



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

SCHEDULED

MEETING ATTACHMENTS (ID # 4721)

Meeting: 01/23/25 9:30 AM
Department: County Clerk
Category: Meeting Items
Prepared By: Madi Hires Raines
Initiator: Madi Hires Raines
Sponsors:
Doc ID: 4721

Meeting Attachments

ATTACHMENTS:

- 1 - 23 JANUARY 2025 - CERTIFIED COURT ORDER NO. 01-23-2025-01
- 2 - 23 JANUARY 2025 - BUILDING MAINTENANCE 2024 END OF YEAR REPORT
- 3 - 23 JANUARY 2025 - E.J. RICE'S ORIGINAL CONTRACT. FOR REFERENCE
- 4 - 23 JANUARY 2025 - E.J. RICE'S CONTRACT RENEWAL AWARD LETTER
- 5 - 23 JANUARY 2025 - CONTRACT RENEWAL LETTER TO DARRELL MROTEK CONSTRUCTION, INC.
- 6 - 23 JANUARY 2025 - CONTRACT RENEWAL LETTER TO ROB MUILENBURG EXCAVATING FOR HEAVY EQUIPMENT SERVICES

The Treasurer is hereby ordered to pay the following entities:

CART

January 22, 2025

Receipt #:

January 2025 Term

@ 9:09 A.M.
PB

AMOUNT RECEIVED		222-43354	216,041.47	CHECK/DFT
BRIDGE		15.00%	32,406.22	
	ROAD MILES			
COMMON 1	297.51	29.67%	64,099.50	
COMMON 2	280.69	27.99%	60,470.01	
BILLINGS SPECIAL	103.25	10.30%	22,252.27	
GARRISON SPECIAL	24	2.39%	5,163.39	
OZARK SPECIAL	102.97	10.27%	22,187.46	
SELMORE SPECIAL	27.5	2.74%	5,919.54	
SOUTH SPARTA SPECIAL	11.1	1.11%	2,398.06	
STONESHIRE	5.3	0.53%	1,145.02	
TOTAL ROADS	852.32	100.00%	183,635.25	
TOTAL BRIDGE			32,406.22	
TOTAL DISBURSED			216,041.47	

ABSENT

Presiding Commissioner Lynn Morris

Western Commissioner Johnny Williams

Eastern Commissioner Bradley A. Jackson



IN TESTIMONY WHEREOF I, have hereunto set my hand and affixed the seal of said Commission, at my office in Christian County this, the 23rd day of January, 2025.

Paula Brumfield, Clerk of the County Commission

End of year report 2024

Large projects:

Replaced flooring in the mule's office.

Replaced carpet in the 1st floor Justice Center entry way to Judge Bacons Courtroom

This required maintenance staff to remove all the pews in the courtroom and replace them after flooring was installed. This alone was a 4-day project. All flooring for the 4th quarters total cost was \$8,331.42

Replaced 4 tankless water heaters in the County Jail. This was over \$11,000.

Replaced an electrical water valve in B pod. Cost was \$2,537.45

Replaced 2 frequency drives on the 110-ton Trane HVAC unit on the Justice Center at a cost of \$8,155.

Small Projects:

Painted new mules' office after they moved into the new office, we painted the old mules office as requested by the Sheriffs Department.

Welded up the basketball goal in the recreation room for the jail.

Continuing Jail sewer project. I have also worked with the City of Ozark to get the final contracts signed and awarded for the jail sewer project.

A pre-construction meeting was held on January 9th, 2025 with the contractor, the City of Ozark, MO dot, Great River Engineering and myself. We are looking at a start date of roughly March 30, 2025.

Equipment:

We had brake lines rupture on our 2004 chevy snowplow truck. We had the truck towed to the dealership here in Ozark. The estimate for a complete brake line replacement including parts and labor, which was required, was \$4,614.55. We chose to do this in our shop as time allowed. Lindale Cummings does mechanical work on the side and was able to make these repairs through the course of the week in our shop for the cost of new brake lines which was \$407.05 saving The County \$4207.50.

Had a 4-wheel drive engagement issue on the 2019 F250. We had it repaired at Ford.

At the end of the year, we purchased a hydraulic rock rake for the skid steer at a cost of \$9,114.64.

General Maintenance Continues:

HVAC, plumbing and Electrical issues are addressed as they come in. (see attached report)

NOTE:

Kit and I worked at Friday Night Lights this year. It was a great success. We had no issues.

Richard Teague -January 15, 2025

Work Order Summary w/ Details

Date Printed: 01/14/2025

Page 1 of 140

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours
WO000775	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities	County Jail	County Jail	Kit Grimes	01/13/2025	01/13/2025	01/13/2025	0.00	0.00
The left shower in A pod the light is out replaced lights														

WO000774	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	County Jail	Lindale Cummings	01/13/2025	01/13/2025	01/13/2025	0.00	0.00
Toilet on the upper tier in C pod is leaking replaced T joint														

WO000773	Completed	Non-PM	Medium	Vandalism	Plumbing	Facilities	County Jail	County Jail	Lindale Cummings	01/08/2025	01/08/2025	01/13/2025	0.00	0.00
Toilet will not drain Far better removed clog														

WO000772	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	County Jail	Lindale Cummings	01/08/2025	01/08/2025	01/08/2025	0.00	0.00
Shower is not running more than 2-3 seconds at a time Replace button on shower														

WO000771	Completed	Non-PM	Medium	Reactive Maintenance	HVAC	Facilities	County Jail	County Jail	Richard Teague	01/08/2025	01/08/2025	01/08/2025	0.00	0.00
The area listed are 75 plus degrees. It seems the heater is stuck on. Captain office is 79 degrees when thermostat is at 69 in control. Adjusted thermostat and reset system. System is no longer continuous heating.														

WO000769	Completed	Non-PM	Emergency	Reactive Maintenance	Equipment Maintenance	Facilities	County Jail	County Jail	Lindale Cummings	01/07/2025	01/07/2025	01/07/2025	0.00	0.00
24-1 - intercom in room won't work														

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
fixed wire														

WO000770	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	01/07/2025	01/07/2025	01/07/2025	0.00	0.00
127-sink water will not turn off														
Changed flow through valve														

WO000768	New Work Order	Non-PM	Low	Reactive Maintenance	Painting	Facilities		Historic Building	Lindale Cummings	01/03/2025	01/06/2025		0.00	0.00
OFFICE UPDATE														

WO000767	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Justice Center	Lindale Cummings	12/31/2024	12/31/2024	12/31/2024	0.00	0.00
The sink is not draining properly. The water will drain when plunged, but continues to fill the sink when water is ran.														
drain is clean.														

WO000766	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		County Jail	Lindale Cummings	12/31/2024	12/31/2024	12/31/2024	0.00	0.00
A-Pod 225 and 226 lights have been out for a couple weeks now. I do not know if maintenance was tracking, replaced night lights as requested.														

WO000765	Completed	Non-PM	Medium	Reactive Maintenance	General Maintenance	Facilities		County Jail	Richard Teague	12/31/2024	12/31/2024	12/31/2024	0.00	0.00
Top screw is missing and there is a note of some sort stuffed into the door where it is loose.														
replaced screws														

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expeded	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments:														
WO000764	Completed	Non-PM	Medium	Vandalism	Equipment Maintenance	Facilities	County Jail	Lindale Cummings		12/31/2024	12/31/2024	12/31/2024	0.00	0.00
241 speaker detached partly from the wall.														
replaced screw														
WO000763	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings		12/30/2024	12/30/2024	12/31/2024	0.00	0.00
A Pod 127 & 128 sinks will not drain														
cleaned drain with snake														
WO000762	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings		12/30/2024	12/30/2024	12/31/2024	0.00	0.00
Shower will not shut off in C Pod														
fixed														
WO000761	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings		12/27/2024	12/30/2024	01/10/2025	0.00	0.00
F POD CELL 247 Toilet is clogged.														
run drain snake through drain. this didn't fix anything. called Farr better plumbing for drain pipe removal called in farr better plumbing														
WO000760	Completed	Non-PM	Medium	Vandalism	Plumbing	Facilities	County Jail	Lindale Cummings		12/23/2024	12/23/2024	12/23/2024	0.00	0.00
Cell 247 Toilet is flooding when flushed														
Remove commissary trash and maxi pads.														
WO000759	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings		12/23/2024	12/23/2024	12/23/2024	0.00	0.00
toilet in cell 138 does not flush														

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours(s)
Work requested														
Action Taken														
Comments														
Replaced flush valve.														

WO000758	Completed	Non-PM	Medium	Reactive Maintenance	Water Leaks	Facilities		County Jail	Kit Grimes	12/20/2024	12/23/2024	12/23/2024	0.00	0.00
There is water all over the floor out in the 54's. Looks like its coming from the water Softener area														
No water found														

WO000757	Completed	Non-PM	Medium	Reactive Maintenance	HVAC	Facilities		Justice Center	Kit Grimes	12/20/2024	12/20/2024	12/23/2024	0.00	0.00
Our thermostat is set quite high, but it is freezing in here (even I'm cold, and that never happens!)														
Adjusted thermostat														

WO000756	Completed	Non-PM	Low	Reactive Maintenance	Other	Facilities		Historic Building	Richard Teague	12/20/2024	12/24/2024	12/26/2024	0.00	0.00
CCIT has been informed our IT storage room will need to be moved. Hosea told me that he has cleared out his office. We will need the desk removed from his office and assistance moving the shelves from the current room to that room. Just let us know when you have time to assist.														
moved office as requested.														

WO000755	New Work Order	Non-PM	Medium	Reactive Maintenance	Carpentry	Facilities		Justice Center	Lindale Cummings	12/19/2024	12/19/2024		0.00	0.00
Patrol Lt. is POC... Needing heavy duty 3ft bracket mounted to wall for taser batteries. Please reach out to arrange as it is a locked/secure office # etc 5334 or work cell phone # (417)360-4872														

WO000754	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		County Jail	Lindale Cummings	12/19/2024	12/19/2024	12/19/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	--	-------------	------------------	------------	------------	------------	------	------

F-pods left shower light is out fixed

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														

WO000753	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		County Jail	Lindale Cummings	12/19/2024	12/19/2024	12/19/2024	0.00	0.00
E pod left shower light is out														
replaced lights														

WO000751	Completed	Non-PM	Medium	Vandalism	Plumbing	Facilities		County Jail	Kit Grimes	12/16/2024	12/16/2024	12/16/2024	0.00	0.00
D-Pods issue- Their left shower is not turning on or working at all.														
Replaced the shower button. Found vandalism with plastic shoved in around the button and sleeve.														

WO000752	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	12/16/2024	12/16/2024	12/16/2024	0.00	0.00
toilet is not flushing properly														
Found, no issues, toilet is working as it should.														

WO000750	Declined	Non-PM	Low	Reactive Maintenance	Equipment Maintenance	Facilities		County Jail		12/16/2024	12/16/2024		0.00	0.00
C-Pod issue: The shower vent needs cleaned it is causing the walls in the pod by bunks to sweat/leak when it is running due to the humidity.														
It is not maintenance staffs job to clean the showers or remove the brief from vent														

WO000749	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Justice Center	Lindale Cummings	12/13/2024	12/13/2024	12/16/2024	0.00	0.00
Handicapped women's restaurant leaking and sheriffs lobby														
fixed														

WO000748	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	12/10/2024	12/10/2024	12/11/2024	51.84	2.00
E 156 sink is overflowing/leaking causing flooding within the cell														

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
fixed leak														

WO000747	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	12/10/2024	12/10/2024	12/11/2024	51.34	2.66
F Pod showers are not draining														
air plunged and cleared both showers														

WO000746	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Justice Center	Lindale Cummings	12/10/2024	12/10/2024	12/11/2024	0.00	0.00
have a few lights out in Judge Bacon courtroom														
replaced 4 lights														

WO000745	Completed	Non-PM	Medium	Reactive Maintenance	Carpentry	Facilities		Historic Building	Lindale Cummings	12/05/2024	12/06/2024	12/11/2024	0.00	0.00
Remove glass over countertop as danny gray requested														
removed glass and trim and put it where Jeremy told us to														

WO000744	Declined	Non-PM	Low	Reactive Maintenance	Other	Facilities		Justice Center	Richard Teague	12/05/2024	12/06/2024		0.00	0.00
test request														
none														

WO000743	Completed	Non-PM	Medium	Reactive Maintenance	Carpentry	Facilities		County Jail	Lindale Cummings	12/05/2024	12/06/2024	12/11/2024	77.20	4.00
----------	-----------	--------	--------	----------------------	-----------	------------	--	-------------	------------------	------------	------------	------------	-------	------

Cpt Craig is requesting a hole be drilled in the counter right out side booking where sink is. please get with him for accurate spot drilled the hole per sheriffs approval

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
WO000742	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings		12/05/2024	12/05/2024	12/11/2024	77.20	4.00
D-Pods toilets are leaking and flooding the floor														
replaced a plastic T in the main water supply line														
WO000741	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings		12/04/2024	12/05/2024	12/11/2024	38.60	2.00
Sinks are backed up and not draining														
air plunged and cleared both sinks														
WO000740	Completed	Non-PM	Medium	Reactive Maintenance	Carpentry	Facilities	County Jail	Lindale Cummings		12/04/2024	12/04/2024	12/04/2024	0.00	0.00
Requesting 2 small holes drilled														
Drilled 2 holes to hang a paper file														
WO000739	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings		12/04/2024	12/04/2024	12/04/2024	0.00	0.00
Jail Kitchen Toilet, we have tried to plunge but no relief														
Used hand plunger and air plunger														
WO000738	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities	Justice Center	Lindale Cummings		12/03/2024	12/04/2024	12/04/2024	0.00	0.00
replace lights as needed														
Replaced a total of 46 lights through the sheriffs office														
WO000737	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings		12/03/2024	12/04/2024	12/11/2024	0.00	0.00

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost (\$)	Hours
Work requested														
Action Taken														
Comments														

Officer Hinrich just advised that even after resetting the hot water that the temp is getting up to 130*, he advised way up in the red zone !???
 Draper plumbing will be out Thursday to address the issue

WO000736	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities	County Jail	Lindale Cummings		11/26/2024	11/26/2024	12/11/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	-------------	------------------	--	------------	------------	------------	------	------

A Pod 226 and 225s night light
 Lights are covered in tooth paste and need to be cleaned. I talked to craig lights have still not been cleaned after two weeks you said they just haven't had time to do it. And they will send in a work order once it's done. This quarter will be closed out until then.

WO000735	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings		11/25/2024	11/25/2024	11/25/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	-------------	------------------	--	------------	------------	------------	------	------

D Pod showers are running none stop
 Replaced flow valve and timed it

WO000734	Completed	Non-PM	Low	Reactive Maintenance	Lighting	Facilities	County Jail	Lindale Cummings		11/25/2024	11/25/2024	12/11/2024	0.00	0.00
----------	-----------	--------	-----	----------------------	----------	------------	-------------	------------------	--	------------	------------	------------	------	------

One of the shower lights in D pod is flickering.
 replaced lights

WO000733	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	County Jail	Lindale Cummings		11/21/2024	11/21/2024	11/21/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	-------------	------------------	--	------------	------------	------------	------	------

B Pod shower is not shutting off
 Replaced flow valve and all cage nuts and bolts

WO000732	Completed	Non-PM	Medium	Vandalism	Plumbing	Facilities	County Jail	Lindale Cummings		11/18/2024	11/18/2024	11/18/2024	0.00	0.00
----------	-----------	--------	--------	-----------	----------	------------	-------------	------------------	--	------------	------------	------------	------	------

A Pod Shower wont shut off
 New flow valve

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														

WO000731 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 11/18/2024 11/18/2024 11/18/2024 24.09 1.33

A Pod 127 & 128 sinks are backed up

Used hand plunger and got both sinks draining

WO000730 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 11/18/2024 11/18/2024 11/18/2024 0.00 0.00

A POD Showers will not shutoff

Replaced the flow valve

WO000729 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities Circuit Court Building Lindale Cummings 11/15/2024 11/18/2024 11/18/2024 22.64 1.25

Juvenile detention toilet not flushing

Went through and checked all toilets and all were flushing fine. Left Jon new batteries just in case. Was the toilet in juvenile holding area replaced a valve on flush head.

WO000728 Completed Non-PM Medium Reactive Maintenance Lighting Facilities County Jail Kit Grimes 11/15/2024 11/15/2024 11/15/2024 0.00 0.00

E Pod 153 Light is out

Put in 2new led bulbs.

WO000727 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Kit Grimes 11/14/2024 11/15/2024 12/11/2024 0.00 0.00

C Pod has no hot water in showers or sinks

Called draiper plumbing. Robert came by and diagnosed bad water heaters. Will be back Monday or Tuesday to install

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours(S)
WO000726	Completed	Non-PM	Low	Reactive Maintenance	Plumbing	Facilities		County Jail	Kit Grimes	11/12/2024	11/13/2024	11/14/2024	0.00	0.00
Non stop slow running in Kitchen Cleaning Closet Jail staff are not shutting valve off and caused failure. I instructed some of them they need to start shutting off the proper way. Going to ask Shaun today about replacing it.														
WO000725	Completed	Non-PM	Medium	Vandalism	Plumbing	Facilities		County Jail	Kit Grimes	11/12/2024	11/13/2024	11/14/2024	0.00	0.00
Drains are not draining again and backing up Poured clobber down drain and they are draining good now. Also shower was running non stop. I put new flow through valve on														
WO000724	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	11/06/2024	11/07/2024	11/07/2024	0.00	0.00
B Pod sinks in cells 229, 230 and 239 are slow draining again. Cpt was advised to send plunger back with CO's to see if they can be unstoppped per Richard Used the air plunger again and got them clear and draining before we left pod floor														
WO000723	Completed	Non-PM	Low	Reactive Maintenance	Carpentry	Facilities		Justice Center	Lindale Cummings	11/06/2024	11/07/2024	11/12/2024	0.00	0.00
Our women's bathroom stall door stopper needs replaced. Upon my absence somehow it was broke off, picture attached for review. I'm the point of contact if needed ;) Thanks!!!! - Alicia Went to Lowe's and got new stopper put it on it's fine.														
WO000722	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Justice Center	Lindale Cummings	11/06/2024	11/07/2024	11/07/2024	0.00	0.00
D Pod showers are not shutting off so this also caused no hot water Water is warm and we replaced the flow valve														
WO000721	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Circuit Court Building	Lindale Cummings	11/06/2024	11/06/2024	11/07/2024	0.00	0.00
The bathroom in the holding area is not flushing. Thank you.														

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours(S)
Work requested														
Action Taken														
Comments														

Replaced the flush valve

WO000720	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		Justice Center	Lindale Cummings	11/06/2024	11/06/2024	11/06/2024	0.00	0.00
Booking Shower constant running														

Checked with officer Hamilton in booking and there was no issue with the shower as of today 11/6/24 at 3:00 pm

WO000719	Completed	Non-PM	Low	Reactive Maintenance	Special Projects	Facilities		Historic Building	Richard Teague	11/05/2024	11/06/2024	11/06/2024	0.00	0.00
----------	-----------	--------	-----	----------------------	------------------	------------	--	-------------------	----------------	------------	------------	------------	------	------

Danny is wanting some work done if Richard could give him a call talked to Danny

WO000718	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		HR Building	Richard Teague	11/05/2024	11/05/2024	11/07/2024	0.00	0.00
water all over floor and out into hallway, looks like maybe from toilet base, we mopped it up but not sure if it will start again if flushed														
Contacted griffing company. They found a pinhole in the flashing, the flashing has been patched.														

WO000717	Completed	Non-PM	Medium	Vandalism	Plumbing	Facilities		County Jail	Lindale Cummings	11/05/2024	11/05/2024	11/06/2024	0.00	0.00
B Pod sink are backing and running into the floor 229, 230 and 239, water is running down the stairs														
Cleared the sink with the air plunger looked like instant coffee grounds.														

WO000716	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	11/05/2024	11/05/2024	11/05/2024	0.00	0.00
Booking Shower won't stop running														

Replaced flow valve and the shut of valve and a new button with new vacuum line and timed it

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
Work requested														
Action Taken														
Comments														
WO000715	New Work Order	Non-PM	Low	Reactive Maintenance	Water Leaks	Facilities		County Jail	Richard Teague	11/04/2024	11/18/2024		0.00	0.00
F Pod has a crack about 12 inches long and is now leaking water from that crack														
.....														
WO000714	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	11/04/2024	11/04/2024	11/05/2024	0.00	0.00
C pod is stating they do not have any hot water coming out of the showers														
Sent officer in there he tested said they had plenty of hot water														
.....														
WO000713	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	11/01/2024	11/01/2024	11/05/2024	36.22	2.00
Sink s over flowing with water and coming on at its own will !?!														
Replaced flow valve and timed it.														
.....														
WO000712	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	11/01/2024	11/01/2024	11/05/2024	0.00	0.00
Water is flooding back onto the floor														
Replaced the flow valve and shut off and button and plunged the shower.														
.....														
WO000711	Declined	Non-PM	Low	Reactive Maintenance	Water Leaks	Facilities		County Jail	Richard Teague	10/31/2024	11/05/2024		0.00	0.00
Can you please put in a request for cell 247. Every time it rains the water starts leaking through the light fixture.														
working on rooftop repair bid														
.....														
WO000710	Completed	Non-PM	Medium	Reactive Maintenance	Carpentry	Facilities		Justice Center	Richard Teague	10/31/2024	10/31/2024	11/01/2024	0.00	0.00

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours
--------------	-----------	--------	----------	-----------	---------------	------	--------------	-----------------	-------------	------------	----------	-----------	---------	-------

Work requested
Action Taken
Comments

Meet with stonebridge form to install carpet and just a center lobby and new flooring in old mules office.
Carpet replaced

WO000709	Completed	Non-PM	Medium	Reactive Maintenance	Carpentry	Facilities		County Jail	Lindale Cummings	10/31/2024	10/29/2024	11/01/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	-----------	------------	--	-------------	------------------	------------	------------	------------	------	------

Meet with stone bridge foreign to install carpet in new meals office.
Flooring was replaced

Stone bridge replaced flooring														
--------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

WO000708	Completed	Non-PM	Medium	Reactive Maintenance	Painting	Facilities		County Jail	Richard Teague	10/31/2024	10/28/2024	11/01/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	--	-------------	----------------	------------	------------	------------	------	------

Paint new and old mules office
Painted the room mindful grey

WO000707	Completed	Non-PM	Emergency	Reactive Maintenance	HVAC	Facilities		Justice Center	Richard Teague	10/31/2024	10/30/2024	11/20/2024	169.78	6.55
----------	-----------	--------	-----------	----------------------	------	------------	--	----------------	----------------	------------	------------	------------	--------	------

Roof top unit on just a center. not working.
The found unit had a frequency drive bad. contacted train service. Drive failure confirmed. Waiting on parts end quote. Replace two frequency drives on unit and tested.

WO000706	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	10/31/2024	10/31/2024	10/31/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	--	-------------	------------------	------------	------------	------------	------	------

sink wont stop running in cell 156
Timed the flow valve

WO000705	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	10/30/2024	10/31/2024	10/31/2024	0.00	0.00
----------	-----------	--------	------	----------------------	----------	------------	--	-------------	------------------	------------	------------	------------	------	------

The left shower in D pod will not shut off
Timed both showers and replaced one button

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
--------------	-----------	--------	----------	-----------	---------------	------	--------------	-----------------	-------------	------------	----------	-----------	---------	---------

Action Taken

Comments

WO000704	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		County Jail	Lindale Cummings	10/30/2024	10/30/2024	10/31/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	--	-------------	------------------	------------	------------	------------	------	------

Cell 71 light is not working and needs to be worked on

Replaced the ballist for the lighting

WO000703	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Justice Center	Kit Grimes	10/28/2024	10/29/2024	10/31/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	--	----------------	------------	------------	------------	------------	------	------

We have a corner light out in Judge Ward's courtroom. It is non-stop flashing. As you look from the bench, it's the right rear corner.

Put in 2new bulbs

WO000702	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	10/28/2024	10/28/2024	10/28/2024	19.92	1.10
----------	-----------	--------	------	----------------------	----------	------------	--	-------------	------------------	------------	------------	------------	-------	------

None of the toilets in D pod will flush.

D pod top tier right hand toilet would not flush replaced push button

WO000701	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	10/24/2024	10/24/2024	10/25/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	--	-------------	------------------	------------	------------	------------	------	------

Replace two shower heads in a pod.

Replaced heads

WO000700	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities		County Jail	Richard Teague	10/24/2024	10/24/2024	10/24/2024	129.60	5.00
----------	-----------	--------	------	----------------------	----------	------------	--	-------------	----------------	------------	------------	------------	--------	------

Kitchen drain clog going to grease trap.

Used combination of water jeter, liquid drain cleaner.Add drain snake to clear clog.

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours(S)
--------------	-----------	--------	----------	-----------	---------------	------	--------------	-----------------	-------------	------------	----------	-----------	---------	----------

WO000699 Completed Non-PM Medium Reactive General Maintenance Custodial Facilities HR Building Lindale Cummings 10/24/2024 10/24/2024 10/24/2024 0.00 0.00

Need assistance with cutting a hole in a ceiling tile to mount a new security camera. Zero rush on this project! Thanks!!!
Cut a hole and mounted camera bracket to tile

WO000698 On Hold Non-PM Medium Reactive General Maintenance Plumbing Facilities County Jail Lindale Cummings 10/24/2024 10/25/2024 0.00 0.00

B-Pods states water pressure is very poor and the water closet is making a lot of noise
Contacted for better plumbing

WO000696 Completed Non-PM Medium Reactive General Maintenance Plumbing Facilities County Jail Lindale Cummings 10/23/2024 10/24/2024 10/24/2024 0.00 0.00

Toilet won't stop flushing
Could not find an issue today will check back in a couple days.

WO000697 Completed Non-PM Medium Reactive General Maintenance Plumbing Facilities County Jail Lindale Cummings 10/23/2024 10/24/2024 10/24/2024 0.00 0.00

B Pod shower not draining
Was draining fine. Problem was pipes making noise. Called Farr better and there coming to look at it

WO000695 Completed Non-PM Medium Reactive General Maintenance Custodial Facilities Justice Center Richard Teague 10/22/2024 10/28/2024 10/28/2024 0.00 0.00

Next week, Tues. 10/29 - Friday 11/01, could someone please shampoo/carpet clean that room? We have been hosting trainings and its due time. I cannot recall the last time done, my apologies. I can arrange the tables and chairs to be moved if a day is decided. Thank you very much! Alicia PS - I will be out that week but will prepare to the best of my abilities.
done.

WO000694 Completed Non-PM Low Reactive General Maintenance Plumbing Facilities County Jail Lindale Cummings 10/22/2024 10/24/2024 10/24/2024 0.00 0.00

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours(S)
--------------	-----------	--------	----------	-----------	---------------	------	--------------	-----------------	-------------	------------	----------	-----------	---------	----------

242 toilet and sink is flooding

We addressed this problem earlier in the week it's fine now

WO000693	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		HR Building	Lindale Cummings	10/21/2024	10/24/2024	10/24/2024	17.01	0.83
----------	-----------	--------	--------	----------------------	----------	------------	--	-------------	------------------	------------	------------	------------	-------	------

Toilet in the small stall is not flushing.
Fixed chain on flusher.

WO000692	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Historic Building	Lindale Cummings	10/21/2024	10/22/2024	10/24/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	--	-------------------	------------------	------------	------------	------------	------	------

We have to flip the switch several times to get one of the lights on in the front lobby of the office. It does not happen everyday.
Put in new ballist

WO000691	Completed	Non-PM	High	Reactive Maintenance	General Maintenance	Facilities		Justice Center	Richard Teague	10/15/2024	10/15/2024	10/15/2024	0.00	0.00
----------	-----------	--------	------	----------------------	---------------------	------------	--	----------------	----------------	------------	------------	------------	------	------

can someone come and listen to the air/heat system that can be heard by Danielle's office and the office next to her. It is so loud and it would be nice if something can be done to fix it.
found the fan belt making noise.

WO000690	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Richard Teague	10/15/2024	10/16/2024	10/16/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	--	-------------	----------------	------------	------------	------------	------	------

E Pod Toilet 242 toilet not working now

Found anti flood float was bad. Unable to change today. Contacted far better plumbing for the fixed tomorrow. Today, we changed all flood prevention components. Is the toilet working as it should.

WO000688	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities		County Jail	Richard Teague	10/15/2024	10/16/2024	10/15/2024	0.00	0.00
----------	-----------	--------	--------	----------------------	----------	------------	--	-------------	----------------	------------	------------	------------	------	------

A Pod 127 sink stopped up, will not drain
Used air plunger to remove clog.

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours
WO000689	Completed	Non-PM	Medium	Reactive Maintenance	Water Leaks	Facilities		County Jail	Richard Teague	10/15/2024	10/15/2024	10/15/2024	0.00	0.00
Water in shower will not shut off at times, runs constant The shower was only running for thirteen seconds. I adjusted the shower time to a maximum of one minute.														
WO000687	Completed	Non-PM	Medium	Vandalism	Plumbing	Facilities		County Jail	Richard Teague	10/15/2024	10/15/2024	10/15/2024	0.00	0.00
E Pod 242 will not flush Remove shredded blanket from clean out behind cell 242														
WO000686	Completed	Non-PM	Medium	Reactive Maintenance	General Maintenance	Facilities		Justice Center	Lindale Cummings	10/11/2024	10/11/2024	10/11/2024	0.00	0.00
the back door for our office the metal plate and door handle are starting to pull away from the door and each other. on the outside so in the break room when you are coming into the office. Pulled the plate handle off the door and tightened the handle bolt that was loose and reinstalled it.														
WO000685	Completed	Non-PM	Medium	Reactive Maintenance	Other	Facilities		Justice Center	Lindale Cummings	10/10/2024	10/10/2024	10/11/2024	0.00	0.00
Exit sign appears to not be stable. Quartermaster's email attached with picture. Sign was down on the stops for the spring holders I pushed it up back into the locking position and couldn't get it to drop back down with out releasing the lock. It should not come off the locks now unless pulled off the locks														
WO000684	Completed	Non-PM	Medium	Reactive Maintenance	Carpentry	Facilities		Historic Building	Lindale Cummings	10/10/2024	10/11/2024	10/11/2024	0.00	0.00
Please install a new keyboard tray on Judy's desk. Thank you. Installed and functioning as it should														

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Assel	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
--------------	-----------	--------	----------	-----------	---------------	------	--------------	-----------------	-------------	------------	----------	-----------	---------	---------

WO000683 Completed Non-PM Medium Reactive Maintenance HVAC Facilities Historic Building Richard Teague 10/09/2024 10/09/2024 10/16/2024 0.00 0.00

The same error code (CH35) is flashing on my thermostat again.
 added refrigerator to unit and checked with computer for other issues, tested unit, it's working as it should now

WO000682 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 10/09/2024 10/10/2024 10/10/2024 0.00 0.00

Toilet is stopped up again
 Cleared the clean out of toilet paper

WO000681 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 10/08/2024 10/09/2024 10/09/2024 0.00 0.00

Toilet button not working at all per officer Laub
 Toilet paper clogged

WO000680 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 10/08/2024 10/09/2024 10/09/2024 0.00 0.00

Toilet in F Pod 247 is at a constant flush per Officer Hinrichs
 Cleared toilet paper out of several

WO000679 In Progress Non-PM Medium Reactive Equipment Maintenance Facilities County Jail Lindale Cummings 10/07/2024 10/09/2024 0.00 0.00

The New Basketball Rim is in my office ready to be put up

WO000678 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 10/07/2024 10/08/2024 10/09/2024 0.00 0.00

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
<p>Comments</p> <p>F Pod 163 toilet water won't go down, not a complete flush</p> <p>Cleaned junk toilet paper off of bolt in pipe and done one in B pod also</p>														
WO000677	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities	County Jail	County Jail	Lindale Cummings	10/07/2024	10/07/2024	10/08/2024	0.00	0.00
<p>Drain by freezer is not draining again in Jail Kitchen, Stopped up</p> <p>Went and checked. All is good. Was probably from the toilet paper issue</p>														
WO000676	Completed	Non-PM	Medium	Reactive Maintenance	Water Leaks	Facilities	County Jail	County Jail	Lindale Cummings	10/07/2024	10/07/2024	10/08/2024	0.00	0.00
<p>Kitchen Staff advised that tiles in Kitchen over work table are leaking again</p> <p>Leak was from toilet Friday that kept flushing. Hadn't leaked since. Replaced tile. All is good</p>														
WO000675	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities	County Jail	County Jail	Lindale Cummings	10/07/2024	10/07/2024	10/08/2024	0.00	0.00
<p>All B Pod lower level toilets are not working</p> <p>Went in took out the new kind of toilet paper they started using in all drains in b pod</p>														
WO000674	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities	County Jail	County Jail	Kit Gimes	10/07/2024	10/07/2024	10/08/2024	0.00	0.00
<p>Jail Kitchen Lights won't come on, they are working off of emergency lighting</p> <p>Went and checked all lights seem to be fine</p>														
WO000673	Declined	Non-PM	Low	Reactive Maintenance	Special Events	Facilities	Circuit Court Building	Circuit Court Building		10/03/2024	10/03/2024		0.00	0.00
<p>We need to borrow 6 folding tables. We need them on Wednesday, October 9 to be delivered to our lobby. Thank you.</p> <p>They're on the same building bottom floor help yourself and put them back when you're done. Is there on the custodian side close to the security office.</p>														

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours(S)
WO000672	Completed	Non-PM	Medium	Reactive Maintenance	HVAC	Facilities		Historic Building	Richard Teague	10/02/2024	10/02/2024	10/03/2024	0.00	0.00
The thermostat in my office is flashing CH 35 reset system it started working as it should.														
WO000671	Completed	Non-PM	Medium	Reactive Maintenance	Lighting	Facilities		Justice Center	Lindale Cummings	10/01/2024	10/01/2024	10/01/2024	0.00	0.00
One of the light boxes are out in that area. She would like it to only be one light replaced not two since we have been told how bright they are. thanks Put in new bulb														
WO000670	Completed	Non-PM	High	Reactive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	09/26/2024	09/26/2024	09/26/2024	0.00	0.00
We cannot get the right shower to stop in C Pod Went to control and asked them to move C to rec. they went to C pod and they called to control and said it was working fine now. ?????????														
WO000669	Completed	Non-PM	Medium	Reactive Maintenance	Special Projects	Facilities		Circuit Court Building	Lindale Cummings	09/20/2024	09/23/2024	09/24/2024	0.00	0.00
Kristen has a White board that is 4x8 that we need hung in the conference room- we have the anchors and fasteners that came with the board. Me or Kristen can tell you the location where we would like to have it - Dale Put board up on wall lady was happy with it														
WO000668	Completed	Non-PM	High	Reactive Maintenance	Electrical	Facilities		Circuit Court Building	Lindale Cummings	09/20/2024	09/20/2024	09/23/2024	0.00	0.00
With electricians to install fire alarm power at building three. Met electrical guy and they got it installed														

Comments

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours(S)
--------------	-----------	--------	----------	-----------	---------------	------	--------------	-----------------	-------------	------------	----------	-----------	---------	----------

WO000667 Completed Non-PM High Reactive Maintenance Mechanical Facilities County Jail Lindale Cummings 09/20/2024 09/20/2024 09/23/2024 10.25 0.50
 order cable
 Went to win Nelson and got new cable for drain cleaner/snake

WO000666 Completed Non-PM Low Reactive Maintenance Other Facilities County Jail Lindale Cummings 09/20/2024 09/20/2024 09/23/2024 0.00 0.00
 have keys made for man lift
 Went to jay key and had 5 keys made for man lift

WO000664 Completed Non-PM Medium Reactive Maintenance Lighting Facilities County Jail Lindale Cummings 09/18/2024 09/19/2024 09/19/2024 0.00 0.00
 A Pod 127, 225 Lights out
 Lights have been replaced and are working properly

WO000665 Completed Non-PM Medium Reactive Maintenance Lighting Facilities County Jail Lindale Cummings 09/18/2024 09/18/2024 09/19/2024 0.00 0.00
 Lights out
 Night light was replaced and is working properly

WO000663 Completed Non-PM Medium Reactive Maintenance General Maintenance Maintenance Facilities County Jail Richard Teague 09/18/2024 09/23/2024 11/20/2024 0.00 0.00
 Lower step in B Pod the lower cage wire on steps is loose
 weld up issues

WO000662	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing	Facilities	Circuit Court Building	Lindale Cummings	09/18/2024	09/19/2024	09/19/2024	18.11	1.00
----------	-----------	--------	--------	----------------------	----------	------------	------------------------	------------------	------------	------------	------------	-------	------

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours(S)
Work requested														
Action Taken														
Comments														

The bathroom sink will not turn off, its running constant water. I think the sensor stopped working
 Replaced the battery's and sink works as it should

WO000661	Completed	Non-PM	Medium	Reactive Maintenance	Alarm System	Facilities		Circuit Court Building	Lindale Cummings	09/16/2024	09/16/2024	09/18/2024	0.00	0.00
meet with JCI to install an antenna														
Met with them he got it installed just waiting for electrical to be installed														

WO000660	Completed	Non-PM	High	Preventive Maintenance	Plumbing	Facilities		County Jail	Lindale Cummings	09/16/2024	09/16/2024	09/18/2024	0.00	0.00
change out water softener parts														
Met with water softener guy and they got it fixed. Took 2full days														

WO000659	Completed	Non-PM	Medium	Reactive Maintenance	Carpentry	Facilities		Historic Building	Lindale Cummings	09/13/2024	09/13/2024	09/13/2024	18.11	1.00
Hang up items in the commission office for the secretary Kim														
Hung up 3 file holders and removed 3														

WO000658	Completed	Non-PM	Medium	Reactive Maintenance	HVAC	Facilities		Circuit Court Building	Lindale Cummings	09/13/2024	09/13/2024	09/13/2024	0.00	0.00
Meet with knights building three l t room														
Meet with knights and they replaced the condensation pump and unit was working properly														

WO000657	Completed	Non-PM	Medium	Reactive Maintenance	Other	Facilities		Historic Building	Richard Teague	09/13/2024	09/13/2024	09/13/2024	0.00	0.00
put out cord ramps														
Put cords and ramps out for the sertoma octoberfest														

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hours(s)
WO000652	Completed	Non-PM	Medium	Reactive Maintenance	General Facilities	Justice Center	Lindale Cummings			09/11/2024	09/12/2024	09/12/2024	0.00	0.00
I thought we use to have hot water in the kitchen sink, but we do not have it now. Also, the drain is slow. I put some draino down it and plunged it, but it is still slow to drain when water running for a little while. And apparently the female bathroom toilet has not been fixed and is still leaking. A couple months ago when I saw the maintenance guy and told him about it still leaking, he asked if the plumber had been here and I said I don't know but it is still leaking. Kathy Dunnegan, 527Evidence Custodian Christian County Sheriff's Office 110 W. Elm, Room 700zark, MO 65721417-582-5348kdunnegan@christiancountysheriff.net Replaced fuse. Works fine unclogged drain. No leaks found in bathroom														
WO000654	Completed	Non-PM	Medium	Reactive Maintenance	Plumbing Facilities	County Jail	Lindale Cummings			09/11/2024	09/12/2024	09/12/2024	0.00	0.00
There is no leak at the sink it is condensation from the air vent in 165 and 166 being full of paper and not flowing air the pod officer was advised and we tried to get captain creg to come in f pod and see what we see and was unable to get him due to a meeting. inmates were to d by pod officer to clean the vents.														
WO000655	Completed	Non-PM	Medium	Reactive Maintenance	Equipment Maintenance	Truck-001 Maintenance Shop	Lindale Cummings			09/12/2024	09/12/2024	09/12/2024	0.00	0.00
Oil change f two fifty pick up Changed oil and oil filter also replaced air filter and topped off washer fluid														
WO000656	Completed	Non-PM	Medium	Reactive Maintenance	Mechanical Facilities	Historic Building	Lindale Cummings			09/12/2024	09/12/2024	09/12/2024	0.00	0.00
Adjust entry door speed Adjusted entry door to close as slow as possible door operates as it should														
WO000653	Completed	Non-PM	Medium	Reactive Maintenance	Lighting Facilities	County Jail	Lindale Cummings			09/11/2024	09/12/2024	09/12/2024	0.00	0.00
Back light is out Replaced bulbs. Works great														

Comments

Action Taken

Work Order Summary w/ Details

Date Printed: 01/14/2025

Work Order #	WO Status	Origin	Priority	Work Type	Work Category	Site	Source Asset	Source Location	Assigned To	Originated	Expected	Completed	Cost \$	Hour(s)
--------------	-----------	--------	----------	-----------	---------------	------	--------------	-----------------	-------------	------------	----------	-----------	---------	---------

WO000651 Completed Non-PM Medium Reactive Maintenance Lighting Facilities County Jail Lindale Cummings 09/11/2024 09/12/2024 09/12/2024 0.00 0.00
 light flickering off and on

Replaced bulb

WO000650 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 09/11/2024 09/11/2024 09/12/2024 0.00 0.00
 The drain by the freezer is clogged again
 Snaked out drain

WO000649 Completed Non-PM Medium Reactive Maintenance Other Facilities Historic Building Lindale Cummings 09/09/2024 09/09/2024 09/10/2024 0.00 0.00
 Replace flowers with mums on courthouse square
 Removed all old flowers and went to Walmart and bought huge multi colored mums and put in planters.

WO000648 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 09/09/2024 09/09/2024 09/10/2024 0.00 0.00
 the sink in 249 and 248 are not draining. It keeps spitting up black nasty stuff.
 Worked on it for a few hours and couldn't get unclogged. Then had to leave for inmates getting their lunch. Went back in 9/10/24 and snaked the main drain to clear the blockage. Sinks drain as they should

WO000647 Completed Non-PM High Reactive Maintenance Water Leaks Facilities County Jail Lindale Cummings 09/09/2024 09/09/2024 09/10/2024 0.00 0.00
 water standing in the floor by the freezer
 Put clobber down drain and poured a bucket of water down it. Drained fine

WO000645 Completed Non-PM Medium Reactive Maintenance Plumbing Facilities County Jail Lindale Cummings 09/05/2024 09/06/2024 09/06/2024 0.00 0.00



Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417)582-4300

Lynn Morris
Presiding Commissioner

Bradley Jackson
Eastern Commissioner

Hosea Bilyeu
Western Commissioner

INVITATION TO BID #2023-4 REAL ESTATE VALUE CHANGE NOTICES

CONTACT: Kim Hopkins-Will, CPPO, CPPB, NIGP-CPP – Purchasing Agent
ADDRESS: Christian County Government
Employee Services
202 W. ELM STREET
Ozark, MO 65721
PHONE: (417) 582-4300
EMAIL: khopkins@christiancountymo.gov

The email address listed above is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

RETURN BID NO LATER THAN: 8:45 a.m. CST. February 9, 2023
BID OPENING DATE AND TIME: 9:00 a.m., CST. February 9, 2023

RETURN BID TO: Christian County
Purchasing Department
202 W. Elm Street
Ozark, Missouri 65721

NOTE: Please provide (3) three copies and one unbound original of your detailed bid proposal

The bidder hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions for this proposal. The bidder further agrees that the language of this RFP shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when an Agreement for Contract Services is certified by the Christian County Auditor, a binding contract shall exist between the Bidder and the County of Christian, State of Missouri.

Christian County maintains a list of vendors interested in bidding on products and services for Christian County. It is the vendor's responsibility to update contact information. Vendors are removed from the list if they are invited to bid, but do not participate. The Christian County Commission office is not obligated to send invitations to vendors. Due to the volume of request and postage costs, the Commission Office does not send bids to all interested vendors. Christian County fulfills its legal requirements by posting a notice in the local paper.

SUMMARY OF SCOPE OF WORK:

The Christian County Assessor is requesting a bid from qualified vendors to create and mail Real Estate Value Change Notices. Please see Exhibit A for details. The notices are to be completed and mailed by **April 1, 2023**.

Bidder must be in the form creation/mailing industry for no less than five years with good references.

All proofs must be approved by the Christian County Assessor before creation/mailing.

(1) SUBMITTAL INSTRUCTIONS:

Please print the due date on the outside of the package and return this entire document with your bid submission. **Mark your sealed envelope:**

ITB #2023-4 REAL ESTATE VALUE CHANGE NOTICES - BID DOCUMENTS – DO NOT OPEN”.

Sealed bids must be received at the Christian County Commission by the return date and time.

No bid transmitted by fax machine or email will be accepted.

All bids shall be submitted during regular business hours of the county Commission Monday through Friday from 8:30 AM to 4:30 PM, and that bids submitted during non regular hours will not be considered as an attempted delivery.

Bids are opened in public meetings on the opening date and time specified above. Any interested persons may attend. Bids must be delivered no later than fifteen (15) minutes before bid opening time mentioned above. If the Commission office receives a container which is not identifiable as a bid/proposal, the container will be opened in order to determine the contents. If the contents are determined to be a bid/proposal, the container will be resealed, and the date and time received will be noted on the outside. All bids will remain sealed until they are opened and read aloud during the Christian County Commission meeting at the specified time. Bids which are not received in the Commissioner's Office at least 15 minutes prior to bid opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be presented or opened, except as stated below. At the time fixed for opening of proposals, the content will be made public for the vendor and other interested persons. Vendors are cautioned to review their bid very carefully. Any additional information, specifications, drawings, etc. should be attached. Bids should be signed and dated. It shall be the responsibility of persons submitting bids to acquire the necessary specifications.

(2) LATE BIDS:

Under extraordinary circumstances, the Commission may authorize the opening of a late bid. The County Commission is not responsible for bids sent to the wrong address, faxed, emailed, or received after the cut-off date and time. Bids will not be accepted by fax or email because we must have the original signed document. Bidders must consider the postal service or courier time schedules when sending their bids and provide ample time for delivery. The following guidelines may be utilized to determine the criteria for an extraordinary circumstance: Christian County offices were closed due to inclement weather conditions, postal or courier services were delayed due to labor strikes or unforeseen "Acts of God". In such case, the vendor must provide written proof that promised delivery time was prior to the time set for the bid opening. All such decisions are at the sole discretion of the Commission.

(3) Bid Withdrawal:

After the bid opening, a vendor may be permitted to withdraw a bid prior to the award at the sole discretion of the County Commissioners if there is a verifiable error in the bid and enforcement of the bid would impose an unconscionable hardship on the vendor. The withdrawal will be considered only after receipt of a written request supporting documentation from the vendor. Withdrawal shall be the vendor's sole remedy for an error other than the obvious clerical error.

(4) Product Samples:

The Commission may request samples for evaluation purposes. Any samples requested must be provided free of charge. Samples which are not destroyed by testing will be returned at the vendor's expense if return of the samples is stipulated in the vendor's bid. Samples submitted by a vendor who receives the award may be kept for the duration of the contract for comparison with shipments received.

(5) Itemization of Proposal:

Vendor must clearly identify in his/her bid and on the pricing worksheet, all components. It is mandatory that vendors submit with their proposal documents, itemization of all goods and services proposed. The breakdown must be itemized by model/part number, description of goods or services, and unit cost.

(6) Minority Business Participation:

Christian County encourages the participation and utilization of minority business enterprises in all projects of the county. Christian County will provide equitable and fair opportunity to minority businesses to submit bids and proposals and to receive an award. By responding to this invitation, the vendor agrees that it does not discriminate on the basis of race, religion, creed, national origin, age, sex or disability, and that it will refrain from any unlawful employment practices.

(7) Communication with County Employees:

Vendors shall not communicate with any county employee regarding this Invitation to bid with the exception of the county contact written on the first page. Vendors shall ensure that no improper, unethical, or illegal relationships or conflict of interest exists between vendor, the county, any employee, officer, director, or principal of vendor or the county and any other party. The county reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The county also reserves the right to decide at its sole discretion whether disqualification of vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the county.

(8) Collusion:

By submitting a proposal in response to this invitation to bid, vendor and each person signing on behalf of the vendor, certify under penalty of perjury, that to the best of his/her belief the prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor. Unless otherwise required by law, the prices in the bid have not been knowingly disclosed by vendor, and will not be knowingly disclosed by vendor, prior to opening, directly or indirectly, to any other vendor or competitor. No attempt has been made or will be made by vendor or any other person associated with this invitation to bid, partnership, corporation, or entity to submit or not to submit a proposal in response to this bid for the purpose of restricting competition.

(9) Incurred costs:

The county is not liable for any costs incurred by a vendor in the preparation or production of its proposal or for any work performed prior to the issuance of a valid contract under Missouri law. Such

exemption from liability applies whether such costs are incurred by vendor or indirectly through vendors agent, employees, assigns or others, whether related or not to vendor.

(10) For Construction Services:

All on site employees of vendors and sub vendors must complete required safety training. Required safety training is OSHA 10 training. (A ten (10) hour course in construction safety and health taught by an OSHA approved instructor), or similar program at least as stringent as OSHA 10 training. For more information contact the Missouri Division of Labor Standards. Christian County requires documentation showing that the on-site employee/s have completed the required training.

(11) Vendor's Personnel Qualifications:

Christian County reserves the right to approve or disapprove the vendor's personnel providing services for Christian County Government. Christian County also reserves the right to request replacement of any person assigned to provide services. Unless the situation regarding the personnel requires immediate replacement, the vendor shall be allowed at least fourteen (14) days after notification to replace unsatisfactory personnel.

If requested, the vendor shall provide a list of names, social security numbers, and dates of birth for each such personnel who will be providing services at Christian County buildings. In addition, the vendor must notify Christian County of any additions or changes to the list. Christian County reserves the right to accept or reject any of the vendor's personnel assigned to the contract to provide services.

(12) Discount applicable:

Vendor will provide information on any quantity discounts that may apply to the equipment or services utilized in developing their pricing structure. State the length of time the discounts are available post-installation.

(13) Insurance:

The vendor shall understand and agree that Christian County cannot save and hold harmless and or indemnify the vendor or employees against any liability incurred or arising as a result of any activity of the vendor, or any activity of the vendor's employees related to the vendor's performance under the contract. Therefore, the vendor must acquire and maintain adequate liability insurance in the form (s) and amount (s) sufficient to protect Christian County, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under this contract. The vendor shall take out and maintain during the life of the contract comprehensive general liability insurance which names Christian County, Missouri and its elected officials and employees as additional named insureds in an amount sufficient to cover the sovereign immunity limits for public entities as calculated by the Department of Insurance and published annually in the Missouri Register per section 537.610, RSMo. For the life of the contract, vendor shall maintain comprehensive general liability insurance coverage for all claims arising out of a single accident or occurrence of at least \$3,500,000.00 and for any one person in a single accident or occurrence of at least \$500,000.00 Vendor shall maintain during the life of the contract Workers Compensation Insurance for Vendor's employees coverage that shall meet Missouri statutory limits or \$1,000,000 for each accident, whichever is greater. General and other non-professional liability insurance shall include an endorsement that adds Christian County and their respective officials and employees as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and Christian County is protected as an additional insured.

(14) Vendor Liability:

The vendor shall be responsible for any and all personal injury (including death) or property damage as a result of the vendor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the vendor assumes the obligation to save Christian County, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The vendor also agrees to hold Christian County including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the vendor under the terms of the contract. The vendor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by Christian County, including its agencies, employees, and assignees.

(15) Business Compliance:

The vendor must be financially sound and must not be operating under the protection of the United States Bankruptcy Code. The vendor must be in compliance with the laws regarding conducting business in the State of Missouri. The vendor certifies by signing the signature page of this original document and any amendment signature page(s) that the vendor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The vendor shall provide documentation of compliance upon request by Christian County. The compliance to conduct business in the state shall include but may not be limited to:

- Registration of business name. (if applicable)
- Certificate of authority to transact business/certificate of good standing. (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g. Professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

Non-Discrimination Assurance. With regard to work under this Agreement, the Contractor agrees as follows:

- Civil Rights Statutes: The Contractor shall comply with all state and federal statutes relating to nondiscrimination, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000d and 2000e, et seq.), as well as any applicable titles of the "Americans with Disabilities Act" (42 U.S.C. § 12101, et seq.). In addition, if the Contractor is providing services or operating programs on behalf of the department or the Commission, it shall comply with all applicable provisions of Title II of the "Americans with Disabilities Act".
- Nondiscrimination: The Contractor covenants for itself, its assigns, and all persons claiming under or through it, that there shall be no discrimination against any person on grounds of race, color, religion, creed, sex, disability, national origin, age or ancestry of any individual in the selection and retention of subcontractors, including procurement of materials and leases of equipment in the performance of this Agreement. The County shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. § 21.5, including employment practices.
- Anti-discrimination Against Israel Act Requirement: Pursuant to RSMo. §34.600, Christian County Missouri is prohibited from entering into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services

from the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars (**\$100,000.00**); or, for companies with fewer than ten (10) employees. Completion of an affidavit form provided by Christian County which certifies that a company does not currently, and will not for the duration of this contract, engage in any of the types of boycotts listed in RSMo. §34.600, is a condition precedent required as a condition of award.

- Solicitations for Subcontracts, including procurements of Material and Equipment: These assurances concerning nondiscrimination also apply to subcontractors and suppliers of the Contractor. These apply to all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract including procurement of materials or equipment. Each potential subcontractor or supplier shall be notified by the Contractor of the requirements of this Agreement relative to nondiscrimination on grounds of the race, color, religion, creed, sex, disability or national origin, age or ancestry of any individual.
- Information and Reports: The Contractor shall provide all information and reports required by this Agreement, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be necessary to ascertain compliance with other contracts, orders and instructions. Where any information required of the Contractor in the exclusive possession of any other who fails or refuses to furnish this information, the Contractor shall so certify to the County as appropriate and shall set forth what efforts it has made to obtain the information.
- Sanctions for Noncompliance: In the event the Contractor fails to comply with the nondiscrimination provisions of this Agreement, the County shall impose such contract sanctions as it may determine to be appropriate, including but not limited to:
 - Withholding of payments under this Agreement until the Contractor complies; and/or
 - Cancellation, termination, or suspension of this Agreement, in whole or in part, or both.

Section 285.530(2) RSMo. and 292.675 RSMo. Affidavit. Contractor shall comply with the provisions of Sections 285.525 through 285.550., from the commencement until the termination of this Agreement. For any contract over \$5,000.00 and for any public works project contract the Contractor shall provide County an acceptable notarized Affidavit stating:

- That Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- That Contractor does not knowingly employ any person who is an authorized alien in connection with the contracted services.

Additionally, Contractor must provide County with documentation evidencing current enrollment in a federal work authorization program (e.g., electronic signatory page from E-verified program's memo of understanding). Refer to Attachment I, Notice and Instructions to Bidder/Vendors regarding Sections 285.525 through 285.550, RSMo., effective January 1, 2009.

16) Terms and Conditions:

For additional terms and conditions see link: [Christian County Additional Terms and Conditions](#)

The vendor is cautioned when submitting pre-printed forms containing terms and conditions or other type material to make sure such documents do not contain other terms and conditions which conflict with those of this agreement and its contractual requirements. The vendor agrees that in the event of conflict between any of the vendor's terms and conditions and those contained in this agreement, that this agreement shall govern. Taking exception to Christian County terms and conditions may render a vendor's bid non-responsive and remove it from consideration for award.

A binding contract shall consist of: (1) the RFP or invitation to bid, amendments thereto, with RFP bid invitation changes/additions, (2) the vendor's proposal and (3) the County Commission's acceptance of the proposal by "notice of award" or by "purchase order". All Exhibits and Attachments included in the RFP or bid invitation shall be incorporated into the contract by reference.

Christian County will enter into a one-year agreement with options to renew.

Christian County has the option of renewing the agreement for **three (3) additional one-year periods**. This process is accomplished by a vote of the County Commissioners each year and a letter notifying vendor of the award.

The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.

Any changes to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the vendor and the County Commission or by a modified purchase order prior to the effective date of such modification. The vendor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence from the County Commission, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

(17) Employee Bidding/Conflict of Interest:

Vendors who are elected or appointed officials or employees of Christian County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor's organization is currently an elected or appointed official or an employee of Christian County or any political subdivision thereof, please provide the following information:

- Name and title of the elected or appointed official or employee of Christian County or any Political subdivision.
- What is the percentage of ownership interest in the vendor's organization held by elected or appointed official or employee of Christian County or political subdivision thereof?

(18) Independent Contractor:

The vendor is an independent contractor and shall not represent the vendor or the vendor's employees to be employees of Christian County or an agency of Christian County. The vendor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc.

(19) Substitutions:

The vendor shall not substitute any item(s) without the prior written approval of the Christian County Commissioners. In the event an item becomes unavailable, the vendor shall be responsible for providing a suitable substitute item. The vendor's failure to provide an acceptable substitute may result in cancellation or termination of the contract. Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The vendor shall understand that Christian County reserves the right to allow the substitution of any new or different product/system offered by the vendor. Christian County shall be the final authority as to the acceptability of any proposed substitution. Any item substitution shall require a formal contract amendment authorized by Christian County Commissioners prior to Christian County acquiring the substitute item under the contract. The vendor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the vendor.

(20) Replacement of Damaged Product:

The vendor shall be responsible for replacing any item received in damaged condition at no cost to Christian County. This includes all fuel costs for returning non-functional items to the vendor for replacement.

(21) Prices:

The vendor shall submit firm fixed prices on the Pricing Page (**Exhibit A – Pg. 12**). All pricing shall be considered firm for the duration of the contract period. All pricing shall be quoted with all fees included. Vendor's prices must be the lowest offered to any governmental or commercial consumer, under the same terms and conditions.

(22) Fuel charges:

Fuel charges shall be added into the quote for services. However, if the cost of #2 diesel as reported by the Department of Energy internet site and recorded as the "Weekly Retail On-Highway Diesel Prices" for the Midwest Region exceeds \$3.50 per gallon, the vendor will charge no more than 1 ½ % for each \$.10 increase in the recorded cost of fuel above the \$3.50 base line. It is expected, because of the timeliness of the DOE report, the cost of fuel for a prior month shall be used as the basis for a current month's fuel surcharge assessment. January's reported diesel cost shall be used to compute any surcharge for February's services, etc. Vendor agrees that any additional charges related to fuel increases must be agreed upon between vendor and Christian County before implementation by the vendor.

(23) Description of Product:

The vendor should present a detailed description of the product proposed on the Pricing Sheet (Exhibit 1) in response to this Invitation for Bid. It is the vendor's responsibility to make sure all products proposed are adequately described in order to conduct an evaluation of the bid. At the time fixed for opening of proposals, the content will be made public for the information of the bidder and others interested.

(24) Non-Exclusivity:

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements to acquire equal or like goods and/or services from other vendors. The County may make multiple awards from a single solicitation document when such awards are in the best interest of the county.

(25) Billing and Payments:

Invoices will be submitted to **Christian County Commission, 100 W Church St, Room 100, Ozark, MO 65721**. It is estimated there are 25 various offices and departments requiring separate billing (if applicable to bid products offered). Vendor shall provide the department with invoices and statements of accounts monthly noting any amounts and invoices past due. Invoices should be delivered with the materials and packing slip. Payment will be made within 30 days from receipt of an accurate invoice.

Services or goods must be received before payment can be made. The vendor shall submit all reports required herein and a copy of each invoice as supporting documentation with the monthly statement. Other than the payments and reimbursements specified above, no other payments or reimbursements shall be made to the vendor for any reason whatsoever including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Notwithstanding any other payment provision of the contract, if the vendor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, Christian County may withhold payment or reject invoices under the contract.

Final invoices are due no later than thirty (30) calendar days after the expiration of the contract. Christian County shall have no obligation to pay any invoice submitted after such date. If a request by the vendor for payment or reimbursement is denied, Christian County shall provide the vendor with written notice of the reason(s) for denial.

If the vendor is overpaid by Christian County, upon official notification by Christian County, the vendor shall provide Christian County with a check payable as instructed by Christian County in the amount of such overpayment. The vendor shall submit the overpayment to Christian County at the address specified. The vendor shall agree and understand that Christian County shall be solely responsible for payment for only those services requested by Christian County.

(26) Return of Goods:

Christian County may cancel any purchase at any time for a full credit.

(27) Management of Materials:

The vendor agrees and understands that as the needs of the county change, the county will notify the vendor of those changes. If requested by the county, the vendor shall make a corresponding adjustment to the services. The vendor will implement the requested changes upon notification.

In the event changes occur during the effective period of this contract which are beyond the control of the vendor that significantly increase or decrease the established cost, the vendor or Christian County may request a corresponding modification to the established cost.

With such request, the vendor must provide documentation of the change and must demonstrate how such change affects the cost. In addition, the vendor shall recommend an adjusted cost accompanied by the resulting calculations. However, the vendor shall agree and understand that any such request must be approved by the Christian County Commissioners.

The decision of the adjustment to the cost by Christian County shall be final and without recourse.

(28) Schedule:

The vendor shall ensure that services are performed in a manner so as to minimize any interference, annoyance, or disruption to the operations of Christian County.

In the event the vendor does not perform in accordance with the vendor's agreement, Christian County shall notify the vendor following determination of such. Vendor shall be responsive to the needs of Christian County at all times. The vendor shall be responsible for all permits, fees, and expenses

related to the service. The vendor shall disclose to Christian County all information on sub vendor contracts/agreements, if applicable, including any rebates or incentives offered by sub vendors to the contactor.

(29) Services:

The vendor agrees to provide a detailed description of the services to be provided, including any additional information about the services on a separate sheet of paper if needed. The vendor will provide an itemization of the amount the vendor will charge, the unit of measure for the services, and specific increments and timeframes to submit invoices to the vendor and receive payments from the vendor.

(30) Reporting Requirements:

On a monthly basis, the vendor shall submit a report to Christian County for each County building site, identify the services provided and the dates of service.

The vendor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles. The vendor shall make all records, books, and other documents relevant to the contract available to Christian County and the Christian County Auditor in an acceptable format and at all reasonable times during the term of the contract, and for three (3) years from the date of final payment on the contract or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, or other actions involving the records has been started before the expiration of the retention period, the vendor shall retain such records until completion of the action and resolution of all issues which arise from it. Failure to retain adequate documentation for any service billed may result in recovery of payments for services not adequately documented.

The vendor shall permit the County Auditor or authorized representatives of Christian County or any other division of government to have access, for the purpose of auditing or examination, to any of the vendor's books, documents, papers, records, recording receipts and disbursements of any of the funds paid to the vendor. The vendor further agrees that any audit exception noted by governmental auditors shall not be paid by Christian County and shall be the sole responsibility of the vendor. However, the vendor shall have the right to contest any such exception by any legal procedure the vendor deems appropriate. Christian County will pay the vendor all amounts which the vendor may ultimately be held entitled to receive as a result of any such legal action.

The vendor shall agree and understand that if contract monitoring reveals that an audit is warranted, Christian County reserves the right to require the vendor to have an audit of financial records, accounting records, and related contract documentation performed by an independent Certified Public Accountant (CPA) in accordance with generally accepted auditing standards. Christian County's determination of the need for the audit shall be final and without recourse.

(31) Liquidated Damages:

The vendor agrees and understands that the provision of the services in accordance with the schedules and requirements stated herein and in accordance with the Christian County Commissioner's approval are considered critical to the efficient operations of Christian County. Since the amount of actual damages would be difficult to establish in the event the vendor fails to comply with the schedules and requirements, the vendor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances:

In the event the vendor fails to perform the services, the vendor shall be assessed liquidated damages in the amount of ten percent (10%) of the price for the services for each twenty-four (24) hour period thereafter in which the identified requirement is not completed. If the fault lies with Christian County, no assessment shall be made.

The vendor shall also agree and understand that such liquidated damages shall either be deducted from the vendor's invoices pursuant to the contract or paid by the vendor as a direct payment to Christian County at the sole discretion of Christian County.

The vendor shall agree and understand that all assessments of liquidated damages shall be within the discretion of Christian County and shall be in addition to, not in lieu of, the rights of Christian County to pursue other appropriate remedies.

(32) Excused Performance:

Any failure or delay in performance or payment due to contingencies beyond either party's reasonable control, including strikes, riots, terrorist acts, compliance with applicable laws or governmental orders, fires, and acts of God, shall not constitute a breach of this agreement.

(33) Cancelling Service:

The Christian County Commission reserves the right to discontinue service at any time by giving a 30-day notice. The vendor shall agree and understand that the vendor shall terminate the services upon written notification from Christian County. The decision by the Christian County Commissioners shall be final and without recourse.

(34) Determination for Award:

The award shall be made to the lowest priced and best responsive vendor. Christian County reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the vendor to meet mandatory general performance specifications; and/or 2) failure of the vendor to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the vendor within the past three years. As deemed in its best interests, Christian County reserves the right to clarify any and all portions of any vendor's offer.

Agreements signed by Christian County must be signed by at least a majority of the members of the *County Commission*. *Agreements* must be attested by the *County Clerk* and approved to form by the *County Counselor*. In addition, the *County Auditor* must certify that there is an unencumbered balance available to pay the contract cost.

EXHIBIT A

INVITATION TO BID #2023-4

REAL ESTATE VALUE CHANGE NOTICES

The bidder proposes to furnish at his sole risk, cost, and expense all labor, tools, equipment, materials, supplies, facilities, transportation, bonds, insurance, delivery and other means necessary to perform the work as set out in this bid in strict accordance therewith, for the prices reflected below.

DESCRIPTION	QUANTITY	PRICE EACH	TOTAL
ADDRESS MANAGEMENT SERVICES			
National Change of Address (NCOA) Data, File Setup & Reports	32,500	\$ 0.00566	\$ 183.95
Address Management Services Total			
FORMS AND ENVELOPES			
	QUANTITY	PRICE EACH	TOTAL
(8.5x11) Value Change Notice White 2/1	32,500	\$.00448	\$ 1,456.00
Value Change Notice PDF Duplicates	32,500	\$ 0.01	\$ 325.00
• Typesetting: Minor Changes to Value Change Notices	1		\$153.00
R9205 #10 Outgoing window 1 st Class	30,875	\$.03944	\$ 1,217.56
R951 (9x12) Outgoing Window Envelopes	115	\$ 0.79	\$ 90.85
Forms and Envelopes Total			
	QUANTITY	PRICE EACH	TOTAL
Mailing File Setup – Value Change Notices	1		\$125.00
Processing & Mailing for Value Change Notices *	32,500	\$ 0.11	\$ 3,575.00
* Includes: Data Quality checks proofing Imaging, presort & mail processing			
CANDe (Post mailing address updates)	32,500	\$ 0.006	\$ 195.00
Mail Trace (Post mail tracking)	32,500	\$ 0.003	\$ 97.50
Postage – Value Change Notice in #10 envelopes	30,875	\$ 0.475	\$ 14,665.63
Postage – Value Change Notice in large envelopes	115	\$ 1.74	\$ 200.10
Shipping/Handling: this is to from Printing Plant to Mailing Center – All Lists, Postcards & Envelopes	32,500	\$ 0.003	\$ 97.50
Imaging & Mail Processing Total			
Total for all three services: Address Management Services Forms & Envelopes Imaging & Mail Processing:			\$22,382.08



CHRISTIAN COUNTY

Estimator: AF
Prepared on:
1/27/2023

2023 Value Change Notice Mailing Estimate

ADDRESS MANAGEMENT SERVICES	Quantity	Price Each	Total
National Change of Address (NCOA) Data, File Setup & Reports	32,500	\$0.00566	\$183.95
Address Management Services Total:			\$183.95
FORMS & ENVELOPES	Quantity	Price Each	Total
(8.5x11) Value Change Notice White 2/1	32,500	\$0.04480	\$1,456.00
Value Change Notice PDF Duplicates	32,500	\$0.01000	\$325.00
Typesetting: Minor Changes to Value Change Notices	1	\$153.00	\$153.00
R9205 #10 Outgoing Window 1st Class	30,875	\$0.03944	\$1,217.56
R951 (9x12) Outgoing Window Envelopes	115	\$0.79000	\$90.85
Forms & Envelopes Total:			\$3,242.41
	Quantity	Price Each	Total
Mailing File Setup - Value Change Notices	1	\$125.00	\$125.00
Processing & Mailing for Value Change Notices*	32,500	\$0.11000	\$3,575.00
<i>*Includes: Data Quality Checks, Proofing, Imaging, Presort & Mail Processing</i>			
CANDe (Post mailing address updates) provided at no additional charge	32,500	\$0.00600	\$195.00
Mail Trace (Post mail tracking) provided at no additional charge	32,500	\$0.00300	\$97.50
Postage - Value Change Notices in #10 Envelopes	30,875	\$0.47500	\$14,665.63
Postage - Value Change Notices in Large Envelopes	115	\$1.74000	\$200.10
Shipping (From Printing Plant to Mailing Center - All Lists, Postcards & Envelopes)	32,500	\$0.00300	\$97.50
Imaging & Mail Processing Total:			\$18,955.73
TOTAL FOR EJR SERVICES:			\$22,382.08

Note: Quantities and Postage Costs are based on past usage history and are estimates only.

Important: Prices are based on quantity and will increase if actual quantity is significantly lower than projected.

By signing this estimate you agree to purchase all products and services outlined above. If any modifications need to be made, please request a revised Estimate.

Accepted By: _____

Date: _____



CHRISTIAN COUNTY

Estimator: AF
Prepared on:
2/6/2023

2024 Value Change Notice Mailing Estimate

ADDRESS MANAGEMENT SERVICES	Quantity	Price Each	Total
National Change of Address (NCOA) Data, File Setup & Reports	1,546	\$0.01000	\$15.46
Address Management Services Total:			\$15.46
FORMS & ENVELOPES	Quantity	Price Each	Total
(8.5x11) Value Change Notice White 2/1	1,546	\$0.29120	\$450.20
Value Change Notice PDF Duplicates	1,546	\$0.10000	\$154.60
Typesetting: Minor Changes to Value Change Notices	1	\$153.00	\$153.00
R9205 #10 Outgoing Window 1st Class	1,118	\$0.09560	\$106.88
R951 (9x12) Outgoing Window Envelopes	19	\$0.79000	\$15.01
Forms & Envelopes Total:			\$879.69
	Quantity	Price Each	Total
Mailing File Setup - Value Change Notices	1	\$125.00	\$125.00
Processing & Mailing for Value Change Notices*	1,546	\$0.22660	\$350.32
<i>*Includes: Data Quality Checks, Proofing, Imaging, Presort & Mail Processing</i>			
CANDe (Post mailing address updates) provided at no additional charge	1,546	\$0.00600	\$9.28
Mail Trace (Post mail tracking) provided at no additional charge	1,546	\$0.00300	\$4.64
Postage - Value Change Notices in #10 Envelopes	1,118	\$0.47500	\$531.05
Postage - Value Change Notices in Large Envelopes	19	\$1.74000	\$33.06
Shipping (From Printing Plant to Mailing Center - All Lists, Postcards & Envelopes)	1	30.00	\$30.00
Imaging & Mail Processing Total:			\$1,083.35
TOTAL FOR EJR SERVICES:			\$1,978.49

Note: Quantities and Postage Costs are based on past usage history and are estimates only.

Important: Prices are based on quantity and will increase if actual quantity is significantly lower than projected.

By signing this estimate you agree to purchase all products and services outlined above. If any modifications need to be made, please request a revised Estimate.

Accepted By: _____

Date: _____

INVITATION TO BID #2023-4

RENEWALS:

This contract shall be valid for a period of one (1) year from the date of the award. Christian County will have the sole option to extend the agreement period in one-year increments, or any portion thereof, for a total cumulative period of three (3) additional years. If exercised, the option shall be executed at the same prices as quoted herein subject to a maximum percentage of increase, if any, quoted by the bidder above for each applicable option period. All percentages of increased stated shall be computed against the previous year's agreement prices. The Christian County Commission must vote on all renewals. The renewal must pass by a majority vote of the Commission.

1. First Renewal Period (year 2):	Maximum Increase	<u>NA</u> %	Year 2 budget estimate provided in its entirety as part of this ITB.
2. Second Renewal Period (year 3):	Maximum Increase	<u>5</u> %	As compared to Year 1 prices
3. Second Renewal Period (year 4):	Maximum Increase	<u>5</u> %	As compared to Year 2 prices

Cooperative Procurement:

The vendor should indicate by checking "yes" or "No" in the indicated space below if the vendor will honor the submitted prices and terms for purchase by other entities that participate in cooperative purchasing with Christian County, Missouri.

Note: Indicating no will not affect the evaluation of your bid.

Yes _____ No _____

(37) Declaration:

The vendor hereby declares understanding, agreement, and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. **Signature required below confirming understanding of this statement.**

Doing Business as (DBA) Name Edward J. Rice Company Inc.	Legal Name of Entity/Individual Filed with IRS for this Tax ID No. Edward J. Rice Company Inc.
Mailing Address PO Box 1398	IRS Form 1099 Mailing Address PO Box 1398
City, State, Zip Code Springfield, MO 65801	City, State, Zip Code Springfield, MO 65801

Contact Person Chris Rice	Email Address: customerservice@ejrice.com
Phone Number (417)869-3312	Fax Number: (417)869-9019
Authorized Signature 	Date 01/30/2023

List three (3) business references:

1st

Company Name: **Greene County Assessor** Representative Name: **Brent Johnson**

940 N Boonville Ave Rm 37 Springfield MO 65802

Address City State Zip

417-868-4101

Business Phone Business Fax Cellular Phone

bjohnson@greencountymo.gov

email address if available

2nd

Company Name: **Cass County Assessor** Representative Name: **Roger Raffety**

2733 Cantrell Rd. Harrisonville MO 64701

Address City State Zip

816-380-8400

Business Phone Business Fax Cellular Phone

rogerr@casscounty.com

email address if available

3rd

Company Name: **Jasper County Assessor** Representative Name: **Lisa Perry**

302 S Main St. Ste. 201 Carthage MO 64836

Address City State Zip

417-625-4356

Business Phone Business Fax Cellular Phone

lperry@jaspercountymo.gov

email address if available

(38) Contact Information:

Any additional information desired may be requested by mail to the address listed, or by telephone to 417-582-4300. Information requests may also be e-mailed to countycommission@christiancountymo.gov. This e-mail address is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

Thank you for your consideration of this Invitation to Bid. We appreciate your participation in the bidding process.

CHRISTIAN COUNTY COMMISSIONERS

Lynn Morris, Presiding Commissioner
Hosea Bilyeu, Western Commissioner
Bradley A. Jackson, Eastern Commissioner

FINAL MANDATORY COMPLIANCE CHECKLIST:

Please use the below table to ensure your bid is fully compliant before you seal it for submission. If you have any questions regarding any of these items, please call:

Kim Hopkins-Will – Purchasing Agent

(417) 582-4309

khopkins@christiancountymmo.gov

FINAL COMPLIANCE CHECKLIST	(✓)
I am submitting my bid prior to the specified deadline. (Page 1)	✓
I understand that no faxed or electronically transmitted bids will be accepted. (Page 2)	✓
I have filled out, signed, and dated the Declaration page , and I understand that failure to do so will result in rejection of my bid. (Page 14)	✓
I am including one (1) unbound original and three (3) copies of my bid. I understand that I must include The Price Sheet found in Exhibit A, Page 12, and all pages thereafter.	✓
I am enclosing my bid in a sealed envelope, and I am marking the envelope " SEALED BID – REAL ESTATE VALUE CHANGE NOTICES - DO NOT OPEN ". (Page 2)	✓
I am indicating on the envelope the good/service that I am bidding on.	✓



Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417)582-4300

Lynn Morris
Presiding Commissioner

Bradley A. Jackson
Eastern Commissioner

Hosea Bilyeu
Western Commissioner

ADDENDUM NUMBER 01 INVITATION TO BID #2023-4 REAL ESTATE VALUE CHANGE NOTICES

CONTACT: Kim Hopkins-Will, NIGP-CPP, CPPO, CPPB
Purchasing Agent
ADDRESS: Christian County Government
202 W. Elm Street
Ozark, MO 65721
PHONE: (417) 582-4309
EMAIL: khopkins@christiancountymo.gov

TO PROSPECTIVE BIDDERS: The original Invitation to Bid documents remain in full force and effect except as revised by the following changes which take precedence over anything to the contrary in the Bidding Event document.

Below are questions asked by potential bidders and the official response by Christian County.

Question 1: The % increase from year to year is a great metric for mailings that are relatively consistent from year to year, but I am unsure of how to complete this section for something like Real Estate Value Change notices.

Answer 1: All percentages of increased stated shall be computed against the previous year's agreement prices. See Renewals, page 13.

Question 2: Value change notices are on a cycle, where every odd numbered year, assessor's are required to assess all real property and provide notices to those property owners whose property changed in value. On the even numbered years, assessor's only send notices to people with new builds, additions, etc. This results in wildly different numbers from year to year. For instance, for this year (2023) they are estimating 32,500 notices, but last year (2022) they were only 1,546. All that to say that the prices in year 3 might be very close to what is offered in this bid, but years 2 and 4 will be so much smaller. In the past I don't believe the even numbered years were sent to bid since the price was so low, around \$2,000 in 2022.

Answer 2: See answer#1.

All else remains the same.

ACKNOWLEDGMENT: Acknowledge this Addendum 01 by signing below and returning it with your bid.

Company Name: Edward J Rice Co. Inc.

c/o: Chris Rice

(Name of Agent or Sales Rep)

Title: President

Signature: *Chris Rice*

Date: 02/06/23

END OF DOCUMENT



Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417)582-4300

Lynn Morris
Presiding Commissioner

Bradley A. Jackson
Eastern Commissioner

Johnny Williams
Western Commissioner

January 23, 2025

E.J. Rice Company
2305 E. Olive Court, #B
Springfield, Missouri 65802
Attn: Chris Rice
417-869-3312
chris_rice@ejrice.com

The Christian County Commission voted in session today to renew ITB #2023-4 Real Estate Value Change Notices contract to Edward J. Rice Company.

This contract renewal is effective February 14, 2025, through February 13, 2026, with options to renew.

Your point of contact is Assessor Danny Gray. Assessor Gray can be reached at 417-582-4311 or by email at assessor@christiancountymo.gov.

Johnny Williams
Western Commissioner

Date: 1-23-2025

Lynn Morris
Presiding Commissioner

Date: 1-23-2025

Bradley A. Jackson
Eastern Commissioner

Date: 1-23-2025



Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417)582-4300

Lynn Morris
Presiding Commissioner

Bradley A. Jackson
Eastern Commissioner

Johnny Williams
Western Commissioner

January 23, 2025

Darrell Mrotek Construction, Inc.
2296 St. Highway OO
Sparta, MO 65753
417-335-0294
darrellmrotek@gmail.com

Re: Contract Renewal ITB #2023- 1 Annual Contract for Heavy Equipment Services

The Christian County Commission voted in session today to renew the contract for Annual Contract for Heavy Equipment Services to Darrell Mrotek Construction, Inc.

This final renewal option is set to commence on February 7, 2025, and will continue until February 6, 2026.

Your point of contact will be Highway Administrator, Miranda Beadles. Ms. Beadles can be reached at 417-582-4394 or by email at:
mbeadles@christiancountymo.gov

Johnny Williams
Western Commissioner

ABSENT

Lynn Morris
Presiding Commissioner

Bradley A. Jackson
Eastern Commissioner

Date: 1-23-2025

Date: 1-23-2025

Date: 1-23-2025



Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417)582-4300

Lynn Morris
Presiding Commissioner

Bradley A. Jackson
Eastern Commissioner

Johnny Williams
Western Commissioner

January 23, 2025

Rob Muilenburg Excavating
104 Gann Road
Sparta, MO 65753
417-844-1292
Cigam555@yahoo.com

Re: Contract Renewal ITB #2023- 1 Annual Contract for Heavy Equipment Services

The Christian County Commission voted in session today to renew the contract for Annual Contract for Heavy Equipment Services to Muilenburg Excavating.

This final renewal option is set to commence on February 7, 2025, and will continue until February 6, 2026.

Your point of contact will be Highway Administrator, Miranda Beadles. Ms. Beadles can be reached at 417-582-4394 or by email at: mbeadles@christiancountymo.gov

Johnny Williams
Western Commissioner

ABSENT

Lynn Morris
Presiding Commissioner

Bradley A. Jackson
Eastern Commissioner

Date: 1-23-2025

Date: 1-23-2025

Date: 1-23-2025