage withholding tax calculations.	H	Y	Payroll	
223	System must include built-in logic (according to federal and state guidelines) as to deduction priorities, or capability of calculating from user defined rules.	H	Y	Payroll	
224	System has ability to accrue and track retirement hours by integration with Time & Attendance	L	Y	Payroll	
225	System allows users to automatically accrue vacation banks based on years of service and/or other user-defined criteria.	H	Y	Payroll	
226	<b>Check Voiding</b>				
227	System allows users to process a void and replace, and/or just void a check.	H	Y	Payroll	
228	System maintains a record of all voided checks, with an option to not include those that were re-run (replacement checks).	H	Y	Payroll	
229	System allows users to report the status of payroll checks voided, canceled, written manually, or outstanding as an aid to bank statement reconciliation.	H	Y	Payroll	
230	System allows users to void multiple checks by voucher number, run number or individual checks by employee/check number.	H	Y	Payroll	
231	System must allow the check void process to reverse sick and/or vacation balances.	H	Y	Payroll	
232	Partial voids	H	Y	Payroll	
233	<b>Payroll Tables</b>				
234	System allows users to accommodate several types of user-defined job categories for salary and benefit purposes, including full-time exempt, full-time non-exempt, part-time, temporary, and miscellaneous.	H	Y	Payroll	
235	System allows users to retain multiple years of various hourly and salary schedules and maintain future schedules	H	Y	Payroll	
236	System must allow pay rates for different scales and steps (with respect to a base pay) to be defined under different salary schedule names	H	Y	Payroll	
237	System must maintain detailed history of changes made to any payroll tables	H	Y	Payroll	
238	System must support Federal tax table calculations for the following pay period types:	H		Payroll	
239	<i>Lump Sum</i>	-	Y	Payroll	
240	<i>Supplemental</i>	-	Y	Payroll	
241	<i>Weekly</i>	-	Y	Payroll	
242	<i>Biweekly</i>	-	Y	Payroll	
243	<b>Reports</b>			Payroll	

244	System must have ability to generate W2s and make the available to employees through Employee Self-Service	H	Y	Payroll	
245	System must be able to generate the following payroll related reports:	-		Payroll	
246	<i>Employees eligible for an increase during the upcoming payroll</i>	M	Y	Payroll	
247	<i>Quarterly detail wage report by employee or payroll.</i>	H	Y	Payroll	
248	<i>Quarterly detail for individual wages over a specified amount.</i>	H	Y	Payroll	
249	<i>Voluntary deduction detail listing by employee by payroll.</i>	H	Y	Payroll	
250	<i>Employee profile basic information listings.</i>	H	Y	Payroll	
251	<i>Seniority lists by department (multiple departments).</i>	H	Y	Payroll	
252	<i>FICA and retirement remittance.</i>	H	Y	Payroll	
253	<i>W-2 report</i>	H	Y	Payroll	
254	<i>Affiliation (union) report.</i>	L	Y	Payroll	
255	<i>Long-term disability report.</i>	H	Y	Payroll	
256	<i>Union reports including name, pay rate, union dues</i>	L	Y	Payroll	
257	<i>Unemployment Insurance Agency Reports.</i>	H	Y	Payroll	
258	<i>Payroll Distribution report by fund, department, job class, etc.</i>	H	Y	Payroll	
259	<i>Fringe Benefit Report including salary, cost of benefits</i>	H	Y	Payroll	
260	<i>Salary affidavit by specified date range</i>	H	Y	Payroll	
261	<i>State new-hire reports</i>	H	Y	Payroll	
262	<i>Employee absence balances days and hours (used, requested, ending balances)</i>	H	Y	Payroll	
263	<i>Overtime reports</i>	H	Y	Payroll	
264	<i>Historical payroll data. (e.g.: Prior pay rates, prior contract amounts, etc.)</i>	H	Y	Payroll	
265	<i>Payroll variance report (tracks change percentage from payroll to payroll)</i>	H	Y	Payroll	
266	<b>Additional Items</b>				
267	System can allow for specification of contribution, deductions, and hours and how that affects pay and which tax bases are affected.	H	Y	Payroll	
268	System allows for application of logic behind contribution, deduction and hours calculations.	H	Y	Payroll	
269	1099R	H	Y	Payroll	

**Springbrook Software**

Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

<b>Position Control</b>	<b>Human Resources</b>
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*Objective:*

Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	Ability to maintain and control an inventory of positions and their budgets which is updated in real-time based on approved change requests	H	Y	Human Resources	
3	Ability for department heads or managers to complete position change request forms to request addition of a new position, changes to an existing position, promotion/demotion of employees to a new position, or removal of a position	H	Y	Human Resources	
4	Ability to configure multi-level approval workflows by department, cost center, location, etc. for new or changed positions	H	Y	Human Resources	
5	Ability to automatically assign unique position numbers for new positions in customizable format	H	Y	Human Resources	
6	Ability to maintain organizational charts/reporting hierarchies by department, showing position title, employee name, and funding source, etc.	H	Y	Human Resources	
7	Ability to maintain lists of job codes and job titles. Codes and titles should be linked, and one should auto-populate upon selection/entry of other.	H	Y	Human Resources	
8	Ability to support multi-funded positions (positions partially funded by multiple different accounts/cost centers) and should allocate costs to each account/cost center automatically	H	N	Human Resources	
9	Ability to maintain multiple salary schedules within the system and tie positions/job codes to a selected salary schedule	H	Y	Human Resources	
10	Ability to create and maintain positions that do not correspond to a salary schedule	H	Y	Human Resources	
11	Ability to activate and deactivate positions without permanent deletion	H	Y	Human Resources	
12	Ability to provide a summary view, sortable/filtered by funding source or other criteria, of all inventoried positions, which includes the number of positions that are filled or vacant, total FTEs, and budgeted salary versus actual salary	H	Y	Human Resources	
13	Ability to easily view and report on vacant/unfilled positions	H	Y	Human Resources	
14	Ability to restrict position creation if the identified funding source lacks sufficient available budget	H	N	Human Resources	
15	Ability to configure custom position control rules, controls, and logic	H	N	Human Resources	
16	Ability to handle several types of position classifications, including part-time, full-time, temporary, seasonal, elected, other.	H	Y	Human Resources	
17	Ability to mass-process changes to selected job codes or groups of positions	H	Y	Human Resources	
18	Ability to prevent users from entering invalid job classifications	H	Y	Human Resources	
19	Ability to future-date/effective-date new position creation and position changes	H	Y	Human Resources	

20	Ability to flag positions that should be retained for reporting/history but should not be refilled	M	Y	Human Resources
21	Ability to maintain full history of position creation, promotions/demotions, changes, transfers, and eliminations, including date of change/action, previous and updated position information, etc.	H	Y	Human Resources
22	Ability to track anticipated future vacancies (i.e. employees indicating intent to retire)	H	N	Human Resources
23	Ability to calculate and monitor employee turnover rates by account/cost center, funding source, job classification, department, or other employee groups/segments	H	Y	Human Resources
24	Ability to maintain history and status of all historical and current position requests, including completed/approved requests, denied requests, pending requests, etc.	H	Y	Human Resources
25	Ability to track and report on length of time that positions have been vacant	H	Y	Human Resources
26	<b>Workflow</b>			
27	Ability to route notices to employee, manager/supervisor, and appropriate departments (benefits, payroll, training, IT, etc.) when an employee is separated/terminated in the system	H	Y	Human Resources
28	Ability to route notices to employee, manager/supervisor, and appropriate departments (benefits, payroll, IT, etc.) when an employee's special appointment or temporary promotion ends	M	N	Human Resources
29	Ability to purge/inactivate extra hires/reserve hires after a certain user-defined period of no activity	M	N	Human Resources
30	Ability to automatically notify employees directly impacted by the position changes, with the ability to control communication and timing through workflow,	H	N	Human Resources
31	<b>Reports</b>			
32	Ability to create, view, inquire and report on position information at a summary level by account/cost center, funding source, site, budget code, union, employment category, payroll type, etc.	M	Y	Human Resources
33	Ability to create employee headcount and FTE reports by account/cost center, funding source, site, budget code, union, employment category, payroll type, etc.	H	Y	Human Resources
34	Ability to report on salary change history by account/cost center, funding source, site, budget code, union, employment category, payroll type, etc.	H	Y	Human Resources
35	Ability to report on all existing or planned vacancies by account/cost center, funding source, site, budget code, union, employment category, payroll type, etc.	H	Y	Human Resources
36	Ability to report on all position requests in progress, including status of the request.	H	Y	Human Resources
37	Ability to generate reports of approvers for different positions by cost center, funding source, site, etc.	H	Y	Human Resources
38	Ability to generate aging reports for various position control actions (i.e. duration of position request/request to fill in-progress, length of vacancy, etc.)	H	Y	Human Resources
39	Ability to easily generate reports using any data field within the HR tables.	H	Y	Human Resources

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Human Resources		Human Resources			
Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	System provides automatic updates across all modules when any employee file updates are made to HR, payroll, benefits, ESS, position control, etc.	H	Y	Human Resources	
3	System must interface with professional development/LMS system for tracking of training, skills, and certifications.	L	Y	Human Resources	
4	System must interface with performance management for tracking of employee evaluations.	M	Y	Human Resources	
5	System must comply with all state and federal requirements.	H	Y	Human Resources	
6	The system should have EEO and affirmative action information by department, job classification, occupations, group, union, wage basis, and total work force.	H	Y	Human Resources	
7	System allows users to attach a variety of file types to employee records (Word, Excel, PDF, images, video, etc.).	H	Y	Human Resources	
8	System has the ability to store attachments.	M	Y	Human Resources	
9	Ability for authorized administrators to mass-update employee information by selected group, cost center, union, department, position code, etc.	H	Y	Human Resources	
10	Ability to import fingerprinting and background check data (including photographs and attachments) by interface or file upload.	L	Y	Human Resources	Attachment can be added to employee record.
11	Staff dashboard: System can track communication employee has received (i.e. announcements, departmental emails, snail mail, etc.) it can be helpful to see the variety of communication an employee is interacting with to be aware of over activity or prevent multiple similar communications)	L	Y	Human Resources	
12	Systems must run fast and efficient-very high performance	H	Y	Human Resources	
13	System visually easy to work with. Screen/tables order makes sense. Not very much dead space on the screens in the tables	M	Y	Human Resources	
14	<b>Employee Basic Information</b>				
15	System automatically assigns employee numbers for new hires	H	Y	Human Resources	
16	Ability to support a variety of employee ID formats and sufficient number of digits (up to 10 digits)	H	Y	Human Resources	
17	System imports employee information from Applicant Tracking and Onboarding by interface upon hire, including:	H	Y	Human Resources	
18	<i>Position information</i>	-	Y	Human Resources	
19	<i>Employee background information</i>	-	Y	Human Resources	
20	<i>Resume &amp; application history</i>	-	Y	Human Resources	
21	<i>Background and work eligibility</i>	-	Y	Human Resources	
22	<i>Interview notes and results</i>	-	Y	Human Resources	
23	I-9	-	Y	Human Resources	Use Forms to Capture Field Data and populate field data
24	<i>Benefits elections and acknowledgement</i>	-	Y	Human Resources	
25	W-4	-	Y	Human Resources	Use Forms to Capture Field Data and populate field data
26	<i>Payroll elections</i>	-	Y	Human Resources	
27	<i>Badging information (if applicable)</i>	-	Y	Human Resources	
28	<i>Demographic data</i>	-	Y	Human Resources	

29	<i>Citizenship</i>	-	Y	Human Resources
30	System must maintain the following information for all employees:	H	Y	Human Resources
31	<i>Name</i>	-	Y	Human Resources
32	<i>First Name (minimum 30 characters)</i>	-	Y	Human Resources
33	<i>Middle Name (minimum 30 characters)</i>	-	Y	Human Resources
34	<i>Last Name (minimum 30 characters. Including hyphenated names)</i>	-	Y	Human Resources
35	<i>Preferred name</i>	-	Y	Human Resources
36	<i>Address</i>	-	Y	Human Resources
37	<i>Address Type (home, mailing)</i>	-	Y	Human Resources
38	<i>Address Other</i>	-	Y	Human Resources
39	<i>Employee Number (10 Digit)</i>	-	Y	Human Resources
40	<i>Social security number (employee and certain designated user viewable, with ability to mask full SSN or view only last 4 digits)</i>	-	Y	Human Resources
41	<i>Phone number(s)</i>	-	Y	Human Resources
42	<i>Phone number type</i>	-	Y	Human Resources
43	<i>Multiple email addresses</i>	-	Y	Human Resources
44	<i>Email address type (home, work)</i>	-	Y	Human Resources
45	<i>Emergency contact (multiple) with ability to identify relationship (e.g. father, mother, etc.) and provide multiple phone numbers (work, cell, home)</i>	-	Y	Human Resources
46	<i>Birth date</i>	-	Y	Human Resources
47	<i>Gender</i>	-	Y	Human Resources
48	<i>Preferred gender/preferred pronoun(s)</i>	-	Y	Human Resources
49	<i>Position control data, including position code, job code, assignment code, location/cost center, etc.</i>	-	Y	Human Resources
50	<i>Compensation information (i.e. pay rates, salary schedules, etc.)</i>	-	Y	Human Resources
51	<i>User-defined fields</i>	-	Y	Human Resources
52	System allows input for employee marital status.	H	Y	Human Resources
53	System allows input for employee previous name(s) (unlimited characters).	H	Y	Human Resources
54	System allows users to record employee ethnic background with accommodating race codes; must meet Federal requirements and include multiple options.	H	Y	Human Resources
55	System tracks employee citizenship and ability to work in the USA	H	Y	Human Resources
56	System has the ability to track shared positions that are shared with other departments	H	Y	Human Resources
57	Ability to track primary and secondary positions for employees shared between multiple departments/cost centers	H	Y	Human Resources
58	System allows users to view online information for terminated employees based on role security.	H	Y	Human Resources
59	<i>FMLA tracking (used and available days) with rolling year capability</i>	H	Y	Human Resources
60	<i>Emergency FMLA information</i>	H	Y	Human Resources
61	<i>Physical exams (date and results)</i>	M	Y	Human Resources
62	<i>Environmental exposure date</i>	-	Y	Human Resources
63	<i>Handicap work restrictions and limited duty restrictions. Must track ADA accommodations &amp; paperwork.</i>	H	Y	Human Resources
64	<i>Lost work days/dates</i>	-	Y	Human Resources
65	<i>Workers Compensation/ShortTD/LTD</i>	-	Y	Human Resources
66	<i>User-defined fields, including accrual fields</i>	-	Y	Human Resources
67	Ability to configure rules related to leaves by type and duration, including termination of benefits and personal leave	H	Y	Human Resources
68	System allows tracking of employee hiring/termination/separation dates and reasons.	H	Y	Human Resources
69	Ability to track multiple dates related to terminations, including date of action, final processing date, benefits termination date, etc.	H	Y	Human Resources
70	System tracks employee military background	L	Y	Human Resources
71	System allows input for employee education attainment (highest degree obtained and corresponding university)	H	Y	Human Resources
72	<b>System tracks the following information for employees (viewable only by authorized managers):</b>	H	Y	Human Resources



Springbrook Software	
Code	Availability Definition
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M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Compensation	Payroll and Human Resources
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Objective:		Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	System provides forecasting abilities related to compensation, allowing users to run "what-if" simulations to determine the potential impact to budget.	H	Y	Payroll and Human Resources	
3	System produces reports to show total compensation costs by category or by individual.	H	Y	Payroll and Human Resources	
4	System should provide total FTE calculation and annual salary for employees working in more than one position.	H	Y	Payroll and Human Resources	
5	System should clearly define positions for which resources have already been allocated, as well as those for which future funds have been earmarked.	M	Y	Payroll and Human Resources	
6	System should note changes to compensation based on type of action (for example, merit, promotion, etc.). Users can choose more than one action.	M	Y	Payroll and Human Resources	
7	System allows for creation of user-defined field in compensation section of employee/position record.	H	Y	Payroll and Human Resources	
8	System allows users to enter codes for exceptions, and to enter comments on the record.	H	Y	Payroll and Human Resources	
9	System allows for processing of digital signatures to facilitate workflows.	H	Y	Payroll and Human Resources	
10	System allows for prevention of managers to further edit compensation records after the review process is complete; however, system accommodates changes made by approvers at higher levels.	H	Y	Payroll and Human Resources	
11	System must be able to generate employee communication regarding compensation increases that are customizable by client.	H	Y	Payroll and Human Resources	
12	System must be able to accommodate off-cycle adjustments to compensation. If needed, this can be a separate workflow/approval process that is to be used only when the situation warrants its usage.	H	Y	Payroll and Human Resources	
13	System must allow HR to run reports to view various aspects of compensation, such as base or PTO pay, etc.	H	Y	Payroll and Human Resources	
14	System must allow individuals in a step program to advance to next level as appropriate.	H	Y	Payroll and Human Resources	
15	System provides visibility into historical, current and potential future position descriptions, compensation structures, job class tables, etc.	H	Y	Payroll and Human Resources	
16	System allows mass updates to be applied to classification tables with appropriate security access.	M	Y	Payroll and Human Resources	
17	System reports on user-defined categories such as EEOC staffing codes, union codes, etc.	H	Y	Payroll and Human Resources	
18	System updates pay ranges yearly by various factors and generates exception reports to identify employees who are outside of a typical compensation range. Reports should include midpoint comparisons and historical data.	H	N	Payroll and Human Resources	
19	System should maintain unlimited compensation and job history, including effective date processing and snapshot reporting.	H	Y	Payroll and Human Resources	
20	System should allow users to proactively identify changes to be made in the future, to take place by noted effective date.	H	Y	Payroll and Human Resources	
21	Users can note specific justifications regarding compensation.	M	Y	Payroll and Human Resources	
22	System must allow a separate paycheck to be generated for additional compensation payments.	H	Y	Payroll and Human Resources	
23	System can track allowances for individuals, including taxable or non-taxable amounts.	H	Y	Payroll and Human Resources	

Springbrook Software	
Code	Availability Definition
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F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Employee Self-Service	Employee Self-Service
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Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	Portal must integrate seamlessly with the HR, Benefits, and Payroll modules	H	Y	Employee Self-Service	
3	Portal should be able to be customized to include links, reports, additional fields, etc.	H	Y	Employee Self-Service	
4	Portal is accessible via native mobile app (downloadable from Apple or Google store) as well as mobile browser.	H	Y	Employee Self-Service	Available via browser only
5	Portal is HTML5 based and renders content appropriate to a variety of devices (laptops, tablets, mobile devices, etc.)	H	Y	Employee Self-Service	
6	Ability to download and export forms from portal in a variety of formats (Excel, PDF, etc.)	H	Y	Employee Self-Service	
7	<b>Employee Self Service</b>				
8	Ability for employees to access (and update, if permitted) personal forms and information, including:	-		Employee Self-Service	
9	Legal name	H	Y	Employee Self-Service	
10	Emergency contact info	H	Y	Employee Self-Service	
11	Links to employee handbook and other employee resources	H	Y	Employee Self-Service	
12	Personal employment history (including hire date, roles, promotions, pay history, performance history, etc.).	H	Y	Employee Self-Service	
13	Employment questionnaires	H	Y	Employee Self-Service	
14	Assigned manager(s) and direct reports (organizational hierarchy)	H	Y	Employee Self-Service	
15	Employee alerts and notifications	H	Y	Employee Self-Service	
16	Exit surveys	H	Y	Employee Self-Service	
17	Verification of employment forms/requests	H	Y	Employee Self-Service	
18	Ability for employees to access (and update, if applicable/permitted) personal payroll and time related forms and information, including:	-		Employee Self-Service	
19	Pay stubs (current and historical)	H	Y	Employee Self-Service	
20	W2 and W4 forms	H	Y	Employee Self-Service	
21	Employee reimbursement reimb.	H	Y	Employee Self-Service	
22	1095C	H	N	Employee Self-Service	
23	Direct deposit enrollment and/or payment method elections	H	Y	Employee Self-Service	
24	Total compensation statement	H	F	Employee Self-Service	
25	Leave and PTO balances and history	H	Y	Employee Self-Service	
26	Ability for employees to access (and update, if applicable) personal benefits related forms, functions, and information, including:	-		Employee Self-Service	
27	Benefits enrollment (including open enrollment and new hire enrollment)	H	Y	Employee Self-Service	
28	Employee status change or life event (and related benefits changes, if applicable)	H	Y	Employee Self-Service	
29	Retirement plan elections and contributions	H	Y	Employee Self-Service	
30	Ability to integrate with or provide easy navigation to related modules from ESS to perform the following employee actions:	-		Employee Self-Service	
31	Employee expense reimbursement entry, status, and history	H	Y	Employee Self-Service	
32	Time entry	H	Y	Employee Self-Service	
33	Leave application	H	Y	Employee Self-Service	
34	Substitute request	H	Y	Employee Self-Service	
35	Transfer request	H	Y	Employee Self-Service	
36	Retirement or voluntary separation	H	Y	Employee Self-Service	
37	Ability to view the status of any employee request (i.e. certification renewal, expense reimbursement, transfer request, grievances, leave requests) awaiting approval	H	Y	Employee Self-Service	
38	Ability to support the new hire onboarding process by notifying incoming hires and their assigned principal/hiring manager of information and forms completed and outstanding (in checklist format)	H	Y	Employee Self-Service	

39	All updates entered in ESS must automatically transfer throughout system (e.g. to HR, Benefits, etc.) after proper notification and approval	H	Y	Employee Self-Service	
40	Ability for authorized administrators to create surveys, questionnaires, or notices and push out to all employees or selected groups via ESS	H	Y	Employee Self-Service	
41	<b>Additional Items</b>				
42	Payroll employee have the ability to impersonate employees to help with trouble shooting questions	H	Y	Employee Self-Service	Cannot log in as employee but can assist in troubleshooting in various ways.
43	Chat bot	L	N	Employee Self-Service	
44	Ability to define beneficiaries	H	Y	Employee Self-Service	
45	Employees should have the ability to upload documentation where applicable	H	Y	Employee Self-Service	
46	Directory of emails/phone list	L	Y	Employee Self-Service	

Springbrook Software	
Code	Availability Definition
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M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

TIME & Attendance	Payroll
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Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	Time and Attendance				
2	Ability for employees to enter time through an online timesheet	H	Y	Payroll	
3	Ability for managers to enter time for a group of employees	H	Y	Payroll	
4	Ability to enter multiple different rows/records of time for different locations/cost centers/categories in a single time sheet	L	Y	Payroll	
5	Ability to restrict entry of time and different time categories to certain employees based on various criteria	H	Y	Payroll	
6	Ability to remotely enter time sheet data through the use of mobile devices or kiosks	L	Y	Payroll	
7	Ability to enter text/comments with time and attendance information as needed	H	Y	Payroll	
8	Ability for employees to select from predefined comments and enter free text comments for time entries	H	Y	Payroll	The system only allows for free text comments. Predefined comments are not currently available.
9	Ability to track "clock ins" and "clock outs" for non-exempt employees	H	Y	Payroll	
10	Ability to integrate with timeclock, swipe card, or biometric reader solutions for collection of clock-in/clock-out/attendance data	L	Y	Payroll	Available via import only.
11	Ability to clock-in/clock-out within electronic timesheet/mobile device for remote work	L	Y	Payroll	
12	Ability to allow customizable "grace periods" (i.e. 5 minutes, 7 minutes) for non-exempt employees who clock-in/out	H	N	Payroll	
13	Ability to enter time and attendance data on an exception basis	H	Y	Payroll	
14	Ability to enter time and attendance data for past, current, and future dates	H	Y	Payroll	Time can be entered for any period that is not closed.
15	Ability to close a time period at end of week or pay period to restrict further updates	H	Y	Payroll	
16	Ability for timekeepers or authorized users to edit time in prior periods, with automatic processing of changes to payroll and related modules, not all timekeepers.	H	Y	Payroll	Time can be entered for any period that is not closed.
17	Ability to have all entry errors detected, highlighted for immediate correction	H	Y	Payroll	
18	Ability to enter time in hours up to two decimal points or to the quarter hour	H	Y	Payroll	
19	Ability to automatically populate employee timesheets for holidays, approved leaves, etc.	H	Y	Payroll	
20	Software provides an automated scheduling system for multiple staff types accommodating flexible multiple levels of approval, overtime and alternative non-standard shifts	M	N	Payroll	Springbrook is not a scheduling system. However, timesheets can be imported via file.
21	Ability to support multiple different shifts for an employee in a single day	H	Y	Payroll	
22	Ability for employees to request overtime for an upcoming day/shift, and for request to be routed for approval by workflow.	M	N	Payroll	
23	Ability to import schedules from Excel	M	Y	Payroll	Springbrook is not a scheduling system. However, timesheets can be imported via file.
24	Ability to support multiple shift types and multiple schedules	H	Y	Payroll	
25	Ability to support multiple pay type configurations and modify pay types at any time	H	Y	Payroll	
26	Ability to electronically approve and route time and attendance data with multiple approval levels based on system data i.e. manager, grant manager, location director	H	Y	Payroll	
27	Approval process allows approvers to view all time records in a "spreadsheet" format without opening each employee record	H	Y	Payroll	Via report.
28	Ability to restrict updates to a record after each level of approval	H	Y	Payroll	
29	System allows employees to charge time to multiple projects, accounts, departments	H	Y	Payroll	

30	Vacation/Leave/Sick				
31	Ability to support electronic leave requests	H	Y	Payroll	
32	Ability to configure workflow for approval of leave requests, with ability to support multiple approvers.	H	Y	Payroll	
33	Ability to support multiple leave types, and different approval workflows for different types	H	Y	Payroll	
34	Ability to have approved leave requests auto populate on timesheets. This item must be configurable for use by only certain departments or organizations.	M	Y	Payroll	Functionality is available across the board, not per department.
35	Ability to calculate and cap leave time based on categories such as years of service, job class, employee status (permanent, term), department, etc. Ability to calculate based on per pay period hours, but accrue fiscally to leave banks	H	Y	Payroll	
36	Ability to generate warnings or reject leave requests if no leave balance remains for an employee	H	N	Payroll	
37	Ability to restrict usage of leave/vacation time for new hires until City-defined duration of service	H	Y	Payroll	
38	Ability to reset accumulators by leave type	H	Y	Payroll	
39	Ability to record and accumulate unpaid leave time	H	Y	Payroll	
40	Ability to prioritize leave requests based on criteria (i.e. seniority, request date)	L	N	Payroll	
41	Ability to identify which funds are to be used for accrual of vacation, sick time, etc., for those staff who are allocated to multiple funds. Paid time off needs to be costed to all accounts an employee's pay is charged to.	H	Y	Payroll	
42	Workflow notification for leave administration including return from leave	H	Y	Payroll	
43	Ability to configure rules mandating maximum comp time allowance usage per pay period (e.g. 48 hours), and alert user during time entry, if balance is exceeded	H	N	Payroll	
44	Ability to configure workflow for leave administration	H	Y	Payroll	
45	Ability to track FMLA leave used, either in pay of non-pay status, for previous 12 months (rolling calendar) based on current and future legislation.	H	Y	Payroll	
46	Ability to store and retrieve "to-date" and "year-to-date" leave accrued, taken, paid, lost (over max), and forfeited	H	Y	Payroll	
47	Ability to calculate vacation, sick, and comp payouts at termination including current period accrual, current period taken, and remaining balance	H	Y	Payroll	
48	Ability to have different accrual pay out rules for each type and/or bargaining unit (i.e. sick payout is once a year, vacation and personal twice a year)	H	Y	Payroll	
49	Ability to automatically recalculate accrual rules based on position changes	H	N	Payroll	
50	Ability to calculate adjustments/re-calculations to accrued leave time for employees transferred/re-assigned to different accrual group	H	Y	Payroll	
51	Ability to determine the dollar amount of sick, personal and vacation time remaining for severance payouts, transfers, etc.	H	Y	Payroll	
52	Ability to automatically approve leave requests if a designated approver has not approved them at end of pay period	H	N	Payroll	Functionality is available but it is not an automatic process.
53	Ability to manage the employee separation and termination process via workflow (both voluntary, involuntary, retirements), including processing of all payroll and benefits changes upon separation	M	Y	Payroll	

Springbrook Software	
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F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Prof. Development	Learning Management System
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Objective:

Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>			Learning Management System	
2	System tracks City-Provided Professional Development employee training.	H	Y	Learning Management System	
3	System includes workflow capability to update, track and approve PD requests.	H	Y	Learning Management System	
4	System allows for tuition reimbursement tracking and reporting.	L	Y	Learning Management System	
5	System handles custom workflows and approvals.	H	Y	Learning Management System	
6	System tracks employee education in progress, both internal and external.	L	Y	Learning Management System	
7	Ability to register employees for training courses offered	L	Y	Learning Management System	
8	Ability to develop, maintain, inquire and report on the various data elements for each section (instance) of when a course is offered: Date, location, instructor, feedback, registrants, etc.	H	Y	Learning Management System	
9	Ability to track both attendee and instructor course hours.	H	Y	Learning Management System	
10	Ability to automatically update employee records for attendance in a class.	M	Y	Learning Management System	
11	Ability to categorize training by various job categories (i.e., management, supervisory, professional, technical, clerical, skilled, semiskilled and service related).	M	Y	Learning Management System	
12	Ability to subcategorize training within job categories by required, strongly encouraged and optional.	H	Y	Learning Management System	
13	Ability to flag a class as a requirement for various job positions or certificate programs	H	Y	Learning Management System	
14	Ability to provide edits/warnings if employee tries to enroll in a class already taken.	H	Y	Learning Management System	
15	Ability to list outside (not internal program) courses identified as effective in meeting specific training needs.	H	Y	Learning Management System	
16	Ability to capture, track, workflow, approve, inquire and report on employee requests for travel and / or external training, including tracking of projected and actual training costs and travel costs.	M	Y	Learning Management System	
17	Ability to send calendar appointments (e.g., to Outlook calendar) when employee enrolls in training.	H	F	Learning Management System	Future Enhancement Opportunity
18	Ability to generate flexible training notification messages.	H	Y	Learning Management System	These are standard messages
19	Ability to view/print employee certificate of completion.	H	Y	Learning Management System	
20	Ability to route training reminders to employee and supervisor.	H	Y	Learning Management System	
21	System tracks relevant test scores. Includes ability to attach scanned results and other docs.	M	Y	Learning Management System	
22	System tracks licensure/certification number(s), including expiration date(s) and endorsement codes (alphabetic and numeric).	H	Y	Learning Management System	
23	System allows users to schedule reminder notifications for incomplete employee training requirements.	H	Y	Learning Management System	
24	System allows users to send ticklers to employees and supervisors a defined number of days in advance of certification expiration and track that the tickler has been read.	H	N	Learning Management System	
25	Ability to interface with third party systems and external application results.	M	M	Learning Management System	Discussion would be needed to decipher what needs to pass between, frequency, etc
26	System provides sophisticated Workflow Management/Dashboarding (i.e. starts with new hire process and every day tracking, through all HR key processes).	H	Y	Learning Management System	

27	System allows users to attach scanned certificates corresponding to employee training.	H	Y	Learning Management System	The training detail record in the EE File allows for the scanned attachments
28	System can link to State Certification Verification and Mandatory Training sites.	M	N	Learning Management System	
29	Skills can be tracked and linked to:	M		Learning Management System	
30	<i>Positions (requirement)</i>	-	Y	Learning Management System	
31	<i>Employees (possession of skills)</i>	-	Y	Learning Management System	
32	<i>Department objectives (target)</i>	-	Y	Learning Management System	
33	<i>Certifications / Licenses</i>	-	Y	Learning Management System	
34	System allows users to track employee certifications by position and whether employees are certified for those positions.	H	Y	Learning Management System	
35	<b>Reports</b>				
36	Ability to view/print training by topic, session, department, employee and job category.	H	Y	Learning Management System	
37	Ability to view/print a report indicating those employees who have received training and those scheduled for future training classes.	H	Y	Learning Management System	
38	Ability for approved training / travel requests to be printed	M	Y	Learning Management System	
39	Ability to select specific employees and view/print individual training profiles.	H	Y	Learning Management System	
40	Ability to view/print a full-year or monthly training calendar by course name and job category.	H	Y	Learning Management System	
41	Ability to view/print number of training hours completed annually by individual, by department and by division.	H	Y	Learning Management System	
42	Ability to view/print a roster of class attendees.	H	Y	Learning Management System	
43	Ability to view/print a list of available training programs and prerequisites to the individual programs.	H	Y	Learning Management System	
44	Ability to integrate any training records/data with 3rd party applications (i.e. MIRMA, etc..)	M	Y	Learning Management System	

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is deemed as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Employee Expense Reimbursement		License and Permits			
Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	General Requirements				
2	System support online application, renewal, and payment for business licenses	H	F	License and Permits	
3	Users track the status of business license applications and renewals in real time	H	Y	License and Permits	
4	System allow for configurable license types, fees, and renewal periods (i.e. Liquor License, Business, Contractor)	H	Y	License and Permits	
5	System can generate automatic notifications for upcoming license expirations	H	F	License and Permits	
6	Integrated workflow for reviewing, approving, or rejecting license applications with various departments	H	Y	License and Permits	
7	Support documents (e.g., insurance, certifications) can be uploaded and attached to license records	H	Y	License and Permits	
8	System provide reporting on active, expired, and pending business licenses?	H	Y	License and Permits	
9	System integrate with external agencies for license verification or compliance checks?	L	F	License and Permits	
10	Audit trail for all changes made to business license records	H	Y	License and Permits	
11	System support online payment processing and receipt generation for license fees	L	F	License and Permits	
12	The Business License system must interface with and post to the General Ledger and Budgeting.	H	Y	License and Permits	

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined hieros, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Employee Expense Reimbursement		Building Permits			
Objective:					
Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	General Requirements				
2	System allow users to submit, track, and manage permit applications online	H	F	Building Permits	
3	System schedule, assign, and track inspections associated with permits	H	Y	Building Permits	
4	Configurable workflow for permit review, approval, and issuance	H	Y	Building Permits	
5	Inspectors enter inspection results and upload photos or documents from the field	H	Y	Building Permits	
6	System support automated notifications for scheduled inspections, permit status changes, and required actions	H	Y	Building Permits	
7	System generate reports on permits by type, status, location, or date range	H	Y	Building Permits	
8	Integration with GIS or mapping tools to visualize permit and inspection locations	H	F	Building Permits	
9	System maintain a history of all inspections, including outcomes and follow-up actions	M	Y	Building Permits	
10	Fees for permits and inspections be calculated, invoiced, and paid online	H	Y	Building Permits	
11	Public portal for applicants to check permit status and inspection results	M	F	Building Permits	
12	The Permitting and Inspection system must interface with and post to the General Ledger and Budgeting.	H	Y	Building Permits	

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Employee Expense Reimbursement	N/A
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Objective:

Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	System allow users to view, reserve, and pay for facilities or equipment online	H	N	N/A	
3	Staff create, edit, and manage events or facility schedules	H	N	N/A	
4	Calendar view for both internal staff and the public to see available times and upcoming events	M	N	N/A	
5	System support waitlists and automated notifications for openings or cancellations	L	N	N/A	
6	System handle recurring reservations and block bookings for facilities	H	N	N/A	
7	Configurable fee structures for different user groups, facilities, or event types	H	N	N/A	
8	Users upload required documents (e.g., insurance, waivers) as part of the reservation process	H	N	N/A	
9	System provide reporting on facility usage, event attendance, and revenue	M	N	N/A	
10	Integration with payment gateways for online transactions	H	N	N/A	
11	System generate permits or confirmations for scheduled events and send them to users	M	N	N/A	
12	The Recreation and Event Scheduling system must interface with and post to the General Ledger, Budgeting and Personnel Systems.	H	N	N/A	

**Springbrook Software**

Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

Benefits	Human Resources
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*Objective:*

Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	Ability to support benefits enrollment, including:	H		Human Resources	
3	<i>New hire benefits enrollment</i>	-	Y	Human Resources	
4	Ability for employees to enter a status change or life event (and related benefits changes, if applicable), with documentation required for qualifying events	H	Y	Human Resources	
5	System must comply with all regulatory reporting and state/federal compliance requirements, including W2, ACA, sick-leave, FMLA, etc.	H	Y	Human Resources	
6	System must be HIPAA-compliant with regard to protected health information (PHI).	H	N	Human Resources	
7	System must comply with HIPAA data transmission requirements, especially as it applies to compliant timelines.	H	N	Human Resources	
8	<b>Benefit Plans</b>				
9	System allows for benefits administration and tracking of multiple flexible benefits plans.	H	Y	Human Resources	
10	System should be able to identify benefits eligible employees based on requirements.	H	Y	Human Resources	
11	For each benefit plan, system should track:	H		Human Resources	
12	<i>Carrier name</i>	-	Y	Human Resources	
13	<i>Coverage type</i>	-	Y	Human Resources	
14	<i>Amount of coverage (by employer and employee paid totals)</i>	-	Y	Human Resources	
15	<i>Plan identification</i>	-	Y	Human Resources	
16	<i>Eligibility criteria (length of service, age, etc.)</i>	-	Y	Human Resources	
17	<i>Eligibility date (30 days post-hire, etc.)</i>	-	Y	Human Resources	
18	<i>Eligibility hours (minimum or rules-based hours)</i>	-	Y	Human Resources	
19	<i>Eligibility earnings (based on salary, YTD earnings, etc.)</i>	-	Y	Human Resources	
20	<i>Calculation frequency</i>	-	Y	Human Resources	
21	<i>Calculation formula</i>	-	Y	Human Resources	
22	<i>Probationary period and benefit eligibility (i.e. Health Care Reform)</i>	-	Y	Human Resources	
23	System provides interfaces with all carriers and provides identifiers for each set of plan data.	H	F	Human Resources	
24	System provides necessary reporting mechanism to ensure reporting is in alignment with vendor's system. System can reconcile any discrepancies identified between data sets.	H	F	Human Resources	
25	System provides annual enrollment reports for each enrollment window, including historical enrollment information. Reports can be generated per coverage category, by carrier, by union, etc.	M	Y	Human Resources	
26	System provides ability to track and attach documentation for employee absences such as STD, LTD, FMLA, Sick Leave Bank, etc.	H	Y	Human Resources	
27	System produces enrollment verifications for employee to save/print. System automatically notifies employee when benefit changes are effective in the system.	H	F	Human Resource	We do have fillable forms that can be used prior to enrollment verifications being created
28	System can process carrier invoices by integration with AP.	M	Y	Human Resources	

29	System notifies HR team upon COBRA-qualifying event taking place (for example, dependent reaches eligible age, etc.).	H	F	Human Resources
30	System must provide information regarding hours worked and pay earned electronically to carrier.	M	F	Human Resources
31	System must provide monthly consolidated statements and Census information for reporting or self-billing purposes.	M	Y	Human Resources
32	System must calculate value and cost of life insurance, as well as taxable imputed income and min/maxes for insurance and actuarial age reduction.	H	F	Human Resources
33	System will provide mass updates for all benefit-related calculations.	H	Y	Human Resources
34	System allows users to upload insurance changes to multiple vendors.	H	Y	Human Resources
35	System can program insurance eligibility rules by union group (e.g. 30 day wait periods).	L	Y	Human Resources
36	System can generate complete or partial insurance arrearages.	H	N	Human Resources
37	System should allow for various methods and calculations for insurance arrearages.	H	N	Human Resources
38	System should allow for collection of arrearages by direct bill or deduction from pay.	H	Y	Human Resources
39	System allows for automatic encumbrance and posting of benefit expenditures.	H	Y	Human Resources
40	System can define benefit rates by benefit type.	H	Y	Human Resources
41	System must maintain detailed history of changes made to any reference / definition tables (e.g., health insurance tables).	H	Y	Human Resources
42	System can assign benefits rates and employer contributions by employee, union, or employee group.	H	Y	Human Resources
43	<b>Costs, Contributions &amp; Deductions</b>			
44	System should track employee and employer contributions to plans if applicable.	H	Y	Human Resources
45	System tracks insurance deductions that are due.	H	Y	Human Resources
46	System should illustrate employee and employer contributions on election form and confirmation statements.	H	Y	Human Resource
47	System can have separate deduction frequencies and start dates for linked employee/employer benefit deductions.	H	Y	Human Resources
48	System is linked to Payroll and can support forwarding of pertinent data regarding premiums, contributions, deductions and pre-tax deductions when applicable.	H	Y	Human Resources
49	System automatically calculates benefit payout for separating employees based on city policy.	H	Y	Human Resources
50	Ability to adjust benefit deductions for employees who are not receiving a paycheck	M	Y	Human Resources
51	<b>Employee Information</b>			
52	The system should track eligible employee dependents	H	Y	Human Resources
53	The system should identify those who will become ineligible for coverage six months before their ineligibility date.	H	Y	Human Resources
54	The system should identify dependents that are disabled, and their age.	H	Y	Human Resources
55	System stores Medicare data for employee and dependents	L	Y	Human Resources
56	System tracks life insurance beneficiary designation information for multiple designees.	L	Y	Human Resources
57	System can maintain benefit and deduction history.	H	Y	Human Resources
58	System can identify disabled dependents.	H	Y	Human Resources
59	System can identify dependents age 19-26.	H	Y	Human Resources
60	System should be able to generate letters for employees with dependents turning 26 notifying them that dependent will be dropped from coverage.	H	Y	Human Resources
61	System allows for entering of future or retro-benefits changes, and processes changes to benefits, payroll, and other related modules based on effective date of change	H	Y	Human Resources
62	System should flag disabled dependents turning 26 so they are not dropped from coverage.	H	Y	Human Resources

63	System tracks enrollment status for employees, including those who are ineligible, currently enrolled, withdrawn, pending, refused coverage, etc.	H	Y	Human Resources	
64	System calculates benefit levels automatically based on predetermined criteria.	M	Y	Human Resources	
65	System allows for updated employee information to be processed outside of open enrollment periods, including accommodation for life events. Users can change participant records prior to new plan year starting even after enrollment period has closed (with requisite approval).	H	Y	Human Resources	
66	System maintains record of employee choice to waive coverage, including requiring that individual acknowledgement via electronic signature or otherwise to accommodate alternative to paper form.	H	Y	Human Resources	
67	System allows users to add notes regarding participant correspondence to employee records.	H	Y	Human Resources	
68	System allows unlimited number of date fields on records, including (but not limited to) dates for eligibility, leave, effective dates, etc.	L	Y	Human Resources	
69	System allows users to define business rules and enrollment workflow for circumstances such as new hire, employment changes, transfers, rehire or termination.	H	Y	Human Resources	
70	System automatically unenrolls employees from receiving benefits upon termination or when leave status has exceeded allowed limit, including systematic notifications to employee.	M	N	Human Resources	
71	System allows for continuation of benefits for a separated employee until effective benefits termination date (if applicable).	H	Y	Human Resources	
72	System supports employee benefits billing for employees separated or on unpaid leave.	H	Y	Human Resources	
73	System allows users to maintain separate deduction start/end dates from coverage start/end dates.	H	Y	Human Resources	
74	System allows for attachment of supporting documentation for benefits enrollment and employee life events (i.e. marriage certificate, birth certificate, etc.).	H	Y	Human Resources	
75	<b>COBRA</b>				
76	System must provide COBRA tracking (timelines for eligibility including payment due dates).	L	Y	Human Resource	In order to track Cobra, employees must be in the correct Employee Status
77	System must be able to facilitate retirement and COBRA processing.	L	Y	Human Resource	In order to track Cobra, employees must be in the correct Employee Status
78	System allows eligible individuals to be tracked for COBRA, long-term disability, unemployment or Workers comp.	L	Y	Human Resource	In order to track Cobra, employees must be in the correct Employee Status
79	<b>Retirement Information</b>				
80	System supports employee retirement plan enrollment	H	Y	Human Resources	
81	System allows for configuration of different employee retirement plan eligibility based on union group, employee type, etc.	H	Y	Human Resources	
82	System maintains employee information after retirement	H	Y	Human Resources	
83	System allows certain types of employees to be exempt from retirement contributions.	H	Y	Human Resources	
84	<b>Reports</b>				
85	System will provide individual total compensation reports.	H	F	Human Resources	
86	System allows users to generate insurance premium reports for vendors to pay premiums.	L	Y	Human Resources	
87	System must provide standard benefits-related reports by employee group or union, including:	H		Human Resources	
88	W2s	-	Y	Human Resources	
89	COBRA	-	Y	Human Resources	
90	Budget Transparency reports	-	Y	Human Resources	
91	General ledger reports	-	Y	Human Resources	
92	ACA report to monitor hours worked for non benefited employees	H	Y	Human Resources	
93	Work Hours Report (benefits eligibility)	H	Y	Human Resources	

94	Benefits eligibility reporting (can bring up employees eligible for benefits)	-	Y	Human Resources
95	System generates report to track benefit costs by plan, coverage, individual employee or groups of employees, etc.	M	Y	Human Resources
96	Ability to generate reports of employment changes and union changes for processing of related benefits and eligibility changes	H	Y	Human Resources
97	System supports mass benefit assignment updates for plan and carrier changes.	H	Y	Human Resources
98	System supports benefits billing via ACH	H	Y	Human Resources
99	System supports unique start and stop dates for each dependent.	H	Y	Human Resources
100	System automatically assigns benefits to employees for 'non-elective' benefits (e.g. worker's comp, LTD)	H	Y	Human Resources
101	System sends automatic notifications to employees of dependent benefits unenrollment regardless of circumstance	H	N	Human Resources

Springbrook Software	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

**Employee Expense Reimbursement** Replace this text with the primary product name(s) which satisfy requirements

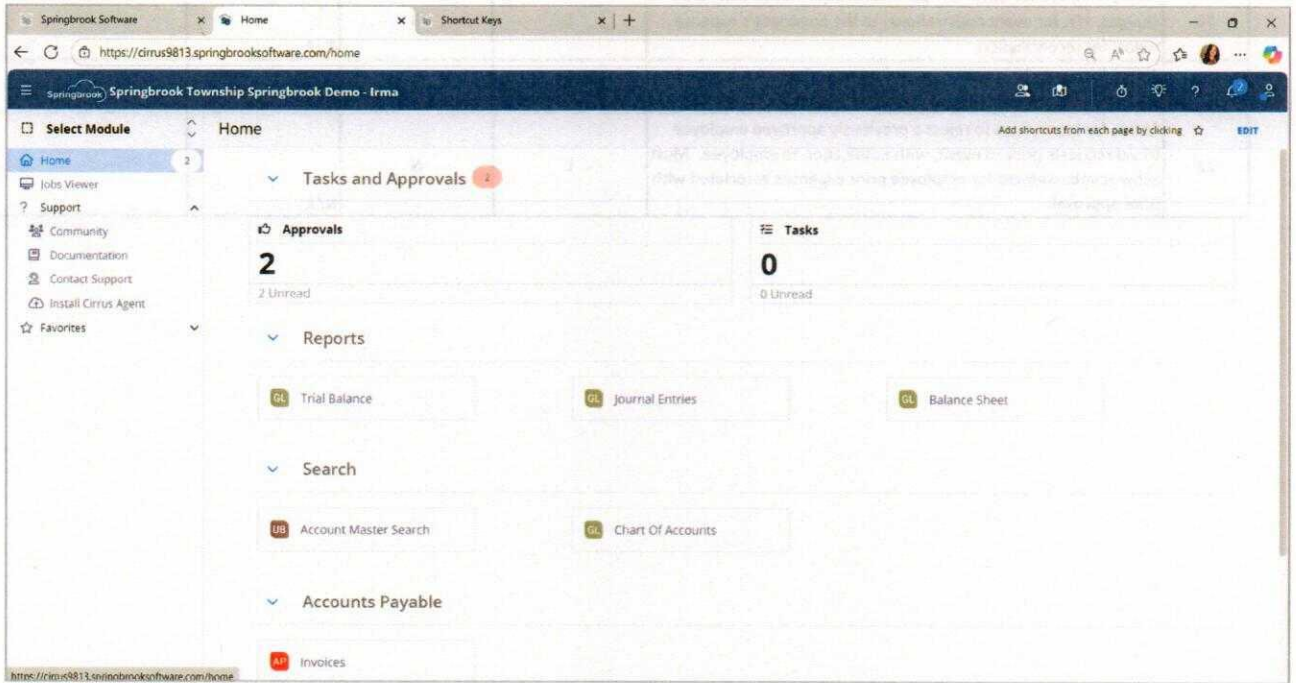
Objective:

Number	Application Requirements	Priority	Availability	Required Product(s)	Comments
1	<b>General Requirements</b>				
2	Expense Reimbursement is fully integrated with HR for employee information, attendance and validation, Employee self service (ESS) for employee tracking, both Accounts Payable and Payroll for payment (configurable by client), and Document Management for storage of travel request packages, receipts, etc.	L	N	N/A	
3	Ability for employees to enter both travel and non-travel employee expenses including: mileage, lodging, meal allowance / per diem, transportation fares, parking fees, airline, organizational dues, seminar fees, car rental, and other expenses.	L	N	N/A	
4	System has a travel request form which utilizes workflow with ability to route to multiple approvers including a budget availability check (configurable by cost center, organizational hierarchy, account fund), and the ability to reject with comments back to the employee to resolve and resubmit.	L	N	N/A	
5	Ability to link expense reimbursement request to an approved travel request.	L	N	N/A	
6	Ability for employees to attach supporting documentation to travel request form.	L	N	N/A	
7	System allows users to create and duplicate travel requests forms (to be used for multiple employees attending the same event) or create and save travel request "templates" for completion by individual employees.	L	N	N/A	
8	System allows employee or designee (originator) to create and submit travel requests or submit expense items with tracking and notifications back to either or both employee and originator.	L	N	N/A	
9	System has built-in validation to prevent ineligible/inactive employees from submitting travel request forms and/or expenses or receiving reimbursement	L	N	N/A	
10	Ability for employees to enter and save expenses prior to submittal	L	N	N/A	
11	Ability to report on saved but not submitted reports.	L	N	N/A	
12	Ability for employees to view all expenses submitted in a current or previous period	L	N	N/A	
13	Ability for employees to view past amounts reimbursed per previous period	L	N	N/A	
14	Ability to configure dollar limits by expense category	L	N	N/A	
15	Ability to require employees to enter reason for expense in a text/comment/description field	L	N	N/A	
16	Ability for employees to upload and attach scanned or emailed receipts to expense entries or travel requests as well as the ability to make attachments required.	L	N	N/A	
17	Ability for unusual expense entries or patterns to be flagged and for supervisors to be notified	L	N	N/A	

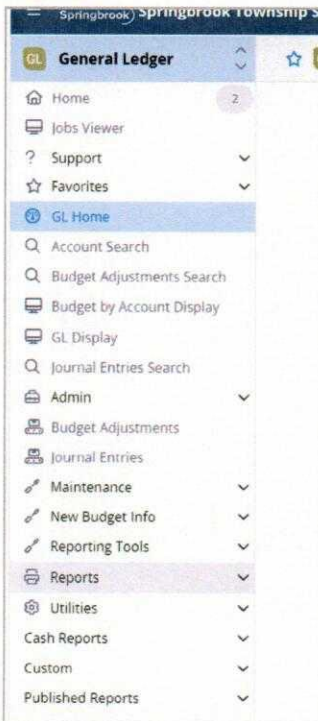
18	Ability to track expense totals and patterns and view summary data by employee, department, building, etc., and by pay period, month, year, or other specified timeframe	L	N	N/A	
19	Ability to track travel requests without any expenses submitted against them by various criteria (date range, cost center, account fund)	L	N	N/A	
20	Ability to reference other City paid travel expenses (credit card charges, POs for event registrations) to the employee's expense report for reconciliation.	L	N	N/A	
21	Ability for supervisors to review and approve / reject submitted employee expenses prior to repayment	L	N	N/A	
22	Ability for supervisors to reject a previously approved employee travel requests prior to event, with notification to employee. Must allow reimbursement for employee prior expenses associated with prior approval.	L	N	N/A	

# 10. Samples and Reporting (Confidential)

## Dashboard:



## Menu:



### Journal Entry:

#### Edit Journal Entry

Type: Standard

Author: Admin

Description: Admin Fee

Balanced By Fund: Vps

Account: 01-210-0000-390-150

Remaining Budget: -\$2,450.00

Account Description: Flex Plan Admin Fee

Account: 01-000-0000-953-000

Remaining Budget: \$0.00

Account Description: Due to Other Funds

+ CREATE LINE    - DELETE    **BALANCE JOURNAL**

Bank Account	Validation	Line	Account	Remaining Budget	Account Description	Alias
		0	01-210-0000-390-150	-\$2,450.00	Flex Plan Admin Fee	
		1	01-000-0000-953-000	\$0.00	Due to Other Funds	

1 of 1 pages

100 items per page

2 items total

#### Line Details

Account Alias	Task
Account: 01-210-0000-390-150	Project
Remaining Budget: 2,450.00	Type
Account Description: Flex Plan Admin Fee	LEGS
Debit Amount: \$350.00	Object Type
Credit Amount: \$0.00	
Description	Units: 0.00
System Reference	Rate: 0.00
Transaction Date	Bank Account

+ UP ROW

- DOWN ROW

CREATE ITEM

### Invoice Entry:

#### Edit Invoice

Invoice Displayed: INV073583

Vendor Number: 1004

Vendor Name: Traffic Safety Supply Traffic Safety Supply

Purchase Order

Payment Date: 8/20/2025

Check Date

Check Number

Reference

Author: Admin

Home Department

Base Amount: 1,817.45

Discount Amount: 0.00

Handling Amount: 0.00

Tax Amount: 0.00

Total Amount: 1,817.45

+ CREATE LINE    - DELETE

Account Number	Invoice Date	Invoice Number	Quantity	Base Amount	1099	Order
01-020-0000-515-000	09/04/2024	INV073583	0.00	\$391.00	<input type="checkbox"/>	1
01-020-0000-515-000	09/04/2024	INV073583	0.00	\$474.15	<input type="checkbox"/>	1
01-020-0000-515-000	09/04/2024	INV073583	0.00	\$520.30	<input type="checkbox"/>	1
01-020-0000-515-000	09/04/2024	INV073583	0.00	\$432.00	<input type="checkbox"/>	1
				\$1,817.45		

1 of 1 pages

100 items per page

4 items total

#### Line Details

Account Alias: 101.0002515.000	Inventory Item
GL Account: 01-020-0000-515-000	Reference Number
Remaining Budget: 1,041.76	Work Order: 0000000
Account Description: Office Supplies	Activity Type
Invoice Date: 9/4/2024	W/O Lines
Invoice Number: INV073583	W/O Override Item
Receipt Number	Order: 1
Base Amount: \$391.00	1099 Vendor

+ CREATE LINE

+ UP ROW

- DOWN ROW

## Report Initiation:

### Check Detail

Check Date From:

Check Date To:

Check Number From:

Check Number To:

Batch Type:

Batch Number:

Report Type:

Sort by:

Print only overflow checks

Omit void checks

Print general ledger accounts

New Page for each check

Print invoice description

Print invoice reference

## Employee Entry:

### Add New User

**Step 1**  
Personal Information

**Step 2**  
System Roles

**Step 3**  
Extras

First Name:

Last Name:

User Name:

Email:

Team:

Payroll No.:

Password:

Confirm Password:

Position: [+ Add New Position](#)

Position Start Date (Optional):

Department:

Unit:

Section:

Supervisor:

Sync User to Cirrus Payroll:

[Next Step](#)

## Payroll Entry:

**PR Computer Checks** JUNE 2025

[+ CREATE CHECK](#) [→ DELETE](#) COLUMNS ▾

Employee #	First Name	Last Name	↑ Department	Hours	Amount
422	Kathleen	Alvarez	030	173.33	\$5,492.18
034	Anna	Campbell	090	173.33	\$5,492.18
441	Amy	Johnson	030	173.33	\$4,099.49
035	Amy	Long	070	173.33	\$9,036.03
090	Jason	Young	030	173.33	\$9,036.03

< < 1 of 1 pages > > 100 items per page (5 items total)

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**Edit Timecard** CANCEL SAVE

[TIMECARDS](#) [SYSTEM TIMECARDS](#) [ACCRUALS](#) [CHECK](#)

[+ ADD TIMECARD](#) [✎ EDIT](#) [✖ DELETE](#) [AGGREGATE HOURS AND AMOUNTS FOR ALL](#) [COLLAPSE](#) COLUMNS ▾

Date	↑ Work Period	Code	Hours	Hourly Rate	Base Amount	Premiums A...	Pay Amount
6/30/2025	06/22/2025 - 07/05/2025	01	173.33	31.68625	\$5,492.18	\$0.00	\$5,492.18

< < 1 of 1 pages > > 100 items per page (1 items total)

## Tableau (Reporting):


**Springbrook** Search for views, metrics, workbooks, and more

SpringbrookDemo...


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- Shared with Me
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- Collections
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**Home** New ▾

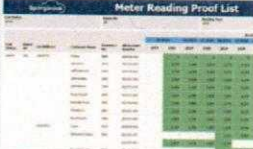
**Recents** See All



**Budget Summary**  
2 weeks ago




**Accounts by Service**  
last month

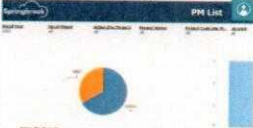


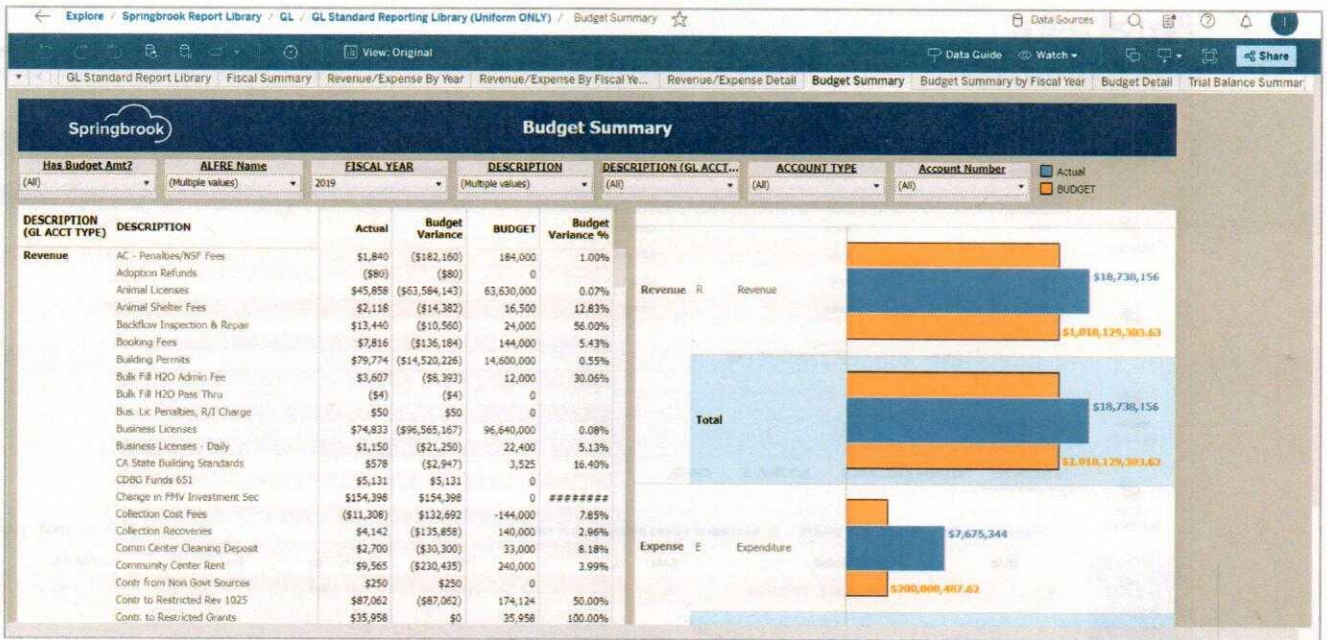
**Meter Reading**  
last month

**Recommendations** See All









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**REQUESTED COUNCIL MEETING DATE:** January 6, 2026

**ITEM:** **Bill No. 2026-01: Vacation of Right of Way for Oak Hill Estates**

---

**ORIGINATING DEPARTMENT:** Development Services Department

**ATTACHMENT:**

**1. Bill No. 2026-01 Vacation of ROW for Oak Hill Estates**

---

**PURPOSE:**

The purpose of this item is to gain the council's approval for the city to abandon a utility easement between Lots 13 and 14 in the Oak Hill Estates.

**BACKGROUND:**

Staff has received a request from the sole property owner of Lots 13 and 14 in the Oak Hill Estates subdivision that the city abandon the unused utility easement on the east side of Lot 14 and the west side of Lot 13 ending at the south side of Lot 6 to allow the construction of a new home on the lots. The city has verified that the easement is unused and unlikely to be needed in the future.

**RECOMMENDATION:**

Staff recommends the city abandon the named utility easement.

---

**REQUESTED COUNCIL MEETING DATE:** January 6, 2026

**ITEM:** Bill No. 2026-01: Vacation of Right of Way for Oak Hill Estates

---

**ORIGINATING DEPARTMENT:** Development Services Department

**ATTACHMENT:**

1. Bill No. 2026-01 Vacation of Right of Way for Oak Hill Estates
  2. Gorham Location
  3. Gorham - Oak Hill Estates - Easement Location
  4. OAK HILL ESTATES Sam Gorham 417.850.5116
  5. Gorham 811 Status
- 

**PURPOSE:**

The purpose of this item is to gain the council's approval for the city to abandon a utility easement between Lots 13 and 14 in the Oak Hill Estates.

**BACKGROUND:**

Staff has received a request from the sole property owner of Lots 13 and 14 in the Oak Hill Estates subdivision that the city abandon the unused utility easement on the east side of Lot 14 and the west side of Lot 13 ending at the south side of Lot 6 to allow the construction of a new home on the lots. The city has verified that the easement is unused and unlikely to be needed in the future.

**RECOMMENDATION:**

Staff recommends the city abandon the named utility easement.

AN ORDINANCE of the City of Neosho declaring a Utility Easement running north and south along the adjoining property lines of Lots Numbered Thirteen (13) and Fourteen (14) in Oak Hill Estates in the City of Neosho as surplus and vacating the same.

WHEREAS, the City Council has determined that a utility easement along Lots 13 & 14 in the Oak Hill Estates serves no public purpose and the same should be declared surplus and vacated.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Neosho, Missouri, as follows:

**Section 1.** That a Utility Easement running north and south along the west property line of Lot Numbered Thirteen (13) and the east property line of Fourteen (14) and ending at the south end of Lot Numbered Six (6) in Oak Hill Estates in the City of Neosho, serving no current public purpose, shall be declared surplus and vacated.

**Section 2.** That legal title thereto shall revert to abutting property owners thereto subject to any other existing rights-of-way or other easements and other encumbrances and rights of record if any.

**Section 3.** That the City Clerk is hereby authorized to file a certified copy of said Ordinance with the Newton County Recorder of Deeds.

**Section 4.** This Ordinance shall be effective January 20, 2026.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this \_\_\_\_ day of \_\_\_\_\_, 2026, by a vote of \_\_\_\_\_.

**CITY OF NEOSHO, CITY COUNCIL**

\_\_\_\_\_  
Richard Davidson, Mayor

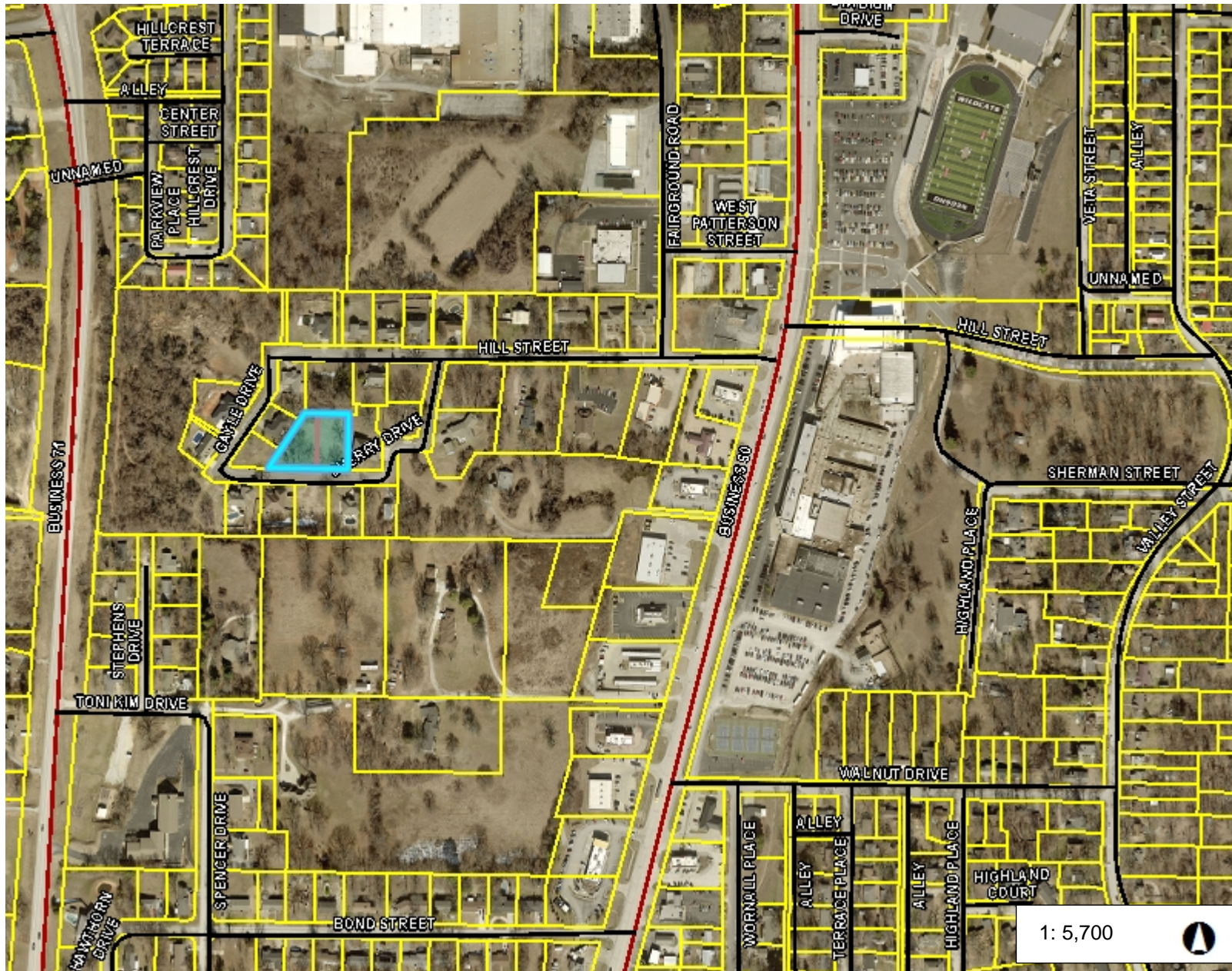
ATTEST:

\_\_\_\_\_  
Cheyenne Wright, City Clerk  
SEAL

APPROVED AS TO FORM:

\_\_\_\_\_  
Derek A. Snyder, City Attorney

# Neosho, MO



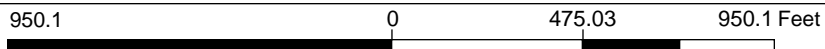
## Legend

### Neosho Streets

-  <all other values>
-  INTERSTATE
-  U.S. HIGHWAY
-  STATE HIGHWAY
-  ALLEY
-  CITY STREET
-  NAMED COUNTY ROAD
-  PLATTED/UNDEVELOPED
-  UNNAMED
-  VACATED STREET

 Parcel

1: 5,700 



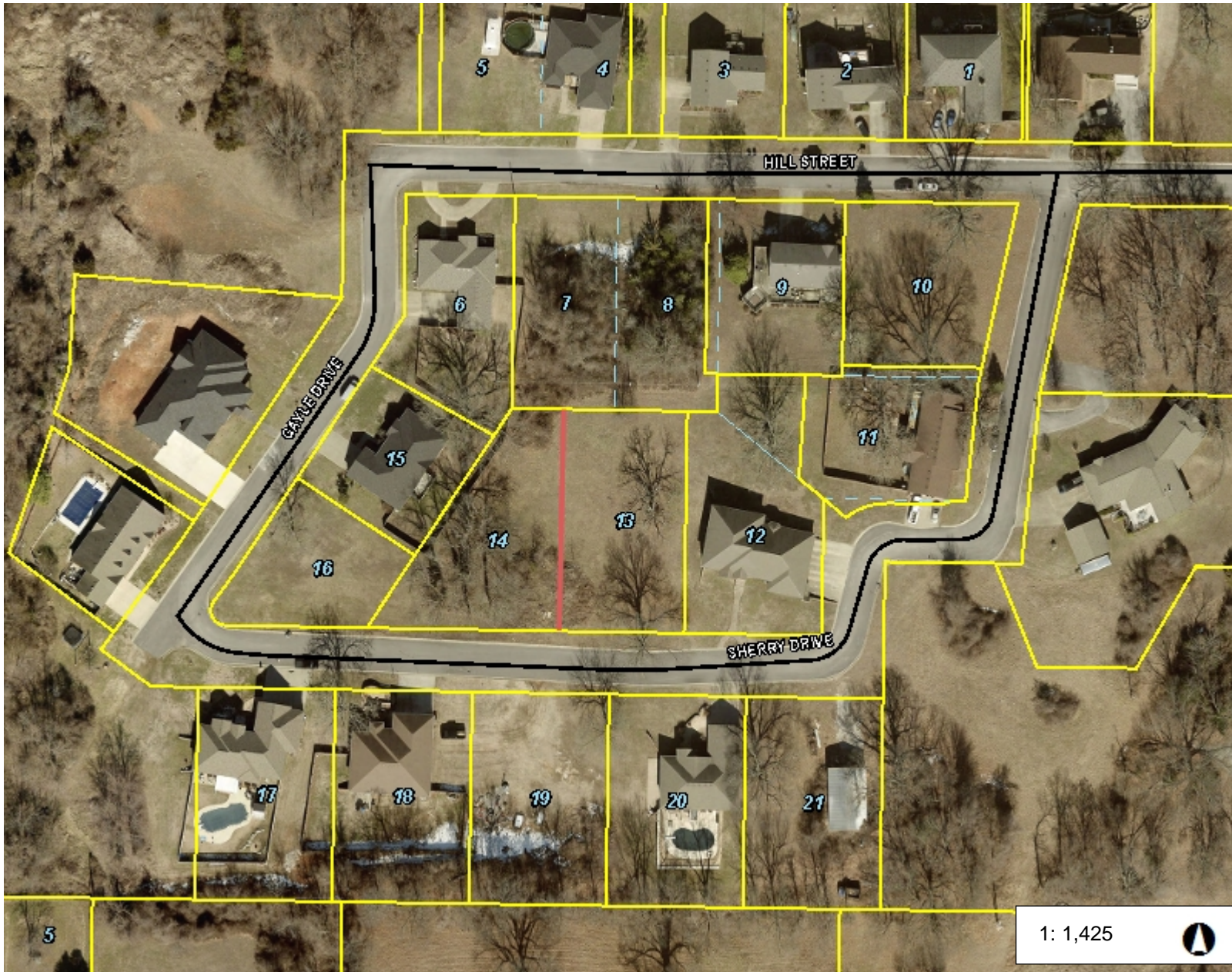
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

Location map

# Neosho, MO



## Legend

### Neosho Streets

- <all other values>
- INTERSTATE
- U.S. HIGHWAY
- STATE HIGHWAY
- ALLEY
- CITY STREET
- NAMED COUNTY ROAD
- PLATTED/UNDEVELOPED
- UNNAMED
- VACATED STREET

- Parcel
- Original Lot

1: 1,425



237.5 0 118.76 237.5 Feet

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

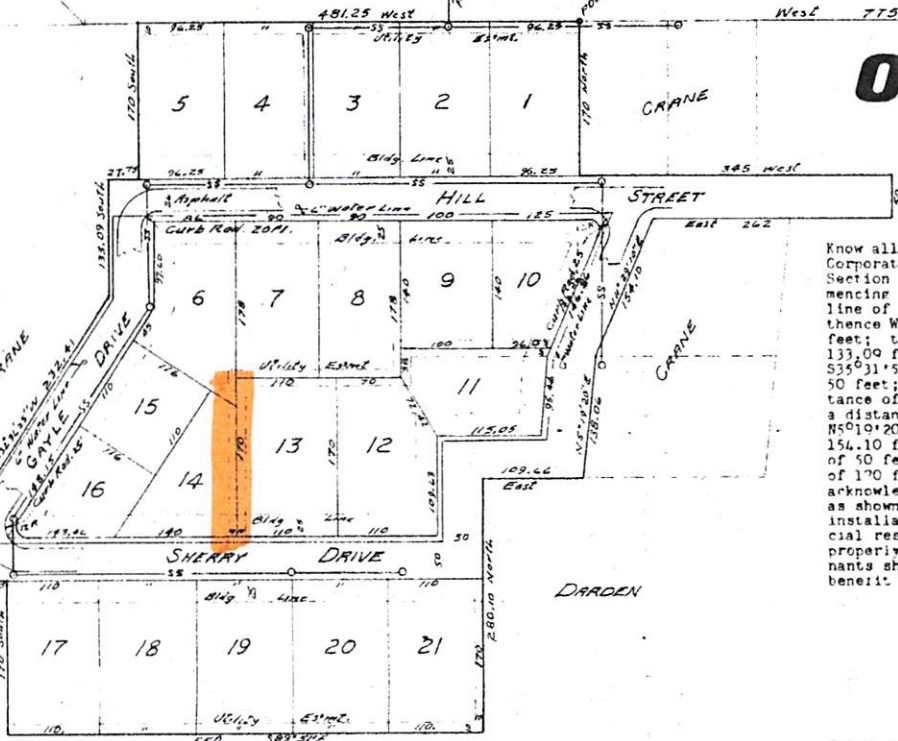
Approximate Easement Location

HILLCREST SUB. 9 10 11

CITY OF NEOSHO

NE COR. NE 1/4 NW 1/4  
Sec. 25, Twp. 25, Rg. 32

# OAK HILL ESTATES



DEDICATION

Know all men by these presents, that HNC Enterprises, Inc., a Missouri Corporation, owner of OAK HILL ESTATES a subdivision of the NE 1/4 of Section 25, Township 25N, Range 32W, Neosho, Missouri, described as commencing at the NE Corner of the said NE 1/4, thence West along the north line of the NE 1/4 a distance of 775 feet to the point of beginning; thence West a distance of 481.25 feet; thence South a distance of 170 feet; thence West a distance of 27.75 feet; thence South a distance of 133.00 feet; thence S32°36'25"W a distance of 232.41 feet; thence S55°11'50"W a distance of 109.94 feet; thence S54°28'10"E a distance of 50 feet; thence S89°51'E a distance of 37.80 feet; thence South a distance of 170 feet; thence S89°51'E a distance of 550 feet; thence North a distance of 280.10 feet; thence East a distance of 109.66 feet; thence N51°20'E a distance of 138.06 feet; thence N11°29'10"E a distance of 154.10 feet; thence East a distance of 262 feet; thence North a distance of 50 feet; thence West a distance of 345 feet; thence North a distance of 170 feet to the point of beginning; do hereby publish, declare, and acknowledge that the annexed plat hereof with lots, streets and easements as shown do hereby dedicate the same to the use of the public and for the installation and maintenance of all public utilities; any general or special restriction or limitation placed on the lots of said subdivision are properly filed and recorded in Book \_\_\_\_\_ at Page \_\_\_\_\_. Any said covenants shall be binding upon all parties claiming under them and for the benefit of and limitation upon all owners.

*Harold N. Crane*  
Harold N. Crane, Pres.  
*James Crane*  
James Crane, Secy.

State of Missouri }  
County of Newton }

On this 6th day of November 1985, before me, a Notary Public in and for the said county, personally appeared Harold N. Crane and James Crane, to me known to be the persons herein described, who by me being duly sworn did say that they are president and secretary of HNC Enterprises, Inc., and that the seal affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its Board of Directors and do acknowledge that they have executed the same as the free act and deed of said corporation. In witness whereof I have hereunto set my hand and affix my official seal the day and year first written above.

*Betty L. Peters*  
Notary Public Betty L. Peters  
My commission expires February 4, 1987 County of Newton, State of Missouri

### BOWMAN CITY CLERK'S CERTIFICATE

*Wanda Rauscher*, City Clerk of the City of Neosho, Missouri, do hereby certify that this plat of Oak Hill Estates was filed with the City of Neosho for approval on the 9th day of September 1985 and that the same was approved by the Mayor and Councilmen by Ordinance No. 85-30 duly passed and approved by the Mayor on the 15th day of October 1985. In testimony whereof I have hereunto set my hand and affix the official seal of the City of Neosho on this 27th day of October 1985.

*Wanda Rauscher*  
City Clerk, Neosho, Missouri

RECORDER OF DEEDS

7022

*Betty M. Gately*, Circuit Clerk and Ex-officio Recorder of Deeds in and for the County of Newton State of Missouri, do certify that the instrument hereto annexed with the certificates thereon was filed for record in my office on the 6th day of November 1985 at 4 o'clock and 15 minutes P.M., and that the same is duly recorded in Plat Book 3 at Page No. 170. In witness whereof I hereby set my hand and affix the seal of said office in Neosho, Missouri this 7th day of November 1985.

*Betty M. Gately*  
Recorder of Deeds  
*Debra M. Kay*  
Deputy Recorder

### SURVEYOR'S CERTIFICATE

During the month of July and August 1985, I, O. Everett Edwards, a Registered Land Surveyor in and for the State of Missouri, caused a survey to be made of the above described subdivision under my supervision. I hereby certify that the annexed plat is a true representation of our notes and measurements as taken in the field.

*O. Everett Edwards*  
O. Everett Edwards, L.S. 1448

*Julio L. Lujan*  
Chairman  
P/z Commission

**Edwards and Associates**  
Surveyors - Engineers  
223 EAST MAIN NEOSHO, MISSOURI

**OAK HILL ESTATES**  
Part of the NE 1/4 of Section 25, Township 25N, Range 32W, Neosho, Missouri.

SCALE 1:100 INDEX: 216-44 DATE: Aug. 14, 1985

Image# 004782180001 Type: LAM  
Recorded: 12/10/1986 AT 01:08:137 PM  
Total Act: Page 1 of 1  
Newton County Recorder  
Lenora Hyder Recorder of Deeds  
File# 1984-00000170  
BK 3 pg 170



All utilities have responded to this request.

Excavation may begin, or continue, within the area described until 12/18/25 @ 11:59 PM CST as long as markings remain visible.

*Click the ticket number to view the entire ticket including an interactive map, view the list of utilities including current status, request a Remark, Cancel a ticket, file a No Response or an Incorrect Locate, report a Damage or add/view attachments.*

**ROUTINE:** [253283553](#)  
**Job #/Name:**  
**Type of Work:** SITE WORK  
**Address/Street:** SHERRY DR, NEOSHO  
**Intersecting:** GAYLE DR  
**Location:** FROM THE INTERSECTION OF SHERRY DR AND GAYLE DR TRAVEL EAST ON SHERRY DR FOR APPROX 150FT. FROM THIS POINT SITE IS LOCATED APPROX 253.81FT EAST ON SHERRY DR WHILE EXTENDING NORTH OFF OF SHERRY DR FOR APPROX 175FT. MARK THE UTILITY EASEMENT BETWEEN LOT 13 AND 14.

As of 12/01/25 @ 12:51 PM CST the utilities have responded as follows:

<b>Utility Name</b>	<b>Utility Type</b>	<b>Status</b>
ATT DISTRIBUTION (ATT307)	FO,TEL,TV	Marked
EMPIRE DISTRICT ELECTRIC (EDE216)	E	Clear/No conflict

SPIRE MO WEST (KG)	G	Marked	Cody Bailes: 1031 Sherry Dr: tracer, 8.19kHz. Service Location: 165 ECL Gayle Rd Main Location: 19ft NCL Gayle St MM: 82ft;The 2; PL main that travels E and W on the N side of Sherry Dr and going E
CITY OF NEOSHO (NEO)	S,W	Marked	
OZARK FIBER (OZKFB03)	FO	Marked	
OPTIMUM (SUDDN04)	FO,TEL,TV	Clear/No conflict	

Missouri Law requires the excavator to report any indication of an unmarked facility or conflicting status. Member utilities are not responsible for locating [private utilities](#). It is the responsibility of the excavator to contact any other buried utility on the site directly.



Visit <https://missouri-811.org/> for more information on digging safely and the Missouri dig law, follow us on Facebook at <https://facebook.com/Missouri811> or email us at [mo@occinc.com](mailto:mo@occinc.com).

Thank you for using Missouri 811!

*Confidentiality Notice: This e-mail message, including any attachments and/or links, contains confidential information intended for the person filing the request and the notified Missouri811 member utilities and is protected by law. Any unauthorized review, use, disclosure, or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.*

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**REQUESTED COUNCIL MEETING DATE:** January 6, 2026

**ITEM:** **Bill No. 2026-02: Contract with Talley Farms for Airport Haying**

---

**ORIGINATING DEPARTMENT:** Development Services Department

**ATTACHMENT:**

**1. Bill No. 2026-02 Contract with Talley Farms for Airport Haying**

---

**PURPOSE:**

The purpose of this item is to sign a contract with Carl Talley for the haying of airport property.

**BACKGROUND:**

Carl Talley has provided this service for the city previously. The city seeks to extend the agreement with Carl Talley for three year with an automatic one-year renewal for two years. A total of five years.

**RECOMMENDATION:**

Staff recommends council approve the Carl Talley Haying contract.

---

**REQUESTED COUNCIL MEETING DATE:** January 6, 2026

**ITEM:** **Bill No. 2026-02: Contract with Talley Farms for Airport Haying**

---

**ORIGINATING DEPARTMENT:** Development Services Department

**ATTACHMENT:**

1. **Bill No. 2026-02 Contract with Talley Farms for Airport Haying**
  2. **CON - Talley Farms license agreement RE airport hay Renewal**
  3. **CON - Talley Farms license agreement RE airport hay - Exhibit A**
- 

**PURPOSE:**

The purpose of this item is to sign a contract with Carl Talley for the haying of airport property.

**BACKGROUND:**

Carl Talley has provided this service for the city previously. The city seeks to extend the agreement with Carl Talley for three year with an automatic one-year renewal for two years. A total of five years.

**RECOMMENDATION:**

Staff recommends council approve the Carl Talley Haying contract.

**AN ORDINANCE authorizing the City of Neosho, Missouri, to enter into a License Agreement with Carl Ray Talley, for the purpose of continuing cutting hay at the Neosho Hugh Robertson Airport; and authorizing the Mayor to execute the same by and on behalf of the City of Neosho.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, as follows:

Section 1. That the License Agreement by and between the City of Neosho, Missouri, and Carl Ray Talley, for the purpose of continuing cutting hay at the Neosho Hugh Robertson Airport, a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit "A," be and the same is hereby approved.

Section 2. That the Mayor of the City of Neosho is hereby authorized and directed to execute said Agreement by and on behalf of the City of Neosho, Missouri.

Section 3. That this Ordinance shall become effective immediately upon its passage.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this \_\_\_\_ day of January, 2026, by a vote of \_\_\_\_\_.

**CITY OF NEOSHO, CITY COUNCIL**

\_\_\_\_\_  
Richard Davidson, Mayor

ATTEST:

\_\_\_\_\_  
Cheyenne Wright, City Clerk

SEAL

APPROVED AS TO FORM:

\_\_\_\_\_  
Derek A. Snyder, City Attorney

## LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made and entered into this 20th day of January, 2026, hereinafter referred to as “the Effective Date,” by and between the City of Neosho, Missouri, a Missouri Municipal Corporation, hereinafter referred to as “City,” and Carl Ray Talley, hereinafter referred to as “Licensee,” and with City and Licensee being referred to collectively as “the Parties.”

### W I T N E S S E T H:

WHEREAS, City is the owner of real property and improvements, commonly known as the Neosho Hugh Robertson Airport, 1400 Terry Johnson Drive, Neosho, Missouri, hereinafter referred to as “the Airport”; and

WHEREAS, Licensee desires to cut and remove hay from the fields surrounding the Airport pursuant to the terms and conditions contained herein; and

WHEREAS, City desires that hay be cut and removed from the fields surrounding the Airport pursuant to the terms and conditions contained herein; and

WHEREAS, the City and Licensee entered into a License Agreement dated Marth 15, 2022 and now the parties desire to continue that Agreement.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and agreements hereinafter set forth and contained, the Parties hereby mutually agree as follows:

1. Term. The initial term of this Agreement shall commence on the Effective Date, for an original term of three (3) years. This Agreement shall automatically renew for up to two (2) renewal terms of one (1) year each for a total of five (5) years.

2. License. City grants to Licensee an exclusive license to cut and remove hay from the fields surrounding the Airport, approximately 160 acres, and approximately depicted in the map attached hereto and incorporated by reference as Exhibit A, in exchange for payment of the License Fee and performance of Licensee’s Responsibilities.

3. License Fee. Licensee shall pay to City a License Fee of \$2,200.00 per year. Said License Fee shall be paid no later than April 15th of each year.

4. Licensee’s Responsibilities. Licensee agrees as follows:

a. To coordinate all work with the City Manager prior to performance, including at least 24 hours’ notice prior to any work at the Airport.

b. To cut and remove hay from the fields surrounding the Airport. The areas depicted in green on Exhibit A shall be cut at least twice a year and the areas depicted in pink on Exhibit A shall be cut at least four times a year. However, in no event shall hay or other vegetation be allowed to grow more than four (4) feet in height.

c. That all work shall be accomplished in a reasonable and safe manner. Licensee shall use equipment and perform work in a manner to prevent damage to the Airport. City will maintain the areas around all runway lights, signs, etc. so as to reduce the risk of damage to the Airport. Any debris, including dirt, mud, and hay, shall be immediately removed from all runways and taxiways. All hay bales shall be removed within one (1) week of baling; however, in no event shall hay bales be permitted within seventy-five (75) feet of any runway or taxiway.

5. Subordination. This Agreement shall be subordinate to all (i) agreements between City and the United States government regarding the operation of the Airport and (ii) agreements for the use and lease of Airport facilities at the Airport between City and third-parties, such as hanger tenants.

6. Fixtures and Alterations. City and Licensee agree that the property is licensed in an "AS IS" condition. Licensee shall not make or cause to be made any alterations, additions, or improvements, or install or cause to be installed any trade fixtures, floor covering, interior or exterior lighting, plumbing fixtures, shade or awnings, paving or landscaping, or make any changes to the property without first obtaining City's consent in writing. If this Agreement is terminated, any improvements made by Licensee will become the property of City, with no compensation of any kind owed to Licensee.

7. Damage or Destruction of the Property. In the event that the property is destroyed or damaged so as to be unfit for use by fire, storm, explosion, earthquake or other casualty, so as not to be capable of being economically rebuilt or restored, as determined at City's sole discretion, then this Agreement shall be automatically terminated.

8. Amendments. The covenants and obligations herein contained are the full and complete terms of this Agreement, and no alteration, amendments, or changes to such terms shall be binding unless first reduced to writing and executed with the same formality as this Agreement.

9. Assignment. This Agreement, including payment hereunder, shall not be sub-let, assigned, or otherwise disposed of, except with the prior written consent of City.

10. Attorney's Fees and Expenses. If City files suit in order to enforce any term of this Agreement and is the prevailing party, Licensee shall be liable for City's reasonable attorney's fees and expenses. In no event shall City be liable for Licensee's reasonable attorney's fees and expenses.

11. Binding Effect. This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, legal representatives, successors, and assigns, and shall be binding in the event of the death or legal disability of the parties. Provided, however, that nothing in this paragraph shall be construed as a consent by City to any assignment of this Agreement or any interest therein by Licensee.

12. Choice of Law and Venue. This Agreement has been made, and its validity, performance and effect shall be determined, in accordance with the laws of the State of Missouri

and venue for litigation between the parties shall be solely and exclusively in Newton County, Missouri.

13. Compliance with laws. Licensee shall observe and comply with all Federal, State, and local laws and ordinances.

14. Consequential Damages. In no event shall City be liable to Licensee for special, indirect, or consequential damages.

15. Entire Agreement. This Agreement (including any Exhibits) contains the entire understanding of the Parties with respect to the subject matter hereof. It may not be altered or amended except by an agreement in writing signed by both parties.

16. Headings. The headings of paragraphs in this Agreement are for convenience only. The headings form no part of this Agreement and shall not affect its interpretation.

17. Hold Harmless and Indemnification. Licensee hereby assumes all risk of, and responsibility for, and agrees to indemnify and save harmless City, from and against any and all claims, demands, suits, actions, recoveries, judgments, costs, and expenses, including reasonable attorney's fees and expenses, therewith made, brought or obtained on account of the loss of life or property or injury or damage to the person or property of any person or persons whomsoever, whether such person or persons be City, its agents or employees, or Licensee, its agents or employees, or any third-person in any way connected with the Parties hereto, which loss of life or property, or injury or damage to persons or property, shall be due to, or arise out of, result from, or be in any way connected with, this Agreement.

18. Insurance. Licensee shall secure and maintain at its own cost and expense, throughout the duration of this Agreement, insurance of such types and in such amounts as may be necessary to protect it and the interests of City against all hazards or risks of loss as hereunder specified or which may arise out of the performance of this Agreement. Such policies shall name City as an additional insured, with limits of liability not less than the sovereign immunity limits for Missouri public entities calculated by the Missouri Department of Insurance as of January 1 each calendar year and published annually in the Missouri Register pursuant to Section 537.610, RSMo. (See, <http://insurance.mo.gov/industry/sovimmunity.php>)

19. Non-Discrimination. In performance of the work covered by this Agreement, Licensee shall not discriminate against any worker because of race, creed, color, political affiliation, handicap, or national origin.

20. Notices. All notices required or permitted hereinunder and required to be in writing may be given by first class mail addressed to City and Licensee at the addresses as follows:

City of Neosho, Missouri  
203 E. Main St.  
Neosho, MO 64850

Carl Ray Talley  
18314 Norway Rd  
Neosho, MO 64850

21. Representations. The signatories hereto represent and warrant that they have read this Agreement, that they are fully authorized in the capacities shown, that they understand the terms of this Agreement, and that they are executing the same voluntarily and solely for the consideration described herein.

22. Severability. If any of the provisions of this Agreement shall be construed to be invalid or illegal, the legality or validity of the other provisions of this Agreement shall not be effected thereby. Any illegal or invalid provision of this Agreement shall be severable and any other provisions shall remain in full force and effect.

23. Termination. Either party may terminate this Agreement, without cause, on thirty (30) days' written notice to the other party, provided Licensee has not applied weed prevention, fertilizer, seed or other ground supplement for the current hay season. In such circumstance the termination shall be effective upon the final cutting for said season. However, if Licensee commits a material breach of this Agreement, as determined at City's sole discretion, City may terminate this Agreement on five (5) days' written notice to Licensee, regardless of applications made and hay season.

24. No Third-Party Beneficiaries. This Agreement shall not confer any rights or remedies upon any person other than the Parties and their respective successors and permitted assigns.

25. Waiver. Waiver of any provision of this Agreement or breach of this Agreement shall not thereafter be deemed to be a consent by the waiving party to any further waiver, modification or breach by the other party, whether new or continuing, of the same or any other covenant, condition or provision of this Agreement. Failure by one of the parties to this Agreement to assert its rights for any breach of this Agreement shall not be deemed a waiver of such rights.

IN WITNESS WHEREOF, the parties have caused these presents to be executed in duplicate as of the day and year first above written.

CITY OF NEOSHO,  
MISSOURI

CARL RAY TALLEY

\_\_\_\_\_  
Richard Davidson, Mayor

\_\_\_\_\_  
Carl Ray Talley

ATTEST:

\_\_\_\_\_  
Cheyenne Wright, City Clerk

Legend  
 Move 4 Times Per Year  
 Hay & Feed



---

**REQUESTED COUNCIL MEETING DATE:** January 6, 2026

**ITEM: Resolution Bill No. 2026-01: Destruction of Records**

---

**ORIGINATING DEPARTMENT:** City Clerk

**ATTACHMENT:**

**1. Resolution Bill No. 2026-01 Destruction of Records**

---

**PURPOSE:**

The purpose of this resolution is to comply with state procedures for the retention and destruction of municipal records.

**BACKGROUND:**

RSMo 109.230 states: The director shall, with due regard for the functions of the agencies concerned, and subject to the approval of the Secretary of State: Public lists of records authorized for disposal or retention. City Code Section 110.390 states the City Clerk shall have custody of and shall safely keep the public records, original rolls of ordinances and resolutions of the City Council, such other records, documents and papers of public nature as may be delivered into his/her custody.

**RECOMMENDATION:**

Request the council's approval of Resolution Bill No. 2026-01.

**Resolution Bill No. 2026-01**

**A RESOLUTION OF THE CITY OF NEOSHO, MISSOURI, NOTIFYING THE COUNCIL OF THE DESTRUCTION OF CITY RECORDS.**

**WHEREAS**, the Secretary of the State of Missouri has established a procedure for the retention and destruction of municipal records, and

**WHEREAS**, the City Clerk has processed Neosho records in accordance with the guidelines set out in said section, RSMo. 109.230 (4)

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEOSHO, AS FOLLOWS:**

**Section 1:** That those city records which have met the retention requirements as set forth by RSMo. 109.230(4) and are recommended for disposal by the State of Missouri are attached hereto as Exhibit A and incorporated herein by reference.

**Section 2:** That the City Clerk as the Custodian of Records of the City of Neosho is hereby authorized to dispose of the city records listed in Exhibit A in accordance with RSMo. 109.230 (4).

**Section 3:** This resolution shall be in full force and effect upon final passage.

**ADOPTED** this 6<sup>th</sup> day of January 2026.

**CITY OF NEOSHO, CITY COUNCIL**

\_\_\_\_\_  
Ashton Robinson, Mayor Pro Tem

APPROVED:

ATTEST:

\_\_\_\_\_  
Derek A. Snyder, City Attorney

\_\_\_\_\_  
Cheyenne Wright, City Clerk

CITY SEAL





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**REQUESTED COUNCIL MEETING DATE:** January 6, 2026

**ITEM: Resolution Bill No. 2026-02: Contract with D&S Erectors for Shoal Creek Rotor Repair and Replacement**

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**ORIGINATING DEPARTMENT:** City Manager

**ATTACHMENT:**

- 1. Res. Bill No. 2026-02 Rotors Bid with D&S Erectors**
  - 2. Agreement Neosho and D&S Erector for Rotor repair and rebuild at treatment facility**
  - 3. Bid for Wastewater Rotors**
- 

**PURPOSE:**

Approve the contract with D&S Erectors, LLC for rotor repairs at the Shoal Creek Wastewater plant.

**BACKGROUND:**

Approval of the contract with D&S Erectors, LLC for the repair of 7 rotors at our Shoal Creek Plant. This amount is not to exceed \$667,440.32.

**RECOMMENDATION:**

Approve the contract with D&S Erectors and authorize the Mayor to execute it.

**Resolution Bill No. 2026-02**

**A RESOLUTION of the City of Neosho, Missouri, approving an agreement with D & S Erectors, LLC, a Missouri Limited Liability Company, for the purpose of providing Contractor services for the repair and/or rebuild of Rotors #1, #3, #4, #5, #6, #7 and #8 of the City wastewater treatment facility for the not to exceed price of Six Hundred Sixty-Seven Thousand Four Hundred Forty and 32/100 dollars (\$667,440.32), and authorizing the Mayor to execute the same by and on behalf of the City of Neosho.**

**WHEREAS,** the City of Neosho sought bids for the repairs and/or rebuild of Rotors at the City wastewater treatment facility to the wastewater system of the City of Neosho, Missouri; and

**WHEREAS,** D & S Erectors, LLC, was awarded the bid on January 6, 2026.

**NOW, THEREFORE BE IT RESOLVED** by the City of Neosho, Missouri as follows:

That the Agreement for Contractor Services by and between the City of Neosho, Missouri, and D & S Erectors, LLC, a Missouri Limited Liability Company, for the purpose of providing services for the repair and/or rebuild of Rotors #1, #3, #4, #5, #6, #7 and #8 of the City wastewater treatment facility for the not to exceed price of Six Hundred Sixty-Seven Thousand Four Hundred Forty and 32/100 dollars (\$667,440.32), a true and accurate copy of said Agreement being attached hereto and incorporated as Exhibit "A," be and the same is hereby approved.

**BE IT FURTHER RESOLVED,** the Mayor is hereby authorized to execute all necessary documents to effectuate the same.

PASSED BY THE COUNCIL OF THE CITY OF NEOSHO, MISSOURI, this 6th day of January, 2026, by a vote of \_\_\_\_\_.

CITY OF NEOSHO, CITY COUNCIL

\_\_\_\_\_  
Richard Davidson, Mayor

APPROVED:

ATTEST:

\_\_\_\_\_  
Derek A. Snyder, City Attorney

\_\_\_\_\_  
Cheyenne Wright, City Clerk

CITY SEAL

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between CITY OF NEOSHO, MISSOURI hereinafter called "OWNER" and D & S Erectors, LLC, hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the work of removal, fabrication and replacement of clarifier skirting, along with weir and weir skim pipe replacement for the City's wastewater system.
2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS on the date as stipulated in the NOTICE TO PROCEED and will complete same within **90** consecutive calendar days unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.
4. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of FIVE HUNDRED EIGHTY-NINE THOUSAND FIVE HUNDRED THIRTY-TWO & 73/100 DOLLARS (\$589,532.73) to repair and rebuild Rotors 1, 3, 4, 5, 6, 7 and 8 and the additional sum to be paid for or repairs, replacements or rebuilding if necessary in the additional amount of SEVENTY-SEVEN THOUSAND NINE HUNDRED SEVEN & 59/100 DOLLARS (\$77,907.59) as shown in the BID Schedule, including Alternate Bid Items.
5. The term "CONTRACT DOCUMENTS" means and includes the following:
  - (A) Invitation\Advertisement to Bid
  - (B) Instruction to Bidders
  - (C) Bid
  - (D) Agreement Form
  - (E) Payment Bond
  - (F) Maintenance Bond
  - (G) Performance Bond
  - (H) Notice of Award
  - (I) Notice to Proceed
6. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the Bid Specifications.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in **three (3)** counterparts, each of which shall be deemed an original on the date first above written.

(SEAL)

OWNER:

ATTEST:

City of Neosho, Missouri

\_\_\_\_\_  
Cheyenne Wright

By: \_\_\_\_\_

Name: Richard Davidson

City Clerk

Title: Mayor

(SEAL)

ATTEST:

CONTRACTOR:

D&S Erectors, LLC.

\_\_\_\_\_

By: \_\_\_\_\_  
Mica Willis

\_\_\_\_\_  
Name (Please Type)

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_  
Address

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

## Alliance Water - City of Neosho – Waste Water Treatment Facility

### Quote – Rotor #1 – Repairs

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Check shafts for trueness.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

Labor, equipment and materials – price of - \$61,484.21.

\*\*\*If shafts need replaced, add an additional \$14,573.55 for labor and materials.

\*\*\*If new tube is needed, add an additional \$22,634.54 for labor and materials.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

\$589,532.73

Adt'1 Extras

\$77,907.59

Complete Total

\$667,440.32

8

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #3 – Total Rebuild**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

Labor, equipment and materials – price of - \$98,692.30.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #4 – Total Rebuild**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

Labor, equipment and materials – price of - \$98,692.30.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #5 – Repairs**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- New shafts.
- New 50HP Electric motor.
- New turn buckle for motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace wall plate.
- Reinstall at facility.

Labor, equipment and materials – price of - \$85,399.96.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility**  
**Attn: Ken Brady**

## **Quote – Rotor #6 – Repairs**

- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace terminal box for motor.

Labor, equipment and materials – price of - \$47,879.36.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #7 – Total Rebuild**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

Labor, equipment and materials – price of - \$98,692.30.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

# D&S ERECTORS, LLC

9317 Hwy 43 Seneca, MO 64865

Ph: (417) 850-5689 or (417) 499-0999

[jeff@dandserectors.com](mailto:jeff@dandserectors.com) or [mica@dandserectors.com](mailto:mica@dandserectors.com)

December 19, 2025

**Alliance Water - City of Neosho – Waste Water Treatment Facility  
Attn: Ken Brady**

## **Quote – Rotor #8 – Total Rebuild**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

Labor, equipment and materials – price of - \$98,692.30.

\*\*\*If new fins or flanges are needed, add an additional \$1,090.00 per each set of 12 fins and an additional \$5,693.25 for new flanges.

Please note, our goal would be to replace the 4 complete rebuilds at once and then repair the other 3 at the same time. If awarded the bid, we would start ordering materials immediately. Materials are approximately 4 weeks out.

Thanks,

Mica Willis  
(417) 499-0999

**BID FORM**

**Description:** (To be completed by bidding party)

Please see attached bids dated 12/19/2025.

**Price(s) for unit(s) meeting enclosed specifications:**

F.O.B. Neosho, MO  
Projected Shipping Date: Order materials immediately. Projected start date  
2/1/2026.  
After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: D&S Erectors, LLC  
ADDRESS: 9317 Hwy 43 Seneca, MO 64865  
PHONE: 417-499-0999  
EMAIL: mica@dandserectors.com  
BY: Mica Willis

# B&B Welding & Fabrication

629 N. College  
Neosho, MO 64850  
417-455-3027

December 15, 2025

## Wastewater Rotors

Rotor #1 – Repairs - \$63,350.00

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00
- New shafts add \$15,015.00
- New tube add \$23,285.00

Rotor #3 – Total Rebuild - \$101,650.00.

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00

Rotor #4 – Total Rebuild - \$101,650.00.

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00

Rotor #5 – Repairs - \$88,000.00

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00

Rotor #6 – Repairs - \$49,350.00

Rotor #7 – Total Rebuild - \$101,650.00.

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00

Rotor #8 – Total Rebuild - \$101,650.00.

- 12 new fins add \$1,125.00
- New flanges add \$5,875.00

Thank you,  
Chris Bach



\$607,300.00

Adt'l Extras

\$80,300.00

Complete Total

\$687,600.00

**BID FORM**

**Description:** (To be completed by bidding party)

See attached

**Price(s) for unit(s) meeting enclosed specifications:**

F.O.B. Neosho, MO

Projected Shipping Date: 3/1/2026

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

**COMPANY:** B&B Welding & Fabrication

**ADDRESS:** 629 N. College Neosho, Mo 64850

**PHONE:** 417-455-3027

**EMAIL:** Chrisbaeh73@yahoo.com

**BY:** Chris Baeh

# K and B Excavating and Hauling, LLC

Joplin MO 64804 Cell # 417-540-2721 Email: [kandbexcavatingandconstruction@gmail.com](mailto:kandbexcavatingandconstruction@gmail.com)

December 22, 2025

Rotor #1 – Repairs - \$64,600.00

Additional \$1,150.00 for 12 new fins.  
Additional \$6,000.00 for new flanges.  
Additional \$15,305.00 for new shafts.  
Additional \$24,095.00 for new tube.

Rotor #3 – Total Rebuild - \$104,000.00.

Additional \$1,150.00 for 12 new fins.  
Additional \$6,000.00 for new flanges.

Rotor #4 – Total Rebuild - \$104,000.00.

Additional \$1,150.00 for 12 new fins.  
Additional \$6,000.00 for new flanges.

Rotor #5 – Repairs - \$90,000.00

Additional \$1,150.00 for 12 new fins.  
Additional \$6,000.00 for new flanges.

Rotor #6 – Repairs - \$50,500.00

Rotor #7 – Total Rebuild - \$104,000.00.

Additional \$1,150.00 for 12 new fins.  
Additional \$6,000.00 for new flanges.

Rotor #8 – Total Rebuild - \$104,000.00.

Additional \$1,150.00 for 12 new fins.  
Additional \$6,000.00 for new flanges.

Kevin Evans

\$621,100  
Extras -  
\$76,900

\$621,000.00

Adt'l Extras

\$76,900.00

Complete Total

\$698,000.00

**BID FORM**

**Description:** (To be completed by bidding party)

ATTACHED

**Price(s) for unit(s) meeting enclosed specifications:**

F.O.B. Neosho, MO

Projected Shipping Date: 4-1-2026

After delivery - payment made on third Tuesday of month delivered

I certify that this bid on stated piece(s) of equipment meets or exceeds the bid specifications (unless otherwise noted).

COMPANY: K+B EXCAVATING & HAULING

ADDRESS: 10501 APRICOT, JOPLIN, MO 64804

PHONE: 417-540-2721

EMAIL: kandbexcavatingandconstruction@gmail.com

BY: KEVIN EVANS

EST X 1878



## CITY OF NEOSHO

203 E. MAIN ST.  
NEOSHO, MO 64850  
(417) 451-8050 PHONE  
(417) 451-8065 FAX  
[WWW.NEOSHOMO.GOV](http://WWW.NEOSHOMO.GOV)

### INSTRUCTIONS TO BIDDERS

#### ADDENDUM #1

The City of Neosho, Missouri will accept sealed bids until **Tuesday, December 30, 2025 at 10:00 a.m.** at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850.  
The bid will be for the following:

**Project: Wastewater Rotors**

**Please label the envelope: Wastewater Rotors Bid Opening Tuesday, December 30, 2025 at 10:00 a.m.**

Questions concerning the specifications and bid procedure should be directed to Ken Brady @ 15318 Kentucky Road, 417-451-8080 or Jerry Humphrey @ 417-451-8075, Neosho, MO 64850.

All bids shall be F.O.B., Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

*In section 605.040 of the City of Neosho code, it states that if a contractor performs work for the City a performance bond is required.*

Section 605.040 Certain Insurance Policies, Etc., Required Before Issuance of Licenses for Plumbers, Electricians, Contractors, and Subcontractors is amended to read as follows:

"A. In addition to payment of the license fees required of plumbers, electricians and general and special contractors and subcontractors in Section 605.010, before a plumber's, electrician's or general or special subcontractor's license may be issued to any applicant, each applicant shall produce for the inspection and approval of the City Collector the following policies of insurance together with receipts showing the premiums fully paid for the period for which the license is sought:

1. Bodily injury liability insurance providing for a limit of not less than one hundred thousand dollars (\$100,000.00) for all damages arising out of bodily injuries to or for the death of one (1) person and subject to the limit for each person, a total limit of three hundred thousand dollars (\$300,000.00) for all damages arising out of bodily injuries to or death of two (2) or more persons in any one (1) accident.
2. Comprehensive general contractor's property damage liability insurance providing for a limit of not less than fifty thousand dollars (\$50,000.00) for all damages arising out of injury to or destruction of property in any one (1) accident and subject to that limit per accident, a total aggregate limit of three hundred thousand dollars (\$300,000.00) for all damages arising out of injury to or destruction of property during the policy period.

3. All insurance required herein must cover below-grade damage to be in full force during the entire construction process; and further be with a company approved by the City of Neosho; and such insurance shall cover the licensee and all employees of the licensee who may perform work in the City of Neosho, under the provisions of this Article.
4. Each contractor shall file a certificate showing that he/she has Workers' Compensation insurance if, under the laws of the State, he/she is required to carry such insurance.
5. Failure to comply with any of the requirements of this Section at any time during the term of the license shall result in immediate forfeiture of such license.
6. Unless otherwise provided, if a contractor performs work for the City of Neosho, the cost of which is estimated to exceed fifty thousand dollars (\$50,000.00), a performance bond running to the City, to the contract amount.

B. In addition to the requirements set forth above by this Section and the license fees required to be paid, each applicant for a plumber's license shall comply with all provisions of the Plumbing Code of the City."

If this project is in reference to a Stormwater Runoff Project, please reference Section 430.188 of City Code that states:

**A.** *Performance Bonds and Other Assurances for Completion of Stormwater Management Improvements.* Upon approval of the Final Stormwater Management Plan, but before the issuance of building permit, the City Building Inspector may require the applicant to post a performance bond, cash escrow, certified check, or other acceptable form of performance security for the amount of the work to be done pursuant to the approved Stormwater Management Plan.

**B.** *Maintenance Agreement.* A maintenance agreement, approved by the Governing Body of the City of Neosho, assuring perpetual maintenance of stormwater management improvements shall be agreed upon by the City and the applicant, if the facilities are to be maintained by the developer.

**C.** *Maintenance Bond.* A two (2) year maintenance bond against defects in workmanship may be required by the City for any portion of the stormwater management improvements dedicated to the public.

\*Missouri Prevailing Wage Rate if over \$75,000.00 (*A copy of the Missouri Prevailing Wage Rate is attached*)

\*Payment Bond Required for projects over \$50,000.00

\*City of Neosho Business License required

\*W-9 Required

\* Proof of Workers Compensation Coverage Provided w/ Bid

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

Thank you,

David Kennedy  
City Manager

## **BID SPECIFICATIONS:**

The bid packet is for the purchase of: (Bid each Rotor Separately)

### **ROTOR #1 - REPAIRS**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Check shafts for trueness.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.
- If shafts, tubes, or fins and flanges need to be replaced include in bid

### **ROTOR #3 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility
- If new fins or flanges are needed include in the bid.

### **ROTOR #4 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.

- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals Replace at facility.belts.
- If new fins or flanges are needed include in bid.

### **ROTOR #5 - REPAIRS**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- New shafts.
- New 50HP Electric motor.
- New turn buckle for motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace wall plate.
- Reinstall at facility.
- If new fins or flanges are needed include in bid

### **ROTOR #6 – REPAIRS**

- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace terminal box for motor.

## **ROTOR #7 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals .
- Replace belts.
- Reinstall at facility.
- If new fins or flanges are needed include in bid

## **ROTOR # 8 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

### **Equipment Schedule:**

#### **Note:**

This bid should include the start date for this project.

# AUGUST 2018

## PREVAILING WAGE CHANGES

MORE INFORMATION IS AVAILABLE AT  
[LABOR.MO.GOV/PREVAILING-WAGE](http://LABOR.MO.GOV/PREVAILING-WAGE)

Legislation (HB 1729) passed by the Missouri General Assembly and signed by the Governor becomes effective August 28, 2018.



This new law makes several changes to Missouri's prevailing wage system.

### UNDER \$75,000 <<< \$75,000 >>> ABOVE \$75,000

PROJECT COST

- Public works projects valued \$75,000 and under are not subject to the prevailing wage law.
- Public works projects valued less than \$10,000 are not subject to a competitive bidding process.

No project may be split up into smaller projects valued at less than \$75,000 to evade the requirement to pay prevailing wage or public works contracting minimum wage.

- Public works projects are subject to either prevailing wage or public works contracting minimum wage depending on whether 1,000 hours are reported (see below).
- Hours worked on holidays will be paid at twice the normal rate (including fringe benefits). Overtime hours will be paid at time and a half of the normal rate (including fringe benefits).
- Contractors may employ one "apprentice" or "entry-level" worker for each journeyman hired and pay them 50% of the pay (including fringe benefits) of a journeyman in their same occupational title.

### UNDER 1,000 HOURS <<< 1,000 HOURS >>> ABOVE 1,000 HOURS

FOR A SPECIFIC OCCUPATIONAL TITLE IN EACH COUNTY

- The public works contracting minimum wage of 120% of the average county wage will be used instead of the prevailing wage.

The list of occupational titles has been consolidated to 20. You may continue to use the same occupational titles to input your hours. The system will automatically sort this information into the correct titles set forth by statute.

- The prevailing wage rate shall be a weighted average of the total wage fringe benefit package of all journeyman hours submitted by contractors.
- Only hours reported by contractors on non-residential projects will be used to calculate the annual wage order.

IMPORTANT DATES		Initial wage order released.	
HB 1729 Effective 08/28/18	Last day to report 2018 hours and data 01/31/19	30 day objection period begins 03/10/19	Final wage order published by 07/01/19

**CONTRACTOR'S WAGE SURVEYS MAY BE SUBMITTED BEGINNING SEPTEMBER 17, 2018.**

# Missouri

## Division of Labor Standards

### WAGE AND HOUR SECTION



MIKE KEHOE, Governor

# Annual Wage Order No. 32

Section 073  
**NEWTON COUNTY**

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by \_\_\_\_\_

Logan Hobbs, Director  
Division of Labor Standards

Filed With Secretary of State: \_\_\_\_\_ **March 10, 2025**

Last Date Objections May Be Filed: **April 9, 2025**

Prepared by Missouri Department of Labor and Industrial Relations

Building Construction Rates for  
NEWTON County

Section 073

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Asbestos Worker	\$26.05
Boilermaker	\$30.22*
Bricklayer-Stone Mason	\$30.22*
Carpenter	\$46.40
Lather	
Linoleum Layer	
Millwright	
Pile Driver	
Cement Mason	\$30.22*
Plasterer	
Communication Technician	\$29.01
Electrician (Inside Wireman)	\$50.67
Electrician Outside Lineman	\$30.22*
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Elevator Constructor	\$30.22*
Glazier	\$30.22*
Ironworker	\$30.22*
Laborer	\$39.16
General Laborer	
First Semi-Skilled	
Second Semi-Skilled	
Mason	\$30.22*
Marble Mason	
Marble Finisher	
Terrazzo Worker	
Terrazzo Finisher	
Tile Setter	
Tile Finisher	
Operating Engineer	\$30.22*
Group I	
Group II	
Group III	
Group III-A	
Group IV	
Group V	
Painter	\$30.22*
Plumber	\$30.22*
Pipe Fitter	
Roofer	\$43.92
Sheet Metal Worker	\$53.53
Sprinkler Fitter	\$30.22*
Truck Driver	\$30.22*
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

\*The Division of Labor Standards received fewer than 1,000 reportable hours for this occupational title. The public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

\*\*The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title as defined in RSMo Section 290.210.

Heavy Construction Rates for  
NEWTON County

Section 073

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Carpenter	\$30.22*
Millwright	
Pile Driver	
Electrician (Outside Lineman)	\$30.22*
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Laborer	\$45.62
General Laborer	
Skilled Laborer	
Operating Engineer	\$53.87
Group I	
Group II	
Group III	
Group IV	
Truck Driver	\$30.22*
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate Sheet.

\*The Division of Labor Standards received fewer than 1,000 reportable hours for this occupational title. Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

\*\*The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title.

# OVERTIME and HOLIDAYS

## OVERTIME

For all work performed on a Sunday or a holiday, not less than twice (2x) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work.

For all overtime work performed, not less than one and one-half (1½) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work or contractual obligation. For purposes of this subdivision, "**overtime work**" shall include work that exceeds ten hours in one day and work in excess of forty hours in one calendar week; and

A thirty-minute lunch period on each calendar day shall be allowed for each worker on a public works project, provided that such time shall not be considered as time worked.

## HOLIDAYS

January first;  
The last Monday in May;  
July fourth;  
The first Monday in September;  
November eleventh;  
The fourth Thursday in November; and  
December twenty-fifth;

If any holiday falls on a Sunday, the following Monday shall be considered a holiday.

EST 1878



CITY OF SPRINGS

## CITY OF NEOSHO

203 E. MAIN ST.

NEOSHO, MO 64850

(417) 451-8050 PHONE

(417) 451-8065 FAX

[WWW.NEOSHOMO.GOV](http://WWW.NEOSHOMO.GOV)

### INSTRUCTIONS TO BIDDERS

The City of Neosho, Missouri will accept sealed bids until **Tuesday, December 30, 2025 at 10:00 am** at the Receptionist Desk of City Hall, Attn: City Clerk, 203 East Main Street, Neosho, MO 64850. The bid will be for the following:

**Project: Wastewater Rotors**

**Please label the envelope: Wastewater Rotors bid opening Tuesday, December 30, 2025 at 10:00 a.m.**

Questions concerning the specifications and bid procedure should be directed to Ken Brady @ 15318 Kentucky Road, 417-451-8075 or Jerry Humphrey @ 2201 Scenic Drive, 417-451-8075, Neosho, MO.

All bids shall be F.O.B., Neosho, MO. All bids shall be exclusive of federal, state, and city taxes. Bids on this (these) unit(s) shall be made on forms furnished with these specifications. Additional information, specifications, deviations, and manufacturer's literature should be attached to bid forms. All bids should include the turnaround time in getting started on this project.

\*W-9 Required

The City reserves the right to reject any or all bids and to accept the lowest or best bid. The City reserves the right to split bids, if in the best interest of the City.

Thank you,

David Kennedy  
City Manager

## **BID SPECIFICATIONS:**

**The bid packet is for the purchase of: (Bid each Rotor Separately)**

### **ROTOR #1 - REPAIRS**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Check shafts for trueness.
- New 50HP Electric motor.
- New Baldor Dodge Reducer Bushing Assembly Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.
- If shafts, tubes, or fins and flanges need to be replaced include in bid

### **ROTOR #3 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility
- If new fins or flanges are need include in the bid

## **ROTOR #4 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals Replace at facility.belts.
- If new fins or flanges are needed include in bid.

## **ROTOR #5 - REPAIRS**

- Remove from ditch.
- Remove fins from tube, clean and inspect for reuse, replace as needed.
- Remove flanges from tube, clean and machine as needed for reuse.
- New shafts.
- New 50HP Electric motor.
- New turn buckle for motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace wall plate.
- Reinstall at facility.
- If new fins or flanges are needed include in bid

## **ROTOR #6 - REPAIRS**

- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Replace terminal box for motor.

## **ROTOR #7 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals .
- Replace belts.
- Reinstall at facility.
- If new fins or flanges are needed include in bid

## **ROTOR # 8 – TOTAL REBUILD**

- Remove from ditch.
- Remove fins from broken tube, clean and inspect for reuse, replace as needed.
- Remove flanges from broken tube, clean and machine as needed for reuse.
- Replace shafts.
- New 50HP Electric motor.
- New Baldor Dodge Reducer, Bushing Assembly, Motor Mount Assembly and Standard Motor Mount Belt Guard.
- New tube.
- Drill and tap for studs to mount fins.
- Replace deflector plates.
- Sandblast tube, flanges and deflector plates
- Prime and paint tube, flanges and deflector plates with 2-part paint with hardener
- Replace (Rexnord) pillow block bearings
- Replace seals
- Replace belts.
- Reinstall at facility.

### **Equipment Schedule:**

#### **Note:**

This bid should include a start date for these.

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**REQUESTED COUNCIL MEETING DATE:** January 6, 2026

**ITEM:** Modernization of Police Records Management System

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**ORIGINATING DEPARTMENT:** Police Department

**ATTACHMENT:** None

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### **PURPOSE:**

To seek Council authorization for the Police Department to initiate a Request for Proposal (RFP) process to procure a modern, fully integrated public safety software suite—including Records Management, Jail Management, Mobile Reporting, Internal Affairs, Evidence Tracking, Crime Mapping, Ticket Writing, and Prosecutor Management modules—in order to improve operational efficiency, ensure statutory compliance, and enhance data accessibility and interdepartmental collaboration.

### **BACKGROUND:**

In 2017, the Neosho Police Department entered into an agreement with Newton County and surrounding agencies to contract with Central Square for a Records Management System (RMS). At the time of acquisition, the selected RMS product was undergoing a merger process with another company. Prior to entering the agreement, Neosho conducted due diligence and specifically inquired whether the company was in the process of merging or selling. We were assured that no such changes were occurring.

Shortly after signing the contract, we were informed of ownership changes, and the newly merged company provided an RMS that differed from the product originally selected.

Despite these circumstances, Neosho PD honored the agreement and made every effort to utilize the Central Square RMS. However, over time, significant deficiencies have become evident, including:

- Lack of timely software updates
- Failure to update reporting requirements as mandated by statute, creating compliance concerns
- Limited functionality in criminal reporting
- No direct ownership of data; permission required to access our own records
- Numerous unresolved support tickets, some outstanding for years
- Absence of integrated modules for police and prosecuting attorney functions
- No integration of crime data with predictive analytics or mapping tools
- Ineffective search capabilities for linking related crimes or individuals
- Lack of internal use-of-force reporting functionality
- No accident reporting module compliant with state standards
- Workflow inefficiencies resulting in excessive administrative man-hours
- Overall lack of responsiveness and customer-focused support

These issues have hindered operational efficiency, compliance, and data accessibility, underscoring the need to transition to a more reliable and functional RMS solution.

**RECOMMENDATION:**

Based on the significant operational and compliance challenges associated with the current Records Management System (RMS) provided by Central Square, the Neosho Police Department recommends transitioning to a modern, fully integrated public safety software solution. The new system should include the following components:

- Records Management System (RMS)
- Jail Management System
- Mobile Reporting
- Internal Affairs Module
- Evidence Tracking
- Crime Mapping and Predictive Analytics
- Electronic Ticket Writing
- Prosecutor Management Suite
- Court Management Suite
- Digital Evidence Locker
- Potential for Policy Management
- Fleet Management
- Plus more

This transition will address current deficiencies, improve workflow efficiency, ensure statutory compliance, and enhance data accessibility and security. Additionally, a fully integrated system will allow for better interdepartmental collaboration and provide advanced tools for crime analysis and case management.

**Recommendation for Action:** Authorize the Police Department to initiate a Request for Proposal (RFP) process to identify and select a vendor capable of delivering a comprehensive, integrated public safety software solution. The RFP will include detailed specifications for all required modules and integration capabilities.

**Estimated Costs and Timeline:** To provide clarity on fiscal impact, here are projected cost ranges based on industry benchmarks:

Cost Component	Estimated Range (Year 1)
Software Licensing / Subscription	\$75,000 – \$150,000 annually
Implementation / Configuration	\$50,000 – \$100,000 one-time
Training & Change Management	\$15,000 – \$25,000 one-time
Annual Maintenance / Support	15%–20% of subscription cost (approx. \$12,000–\$30,000)

**Summary Estimates:**

- Year 1 Total: \$190,000 – \$325,000
- Subsequent Years (Ongoing): \$87,000 – \$180,000 annually

**Next Steps:**

1. Issue an RFP to solicit proposals from at least three qualified vendors.
2. Evaluate proposals for functionality, integration, and cost-effectiveness.
3. Plan for vendor selection in 2026 and target go-live in Q1 2027.

Transitioning to a modern RMS is critical for operational efficiency, compliance, and the continued professional development of the Neosho Police Department.