



## **AGENDA**

Raymore Park Board Regular Meeting  
City Hall – 100 Municipal Circle  
Tuesday, February 24, 2026  
6:00 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Personal Appearances**
- 5. Consent Agenda**
  - A. Approval of Minutes from the January 27, 2026, Meeting
- 6. Staff Report**
  - A. Recreation Report
  - B. Parks Report
  - C. Director Report
- 7. Unfinished Business**
- 8. New Business**
  - A. Award of Contract - T.B. Hanna Station, Tree Maintenance and Removal
- 9. Public Comment**
- 10. Board Member Comment**
- 11. Adjournment**

## **MISCELLANEOUS**

Any person requiring special accommodation (i.e., qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify this office at (816) 331-3324 no later than forty eight (48) hours prior to the scheduled commencement of the meeting.

Hearing aids are available for this meeting for the hearing impaired. Inquire with the City Clerk, who sits immediately left of the podium as one faces the dais.

**THE RAYMORE PARKS AND RECREATION BOARD MET IN REGULAR SESSION ON TUESDAY, JANUARY 27, 2026, IN COUNCIL CHAMBERS AT 100 MUNICIPAL CIRCLE, RAYMORE, MISSOURI.**

**MEMBERS PRESENT:** Chairman Kies; Members Collier, Cooper, Harrison, Mapes, and Wilson. Member Scott is absent.

**STAFF PRESENT:** Director Musteen, Park Superintendent Rulo, Recreation and Facility Superintendent Brennon, and Office Assistant Naab.

**1. Call to Order:** Chairman Kies called the meeting to order at 6:00 pm.

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Personal Appearances**

**5. Consent Agenda**

*The items on the Consent Agenda are approved by a single action of the Park Board. If any Board Member would like to have an item removed from the Consent Agenda and considered separately, he/she may so request.*

Park Board Minutes

October 28, 2025

**Motion:** Member Cooper motions to approve the minutes of the October 28, 2025 Park Board Meeting.  
Member Wilson seconds the motion.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	1 Absent	Member Harrison	Aye
		Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Absent
		Member Wilson	Aye

**6. Staff Report**

Recreation and Facility Superintendent Brennon highlighted his written report.  
Park Superintendent Rulo highlighted his written report.  
Director Musteen highlighted his written report.

**7. Unfinished Business**

**8. New Business**

A. Recreation Park Baseball Light Plans - Award of Contract Action Item

On October 28, 2025, the Parks and Recreation Board approved the contract with a vote of 8-0. After the approval, further review of the contract document showed that the template was created for contractors and not professional services. This is key in the type of work to be completed, payment methods and retainage. Staff worked with Wilson and Company to revise the document and present to the Parks and Recreation Board for their review and acceptance of the change before submitting to the City Council for final approval.

**Motion:** Member Cooper moves to approve the contract with Wilson and Company for the design of the lighting Recreation Park.  
Member Collier seconds the motion.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	1 Absent	Member Harrison	Aye
		Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Absent
		Member Wilson	Aye

B. Chamber of Commerce Membership - 2026 Action Item

The Parks and Recreation Department and the Raymore Chamber of Commerce partner on several community events and programs throughout the year. In an effort to support both entities and maintain a good community partnership, staff is presenting a 1-year membership. In exchange, the Chamber will have access to 2 monthly luncheons in the year to offset the membership fees. Additionally, the Raymore Chamber will provide two banners to be placed at the Raymore Activity Center and at the Recreation Park Baseball fields in support of the Parks and Recreation Department Sponsorship Banner program.

**Motion:** Member Cooper motions to accept the Chamber Membership Agreement Between the Raymore Parks and the Chamber of Commerce.  
Member Mapes seconds the motion.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	1 Absent	Member Harrison	Aye
		Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Absent
		Member Wilson	Aye

C. Demolition of house, 204 S. Adams Street - Award of Contract Action Item

The FY26 Capital Improvement Plan includes a list of projects to prepare the park for expansion. First, the house located at 204 South Adams Street is programmed to be removed with general grading and seeding. Other items will be addressed in separate projects. In efforts to consolidate similar city projects, the proposal also included the demolition of a storage facility at 317 N. Jackson Street. Six proposals were received. SB Wyatt Contracting INC. was the lowest, most responsive bid. Total Bid: \$37,300.00 (\$11,300 for the parks project and \$27,000 for the buildings and grounds project). Staff requested Park board approval to move forward in conjunction with the building and grounds department with a contract recommendation to the City Council.

**Motion:** Member Cooper moves to approve an expenditure of \$11,300 to SB Wyatt To demolish the house at 204 Adams Street.

Member Mapes seconds the motion.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	1 Absent	Member Harrison	Aye
		Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Absent
		Member Wilson	Aye

D. Parks and Trails Public Art Locations - 2026 Action Item

In April 2024 the Park Board reviewed the public art location plan during a work session. Staff was directed to update the locations listed on the plan and provide a final draft in an upcoming business meeting. The plan is to be reviewed annually or as needed and provided to the Raymore Arts Commission. No changes are recommended to the plan approved in 2024. Director Musteen indicated a new clause in the document that keeps the plan in place until the Park Board reviews and updates the plan in the event an annual review is not feasible. Staff recommends proceeding with the approved work plan.

**Motion:** Member Cooper moves to approve the 2026 Parks and Trails Public Art Location plan.  
Member Collier seconds the motion.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	1 Absent	Member Harrison	Aye
		Member Kies	Aye
		Member Mapes	Aye
		Member Wilson	Aye

E. Budget Amendment - Centerview Heat Exchanger Action Item

In early January, one of the heaters at Centerview stopped working. Staff contacted the HVAC contractor for City Facilities for service. The heat exchanger was no longer operable, requiring an emergency replacement. The City Manager authorized an emergency repair according to the purchasing policy, however, a budget amendment is required to transfer funds from the parks fund balance to cover the unexpected expense.

**Motion:** Member Cooper motions to approve the budget amendment for the Centerview heater.  
Member Mapes seconds the motion.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	1 Absent	Member Harrison	Aye
		Member Kies	Aye

Member Mapes	Aye
Member Scott	Absent
Member Wilson	Aye

**9. Board Elections**

A. Call for Nominees - Board Chair

Member Collier nominates Member Kies for Board Chair.  
Second given by Member Cooper.  
Nominations close.

Member Kies accepts the nomination for Board Chair position.

Vote for Board Chair

<b>Vote:</b>	5 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	1 Absent	Member Harrison	Aye
	1 Abstain	Member Kies	Abstain
		Member Mapes	Aye
		Member Scott	Absent
		Member Wilson	Aye

B. Call for Nominees - Board Vice-Chair

Member Kies nominates Mike Wilson for Board Vice-Chair.  
Member Wilson accepts the nomination for the Board Vice-Chair position.  
Nominations close.

Motion and Votes for Board Vice-Chair

<b>Vote:</b>	5 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	1 Absent	Member Harrison	Aye
	1 Abstain	Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Absent
		Member Wilson	Abstain

**10. Tree Board Committee - Appointments**

Director Musteen recaps the purpose of the Tree Board. The Park Board Chair appoints the Members of the Tree Board Committee.

Board Chairman Kies appointed Ken Cooper, Chris Scott, and Josh Collier to the Tree Board for the 2026 calendar year

**11. Public Comment**

**12. Board Member Comment**

Member Cooper thanks the staff for all of their hard work.

Member Collier likes the Chamber Memberships as a mutually beneficial agreement.  
Member Wilson thanks the staff that participated in the snow removal.  
Member Kies appreciates Nathan participating in a mentoring program.

**13. Adjournment**

**Motion:** Member Cooper motions to adjourn.  
Member Mapes seconds the motion.

**Discussion:** None

<b>Vote:</b>	6 Aye	Member Collier	Aye
	0 Nay	Member Cooper	Aye
	1 Absent	Member Harrison	Aye
		Member Kies	Aye
		Member Mapes	Aye
		Member Scott	Absent
		Member Wilson	Aye

The regular meeting of the Raymore Parks and Recreation Board adjourned at 6:48 pm.

Respectfully submitted,

Greta Naab  
Parks & Recreation Office Assistant

# **STAFF REPORT**

**To:** Park Board  
**From:** Todd Brennon, CPRP  
Recreation & Facilities Superintendent  
**Date:** February 24, 2026  
**Subject:** Recreation & Facilities Report

---

## **Administrative Operations**

- Staff booked rentals and scheduled part time staff for Centerview, both internal and paid.
- Staff gave Centerview tours and rental quotes to interested parties.

## **Meetings/Trainings Attended**

- Office Assistant **Greta Naab**
  - Attended the February Park Board Meeting
  - Attended a demonstration with Civic Rec Software.
- Athletic Coordinator **Nick Cook**
  - Kansas City Metro Programmers meeting in Belton, MO.
  - Missouri Parks and Recreation State Conference held in Columbia, MO.
  - Attended a meeting with the Raymore-Peculiar High School Baseball Coaches.
- Recreation Coordinator **Cecilia Walther**
  - Attended a sponsorship meeting with Nick Cook and Todd Brennon. Brainstormed and edited the events sponsorship form.
  - Attended the ERC meeting.
  - Attended a meeting with Belton's Events Coordinator to talk FIFA plans.
  - Attended a meeting with Johnny's to partner with them for the 5k Spirit Run scheduled for July 2.
  - Attended Cass County Chamber Coalition luncheon held at Centerview.
  - Attended the Raymore Chamber of Commerce events committee meeting.
  - Kansas City Metro Programmers meeting held in Belton, MO.
- Recreation & Facilities Superintendent **Todd Brennon**
  - Attended a web demonstration over Zoom with Civic Rec Software.
  - Attended a meeting with the Raymore-Peculiar High School Baseball Coaches.
  - Attended a meeting with Johnny's to partner with them for the 5k Spirit Run scheduled for July 2.
  - Attended the Raymore Chamber of Commerce events committee meeting.
  - Attended an in person demonstration with Civic Rec Software.
  -

## **Recreation Programs**

- 50 plus programs running: Bunco, Bridge Club
- Yoga class
- Zumba class
- Painting Class; 14 participants
- Succulent Class (2/26); 7 enrolled
- Crochet Class (2/21) ; 4 enrolled

**Rentals/Events/Concessions**

- Rentals/Usage

**Ball Fields**

**Centerview**

- Monthly Square Dance
- 1 HOA Meeting
- 1 Birthday Party
- 1 Celebration of Life
- 3 Disability Interviews
- Go Red for Women Breakfast
- Raymore Chamber of Commerce Luncheon
- 3 Baby Showers
- Insurance Company Valentine's luncheon
- Church Dinner

**City Internal Usage**

- Animal Control Interview
- Police Interviews
- CERT Training
- Retirement Party for Cathy German

**Program Usage**

- Bunco
- Bridge
- 1 Square Dance Workshop
- Succulent Class - 7
- Crochet Class - 4
- Paint Class - 14

**RAC**

**Paid Rental**

- Volleyball Rentals
- Birthday Parties

**Program Use**

- Adult Open Play Volleyball
- Yoga
- Zumba
- Basketball Practices
- Youth Basketball Games

**Special Events**

- Galentine’s Day Book Fair (2/12) had 19 vendors and 43 pre-registered. We had 74 walk-in registrations
- Opened the Spring Craft Show application (3/7). There are 109 applicants, and we will accept 98 of them.

**Upcoming**

- Spring Craft Fair (3/7)
- Raymore Sports Card & Memorabilia Show (3/20 & 3/21)
- Easter Festival (4/4)

**Concessions**

Concession stands are open and operational at the Raymore Activity Center.

**Sports (Youth)**

- Winter
  - Basketball
    - The youth basketball programs will be concluding on 2/21
- Spring
  - Soccer registrations closed on 2/15
    - Games will begin on 3/21
  - Volleyball & Flag football registrations will close on 2/22
    - Games will begin on 3/28.
- Summer
  - Summer baseball, softball, and t-ball are open and available for registrations
  - Baseball, softball, t-ball registrations will be closing on 4/12

**Sports (Tiny)**

- Spring
  - Spring tiny soccer registrations are open and available for registration
  - The Saturday sessions for tiny soccer are filled to capacity
  - There is room for more registrations in the Tuesday & Thursday sessions
- Summer
  - Summer tiny t-ball registrations are open and available for registration
  - There is room in the Tuesday, Thursday, and Saturday sessions for registrations

**Sports (Adult)**

- **Summer**

- Adult softball league offerings are open and available to the public for registrations
  - Monday Night Church League
  - Friday Night Co-ed League
  - Sunday Night Men's League

# **STAFF REPORT**

**To: Park Board**  
**From: Steve Rulo**  
**Parks Superintendent**  
**Date: February 24, 2026**  
**Subject: Parks and Maintenance Report**

---

## **Park Operations**

- Check the ice on the Rink daily
- Ended up dismantling the Ice Rink for the season because of nice weather
- Parks Crew have trimmed trees throughout the parks
- The Trails project is getting closer to an end, the bollards are installed
- The Disc Golf Course upgrade is still going on. The Parks Crew chipped up limbs and branches within the Disc Golf Course.
- Parks Crew mulched flower beds at the RAC
- The Park Superintendent attended the RPAC meeting
- The Tree project was bid out and should be starting in March.
- The Parks Crew opened up the ballfields at Recreation Park and Memorial Park
- The Parks Superintendent has met and discussed the concert events coming up.
- The Cas tractor is in the shop for winter service
- New soccer nets have been ordered and new zip ties have also been ordered
- Field paint has been ordered for the first half of the year.
- The new Land Pride Batwing mower has been ordered.
- Johnston Lake was stocked with trout again this past week
- Met with a potential Eagle Scout about re-furbishing the tennis backboard at Recreation Park
- Parks Crew seeded soccer goal boxes and bad spots on Flag Football

# MONTHLY REPORT

February 2026

## Monthly Highlights

- Parks and Recreation Director Nathan Musteen attended the Missouri Parks and Recreation Association Legislative Action Day at the Capitol in Jefferson City.
- Recreation Superintendent Todd Brennon and Athletic Coordinator Nick Cook met with Raymore-Peculiar High School baseball coaches to discuss partnership opportunities.
- Raymore Parks and Recreation hosted 28 youth basketball games on February 7th at the Raymore Activity Center and the Raymore-Peculiar South Middle School.
- Recreation Coordinator Cecilia Walther attended an Age Positive meeting at the Matt Ross Community Center in Overland Park, KS to discuss programming for the 50 and older demographic.
- Recreation Superintendent Todd Brennon and Recreation Coordinator Cecilia Walther met with Johnny's Tavern in Raymore to discuss partnership opportunities.
- Park maintenance trimmed trees along the trails in Recreation Park.
- Park maintenance hung the Spring Craft Show Banner in Recreation Park.
- Parks and Recreation Director Nathan Musteen hosted a Zoom meeting with three park and recreation professionals across the state as part of the Missouri Parks and Recreation Association Mentorship Program, a professional development program designed to bridge the gap between veteran association members and emerging new professionals.
- The Parks and Recreation recreation division staff participated in the Raymore Chamber of Commerce luncheon at Centerview.
- Raymore Parks and Recreation hosted 28 youth basketball games on February 14th, held at the Raymore Activity Center and the Raymore-Peculiar South Middle School.
- Park maintenance drug the baseball fields at Recreation Park.
- Park maintenance aerated and seeded the flag football fields at Recreation Park.
- The Parks and Recreation recreation division staff held the 2nd annual Galentine's Day Book Fair at Centerview on Feb. 12.



- Parks and Recreation Staff continue planning the events for the 250th Celebration this summer and the World Cup Watch Party.
- Recreation Staff participated in a web demonstration for Civic Plus Recreation Software.
- Athletic Coordinator Nick Cook and Recreation Coordinator Cecilia Walther attended the Kansas City Metro Programmers meeting in Belton.
- Athletic Coordinator Nick Cook hosted the 2026 Basketball Coaches Banquet sponsored by Johnny's Tavern Friday, February 20th in banquet room at Johnny's.
- Park Superintendent Steve Rulo attended the Recreation and Parks Advisory Committee with Midwest Public Risk.
- Park Maintenance crews dismantled the Rink at T.B. Hanna Station and stored it for the season.

---

**Rink Closed for the Year:** Feb. 17, 2026: The ice skating season has come to a close. The unseasonably warm temperatures were just too much for us to be able to maintain ice at a safe depth for skating.

Thanks for hanging in there with us this winter and we are looking forward to spring!

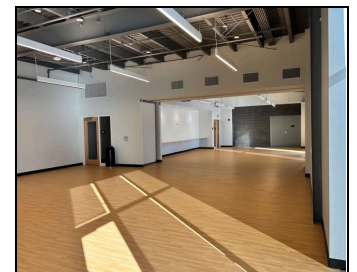


---

## **The Sportsmanship Corner (Excellence Room & Resilience Room)**

Our new multipurpose rooms at the RAC are perfect for your next party. Enhance your experience by pairing your room rental with a court rental and enjoy some extra space for basketball, volleyball or pickleball!

Let's talk! Contact us at 816-322-2791 or [recreation@raymore.com](mailto:recreation@raymore.com) to learn more and make your personalized reservation at the Raymore Activity Center today.





**CRAFT SHOW**

*Saturday, March 7*

**10 A.M.-2 P.M.**

RAYMORE ACTIVITY CENTER | 1011 S MADISON ST.



# RAYMORE

come home to more

CITY OF RAYMORE  
AGENDA ITEM INFORMATION FORM

DATE: 2/24/2026  
SUBMITTED BY: Nathan Musteen DEPARTMENT:  
ITEM CATEGORY: Action Item

TITLE / ISSUE / REQUEST

Award of Contract - T.B. Hanna Station, Tree Maintenance and Removal

STRATEGIC PLAN GOAL / STRATEGY

Goal 7.7 - Utilize existing trees, natural features and resources to enhance the Parks and Recreation System.

FINANCIAL IMPACT

\$24,800.00

PROJECT TIMELINE

Estimated Start Date  
3/25/2026

Estimated End Date  
5/8/2026

STAFF RECOMMENDATION:

Award of Contract

OTHER BOARDS & COMMISSIONS ASSIGNED

LIST OF REFERENCE DOCUMENTS ATTACHED

1. Bill 4022 - Tree Maintenance at TB Hanna Station
2. 26-480-201 Contract - Arbor Masters
3. Arbor Masters Proposal
4. 26-480-201 Preliminar Proposal Tab

BACKGROUND / JUSTIFICATION

The FY26 Capital Improvement Plan includes a list of projects to prepare the park for expansion at T.B. Hanna Station. Tree maintenance in the park and expansion area is on the list of projects. The general scope of work includes tree trimming, tree removal and stump grinding services for pre-identified trees.

Five complete proposals were received. Arbor Masters was the lowest, most responsive bid. The total bid tab is attached.

**BILL 4022**

**ORDINANCE**

**“AN ORDINANCE OF THE CITY OF RAYMORE, MISSOURI, APPROVING AND AUTHORIZING A CONTRACT WITH ARBOR MASTERS IN THE TOTAL AMOUNT OF \$24,800 FOR THE TRIMMING, REMOVAL AND STUMP GRINDING OF HAZARDOUS TREES AT T.B. HANNA STATION.”**

**WHEREAS**, the Parks and Recreation Board has approved the removal of hazardous trees, limbs and stump grinding at T.B. Hanna Station and the expanded park area west of Adams Street. and,

**WHEREAS**, City staff advertised and received bids for the tree maintenance at T.B. Hanna Station; and,

**WHEREAS**, City staff reviewed the proposals and found that Arbor Masters was the best and most responsive proposal submitted.

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

Section 1. The City Manager shall be the authorized representative of the City herein for all instruments identified in Section 5.2(i) of the Charter.

Section 2. The City Manager and the City Clerk are hereby directed and authorized to execute the Agreement for and on behalf of the City of Raymore.

Section 3. The Mayor, the City Clerk and the City Manager are hereby directed and authorized to take the necessary steps under the Agreement to implement its terms.

Section 4. Effective Date. The effective date of approval of this Ordinance shall be coincidental with the Mayor’s signature and attestation by the City Clerk.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**DULY READ THE FIRST TIME THIS 9TH DAY OF MARCH, 2026.**

**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 23RD DAY OF MARCH, 2026, BY THE FOLLOWING VOTE:**

Councilmember Abdelgawad  
Councilmember Baker  
Councilmember Barber  
Councilmember Burke III

Councilmember Circo  
Councilmember Engert  
Councilmember Holman  
Councilmember Mills

ATTEST:

APPROVE:

\_\_\_\_\_  
Erica Hill, City Clerk

\_\_\_\_\_  
Kristofer P. Turnbow, Mayor

\_\_\_\_\_  
Date of Signature



CITY OF RAYMORE  
CONTRACT FOR SERVICES

**Tree Maintenance and Removal - T.B. Hanna Station**

This Contract for Tree Maintenance and Removal, hereafter referred to as the **Contract** is made this 24th day of March, 2026, between Arbor Masters, an entity organized and existing under the laws of the State of Kansas, with its principal office located at 8250 Cole Parkway, Shawnee, Kansas 66227, hereafter referred to as the **Contractor**, and The City of Raymore, Missouri, a Charter City organized and existing under the laws of the State of Missouri, with its principal office located at 100 Municipal Circle, Raymore, Missouri, hereafter referred to as the **City**.

This contract and applicable attachments represent the entire understanding and agreement between the parties and no oral, implied, alterations or variations to the contract will be binding on the parties, except to the extent that they are in writing and signed by the parties hereto. This contract shall be binding upon the heirs, successors, administrators, executors and assigns of the parties hereto. In the event there are any inconsistencies in the provisions of this contract and those contained in the proposal they will be resolved in accordance with the terms of this contract.

This contract is effective as of March 24, 2026, and coincidental with the City Manager's signature and attestation by the City Clerk and shall remain in effect as described within the attachments.

ARTICLE I  
THE WORK

Contractor agrees to perform all work and provide all materials as specified in Request for Proposal 26-480-201 and the General Terms and Conditions in Appendix B, commonly referred to as Contract Terms and Conditions and according to Contract Agreement set forth here. Contractor agrees to provide all labor, materials, tools, permits, and/or professional services and perform the contracted work in accordance with all specifications, terms and conditions as set forth within the proposal documents, including bonding, insurance, prevailing wage requirements, and termination clauses as needed or required. The work as

specified in Appendix A may commence upon the signing of this contract and scheduling and approval of the City.

ARTICLE II  
TIME OF COMMENCEMENT AND COMPLETION

The work shall take a maximum of 45 calendar days. The date of substantial completion shall be that date when the project or portions of the project are officially accepted by the Owner through formal action of the City Council for utilization of the project for its intended purpose. The City shall be the sole determiner as to the fulfillment of the work as described.

ARTICLE III  
CONTRACT SUM AND PAYMENT

The Contractor agrees to perform all work described in the Contract Documents in the amount of \$24,800.00.

The City agrees to pay the Contractor as outlined in the Contract Documents and subject to deductions provided for in Articles IV and VI.

The City Manager has the authority for change orders.

ARTICLE IV  
CONTRACT PAYMENTS

The Contractor shall provide the City with monthly billings for progress payments as the work is completed. Payment will constitute full and complete payment as per individual invoice and within thirty (30) days of completion and acceptance of the Contractor's work. The City will be the sole judge as to the sufficiency of the work performed. A 5% retainage will be held until acceptance of the project by the Raymore City Council, at which time final payment will be made. In the event of the Contractor's failure to perform any of his duties as specified in this contract and addendums, or to correct an error within the time stipulation agreed upon by both parties, the City shall h

ARTICLE V  
INSURANCE REQUIREMENTS

Insurance shall be provided as outlined in the General Terms and Conditions Appendix B to the Contract.

ARTICLE VI  
DAMAGES/DELAYS/DEFECTS

The City will not sustain monetary damage if the whole or any part of this contract is delayed through the failure of the Contractor and/or his sureties to perform any part or the whole of this contract. Thus, if at any time the Contractor refuses or

neglects to supply sufficiently skilled workmen or proper materials, or fails in any respect to execute the contract, including extras, with the utmost diligence, the City may take steps deemed advisable to promptly secure the necessary labor, tools, materials, equipment, services, etc., by contract or otherwise, to complete whatever portion of the contracted work which is causing delay or is not being performed in a workmanlike manner.

Contractor and/or their sureties will be liable to the City for any cost for labor, tools, materials, equipment, services, delays, or claims incurred by the City to finish the work.

Contractor will store, contain, or remove all debris, materials, tools, equipment and vehicles at the end of each day so that no hazardous or dangerous situations are created by the Contractor within the work location and surrounding area.

Contractor will promptly and within 7 days of receiving notice thereof repair all damage to public and private property caused by their agents or employees. Should damages not be promptly repaired within 7 days of receiving notice thereof, the City will authorize the hiring of another Contractor or vendor with the necessary and applicable qualifications to do the repairs. The original Contractor agrees to promptly pay for the services of any such Contractor or vendor hired to do such repairs within 10 days of completion of the repairs.

Contractor shall immediately report, to the City, or a duly authorized representative, any accident whatsoever arising out of the performance of this contract, especially those resulting in death, serious injury or property damage. Contractor must provide full details and statements from any witnesses.

If the Contractor shall fail to complete the work within the contract time, or an extension of time granted by the City, the Contractor will pay to the City the amount for liquidated damages as specified in the schedule below for each calendar day that the Contractor shall be in default after the time stipulated in this contract document. The amount specified in the schedule is agreed upon, not as a penalty, but as liquidated damages for the loss to the City of Raymore and the public of the use of the facility as designated. This amount will be deducted from any money due to the Contractor. The Contractor and Contractor's surety will be liable for all liquidated damages.

SCHEDULE OF LIQUIDATED DAMAGES		
Original Contract Amount		Charge Per Calendar Day (\$)
From More Than (\$)	To and Including (\$)	
0	50,000	150
50,001	100,000	250
100,001	500,000	500
500,001	1,000,000	1,000
1,000,001	2,000,000	1,500

2,000,001	5,000,000	2,000
5,000,001	10,000,000	2,500
10,000,001	And above	3,000

ARTICLE VII  
RESPONSIBILITIES

The City shall provide all information or services under their control with reasonable promptness and designate the City Manager, or their designee (in writing) to render decisions on behalf of the City and on whose actions and approvals the Contractor may rely.

The Contractor’s responsibilities and obligations under this agreement are accepted subject to strikes, outside labor troubles (including strikes or labor troubles affecting vendors or suppliers of Contractor), accidents, transportation delays, floods, fires, or other acts of God, and any other causes of like or different character beyond the control of Contractor. Impossibility of performance (but not simply frustration of performance) by reason of any legislative, executive, or judicial act of any governmental authority shall excuse performance of or delay in performance of this agreement. The City and the Contractor shall agree upon such any delay or cancellation of performance and execute an agreement in writing documenting the excuse of performance or delay in performance of this agreement.

Contractor agrees to provide all materials, labor, tools, and equipment necessary to perform and complete the contract as specified.

All equipment will be of such a type and in such condition so as not to cause any damage to City property or the community at large. All equipment used within the jurisdictional boundaries of the City will meet the minimum requirements of OSHA (Occupational Safety Health Administration) and related federal, state, county, and city agencies and regulations, including but not limited to EPA (Environmental Protection Agency) and the NESHAPS (National Emission Standards for Hazardous Air Pollution). All material will be of a type and quality acceptable to the City, and which will not cause injury to property or persons.

Contractor will supervise and direct the work performed, and shall be responsible for their employees. Contractor will also supervise and direct the work performed by subcontractors and their employees and be responsible for the work performed by subcontractors hired by the Contractor. Contractor shall not assign its responsibilities to any subcontractor without the prior written agreement of the City which may be granted at the sole discretion of the City.

Contractor agrees to obtain and maintain, during the term of this contract, the necessary licenses and permits required by federal, state, county and municipal governments to perform the services as required by this contract. Contractor shall bear the cost of any permits which he is obligated to secure. Contractor will also ensure any subcontractors hired will obtain the necessary licenses and permits as required.

Contractor agrees to comply with all applicable federal, state, county and municipal laws and regulations, including, but not limited to, affirmative action, equal employment, fair labor standards and all applicable provisions of the Occupational Safety and Health Act of 1970, as amended. Contractor agrees to ensure subcontractors and their employees comply with all applicable laws and regulations aforementioned.

Contractor also agrees to be, at all times, in full compliance with any and all applicable federal, state and local laws and regulations as they may change from time to time.

Contract is subject to the State of Missouri Prevailing Wage Laws (Cass County Annual Wage 32) if the project is over \$75,000. The contractor shall include the provisions of this clause in all subcontracts for work to be performed by subcontractors under this contract so that provisions of this clause are binding upon subcontractors.

#### ARTICLE VIII CANCELLATION AND/OR TERMINATION OF AGREEMENT

With Cause – If Contractor fails to perform his duties as specified in this contract, the City through its appointed representative, shall notify the Contractor to correct any default under the terms of this contract. Such notification may be made in writing, and delivered via regular, certified facsimile or email. If the Contractor fails to correct any default after notification of such default, the City shall have the right to immediately terminate this agreement by giving the Contractor ten (10) days written notice, and delivered via regular, certified facsimile or email. If the Contractor fails to correct any default(s) after notification of such default(s) are of such that they endanger the health, safety and/or welfare of the residents of Raymore, City may terminate this contract immediately and retain the services of an alternative contractor to perform the services for which Contractor may be held liable for such costs.

Without Cause – The City may cancel or terminate this agreement at any time without cause by providing sixty (60) days written notice, by certified mail, facsimile or email to the Contractor.

In the event this agreement is terminated, the City may hold as retainer the amount needed to complete the work in accordance with the bid specifications. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding requirements of this contract and orders issued prior to the effective date of cancellation.

No payment made under this Contract shall be proof of satisfactory performance of the Contract, either wholly or in part, and no payment shall be construed as an acceptance of deficient or unsatisfactory services.

ARTICLE IX  
ARBITRATION

In case of a dispute, the Contractor and the City may each agree to appoint a representative, who, together, shall select a third party attorney in good standing and licensed to practice law in Missouri, to arbitrate the issue. Resolution of the issue will be binding upon both parties.

ARTICLE X  
WARRANTY

Contractor warrants that all workmanship shall be of good quality, in conformance with bid specifications and guarantee all materials, equipment furnished, and work performed for a period of two (2) years from the date of substantial completion as noted in the 2019 City of Raymore "Standard Contract Documents and Technical Specification & Design Criteria for Utility and Street Construction."

Contractor shall, within ten (10) days of written notice from the City, correct any work found to be defective, incorrect or not in accordance with the bid specifications.

ARTICLE XI  
REQUIRED SAFETY TRAINING

- A. Awarded contractors and their subcontractors must provide a 10-hour OSHA construction safety program, or a similar program approved by the Department of Labor and Industrial Relations, for their on-site employees who have not previously completed such safety training and are directly engaged in public improvement construction;
- B. Awarded contractors and their subcontractors must require all on-site employees to complete this ten-hour program within 60 days of beginning construction work if they have not previously completed the program and have documentation of doing so. On site employees who cannot provide proper documentation of completion of required safety training when requested will be given 20 days to produce the documentation before being removed from the project and before their employers will be subject to penalties. Provide any completed certificates prior to project start.

ARTICLE XII  
NOTICE OF PENALTIES FOR FAILURE  
TO PROVIDE SAFETY TRAINING

- A. Pursuant to Section 292.675, RSMo, Contractor shall forfeit to City as a penalty two thousand five hundred dollars (\$2,500.00), plus one hundred dollars (\$100.00) for each on-site employee employed by Contractor or its Subcontractor, for each calendar day, or portion thereof, such on-site

employee is employed without the construction safety training required in Section XI above.

- B. The penalty described in Subsection "A" of this Section shall not begin to accrue until the time periods described in Sections XI "B" above have elapsed.
- C. Violations of Section XI above and imposition of the penalty described in this Section shall be investigated and determined by the Missouri Department of Labor and Industrial Relations.

### ARTICLE XIII AFFIDAVIT of WORK AUTHORIZATION

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by:

- \* submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
  - \* providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

ARTICLE XIV  
ENTIRE AGREEMENT

The parties agree that this constitutes the entire agreement and there are no further items or provisions, either oral or otherwise. Buyer agrees that it has not relied upon any representations of the Contractor as to prospective performance of the goods, but has relied upon its own inspection and investigation of the subject matter.

The parties have executed this agreement at The City of Raymore the day and year first above written.

**IN WITNESS WHEREOF**, the parties hereunto have executed two (2) counterparts of this agreement the day and year first written above.

**THE CITY OF RAYMORE, MISSOURI**

By: \_\_\_\_\_  
Jim Feuerborn, City Manager

Attest: \_\_\_\_\_  
Erica Hill, City Clerk

(CITY SEAL)

\_\_\_\_\_  
Company Name

By: \_\_\_\_\_

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

Attest: \_\_\_\_\_

(SEAL)

**APPENDIX A**  
**SCOPE OF SERVICES AND SPECIAL PROVISIONS**

**Tree Maintenance & Removal - T.B. Hanna Station**

**ANTICIPATED SCOPE OF SERVICES:**

**T.B. Hanna Station - Tree Maintenance, Removal and Stump Grinding**

The general scope of work includes providing tree trimming, tree removal and stump grinding services for pre-identified trees located at T.B. Hanna Station, 214 South Washington Street, and two adjacent city park properties located at 204 and 216 South Adams Street.



**A. Tree Work** - Contractor will use the following method to identify work

**Orange Ribbon** - Trees marked with an orange ribbon are NOT to be removed. The Contractor is to assume each orange ribbon tree is scheduled for the following:

- **Crown Lifting**: Removing lower branches to provide clearance for pedestrians or vehicles.
- **Deadwood Removal**: Removing dead, dying, or diseased branches.
- **Structural Pruning**: Pruning to build a strong structure, especially in young trees, by removing crossing or weakly attached branches.

Additional work may be carried out at the direction of the Parks and Recreation Staff after award or during project. Additional work may include:

- [Crown Reduction](#): Pruning to reduce the overall size of the tree while maintaining its natural appearance.
- [Crown Thinning](#): Removing some secondary branches to reduce density and improve light and air circulation.

**Pink Ribbon** - Trees marked with a pink ribbon **ARE** to be removed. The Contractor is to assume each pink ribbon tree should be removed in its entirety and the stump removed according to specifications listed below.

**NO Ribbon** - Tree shall be protected from any damage that might occur, otherwise it is to remain untouched.

**Existing Stumps** - Existing stumps shall be identified by Park and Recreation Staff with spray paint and noted during the pre-bid meeting. Existing stumps are to be removed according to specifications listed below.

**Stump Holes** - Newly removed tree stumps and existing tree stumps that are removed shall be backfilled and seeded according to specifications listed below.

**Wood Chips/Debris** - All removed trees, limbs, branches and debris shall be mulched in a professional grade chipper with the mulch taken to the Park Maintenance facility at 909 South Madison to be used by Parks and Recreation Staff for future tree mulch. Logs unsuitable for chipping shall be disposed of by the contractor.

## **B. Additional Scope**

**1. Minimum Specifications:** All work shall be accomplished in accordance with the American National Standards Institute (ANSI) Z133 Safety Standards and the following minimum specifications:

Prior to commencing work, the Contractor shall contact Missouri One-Call (1-800-344-7483) and other potentially affected utility entities for location of underground utilities.

1.1 The Contractor shall remove the trees and stumps designated by the City. Removal of a tree includes removal of the stump.

1.2 Contractor shall keep the premises free from accumulations of waste materials, rubbish, and other debris resulting from the Work, and at the completion of the Work he shall remove all waste materials, rubbish and debris from and about the premises as well as all tools, construction equipment and machinery, and surplus materials, and shall leave the site clean and ready for occupancy by the City. Contractor shall restore to their original condition those portions of the site not designated for alteration by the Contract. Divots/low spots created by tree removal shall be filled prior to leaving the job site.

1.3 Work Productivity: If, in the opinion of the City, a contractor is not performing satisfactorily or is failing to prosecute the work with such diligence as will insure timely completion, the contract may be terminated.

1.4 Crew Size: Contractor must use due diligence in determining and placing sufficient crew members as the situation dictates.

1.5 Stump Removal:

1.5.1 Contractor shall also coordinate stump removal work with the Parks and Recreation Department for location of possible irrigation systems, underground cisterns and/or other points of concern.

1.5.2 Stumps, root flares, surface root laterals shall be removed to a minimum depth of six (12) inches below grade. Grade is defined as the elevation of surrounding soil that has not been displaced by the tree including its roots.

1.5.3 Should extra root removal be required, the Contractor may contact the City representative and, at the City's discretion, an allowance may be made for additional compensation. The City representative must approve additional payment in writing.

1.5.4 No soil or grass mounds, humps or depressions shall be left upon completion of stump removal. Page 10 of 25

1.5.6 Stump chips shall be removed from the site upon completion of stump grinding unless authorized otherwise by the City.

1.6 Stump hole backfill: Fill soil is to be tamped down and raked smooth to match grade as described in Paragraph 1.5.2 above. The contractor shall anticipate potential settling to reduce potential for future return to the site by crowning the affected area to a minimum depth of two (2) inches surrounding the existing grade. In no case shall the final grade be more than six (6) inches above the surrounding existing grade.

Soil shall be fertile, friable, and loamy of uniform quality without admixture of subsoil materials, and shall be free from materials such as hard clods, stiff clay, hardpan, partially disintegrated stone, stone larger than one (1) inch in diameter, and other impurities. Soil shall be relatively free from vegetation debris. Topsoil shall be free of noxious weeds and other objectionable, undesirable vegetation that will prevent establishment of suitable turf.

1.7 Seeding:

1.7.1 Seeding preparation work shall be performed prior to schedule seeding. Each site shall be raked to loosen the soil and any weeds shall be removed.

1.7.2 Apply seed mixture evenly and thoroughly over area at a rate equivalent to 8.0 lbs. per 1,000 S.F. Seed shall be a 3-way turf type fescue approved by the Parks Superintendent.

1.7.3 Evenly spread straw or biodegradable matting, suitable for lawn maturation, shall be used to seed and mulch disturbed areas or stump hole locations.

1.7.6 For tree or stump removals taking place outside of recommended seeding times (March 1-April 30 and September 1-October 31), reseeding and mulching can be completed during the next seeding time, unless otherwise directed by the City.

**2. Public Protection:** The Contractor shall comply with all local, state, and federal safety rules, regulations, or laws. The Contractor shall erect temporary barriers and other protection necessary to protect persons and

property from injury or damages during all stages of work. The Contractor shall contact the City of Raymore prior to any work which may require full or partial street closure or blockage. City officials will coordinate with the contractor on street closures.

**3. Signing and Barricades:**

3.1 All traffic control signs and barricades shall be coordinated with the Parks and Recreation Department and the Raymore Public Works Department.

3.2 Work sites shall be confined to the smallest area possible, so maximum use of the street, sidewalk, and other byway is maintained and hazard to traffic is reduced to a minimum.

3.3 It is recommended that the contractor confine the work area to be within park property boundaries when possible.

**4. Permission on Private Property:** All work will be performed on City property. In the event that work may be required on private property, the Contractor must confer with Parks and Recreation staff prior to working with the owner or owners, agent or individuals, or Board having authority thereover of each tree, bush, or hedge intended to be trimmed or removed.

**5. Project Meetings:** Weekly Project meetings shall be scheduled between the contractor and Parks and Recreation Staff upon Notice to Proceed.

15.1 Pre-work Conference: As scheduled by the City. Attendance by the City and the Contractor.

15.2 Additional meetings may be scheduled at the discretion of the City in consultation with the Contractor.

**6. Additional Time:** Extra time may be allowed past the completion time stated in Contractor's bid for inclement weather conditions or other causes beyond the control of the Contractor, however, extensions are to be approved in writing by City representative.

1. ADDITIONAL BIDDING INFORMATION

Project is tax exempt.

**CITY OF RAYMORE, MISSOURI**  
**RFP # 26-480-201**

**Appendix B**  
**General Terms and Conditions**

A. *Procedures*

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the Parks Director or their authorized representative(s) in consultation with the Finance Director. The Contractor shall not comply with requests and/or orders issued by an unauthorized individual. The Parks Director will designate their authorized representatives in writing. Both the City of Raymore and the Contractor must approve any changes to the contract in writing.

B. *Contract Period*

Award of this contract is anticipated prior to the end of March, 2026.

C. *Insurance*

The Bidder/Contractor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City of Raymore by the Bidder/Contractor, its agents, representatives, employees or subcontractors. The City of Raymore shall be named as an additional insured under such insurance contracts (except for Worker's Compensation coverage). All coverage for the City shall be written on a primary basis, without contribution from the City's coverage A Certificate of Insurance will be required within ten calendar days from the date of receipt of the Notice of Award. All policies shall be issued on an occurrence form.

1. General Liability

Commercial General Liability including Product/Completed Operations. The completed operations coverage is to remain in force for three years following the project completion.

Minimum Limits - General Liability:

- \$1,000,000 Each Occurrence Limit
- \$ 100,000 Damage to Rented Premises
- \$ 5,000 Medical Expense Limit
- \$1,000,000 Personal and Advertising Injury
- \$2,000,000 General Aggregate Limit
- \$1,000,000 Products & Completed Operations

2. Excess/Umbrella Liability

\$5,000,000 Each Occurrence

\$5,000,000 Aggregate

3. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the Bidder/Contractor, its agents, representatives, employees or subcontractors.

Minimum Limits - Automobile Liability:

\$1,000,000 Combined Single Limit

\$5,000 Medical Expense Limit

4. Workers' Compensation

Limit as required by the Workers' Compensation Act of Missouri, Employers Liability, \$1,000,000 from a single carrier.

D. *Hold Harmless Clause*

The Bidder/Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the City of Raymore, its officials, employees, agents, residents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright.

E. *Exemption from Taxes*

The City of Raymore is exempt from state sales tax and federal excise tax. Tax exemption certificates indicating this tax exempt status will be furnished on request, and therefore the City shall not be charged taxes for materials or labor.

F. *Employment Discrimination by Contractors Prohibited/Wages/ Information*

During the performance of a contract, the Contractor shall agree that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor; that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that it is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order so that the provisions will be binding upon each subcontractor or vendor used by the Contractor.

Contractor agrees to pay all employees involved in this contract the required wages as listed in the prevailing Wage Order 32 for Cass County, Missouri, USA.

G. *Invoicing and Payment*

The Contractor shall submit invoices, in duplicate, for services outlined above in the scope of services. **Certified payroll shall be submitted with each pay request or invoice.** All pay requests will be paid by ACH instead of by check. An ACH form will be provided upon contract.

Invoices shall be based on the following schedule:

At completion of work – 95% of the contract amount with 5% held for retainage – the 5% retainage will be held until acceptance of the project by the Raymore City council, at which time final payment will be made. Payment will be based on actual services rendered and actual costs. All such invoices will be paid within thirty (30) days by the City of Raymore unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Bidder/Contractor shall provide complete cooperation during any such investigation.

Third party payment arrangements will not be accepted by the City.

H. *Cancellation*

The City of Raymore reserves the right to cancel and terminate this contract in part or in whole without penalty upon 30 days written notice to the Bidder/Contractor. Any contract cancellation notice shall not relieve the Bidder/Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

I. *Contractual Disputes*

The Contractor shall give written notice to the City of Raymore of its intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the City no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the City of Raymore shall reduce their decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of receipt of the claim.

City decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the Finance Director, or her designee. The Finance Director shall render a decision within sixty (60) days of receipt of the appeal.

J. *Severability*

In the event that any provision of this contract shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

K. *Applicable Laws*

This contract shall be governed in all respects by federal and state laws. All work performed shall be in compliance with all applicable City of Raymore codes.

L. *Drug/Crime Free Work Place*

Contractor acknowledges and certifies that it understands that the following acts by the contractor, its employees, and/or agents performing services on City of Raymore property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
3. Any crimes committed while on City property.

Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the City of Raymore in addition to any criminal penalties that may result from such conduct.

M. *Inspection*

At the conclusion of each job order, the Bidder shall demonstrate to the Public Works Director or his authorized representative(s) of the City that the work is fully complete and in compliance with the scope of services. Any deficiencies shall be promptly and permanently corrected by the Bidder/Contractor at the Bidder's/Contractor's sole expense prior to final acceptance of work, and normal warranties shall be issued at point of final acceptance by the City of Raymore.

N. *No Escalation of Fees*

The pricing of services contained in the contract for the selected Contractor shall remain in effect for the duration of the contract. No escalation of fees will be allowed.

O. *Safety Training*

Bidders are informed that the Project is subject to the requirements of Section 292.675, RSMo, which requires all contractors or subcontractors doing work on the Project to provide, and require its on-site employees to complete, a ten (10) hour course in construction safety and health approved by the Occupational Safety and Health Administration ("OSHA") or a similar program approved by the Missouri Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. All on-site employees of a contractor or subcontractor must have certification of successful completion of Required Safety Training within 60 days of project commencing. On-site employees must provide documentation that they have successfully completed the Required Safety Training *within the required time period*. If they cannot do so within 20 days of a request for such documentation, they must be removed from the project and their employers will be subject to penalties as described in the Act.

P. *Prevailing Wage Requirement (Public Projects under \$75,000 are excluded)*

The contract resulting from this solicitation is subject to the State of Missouri Prevailing Wage Law (Cass County Wage Order 32). The Contractor shall include the provisions of this clause in all subcontracts for work to be performed by subcontractors under this contract so that provisions of this clause are binding upon subcontractors.

Not less than the prevailing wage included must be paid to all workers performing work under the contract (section 290.250, RSMo).

The Contractor will forfeit a penalty to the contracting public body of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing rate for any work done under the contract by the Contractor or by any Subcontractor (section 290.250, RSMo).

Q. *Permits/Certificates*

Contractor shall be responsible for obtaining all permits/certificates, and for incurring all expenses associated with those items, prior to proceeding with the scope of work and services described in this solicitation. Included in these permits will be the "Occupational License" required of all contractors and sub-contractors doing business within the City limits of Raymore. This permit can be obtained from the office of the City Clerk, 100 Municipal Circle, Raymore, Missouri, 64083.

Certificate copies must be submitted with the RFP, if the project utilizes any of the contractors listed herein; Class A & B Contractors, Electricians, Plumbers and Mechanical Contractors.

CLASS A & B Contractors, Electricians, Plumbers and Mechanical contractors who held a 2012 Raymore Occupational License, must provide proof of at least eight (8) continuing education credits (CEU) related to the trade for which the license was issued within the last year.

CLASS A & B Contractors, Electricians, Plumbers and Mechanical contractors who did not hold a 2012 Raymore Occupational License, must provide a certificate of competency with a passing grade (70% or higher) from a nationally recognized testing institution; OR possess a Contractor's License from a reciprocating city; OR provide proof of a Bachelor's degree in Structural Engineering, Architecture or Construction Science.

R. *Mobilization, Bonds and Insurance*

Mobilization, Bonds, and Insurance will be considered a lump sum item for payment.

Payment shall be made on the following schedule.

Percentage of Contract Completed	Percentage Mobilization Payment
5%	25%
10%	50%
25%	75%
50%	100%

S. *Bid Bond*

A bid bond or certified check from a surety or bank, acceptable to the City Clerk, in an amount equal to, or greater than, 5% of the maximum total bid price must accompany each proposal. Prior acceptability of the proposed surety or bank furnishing the bid security, before the bid date, is recommended. An unacceptable bid security may be cause for rejection of the proposal. No bidder may withdraw his bid for a period of thirty (60) days after the date of opening of bids.

T. *Performance Bond*

The Contractor shall within ten (10) days after the receipt of the notice of award furnish the City with a Performance Bond in penal sum equal to the amount of the contract price, conditioned upon the performance by the Contractor of all undertakings, covenants, terms, conditions and agreements of the contract documents, and upon the prompt payment by the Contractor to all persons supplying labor and materials in the prosecution of the work provided by the contract documents. Such bond shall be executed by the Contractor and a corporate bonding company licensed to transact such business in the State in which the work is to be performed. The expense of this bond shall be borne by the Contractor. If at any time a surety on any such bond is declared as bankrupt or loses its right to do business in the State of Missouri, the Contractor shall within ten (10) days after notice from the City to do so, substitute an acceptable bond in such form and sum and signed by such other surety or sureties as may be satisfactory to the City. The premiums on such bond shall be paid by the

Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable bond to the City.

*U. Payment Bond*

The Contractor shall within ten (10) days after the receipt of the notice of award furnish the City with a Payment Bond in penal sum equal to the amount of the contract price, conditioned upon the prompt payment by the Contractor to all persons supplying labor and materials in the prosecution of the work provided by the contract documents. Such bond shall be executed by the Contractor and a corporate bonding company licensed to transact such business in the state in which the work is to be performed. The expense of this bond shall be borne by the Contractor. If at any time a surety on any such bond is declared as bankrupt or loses its right to do business in the State of Missouri, the Contractor shall within ten (10) days after notice from the City to do so, substitute an acceptable bond in such form and sum and signed by such other surety or sureties as may be satisfactory to the City. The premiums on such bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable bond to the City.

*V. Maintenance Bond*

Prior to acceptance of the project by the Raymore City Council, the Contractor shall furnish the Owner with a Maintenance Bond in penal sum equal to an amount of one half (50%) of the contract price and that shall remain in full force and effect for a period of two (2) years from the date of project acceptance by the Raymore City Council. The Maintenance Bond shall guarantee all materials and equipment furnished and work performed shall be free of defects due to faulty materials or workmanship and that the Contractor shall promptly make such corrections as may be necessary by reason of such defects including the repair of any damage to the parts of the system resulting from such defects. The Owner will give notice of observed defects with reasonable promptness. In the event that the Contractor should fail to make such repairs, adjustments, or other work that may be made necessary by such defects, the Owner may do so with all costs, including administration fees, going against the Maintenance Bond. Such bond shall be executed by the Contractor and a corporate bonding company licensed to transact such business in the state in which the work is to be performed. The expense of this bond shall be borne by the Contractor. If at any time a surety on any such bond is declared a bankrupt or loses its right to do business in the State of Missouri, the Contractor shall within ten (10) days after notice from the Owner to do so, substitute an acceptable bond in such form and sum and signed by such other surety or sureties as may be satisfactory to the Owner. The premiums on such bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished an acceptable bond to the Owner.

*W. Rejection of Bids*

The City reserves the right to reject any and all bids, to waive technical defects in the bid, and to select the bid deemed most advantageous to the City.

*X. Release of Information*

Pursuant to 610.021 RSMo, all documents within a request for proposal will become an open record to the public upon a negotiated contract being executed. All documents within a request for bid become open record as soon as the bid is opened. Bidders and proposers should be aware that all documents within a submittal will become open records.

*Y. American Products*

Pursuant to RSMo 34.353 for Contracts over \$25,000 any manufactured goods or commodities used or supplied in the performance of the Contract or subcontract shall be manufactured or produced in the United States, unless determined to be exempt as provided in the statute.

1. Contractor agrees that any manufactured goods or commodities that are used or supplied in the performance of this Contract or any subcontract hereto shall be manufactured or produced in the United States, unless;
  - a. The manufactured good or commodity used or supplied involves an expenditure of less than twenty-five thousand dollars (\$25,000), or
  - b. The contractor shall provide evidence sufficient for the City to certify in writing that:
    - i. The specified products are not manufactured or produced in the United States in sufficient quantities to meet the agency's requirements, or
    - ii. The specified products cannot be manufactured or produced in the United States within the necessary time in sufficient quantities to meet the agency's requirements.
2. The written certification contemplated by Subsection 1(b) of this Section Y shall;
  - a. Specify the nature of the contract,
  - b. Specify the product being purchased or leased,
  - c. Specify the names and addresses of the United States manufacturers and producers contacted by the City or the project architect or engineer,
  - d. Provide an indication that such manufacturers or producers could not supply sufficient quantities or that the price of the products would increase the cost of the contract by more than ten (10) percent, and
  - e. Such other requirements as may be imposed by Section 34.353 of the revised Statutes of Missouri, as amended.
3. The written certification contemplated by Subsection 1(b) of this Section Y shall be maintained by the City for a period of at least three (3) years.

*Z. Affidavit of Work Authorization and Documentation*

Pursuant to Section 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- \* submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- \* providing documentation affirming the bidder's enrollment and

participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

**PROPOSAL FORM A**  
RFP 26-480-201

**PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS**

I (authorized agent) Patrick Turley having authority to act on behalf of (Company name) Arbor Masters do hereby acknowledge that (Company name) Arbor Masters will be bound by all terms, costs, and conditions of this proposal for a period of 90 days from the date of submission; and commit to sign the Agreements.

FIRM NAME: Arbor Masters

ADDRESS: 8250 Cole Parkway  
Street

ADDRESS: Shawnee KS 66227  
City State Zip

PHONE: O: 913-441-8888 C: 913-579-1312

E-MAIL: tgleason@arbormasters.com

DATE: 1.26.2026  
(Month-Day-Year)  President  
Signature of Officer/Title

DATE: \_\_\_\_\_  
(Month-Day-Year) \_\_\_\_\_  
Signature of Officer/Title

Indicate Minority Ownership Status of Bidder (for statistical purposes only):  
Check One:

- \_\_\_\_\_ MBE (Minority Owned Enterprise)
- \_\_\_\_\_ WBE (Women Owned Enterprise)
- \_\_\_\_\_ Small Business

**PROPOSAL FORM B**  
RFP 26-480-201

**CONTRACTOR DISCLOSURES**

*The Contractor submitting this RFP shall answer the following questions with regard to the past five (5) years. If any question is answered in the affirmative, the Firm shall submit an attachment, providing details concerning the matter in question, including applicable dates, locations, names of projects/project owners and circumstances.*

1. Has the Firm been debarred, suspended or otherwise prohibited from doing business with any federal, state or local government agency, or private enterprise? Yes \_\_\_ No X
2. Has the Firm been denied prequalification, declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency, or private enterprise? Yes \_\_\_ No X
3. Has the Firm defaulted, been terminated for cause, or otherwise failed to complete any project that it was awarded? Yes \_\_\_ No X
4. Has the Firm been assessed or required to pay liquidated damages in connection with work performed on any project? Yes \_\_\_ No X
5. Has the Firm had any business or professional license, registration, certificate or certification suspended or revoked? Yes \_\_\_ No X
6. Have any liens been filed against the Firm as a result of its failure to pay subcontractors, suppliers, or workers? Yes \_\_\_ No X
7. Has the Firm been denied bonding or insurance coverage, or been discontinued by a surety or insurance company? Yes \_\_\_ No X
8. Has the Firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws, environmental, health or safety laws? Yes \_\_\_ No X  
  
*\*With respect to workplace safety laws, this statement is limited to willful federal or state safety law violations.*
9. Has the Firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the Firm's business? Yes \_\_\_ No X
10. Has the Firm been the subject to any bankruptcy proceeding? Yes \_\_\_ No X

## Legal Matters

1. Claims, Judgments, Lawsuits: Are there or have there been any claims, judgments, lawsuits or alternative dispute proceedings involving the Firm that involve potential damages of \$10,000 or more in the past 48 months?

\_\_\_ Yes X No    *If yes, provide details in an attachment.*

2. Complaints, Charges, Investigations: Is the Firm currently or has the firm been the subject of any complaint, investigation or other legal action for alleged violations of law pending before any court or governmental agency within the past 48 months ?

\_\_\_ Yes X No    *If yes, provide details in an attachment.*

## Required Representations

In submitting this RFP, the Firm makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for the same.

1. The Firm will possess all applicable professional and business licenses required for performing work in Raymore, Missouri.
2. The Firm satisfies all bonding and insurance requirements as stipulated in the solicitation for this project.
3. The Firm and all subcontractors that are employed or that may be employed in the execution of the Contract Work shall be in full compliance with the City of Raymore requirements for Workers' Compensation Insurance.
4. If awarded the Contract Work, the Firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.
5. The Firm represents that it has no conflicts of interest with the City of Raymore if awarded the Contract Work, and that any potential conflicts of interest that may arise in the future will be disclosed immediately to the City.
6. The Firm represents the prices offered and other information submitted in connection with its proposal for the Contract Work was arrived at independently without consultation, communication, or agreement with any other offeror or competitor.

**PROPOSAL FORM C**  
RFP 26-480-201

**EXPERIENCE / REFERENCES**

To be eligible to respond to this RFP, every bidder must be in business for a minimum of one (1) year and must demonstrate that they, or the principals assigned to this Project, have successfully completed services, similar to those specified in the Scope of Service section of this RFP, to at least one customer with a project similar in size and complexity to the City of Raymore. \*Please list any Municipalities that you have done work for in the past, not including the City of Raymore.

Please provide a minimum of five references where your firm has performed similar work to what is being requested in the RFP and within the past 36 months. Please include ONLY the following information:

- Company Name
- Mailing Address
- Contact Person/Email
- Telephone Number
- Project Name, Amount and Date completed

<b>COMPANY NAME</b>	City of Overland Park, Kansas
<b>ADDRESS</b>	8500 Santa Fe Drive
<b>CONTACT PERSON</b>	Bailey Patterson City Forester
<b>CONTACT EMAIL</b>	baileypatterson@opkansas.org
<b>TELEPHONE NUMBER</b>	913-895-6000
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	Ash Tree Removals \$516K September 2025

<b>COMPANY NAME</b>	City of Kansas City, MO
<b>ADDRESS</b>	4600 E 63rd St, Kansas City, MO 64130
<b>CONTACT PERSON</b>	Kevin Lapointe - City Forester
<b>CONTACT EMAIL</b>	kevin.lapointe@kcmo.org
<b>TELEPHONE NUMBER</b>	816-513-7776
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	Tree maintenance and removals \$1.5M Contract 2022-2024

<b>COMPANY NAME</b>	City of Lee's Summit, MO
<b>ADDRESS</b>	220 SE Green St, Lee's Summit, MO 64063
<b>CONTACT PERSON</b>	Tarah Daugherty
<b>CONTACT EMAIL</b>	tarah.daugherty@cityofls.net
<b>TELEPHONE NUMBER</b>	816-969-10185
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	Tree maintenance and removals \$91.1K 2023

<b>COMPANY NAME</b>	Leawood Homes Association
<b>ADDRESS</b>	PO Box 26145, Overland Park, KS 66225
<b>CONTACT PERSON</b>	RJ Allen
<b>CONTACT EMAIL</b>	rjallen@hasolutions.com
<b>TELEPHONE NUMBER</b>	913-825-0001
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	Tree Maintenance \$234.6K to date 2024-2027 - ongoing contract

<b>COMPANY NAME</b>	City of Jackson County, MO
<b>ADDRESS</b>	22807 SW Woods Chapel Rd, Blues Springs, MO 64015
<b>CONTACT PERSON</b>	John Konon
<b>CONTACT EMAIL</b>	jkonon@jacksongov.org
<b>TELEPHONE NUMBER</b>	816-881-3292
<b>PROJECT, AMOUNT AND DATE COMPLETED</b>	Tree removal Services for various county departments \$75.1K Nov 2023-Nov 2024

State the number of Years in Business: 69

State the current number of personnel on staff: 210

**PROPOSAL FORM D**  
RFP 26-480-201

Proposal of Shawnee Mission Tree Service, Inc., organized and  
(Company Name)  
existing under the laws of the State of Kansas, doing business  
as Arbor Masters (\*)

To the City of Raymore, Missouri: In compliance with your Request for Proposal, Bidder hereby proposed and agrees to furnish all labor, tools, materials and supplies to successfully complete all requirements defined in City Project No. 26-480-201 – Tree Maintenance & Removal - T.B. Hanna Station.

This work is to be performed in strict accordance with the Plans and Specifications, including addendum number(s) 1, issued thereto, receipt of which is hereby acknowledged for the following unit prices.

By submission of this Bid, each Bidder certifies, and in the case of a joint bid, each party thereto certifies as to his own organization, that this Bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder hereby agrees to commence work under this contract on or before the date specified in the *Notice to Proceed* and to fully complete the project in accordance with the completion dates specified in the Special Provisions.

Bidder further acknowledges that bidder is the official holder of the "Standard Contract Documents and Technical Specifications & Design Criteria for Utility and Street Construction, City of Raymore, Missouri."

(\*) Insert "a corporation, a partnership, or an individual" as applicable.

**\*REVISED\* BID PROPOSAL FORM E – Project No. 26-480-201**

**Tree Maintenance & Removal - T.B. Hanna Station**

**Base Bid**

Bid Items	Units	Estimated Quantities	Total
Mobilization, Bonds and Insurance	LS		\$ 0.00
			\$
Orange Ribbon	LS	25	\$ 9,400.00
Pink Ribbon Removal & Restoration	LS	15	\$ 13,300.00
Stump Removal & Restoration	LS	7	\$ 2,100.00
Wood Chips / Mulch	LS		\$
<b>TOTAL BASE BID</b>			<b>\$ 24,800.00</b>

**Company Name** Arbor Masters

**Total Base Bid for Project Number: 26-480-201**

\$ 24,800.00


**In the blank above insert numbers for the sum of the bid.**

( \$ Twenty four thousand, eight hundred dollars and 00/100's )

**In the blank above write out the sum of the bid.**

**\*REVISED\* BID PROPOSAL FORM E – RFP 26-480-201  
CONTINUED**

**Company Name** Arbor Masters

**By**   
Authorized Person's Signature

Trevor Gleason, Regional Director  
Print or type name and title of signer

**Company Address** 8250 Cole Parkway  
Shawnee, KS 66227

**Phone** O:913-441-8888 C:913-579-1312

**Fax** 913-441-8922

**Email** tgleason@arbormasters.com

**Date** 1.26.2026

**ADDENDA**

Bidder acknowledges receipt of the following addendum:

Addendum No. 1

Addendum No.       

Addendum No.       

Addendum No.       

Addendum No.       

Addendum No.       

**LATE BIDS CANNOT BE ACCEPTED!**

**CITY OF RAYMORE**

100 Municipal Circle · Raymore, MO. 64083  
Phone · 816-892-3045 · Fax · 816-892-3093



**ADDENDUM NO. 1**

T.B. Hanna Tree Removal and Maintenance  
Project #26-480-201

All plan holders are hereby notified and agree by signature below, that the proposal includes consideration of the following changes, amendments, and/or clarifications and costs associated with these changes and are included in the proposal.

**Addendum No. 1 - Question and clarification.**

**1. Question: Could the trees be marked with paint?**

**Response:** The Pink Ribbon (removal) trees will be sprayed at the bottom of the tree with paint. The Orange Ribbon trees will be ribbons only.

**2. Clarification:** Tree numbers will be confirmed and the proposal form numbers will be revised. See attached.

**3. Clarification:** Appendix A - Item B Additional Scope #1.5.2 should be worded as follows: Stumps, root flares, surface root laterals shall be removed to a minimum depth of six (6) inches below grade. Grade is defined as the elevation of surrounding soil that has not been displaced by the tree including its roots.

**4. Clarification:** On trees that are being trimmed up no spikes are allowed.

I hereby certify that the above have been considered and associated costs have been included in this bid.

Company Name: Arbor Masters

By: Trevor Gleason

Title: Regional Director

Address: 8250 Cole Parkway

City, State, Zip: Shawnee, KS 66227

Date: 1.26.2026 Phone: O:913-441-8888 C: 913-579-1312

Signature of Bidder: 

**ADDENDUM MUST BE SUBMITTED WITH BID**

**E - VERIFY AFFIDAVIT**

(As required by Section 285.530,RSMo)

As used in this Affidavit, the following terms shall have the following meanings:

**EMPLOYEE:** Any person performing work or service of any kind or character for hire within the State of Missouri.

**FEDERAL WORK AUTHORIZATION PROGRAM:** Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

**KNOWINGLY:** A person acts knowingly or with knowledge,  
(a) with respect to the person’s conduct or to attendant circumstances when the person is aware of the nature of the person’s conduct or that those circumstances exist; or  
(b) with respect to a result of the person’s conduct when the person is aware that the person’s conduct is practically certain to cause that result.

**UNAUTHORIZED ALIEN:** An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority personally appeared Patrick Turley who, being duly sworn, states on his oath or affirmation as follows:

Name/Contractor: Patrick M. Turley, President

Company: Arbor Masters

Address: 8250 Cole Parkway, Shawnee, KS 66227

- 1 I am of sound mind and capable of making this Affidavit, and am personally acquainted with the facts stated herein.
- 2 Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and the City of Raymore: Project # 26-480-201.
- 3 Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

- 4 Attached hereto is documentation affirming Contractor's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Arbor Masters

Company Name

*[Handwritten Signature]*

Signature

Name: *Patrick M. Tarley*

Title: *President*

STATE OF *Kansas* COUNTY OF *Johnson*

Subscribed and sworn to before me this *26* day of *January*, 2026.

Notary Public: *Sara Rebel*

My Commission Expires: *Jan 22, 2029* Commission # *1226688*

SARA L. REBEL  
Notary Public-State of Kansas  
PLEASE NOTE: My Commission Expires *1-22-2029*

Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

- 1 A valid, completed copy of the first page identifying the Contractor; and
- 2 A valid copy of the signature page completed and signed by the Contractor, the Social Security Administration, and the Department of Homeland Security -Verification Division.



Company ID Number: 167944

<b>Information Required for the E-Verify Program</b>	
<b>Information relating to your Company:</b>	
<b>Company Name</b>	SHAWNEE MISSION TREE SERVICE, INC. DBA ARBOR MASTERS
<b>Company Facility Address</b>	8250 COLE PKWY SHAWNEE, KS 66227
<b>Company Alternate Address</b>	
<b>County or Parish</b>	JOHNSON
<b>Employer Identification Number</b>	480833928
<b>North American Industry Classification Systems Code</b>	811
<b>Parent Company</b>	
<b>Number of Employees</b>	100 to 499
<b>Number of Sites Verified for</b>	1 site(s)



Company ID Number: 167944

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

KS 1



Company ID Number: 167944

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name STEVE FRITZ  
Phone Number 9134418888  
Fax 9134418922  
Email SFRITZ@ARBORMASTERS.COM

Name LAURA ORDAZ  
Phone Number 9134418888  
Fax 9134418922  
Email LORDAZ@ARBORMASTERS.COM



Name RON KEITH  
Phone Number 9134418888  
Fax 9134418922  
Email SFRITZ@ARBORMASTERS.COM

# City of Raymore

## OCCUPATIONAL LICENSE

ARBOR MASTERS  
 8250 COLE PARKWAY  
 SHAWNEE KS 66227

PRINT DATE: 11/21/2025  
 LICENSE NUMBER: 08948  
 LICENSE FEE: \$ 100.00  
 LICENSE LOCATION: 8250 COLE PARKWAY

City of Raymore OCCUPATIONAL LICENSE	
LICENSE YEAR:	2026
LICENSE NUMBER:	08948
LICENSE IS HEREBY GRANTED TO:	ARBOR MASTERS
AT LOCATION OF	8250 COLE PARKWAY
<p>IS HEREBY AUTHORIZED TO CONDUCT BUSINESS IN SAID CITY, SUBJECT TO THE PROVISIONS OF ALL ORDINANCES NOW IN FORCE AND THAT MAY HEREAFTER BE PASSED BY SAID CITY OF RAYMORE.</p> <p>AS CITY CLERK OF THE CITY OF RAYMORE, MISSOURI, I HAVE HERETO SET MY HAND AND THE CORPORATE SEAL OF THE CITY THIS 21st DAY OF November, 2025.</p>	
 _____ ATTEST: CITY CLERK	 _____ COUNTERSIGNED: FINANCE DIRECTOR
<b>THIS LICENSE MUST BE DISPLAYED IN A PROMINENT PLACE AND IS NON-TRANSFERABLE</b>	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Robert E Miller Group 903 E 104th Street, Suite 800 Kansas City MO 64131  License#: 959085 ARBOMAS-04	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 816-333-3000 <b>FAX (A/C, No):</b> 816-822-1634 <b>E-MAIL ADDRESS:</b> certs@millercares.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Zurich American Ins Co. (AC) <b>INSURER B:</b> Navigators Insurance Company <b>INSURER C:</b> Ascot Specialty Insurance Comp <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 16535 42307 45055

**COVERAGES**      **CERTIFICATE NUMBER:** 2075094004      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		GLO581802212	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER: \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAP581802312	3/1/2025	3/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comprehensive: \$250    Collision: \$500
B	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			AZ25EXC799733IV	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 OTHER: \$
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	WC581802112	3/1/2025	3/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Equipment C Property C Crime			IMMA251000235901 IMMA251000235901 IMMA251000235901	3/1/2025 3/1/2025 3/1/2025	3/1/2026 3/1/2026 3/1/2026	Blanket: \$6,500,238 Contents \$25,000 Third Party \$500,000

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

<b>CERTIFICATE HOLDER</b>  City of Raymore, MO 100 Municipal Circle Raymore MO 64083 USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

RFP 26-480-201

TB HANNA TREE REMOVAL AND MAINTENANCE  
PRELIMINARY PROPOSAL TABULATION

BIDDER	BASE BID
Arbor Masters	\$24,800.00
Custom Tree Care	\$26,925.02
Outdoor Solutions	\$49,859.40
True Vine Tree	\$54,750.00
Monster Tree	\$59,231.60