



# Board of Aldermen Request for Action

**MEETING DATE:** 11/1/2022

**DEPARTMENT:** Administration

**AGENDA ITEM:** Resolution 1146 – Acknowledge Emergency Purchase

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**REQUESTED BOARD ACTION:**

Motion to approve Resolution 1146, acknowledging the emergency purchase of a replacement HVAC system unit for City Hall.

**SUMMARY:**

The Purchasing Policy outlines the spending authority of the City Administrator at \$7,500. From time to time, it is necessary for the Administrator to authorize purchases exceeding that authority in order to address an immediate need. When this occurs, the Board is notified of the emergency need and that the Administrator has authorized the necessary purchase.

To this end, authorization of an emergency purchase in the amount of \$8,624 is included in the attached resolution. This purchase was approved by the City Administrator to expedite purchase of an HVAC unit for City Hall.

**PREVIOUS ACTION:**

N/A

**POLICY OBJECTIVE:**

Facility maintenance

**FINANCIAL CONSIDERATIONS:**

Sufficient funds exist in the operating budget to cover this purchase.

**ATTACHMENTS:**

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance                 | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution     | <input type="checkbox"/> Plans    |
| <input type="checkbox"/> Staff Report              | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Invoice |                                   |

**RESOLUTION 1146**

**A RESOLUTION ACKNOWLEDGING CERTAIN EMERGENCY PURCHASES  
BY THE CITY ADMINISTRATOR**

**WHEREAS**, the City Administrator's purchasing authority is \$7,500, however in emergency situations, the City Administrator is authorized to make purchases that exceed that amount in order to expedite repairs or purchases for city needs; and,

**WHEREAS**, a heating and cooling system at City Hall has failed and,

**WHEREAS**, purchase of a new unit is required; and,

**WHEREAS**, in order to expedite repairs, the City Administrator approved an emergency purchase of equipment; and,

**WHEREAS**, purchase of equipment has been authorized in the amount of \$8,624;

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF  
THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT THE EMERGENCY APPROVAL OF PURCHASE OF AN HVAC SYSTEM  
FOR CITY HALL FROM UNITED HEATING AND COOLING IS  
ACKNOWLEDGED AN EMERGENCY PURCHASE IN THE AMOUNT OF  
\$8,624.**

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 1<sup>st</sup> day of November 2022.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk



# UNITED

## HEATING COOLING PLUMBING

301 Duck Road • Grandview, MO • 64030

P (816) 761-5262 • F (816) 761-4560

### Proposal

Date: 10-28-2022

#### Submitted to:

City Hall of Smithville  
107 W. Main St  
Smithville Mo 64089  
[amitchell@smithvillemo.org](mailto:amitchell@smithvillemo.org)

#### Quote Site:

City Hall of Smithville  
107 W. Main St  
Smithville Mo 64089

#### Scope of Work Proposed

Remove old 2-ton mini split system & install new 2-ton Mitsubishi mini split system for I.T. room

#### EQUIPMENT:

- (1) 2-Ton Mitsubishi Outdoor Unit - NEW 2018 Efficiency Standards Rated Equipment
- (1) 2-Ton Mitsubishi Indoor Unit - NEW 2018 Efficiency Standards Rated Equipment
- (1) Micro Condensate Pump
- (1) Fascia Kit X85-003
- (1) Wireless Remote Controller Kit
- (1) Low Ambient Baffles
- (2) Labor

**TOTAL investment: \$8,624.00**

#### INCLUDED:

- Complete removal of the old equipment.
- All necessary labor and materials to connect to the existing ducting, wiring, piping, and controls.
- Crane cost will be added only if required (Price of crane subject to change dependent on crane reach needed)

#### Exclusions:

*All Line Electrical Wiring, Starters and Disconnects, All Plumbing, All Gas Line Piping, Structural Engineers, Street Closings, Refrigeration Work, Certified Air Balance, Prevailing Wage, Stamped Drawings, DDC Energy Management Controls, Control Wiring, Permits, Structural Work, Trenching, Concrete Saw Cutting, Smoke Detectors, Roof Repair, Sheet Rock Access Doors, Any Sheet Rock Repairs, Equipment Screening, Warranty on Existing Equipment and Materials, Warranty on Equipment and Materials Furnished by Others, Fire Suppression Systems, Kitchen Exhaust Systems, Fire Wrap, Welded Duct, Fire Dampers, Fire/Smoke Dampers, Fire Caulking, Smoke Test, Cement Pads, RA Boots, All Painting, Demo, Temporary Heating or Cooling, All Special Inspections, Taxes, and Bonds*

This bid includes all permits and insurance to perform work at the above listed location. All work to be performed and material used is guaranteed to be done as specified in detail's above. All Equipment installed is covered by manufacturer's warranty on parts and 1 year on labor performed by United Heating & Cooling, Inc. (excluding preventative maintenance). Applicable taxes may be applied to invoice.

**Customer understands any prior diagnostic and or repair work is invoiced separately and not included in any of the above scopes of work.**

**Respectfully Submitted:**

**United Heating & Cooling, Inc.**

301 Duck Road | Grandview, Mo | 64030  
Phone: (816) 761-5262 | Fax (816) 761-4560  
Prepared by: **John Durham**  
Phone: **(816) 761-5262**  
email: **johndurham@unitedheating.com**

**Commercial Replacement Department**

This proposal may be withdrawn by us if not accepted within Thirty (30) Days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is to be made in full upon completion. Upon failure of the customer to pay upon completion, the entire amount will be subject to finance charge of 2% per month on the unpaid balance commencing thirty (30) days after the work has been completed until the entire amount is paid in full.

In the event the customer agrees to pay all collection fees and attorney's fees, cost and expenses incurred.

Notice to Owner

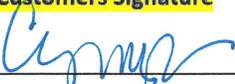
Failure of the contractor to pay those persons supplying material and services to complete this contract can result in the filing of a mechanic's lien on the property which is subject to this contract pursuant to chapter 429, R.S. Mo. To avoid this result you may ask this contract for 'Lien Waivers' from all persons supplying material or services for the work described in this contract. Failure to secure Lien Waivers may result in your paying for the labor and materials twice.

Consent of Owner

Consent is hereby given for filing of Mechanic's Lien by any persons who supplies materials or services for the work described in this contract on the property on which it is located if they are not paid. In the event an attorney is retained to collect any amounts due for said work or materials, then the undersigned agrees to pay for attorney's fees, cost and expenses for said collection or enforcement.

**Thank you! We look forward to serving you.**

Below signature states that you accept this contract and United's terms and conditions.

<b>Customers Printed Name</b> Cynthia Wagner
<b>Customers Signature</b> 
United Representative: John Durham

<b>Submitted to:</b> <b>Job Site:</b>
<b>Date:</b>
<b>Accepted Dollar Amount \$</b> \$8,624.00
<b>Date:</b> 10-28-2022