

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**AGENDA**

**November 14, 2017 – 5:30 P.M.  
Student Union – Room 209**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
  - a. Invite Men's Soccer Team to be Introduced.
  - b. Invite Volleyball Team to be introduced.
- IV. Approval of the Agenda**
- V. Consent Agenda**
  - A. Minutes from October 10, 2017
  - B. Claims for Disbursement for October 2017
  - C. Proposal for Title Change and Pay Increase for Chrisy Savage
  - D. Court Reporting Coordinator/Technical Education Recruiter
  - E. Personnel
- VI. Reports**
  - A. Faculty Senate – Andrew Ouellette
  - B. Strategic Plan – Dr. Inbody
  - C. Treasurer – Sandi Solander
  - D. President – Dr. Brian Inbody
- VII. Old Business**
  - A. Resolution 2017-61: Drug Free Workplace Policy
- VIII. New Business**
  - A. Resolution 2017-62: Approval to Reschedule February and April Board meetings
  - B. Resolution 2017-63: USD 413 – Chanute MOU
  - C. Resolution 2017-64: Neosho County Community College Hourly, Non-Exempt Employees Classification System Revision
  - D. Resolution 2017-65: Maintenance Department Reorganization
  - E. Resolution 2017-66: Bids for Parking Carport Structure – Chanute Campus
  - F. Executive Session: Non-elected Personnel
- IX. Adjournment**

**NEOSHO COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**MINUTES**

**November 14, 2017 – 5:30 P.M.**

**Student Union – Room 209**

**I. CALL TO ORDER**

David Peter called the meeting to order at approximately 5:30 p.m. in Room 209 of the Student Union.

**II. ROLL CALL**

The following members were present: Charles Boaz, David Peter, Dennis Peters and Jenny Westerman.

Also in attendance were Kerrie Coomes, Marie Gardner, Dr. Brian Inbody, Brenda Krumm, Andrew Ouellette, Kent Pringle, Kerry Ranabargar, Sarah Robb, Angela Rowan, Mike Saddler, Ben Smith, Sandi Solander, and The Chanute Tribune.

**III. PUBLIC COMMENT**

Invited Men's Soccer Team and Volleyball Team to be introduced.

**IV. APPROVAL OF THE AGENDA**

On motion by Dennis Peters and second by Charles Boaz the agenda was approved as presented.

**V. CONSENT AGENDA**

On motion by Dennis Peters and second by Jenny Westerman the following items were approved by consent:

**A. Minutes from October 10, 2017**

**B. Claims for Disbursement for October 2017**

**C. Proposal for Title Change and Pay Increase for Chrysy Savage**

Chrysy Savage attained the AAS degree in Health Information Technology and passed the National Registered Health Information Technologist (RHIT) exam. She is now eligible to serve as the second full-time person in NCCC's Health Information Technology program, as required by the program accrediting body, Commission on Accreditation for Health Informatics and Information (CAHIIM). Her new credential and the proposed title change will validate her responsibilities in the HIT program; therefore, I recommend we return to the previous title of this position -- Assistant Director of Health Information Technology.

With the completion of the degree, the HIT program will fund a \$1,000 increase to her salary.

A copy of the job description follows.

**PROPOSED: ASSISTANT DIRECTOR OF HEALTH INFORMATION TECHNOLOGY**  
**CURRENT: HEALTHCARE CLINICAL SUPPORT INSTRUCTOR/COORDINATOR**

Reports to: Director of Health Information Technology  
Classification: Full-time, 10-month Employee  
Pay Status: Academic Management Support, Exempt  
Fringe Benefits per Board Policy  
Starting Salary: \$30,000-\$33,000  
Revised: January 2017

**Position Overview:** This position reports to the Director of Health Information Technology (HIT) and is responsible teaching in the Health Information Technology program and for coordinating the Medical Assistant and Phlebotomy programs. Duties include, but are not limited to:

**Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

**Primary Duties**

1. Assist in recruiting students into the health information technology programs.
2. Instruct courses in the health information technology program.
3. Advise students in the health information technology program.
4. Assist in obtaining and maintaining clinical affiliation sites.
5. Conduct student, course, and program assessments.
6. Assist in maintaining HIT program accreditation.
7. Attend in-service and graduation sessions.
8. Work collaboratively with NCCC Allied Health and Nursing Programs.
9. Assist in program advisory committee meetings.
10. Participate on NCCC committees, as assigned.
11. Hire, supervise, and evaluate adjunct instructors.
12. Maintain program sheets, assessment matrices, and participate in program review processes.
13. Establish national testing opportunities for program graduates.
14. Develop a network of area physicians, clinical sponsors, and hospitals sponsors, to provide student clinical sites and industry input into curricular decisions.
15. Coordinate the medical assistant and phlebotomy programs.
16. Monitor program budget.
17. Plan and prepare for adequate supplies/equipment to meet program needs.
18. Teaching the equivalent of nine (9) credit hours each fall and spring semester; or negotiated variances.
19. Additional teaching assignments will warrant a supplemental contract.
20. This 10-month contract begins and ends with the first and last faculty duty days of the academic year.  
The 10<sup>th</sup> month of the contract will consist of 20 days of service for administrative duties performed in the summer.
21. Perform other duties as assigned.

**Required Knowledge, Skills and Abilities**

1. Excellent interpersonal skills, excellent communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Sensitivity to, and awareness of, confidential materials.
4. Ability to drive a passenger vehicle.

## **Education and Experience**

- Associates degree in health information technology required; or Bachelors preferred. Candidates who are actively pursuing a degree will be considered; however, a professional development plan will be part of any employment contract.
- Minimum of RHIT credential; RHIA preferred. Candidates who are actively pursuing the credential will be considered; however, a professional development plan including attainment of the credential will be part of any employment contract.
- Hold a credential in medical assisting by a nationally accredited credentialing organization.
- Have a minimum of 1 year of experience in ambulatory health care setting performing or observing administrative and clinical procedures of medical assisting.

## **Working Conditions**

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. The employee is required to walk extensively, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Travel will be required. Reliable transportation required.
6. Ability to occasional lift and transport items weighing up to 10 pounds is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours and weekends.

## **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

#### **D. Court Reporting Coordinator/Technical Education Recruiter**

Attempts to hire a full-time court reporting instructor/coordinator have failed; therefore, this combined position is being recommended. This position would provide management support to the court reporting program plus serve as a technical education recruiter. This position will recruit for all of NCCC's technical programs with special emphasis on recruiting non-traditional gender students into tech programs.

This position is funded through Perkins grants.

A copy of the job description follows.

## **Court Reporting Coordinator/Technical Education Recruiter**

Reports to: Assistant Dean – Outreach and Workforce Development

Classification: Full-time, 12-month Employee

Pay Status: Academic Management Support, Exempt

Fringe Benefits per Board Policy

Starting Salary: \$31,000

Created: October 2017

**Position Overview:** This position reports to the Assistant Dean of Outreach and Workforce Development and is responsible for coordinating the Court Reporting Program and recruiting students to the court reporting and other technical education programs, assisting all retention efforts for those students, and helping place students after program completion. This position will specifically focus on recruitment and retention of non-traditional and special population technical education students. Duties include, but are not limited to:

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Primary Duties**

1. Recruit and advise students in the court reporting and other technical education programs.
2. Assist with court reporting program assessment and review.
3. Assist in maintaining court reporting hardware and software.
4. Develop and maintain an active court reporting program advisory committee.
5. Assist with development, implementation, and updating court reporting curriculum as needed.
6. Maintain court reporting program sheets, assessment matrices, and program fliers.
7. Propose and monitor court reporting program budget.
8. Plan and prepare for adequate court reporting supplies/equipment to meet program needs.
9. Conduct high school visits, and represent NCCC at college planning conferences and other recruitment functions as it relates to technical programs.
10. Coordinate with technical program directors/instructors to ensure program materials and information are up-to-date.
11. Coordinate with technical program directors/instructors on school visits and special technical education days or fairs.
12. Represent NCCC technical education programs when program personnel are not available.
13. Coordinate with admissions staff to ensure consistent information is disseminated regarding all of NCCC programs.
14. Plan on-campus recruiting programs for prospective students in technical program areas.
15. Maintain a database of prospective students in technical programs and ensure regular contact with those students through mail, phone, email, and social media correspondence.
16. Coordinate the dissemination of information to prospective and current technical program students throughout the NCCC service area and beyond, as appropriate.
17. Participate in the development of student recruitment and retention plans, strategies, and written materials in the area of technical programs; assist in the development and revisions to student publications and promotional materials to ensure technical program inclusion and nontraditional student participation.
18. Advise new and current undecided students with interests in technical programs; serve as the primary advisor for new students in technical programs during their initial orientation advisement period and assist them with registration.
19. Perform other duties as assigned.

**Required Knowledge, Skills and Abilities**

1. Excellent interpersonal skills, excellent communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Experience speaking to small and large groups, experience with social media, and fluent in Microsoft Word and presentation software (PowerPoint).
4. Sensitivity to, and awareness of, confidential materials.
5. Ability to drive a passenger vehicle.

**Education and Experience**

- Associates degree required; bachelor degree preferred.
- 1-2 years' experience in admissions/advising/retention/sales/marketing activities preferred.
- Experience in or with a technical program preferred.

**Working Conditions**

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. The employee is required to walk extensively, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Travel will be required. Reliable transportation required.
6. Ability to occasional lift and transport items weighing up to 10 pounds is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours and weekends.

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

## **E. Personnel**

### **1. Resignation of AA to Health Occupations**

It was the president's recommendation that the Board accept the resignation of Jessica Campbell, AA to Health Occupations. Her resignation will be effective November 6, 2017.

### **2. Resignation of Custodian**

It was the president's recommendation that the Board accept the resignation of Tracy Anderson, Custodian, pending her appointment of Lead Custodial Services effective January 1, 2018.

### **3. Resignation of Maintenance/Grounds**

It was the president's recommendation that the Board accept the resignation of TJ Solander, Maintenance/Grounds, pending his appointment of Assistant Director of Facilities, effective January 1, 2018.

### **4. Registration Specialist**

It was the president's recommendation that the Board approve the employment of Ryan Rose as Registration Specialist. Mr. Rose has a Bachelor of Science in Technology Education at Pittsburg State University and an Associate of Science in General Education at Fort Scott Community College.

Mr. Rose's prior work experience includes Loan Processor at Community National Bank & Trust, Parts/Service Writer at Storrer Implement Inc. and self-employed contractor.

Mr. Rose will be paid \$11.50 an hour (Level 3) beginning November 27, 2017.

### **5. Custodian**

It was the president's recommendation that the Board approve the employment of Jean Kroenke as Custodian. Ms. Kroenke has a Cosmetology Certificate from Fort Scott Community College, Pittsburg, KS.

Ms. Kroenke's prior work experience includes evening cook at Prairie Mission Retirement Village, Kitchen Associate at Casey's and Housekeeper at St. Francis Church.

Ms. Kroenke will be paid \$10.50 an hour (Level 1) beginning November 29, 2017.

## **VI. REPORTS**

- A. Faculty Senate – Andrew Ouellette reported on what the faculty was doing. See attachment.
- B. Strategic Plan – Dr. Inbody reviewed the progress of the Strategic Plan. See attachment.
- C. Treasurer – Sandi Solander gave a treasurer's report. Revenue for the month of October was \$1,684,841.28 and disbursements were \$2,627,639.35. See attachments.
- D. President – Dr. Brian Inbody gave a president's report. See attachment.

## **VII. OLD BUSINESS**

### **A. Drug Free Workplace Policy Recommendation**

Review of the Drug Free Workplace policy prompted a clarification to the policy. Vehicles are considered College property and therefore covered under the policy. This revision would allow alcohol to be transported in College vehicles with the written prior approval of the President. A copy of the revised policy follows.



**Resolution 2017-61**

RESOLVED, that the Board of Trustees of Neosho County Community College approved the Drug Free Workplace Policy.

**Upon motion by Dennis Peters and second by Charles Boaz the above resolution was approved unanimously.**

## Drug Free Workplace

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on the property of NCCC or as part of any of the activities of the college is strictly prohibited. **College vehicles are covered under this policy. Alcohol may not be transported in any College vehicle without the express written prior approval of the President.** Students who violate this policy will be reported to the appropriate law enforcement officials and are subject to the following: probation, suspension, or expulsion depending upon the severity of the offense.

Students subject to these penalties will be afforded due process. In addition to the above sanctions, a student may be required to meet with a campus counselor. A student may be required to complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

As a condition of employment, employees will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Employees of the college who violate this policy will be reported to the appropriate law enforcement officials and are subject to the following:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; or,
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the college to take any other disciplinary action which is provided for in college policies or the negotiated agreement. If an employee should enter a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee.

In order to ensure that students and employees of the college are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including part-time and adjunct faculty, and all students.

1. A copy of this policy;
2. A document which describes the applicable legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A document which describes the health risks associated with the use of illicit drugs and the abuse of alcohol; and,
4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

This program will be reviewed biennially by an appropriately appointed committee. The purpose of the review will be to determine the effectiveness of the program, to recommend the implementation of changes in the program, and to ensure that the sanctions are consistently enforced. The review committee will make its findings and recommendations in a written report which will be presented to the board of trustees for its consideration.

**VIII. NEW BUSINESS**

**A. Approval to Reschedule February and April Board meeting**

ACCT Conference is February 11 – 14, 2018 and HLC Conference is April 6 – 10, 2018. This coincides with the normal pattern of meetings of the Board of Trustees. The Administration is requesting to move the February meeting to February 20<sup>th</sup> and the April meeting to April 17<sup>th</sup>.

**Resolution 2017-62:**

RESOLVED, that the Board of Trustees of Neosho County Community College approved the amended Board meeting schedule moving the February meeting to February 20<sup>th</sup> and the April meeting to April 17<sup>th</sup>.

**Upon motion by Dennis Peters and second by Charles Boaz the above resolution was approved unanimously.**

**B. Approval of the USD 413 – MOU and Lease Agreement for the Community Sports Complex**

USD 413 has agreed to allow NCCC sports programs, specifically Men's and Women's Soccer and Track and Field, to use the Chanute Community Sports Complex for practices and games. The former agreement with the NCCC Foundation completed a few years ago with the Foundation agreeing to pay \$20,000 a year for ten years to the school district. Below are the newly edited Memorandum of Understanding and Lease Agreements that will allow NCCC to utilize the facility in exchange for \$13,000 per year in lease payments. Both parties have the ability to end the agreement with proper notification at any point, however, already scheduled events must be allowed to complete. The MOU also states that NCCC will be responsible for paying a part of future turf replacement commensurate with the percentage of time the College uses the field. The turf was replaced in 2017 and should last 10 years or more in normal conditions.

The agreements follow the resolution.

**Resolution 2017-63:**

RESOLVED, the Board of Trustees approved the Memorandum of Understanding and Lease Agreement with USD 413 for use of the Community Sports Contract and agree to pay the sum of \$13,000 per academic year for that use.

**Upon motion by Dennis Peters and second by Jenny Westerman the above resolution was approved unanimously.**

# MEMORANDUM OF UNDERSTANDING

Revised Effective July 1, 2017

**Unified School District #413  
Neosho County Community College  
Neosho County Community College Foundation**

**Purpose:** The purpose of this Memorandum of Understanding is to describe the relationship between USD #413 (USD413), Neosho County Community College (NCCC) and Neosho County Community College Foundation (NCCCF) relating to the usage of the Chanute Sports Complex on west 35<sup>th</sup> Street in Chanute, Kansas by NCCC.

**Background Information:** The construction of the Sports Complex was a result of a substantial financial investment by USD413 and donations from local businesses and patrons of the Chanute community. At that time, USD413 anticipated making the Sports Complex available for use by other Chanute community and public service organizations, including NCCC. NCCCF pledged a donation to offset some of the construction costs of the Sports Complex in the Memorandum Of Understanding dated October 14, 2004 in the amount of \$200,000.00 which was paid in ten (10) consecutive annual payments of \$20,000.00 each in return for an acknowledgement that NCCC would be allowed use of the facility for events and activities which enhance NCCC academic and athletic programs. NCCC has utilized the Sports Complex for such events and activities since the opening of the Complex. In 2017, USD413 replaced the turf of the football/soccer field due to wear and safety reasons at its expense. NCCC understands that it will continue to be allowed use of the Sports Complex for events and activities, including NCCCF events and activities, and NCCC has agreed to pay USD413 \$13,000.00 per year for up to a maximum of ten consecutive years for such continued use, following the guidelines stated below in this Memorandum of Understanding:

**Use/Scheduling Events:** The Chanute High School Athletic Director shall maintain a calendar of events schedule for the Sports Complex. "Events" shall include designated practice time for athletic teams, game schedules, USD413 Middle School Activities, and all other activities, athletic or otherwise, that will impact use of the Sports Complex. The NCCC Athletic Director shall meet with the CHS Athletic Director, at least twice per academic year for the purpose of scheduling NCCC events at the Sports Complex. Multi-year scheduling is anticipated for some events. To the extent practical, shared usage will be reflected on the calendar with clear indication of the team or activity that has priority rights to usage. In the event of a scheduling conflict, the athletic directors shall attempt to resolve the conflicts to the satisfaction of both parties. In the event the scheduling conflict cannot be resolved by the athletic directors, the Superintendent of Schools of USD413 in consultation with the President of NCCC shall have final authority to schedule the events.

USD413 and NCCC will have designated conditioning and/or practice times for their athletic teams. Joint usage of the facility is permitted as long as practices are not interfered with by either entity. Coaches/Teachers will communicate with one another during times of shared usage and will supervise their students/athletes so that interference will not occur. If shared usage cannot be settled among coaches, the USD413 Athletic Director and NCCC Athletic Director will work to establish a cooperative resolution. If no resolution can be attained, the team scheduled for practice designated with priority will have sole rights to usage at that time.

The USD413 Athletic Director and the NCCC Athletic Director will establish a game schedule for the year. USD413 Middle School Activities will be included in the schedule. The NCCC men's and women's soccer teams will be permitted to schedule at least three (3) home soccer game dates during the fall season as long as it does not interfere with USD413 events shown on the calendar of events.

Normally a soccer game date will involve both a women's soccer match and a men's soccer match, one at approximately 5:00 p.m. and one at approximately 7:00 p.m., or in the alternative Monday – Thursday games are sometimes scheduled for 11:00 a.m. and 1:00 p.m. NCCC soccer teams also have a spring season which will involve use of the facility for scheduled events. NCCC will also be permitted to schedule at least one home track meet per year.

When it will not interfere with USD413 events, NCCC may request, with reasonable advance notice, that NCCC be permitted to schedule additional events, including but not limited to:

1. Regional level events for soccer and/or track.

For all events NCCC will be permitted to use the Sport Complex lights (when needed) and parking lots. When hosting an athletic competition, NCCC will in addition be permitted to use the public seating, concession stands and public address system for music and announcements. When hosting soccer competitions, NCCC will be permitted to use home team and visiting team locker rooms.

**Revenue From Events:** NCCC will be entitled to retain revenue from admission and concession sales for events which NCCC solely hosts at the Sports Complex.

**Expenses:** It is understood that USD413 shall not incur additional expenses as a result of the use of the Sports Complex and equipment used by NCCC. NCCC shall reimburse USD413 for the actual expenses incurred by USD413 as a result of NCCC use of the facility.

**Maintenance:** Normal maintenance of the complex and equipment will be the responsibility of USD413. NCCC shall be responsible for damage to the Sports Complex and/or USD413 equipment caused by NCCC as a result of NCCC use. Damages incurred due to NCCC use of the complex and equipment by NCCC shall be reported to the CHS Athletic Director in a timely manner. This will include damage to equipment as well as the complex. If the complex or equipment has been damaged due to use by NCCC but is not reported, the CHS athletic director will notify the NCCC athletic director of the damages when discovered, to establish reimbursement.

**Usage Rules:** This artificial turf is valuable product that will provide all of our student athletes with a safe surface to play on. We must all do our part to keep it in quality condition. Coaches and administration from both institutions agree to monitor its use so that it remains safe and clean. Signage will be posted in multiple locations stating field rules.

1. Only turf shoes, sneakers, track spikes of no more than ¼ inch or rubber cleats are allowed on the turf field.
2. No dogs or animals are permitted on the turf field at any time.
3. No smoking is permitted on the turf.
4. No food or drink (other than water) will be allowed on the turf.
5. **No chewing gum or sunflower seeds will be allowed.**
6. Please pick up trash after games and practice.
7. No vehicles are allowed on the turf, except those specified by USD 413.
8. No golfing on the surface.
9. No throwing of shot puts', discuss' or javelins on the turf unless products satisfactory to USD 413 designed to protect the turf are used.

**Preparation and Clean Up:** NCCC shall provide personnel trained to the satisfaction of USD 413 to supervise, set up and clean up for NCCC events. The current practice or procedure has involved a USD 413 representative opening the facility and then returning when the NCCC event is completed with no charge for “opening” and “closing” the facility. USD 413 may in its sole discretion determine it is necessary to designate its own representative to be present and/or supervise an event including set up and clean up, in which event NCCC shall reimburse USD 413 for wages paid to the USD 413 representative to supervise, set up, and clean up for NCCC events.

**Sports Storage Facility:** NCCC will retain the use of an allotted space of 635 square feet of the Sports Storage Facility at the Chanute Sports Complex. The use of the storage facility will be subject to all of the terms and conditions relating to the usage of the Sports Complex and equipment.

**Replacement of Turf:** The turf on the football/soccer field has a warranted life of 8 years and an expected life of 10 years. NCCC understands that if when USD413 replaces the turf again, NCCC ~~may~~ shall be requested to pay annual payments in addition to those provided for above as a condition to its continued annual use of the Sports Complex to offset ~~some of the~~ turf replacement expense. These annual payments will be proportional to the time and usage of the facility by NCCC, established by a meeting between USD 413 and NCCC Administration and Athletic Directors.

**Terms of Understanding:** This revised Memorandum of Understanding shall take effect upon the signature of the Official Officer of the two organizations. The memorandum will remain in effect as written unless changed by mutual agreement between USD413 and NCCC. Any changes to the Memorandum shall be in written form and signed by the Official Officer for both organizations. If either party feels continued participation in the memorandum is no longer in the interest of the organization and the community, the organization shall give written notice indicating its intent to terminate participation in the MOU. If the notice to terminate is not withdrawn after a meeting between the Superintendent of Schools of USD413 and the President of NCCC, then affiliation and participation hereunder shall end effective thirty (30) days after the last scheduled NCCC event at the Sports Complex.

Except as specifically provided otherwise herein, to the extent of the terms of this Memorandum of Understanding conflict with the Sports Complex Lease as amended effective July 1, 2017, then the terms of the lease shall govern. All use of the Chanute Sports Complex shall be subject to the USD413 **Board Policy on Use of School Facilities and Grounds (KG) Facility Use Rules.** USD413 will provide prompt notice to NCCC of changes to these policies or rules.

We hereby enter into this Memorandum of Understanding effective the 1<sup>st</sup> day of July, 2017.

THE BOARD OF EDUCATION OF  
UNIFIED SCHOOL DISTRICT NO. 413

THE BOARD OF TRUSTEES OF  
NEOSHO COUNTY COMMUNITY  
COLLEGE

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by: Chairperson of the Board

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by: Chairperson of the Board

- Sports Complex Lease Agreement -

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NOW ON this \_\_\_\_ day of \_\_\_\_\_, 2004, this Lease Agreement is by and between THE BOARD OF EDUCATION OF UNIFIED SCHOOL DISTRICT NO. 413 (USD413), and THE BOARD OF TRUSTEES OF NEOSHO COUNTY COMMUNITY COLLEGE (NCCC).

1. **DESCRIPTION OF PROPERTY** - USD413 hereby leases to NCCC, and NCCC leases from USD413, the sports complex facility located on West 35<sup>th</sup> Street in Chanute, Kansas, hereinafter called the "property".
2. **USE OF THE PROPERTY** - The property may be used by NCCC for educational purposes including athletic contests and events and NCCC Foundation fundraising events at such times as may be mutually agreed between the parties. NCCC agrees to provide USD413 with advance notice of the dates of its expected use and USD413 will attempt to accommodate these dates. NCCC understands that use of the property by USD413 students will have priority. Once USD413 has agreed to use of the property on a specified date by NCCC this will not be unilaterally changed by USD413 absent extraordinary circumstances. Unanticipated unscheduled use by USD 413 for a special event shall not be considered an extraordinary circumstance.
3. **TERM** - This Lease shall commence on the date hereof and continue month-to-month thereafter until terminated by election of either party on written notice to the other, provided that any termination shall be subject to events already scheduled.
4. **RENT** - NCCC shall not be required to pay rent for the property. NCCC agrees to reimburse any actual USD413 out-of-pocket costs or expenses associated with NCCC use of the property, such as, but not limited to, utilities, staff, security, etc. Upon request, USD 413 will provide a written estimate of costs for event(s) to permit NCCC to budget appropriately. NCCC or its Foundation will be entitled to all revenue from gate receipts, concession sales or fees charged for events scheduled by NCCC.
5. **CONDITION OF PROPERTY** - Prior to each use NCCC shall examine the property and report any damage or needed repairs. Upon expiration of each use, NCCC shall peaceably and quietly surrender possession of the property in "Broom Clean" condition and in as good a condition as at the beginning of the use, normal wear and tear excepted. USD 413 will respond appropriately to notification of damage, needed repairs or cleanup discovered by NCCC prior to or during the NCCC use. NCCC will not be responsible for repair of damages or for cleaning made necessary due to use by another entity using the property unrelated to the NCCC use.
6. **COMPLIANCE WITH LAWS AND ORDINANCES** - NCCC shall, at NCCC's expense, comply with the requirements of all municipal, state, county and federal authorities pertaining to the property and the use thereof by NCCC, and NCCC shall faithfully observe all such ordinances, rules, laws and regulations now in force or which may hereafter be in force. NCCC shall obtain and maintain at all times during the use of the property such permits as may be required by any municipal, state, county or federal authority.
7. **INSURANCE** - NCCC shall, during the term of any use of the property maintain and pay the entire expense of a general public liability insurance policy protecting the parties to this Lease with indemnity for bodily injury or property damage in amounts not less than \$500,000 for injury or death or property damage which might arise out of NCCC'S use or occupation of the property. NCCC shall be responsible for obtaining insurance on any NCCC's personal property. NCCC shall provide USD413 with a copy of said liability insurance policy or policies prior to taking possession of the property.
8. **INDEMNITY** - NCCC and USD 413 agree to indemnify the other for, and hold the other harmless from, any and all claims, demands, liabilities, actions, suits or proceedings of any kind or nature whatsoever, including attorney fees or costs, asserted or claimed by or on behalf of any third parties arising out of the other party's use or occupancy of the property, except to the extent that any claim, demand, liability, action, suit or proceeding is the result of an act or omission on the part of the one to be indemnified. Neither party's insurer shall be subrogated to any rights one party may have or acquire



against the other to the extent permitted by law or the provisions of the applicable insurance policy for waiver of subrogation, so as not to affect the right of a party to recover under its respective insurance policy.

9. **NON-WAIVER OF BREACH** - No failure by USD413 to insist upon strict performance of any term of this Lease or to exercise any right or remedy available on a breach thereof, and no acceptance of full or partial rent during the continuance of any such breach shall constitute a waiver of any such breach or any term or condition. No term or condition of this Lease which the NCCC is required to perform, and no breach thereof, shall be waived, altered or modified except by written instrument signed by USD413.
10. **ASSIGNMENT** - NCCC shall not have the right to assign this Lease or sublet any part of the property. NCCC is permitted to host other institutions at the Sports Complex for NCCC sponsored events.
11. **LIENS** - NCCC shall not permit or allow any mechanic's or other liens to be placed upon the property which arise from NCCC use of the property, and if any such lien is filed, NCCC shall take action to cause the lien to be immediately discharged and released.
12. **FACILITY USE RULES** - NCCC acknowledges receipt of a copy of the USD413 Board Policy on Use of School Buildings, Facilities and Grounds (KG) and Facility Use Rules; said Policy and Rules are specifically incorporated into this Lease and NCCC agrees to fully comply with the same. USD 413 will provide prompt notice of any changes to policies or rules.
13. **DEFAULT** - In the event NCCC breaches or fails to fulfill any term or condition of this Lease, then NCCC shall be deemed in default and all rights of NCCC under this Lease shall immediately be forfeited at the option of USD413 and NCCC shall have no further right to possession of the property. The forfeiture of NCCC'S rights shall in no way prejudice, reduce or impair USD413's rights or remedies under this Lease. Upon NCCC'S default USD413 shall have the right to immediately re-enter and repossess the property and remove NCCC from the property, and to further remove all other persons from the property whose rights are derived from NCCC.
14. **MISCELLANEOUS**

In addition to use of the premises as provided above, NCCC shall have access and use of storage facilities at the Sports Complex for items integral to NCCC use of the property including but not limited to track and field and soccer, subject to physical limitations of space available and the various institutions with similar storage needs.

This Lease shall be construed under the laws of the State of Kansas. The sole and exclusive venue for any action arising out of this Lease is the District Court of Neosho County, Kansas.

Time is of the essence in this Lease.

IN WITNESS WHEREOF, the parties have hereunto set their hands effective the day and year first above written.

THE BOARD OF EDUCATION OF  
UNIFIED SCHOOL DISTRICT NO. 413

THE BOARD OF TRUSTEES  
OF NEOSHO COUNTY  
COMMUNITY COLLEGE

\_\_\_\_\_  
by:  
Chairperson of the Board

\_\_\_\_\_  
by:  
Chairperson of the Board

**C. Approval of Neosho County Community College Hourly, Non-Exempt Employees Classification System Revision**

The current hourly, non-exempt employees' classification policy was approved by the Board of Trustees in August 2016. The President and senior staff have reviewed the policy in light of the College's turnover rate and current personnel market situation. Based on that analysis, it is being recommended that the following Classification starting pay ranges chart be approved by the Board:

<b>Level</b>	<b>Hourly Pay Range</b>
I	\$10.50 - \$11.50
II	\$10.75 - \$11.50
III	\$11.00 - \$11.50
IV	\$11.50 - \$12.50
V	\$12.50 -

This amended chart removes the top of Level V to allow for highly skilled positions, where going rate in the job marketplace for such a position exceeds the current top rate of \$13.50 per hour. The College will have difficulty hiring some employees whose position is Level V if policy does not allow to match or exceed going rates.

The administration recommends that this change be adopted by the Board.

**Resolution 2017-64:**

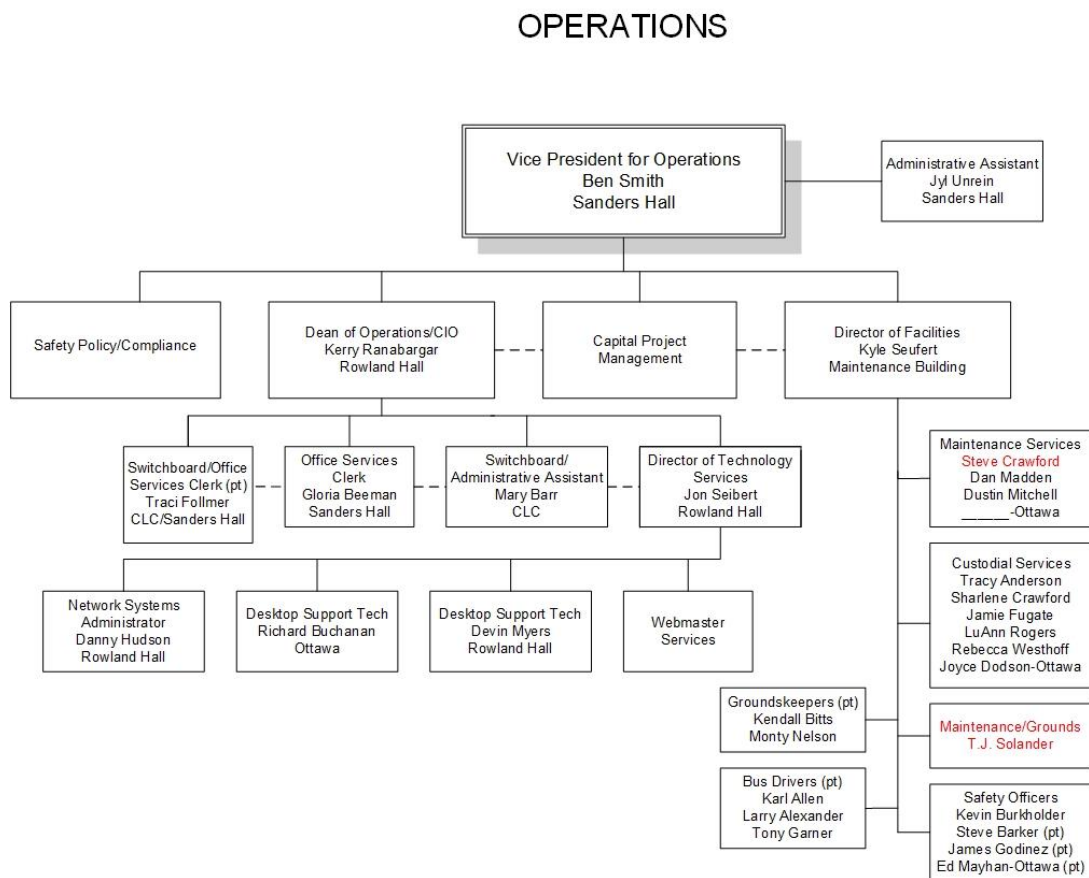
RESOLVED, The Board approved the changes to the Level Hourly Pay Range Chart with no pre-identified top hourly pay for Level V positions.

**Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved unanimously.**

#### D. Approval of Maintenance Department Reorganization

Due to a pending retirement (Maintenance A position), the Vice-president for Operations and Director of Facilities, in conjunction with senior staff, have evaluated the current structure and organization of the Maintenance Department for the past several months. This evaluation indicates the need to reorganize the department to better utilize current staff and more importantly, retain our current staff. In short, it is proposed that we eliminate the Maintenance A position (electrical and plumbing), eliminate the Maintenance Grounds position, create an Assistant Director of Facilities, reestablish the Lead Custodian position, add a new part-time maintenance worker, and distribute the remaining duties to other personnel already in the maintenance department.

The current organizational structure follows:

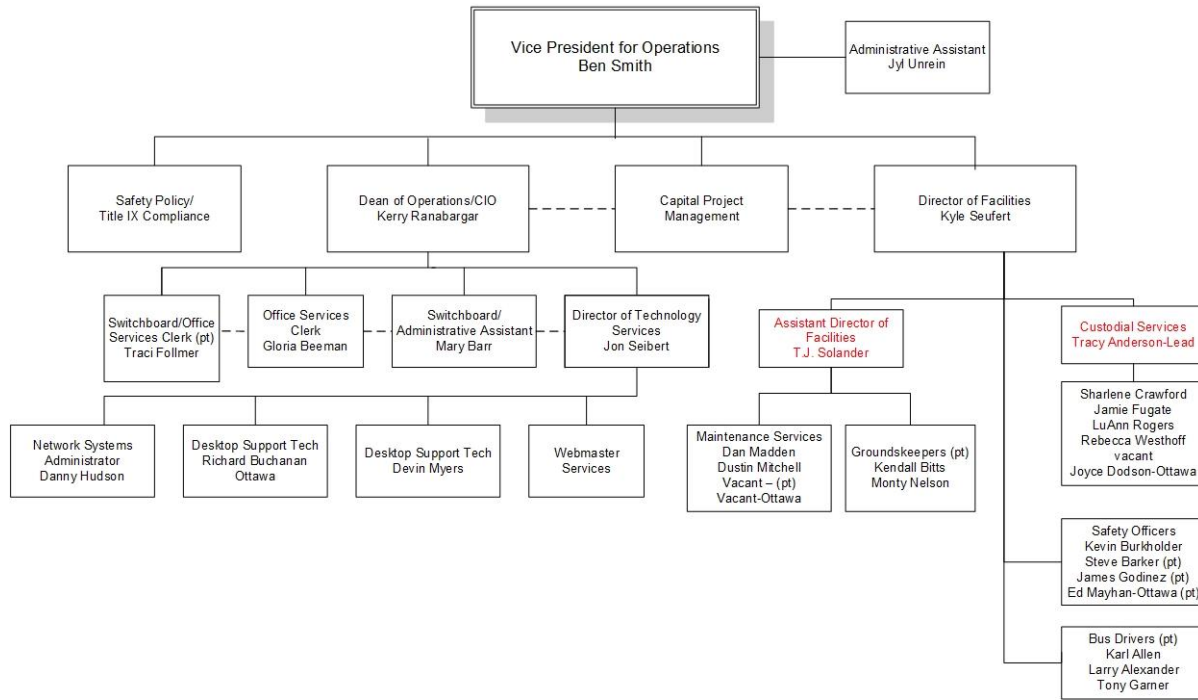


Because our Director of Facilities is a “working” director, off-loading some of his direct supervision duties while taking on some additional maintenance duties should improve efficiency. The creation of the Assistant Director of Facilities will be the major step in accomplishing this goal. While the Assistant Director will also be a “working” director, this new position will take on direct supervision of all the maintenance positions, as well as direct supervision of the part-time groundskeepers.

It is anticipated that all of the duties previously falling under the Maintenance A position will be absorbed by current personnel and the proposed new part-time maintenance position. It is also anticipated that the need for contract vendor assistance will not increase, nor will the service of the department decrease. Elimination of the Maintenance A position and reorganization of the department will allow for better efficiency through better utilization of current staff and more importantly, as noted previously, help us retain our current staff.

Below is the proposed organizational structure:

## OPERATIONS



### Compensation:

*Director of Facilities* - An increase of \$3,000 annually is recommended for the additional responsibilities and to bring the position more in line with similar positions in the area.

*Assistant Director of Facilities* - A starting salary range of \$35,000 to \$45,000 is recommended for the position.

*Lead Custodian* - An increase of \$1.00 per hour is recommended for the additional responsibilities and to bring the position more in line with similar positions in the area.

*Maintenance HVAC* – An increase of \$5.00 per hour is recommended for the additional responsibilities and to bring the position more in line with similar positions in the area.

*Maintenance Carpentry* - An increase of \$1.00 per hour is recommended for the additional responsibilities and to bring the position more in line with similar positions in the area.

The reorganization, as proposed, would require no additional funding for implementation. This reorganization would be effective January 1, 2018. All positions would be eligible for any board-approved salary adjustment for 2018-2019. Revised position descriptions for all affected positions are attached.

### Resolution 2017-65:

RESOLVED, the board approved the reorganization of the Maintenance Department effective January 1, 2018 as noted above including the attached job descriptions; by increasing the annual salary of Kyle Seufert by \$3,000 from \$50,500 to \$53,500; naming Travis Solander as Assistant Director of Facilities with a salary of \$38,000; naming Tracy Anderson as Lead Custodian and increasing her hourly rate from \$11.93 to \$12.93; increasing the hourly rate of Dustin Mitchell from \$11.75 to \$16.75; and, increasing the hourly rate of Dan Madden from \$11.98 to \$12.98. Job Descriptions follows.

**Upon motion by Dennis Peters and second by Charles Boaz the above resolution was approved unanimously.**

## **ASSISTANT DIRECTOR OF FACILITIES**

Reports to: Director of Facilities  
Classification: Full-time, 12-month Employee  
Pay Status: Administrative, Exempt  
Fringe benefit per Board Policy  
Starting Salary Range: \$35,000 to \$45,000  
Created: November 2017

**Purpose of position:** This position provides proactive leadership of all maintenance and grounds keeping functions for the college and reports to the Director of Facilities under his direct supervision.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Require, advance and maintain the highest standards of quality possible for areas of responsibility.

### **Duties and Responsibilities**

1. Supervise the maintenance and grounds keeping staff;
2. Troubleshoot, repair and maintain electrical, plumbing, HVAC systems and services;
3. Install access control infrastructure as needed;
4. Make periodic and systematic inspection of buildings and grounds and report to the Director of Facilities any condition found to be hazardous;
5. Make a regular inspection of custodial service in each building and insure that all are clean, sanitary, neat and attractive;
6. Assist with planning and implementation of the annual maintenance program, including repair and remodeling to be completed during the summer;
7. Assist in maintaining and recording safety services around all campuses (i.e. Fire extinguishers, emergency lights, eye wash stations and all infrastructure associated with safety);
8. Install and maintain electrical infrastructure as allowed by code;
9. Assist with the maintenance and repair of all vehicles, machinery, and equipment;
10. Ensure that college property is used only for its intended purpose unless the Vice President for Operations specifically approves exception;
11. Monitor all systems pertaining to heating, cooling and ventilation and ensure their continuous operation;
12. Schedule vacations for maintenance and grounds keeping staff;
13. Supervise buildings and grounds setup for athletic events and other campus functions and assign personnel to work at extra campus functions as necessary;
14. Issue keys and key agreements upon request from the Director of Facilities; and
15. Perform other duties as assigned by the Director of Facilities.

### **Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

### **Education and Experience**

1. Associates degree required; bachelor's degree preferred;
2. Five years of work experience required, preferably in several areas of responsibilities of position;

3. Previous maintenance and supervisory experience is required; and
4. Facility management certifications preferred.

### **Working Conditions**

1. Must have valid driver's license;
2. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
3. Ability to work off of a ladder or an elevated surface;
4. Ability to reach and work overhead on an occasional basis is required;
5. Occasional lifting of up to 50 pounds from the floor to waist height is required;
6. Outside work will be required as necessary; and
7. Evening and/or weekend work will be required as necessary.

### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

## CUSTODIAN

Reports to: Director of Facilities  
Classification: Full-time, 12-month Employee  
Pay Status: Hourly, Non-exempt, Level I  
Fringe Benefits per Board Policy  
Starting Salary Range: \$10.50 - \$11.00  
Revised: November 2017

**Purpose of position:** This position performs a variety of custodial functions for the college and reports to the Lead Custodian under his/her direct supervision.

### Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### Duties and Responsibilities

1. Perform cleaning assignments in buildings on approved schedules (daily, weekly, monthly, annual);
2. Follow approved cleaning procedures and supplies to assure a clean, safe premiere facility;
3. Assist the Lead Custodian with event/activity planning and implementation;
4. Assist with the ordering of cleaning supplies for the Chanute campus;
5. Pick up trash around buildings, secure buildings as appropriate and work at functions that require the use of the college facility at special times;
6. Work special assignments during the summer, depending on remodeling and annual maintenance projects;
7. Work at a professional pace and stay on course to get work schedule complete every day;
8. Assist and support maintenance staff when needed; and
9. Perform other duties as assigned by the Lead Custodian.

### Required Knowledge, Skills and Abilities

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

### Education and Experience

1. High school diploma or GED certificate AND three to five years' experience (full-time equivalent) with knowledge, skills and abilities listed above are required; OR
2. An Associate's degree AND two years' experience (full-time equivalent) with knowledge, skills and abilities listed above are required.
3. Previous custodial experience is required.

### Working Conditions

1. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
2. Ability to reach and work overhead on an occasional basis is required;
3. Occasional lifting of up to 40 pounds from the floor to waist height is required;
4. Outside work will be required as necessary;
5. Evening and/or weekend work may be required; and
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

### Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

## **PART-TIME CUSTODIAN – OTTAWA**

Reports to: Lead Custodian  
Classification: Part-time 10-month Employee, 20 hours/week  
Pay Status: Hourly, Non-exempt, Level I  
Fringe Benefit per Board Policy  
Starting Salary Range: \$10.00 to \$11.00  
Revised: November 2019

**Purpose of position:** This position performs a variety of custodial functions for the college and reports to the Lead Custodian under his/her direct supervision.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Duties and Responsibilities**

1. Perform cleaning assignments in building on approved schedules (daily, weekly, monthly, annual);
2. Follow approved cleaning procedures and supplies to assure a clean, safe premiere facility;
3. Assist the Lead Custodian and Dean of the Ottawa and Online Campuses with event/activity planning and implementation;
4. Assist with coordination of the ordering of cleaning supplies for the Ottawa campus;
5. Pick up trash around building, secure building as appropriate and work at functions that require the use of the college facility at special times;
6. Work special assignments during the summer, depending on remodeling and annual maintenance projects;
7. Work at a professional pace and stay on course to get work schedule complete every day;
8. Assist and support maintenance staff when needed; and
9. Perform other duties as assigned by the Lead Custodian.

### **Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

### **Education and Experience**

1. High school diploma or GED certificate AND three to five years' experience (full-time equivalent) with knowledge, skills and abilities listed above are required; OR
2. An Associate's degree AND two years' experience (full-time equivalent) with knowledge, skills and abilities listed above are required.
3. Previous custodial experience is required.

### **Working Conditions**

1. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
2. Ability to reach and work overhead on an occasional basis is required;



3. Occasional lifting of up to 40 pounds from the floor to waist height is required;
4. Outside work will be required as necessary;
5. Evening and/or weekend work may be required; and
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

## **DIRECTOR OF FACILITIES**

Reports to: Vice President for Operations  
Classification: Full-time, 12-month Employee  
Pay Status: Administrative, Exempt  
Fringe benefit per Board Policy  
Starting Salary Range: \$45,000 to \$50,000  
Revised: November 2017

**Purpose of position:** This position provides proactive leadership of all maintenance, custodial-related and safety officer functions for the college and reports to the Vice President for Operations under his direct supervision.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Require, advance and maintain the highest standards of quality possible for areas of responsibility.

### **Duties and Responsibilities**

1. Oversee the supervision of the maintenance, custodial, bus drivers and safety officer staff;
2. Make periodic and systematic inspection of buildings and grounds and report to the Vice President for Operations any condition found to be hazardous;
3. Oversee the purchasing of all expendable supplies and recommend for purchase the equipment necessary for the efficient care and maintenance of school facilities;
4. Present to the Vice President for Operations an annual maintenance program, including a detail of repair and remodeling to be completed during the summer;
5. Oversee the maintenance and repair of all vehicles, machinery, and equipment;
6. Determine that college property is used only for its intended purpose unless the Vice President for Operations specifically approves exception;
7. Oversee the monitoring of all systems pertaining to heating, cooling and ventilation and ensure their continuous operation;
8. Oversee vacation schedules for maintenance, custodial, bus drivers and safety staff;
9. Oversee buildings and grounds setup for athletic events and other campus functions and assign personnel to work at extra campus functions as necessary;
10. Oversee physical access control keys and hardware upon request from the Vice President for Operations; and
11. Perform other duties as assigned by the Vice President for Operations.

### **Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

### **Education and Experience**

1. Associates degree required; bachelor's degree preferred;
2. Five years of work experience required, preferably in several areas of responsibilities of position;
3. Previous maintenance and supervisory experience is required; and
4. Facility management certifications preferred.

**Working Conditions**

1. Must have valid driver's license;
2. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
3. Ability to work off of a ladder or an elevated surface;
4. Ability to reach and work overhead on an occasional basis is required;
5. Occasional lifting of up to 50 pounds from the floor to waist height is required;
6. Outside work will be required as necessary; and
7. Evening and/or weekend work will be required as necessary.

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

## GROUNDSKEEPER

Reports to: Assistant Director of Facilities  
Classification: Part-time, 12-month Employee  
Pay Status: Hourly, Non-exempt, Level I  
Fringe Benefits per Board Policy  
Starting Salary Range: \$10.00 - \$11.00  
Revised: November 2017

**Purpose of position:** This position performs a variety of grounds-keeping and maintenance-related functions for the college and reports to the Assistant Director of Facilities under his direct supervision.

### Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### Duties and Responsibilities

1. Provide proactive premiere maintenance and upkeep of all campus grounds including mowing, weed-eating, edging, reseeding, fertilizing, spraying of weeds, and planting of annuals and perennials;
2. Maintain parking lots including line painting and patching of holes;
3. Assist with snow and ice removal as directed;
4. Assist the Assistant Director of Facilities in maintaining the fleet of vehicles, including the cleaning of the fleet.
5. Maintenance and records of grounds equipment;
6. Setup and tear down of events;
7. Work at a professional pace and stay on course to get work schedule complete every day;
8. Assist and support the other maintenance and custodial staff where needed; and
9. Perform other duties as assigned by the Assistant Director of Facilities.

### Required Knowledge, Skills and Abilities

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.
5. Ability to follow the procedures of the Do's and Don'ts of grounds keeping instructions

### Education and Experience

1. Must have completed two years of high school or equivalent; and,
2. Previous grounds-keeping work experience preferred.

### Working Conditions

1. Must have valid driver's license;
2. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
3. Ability to work off of a ladder or an elevated surface on an occasional basis is required;
4. Ability to reach and work overhead on an occasional basis is required;
5. Occasional lifting of up to 50 pounds from the floor to waist height is required;
6. Outside work will be required as necessary;
7. Evening and/or weekend work will be required; and
8. Some overtime may be required, as well as some flexibility in occasional early or late hours.

### Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

## **LEAD CUSTODIAN**

Reports to: Director of Facilities  
Classification: Full-time, 12-month Employee  
Pay Status: Hourly, Non-exempt, Level IV  
Fringe Benefits per Board Policy  
Starting Salary Range: \$10.50 - \$11.00  
Created: November 2017

**Purpose of position:** This position performs a variety of custodial functions for the college and reports to the Director of Facilities under his direct supervision.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Duties and Responsibilities**

1. Supervise the custodial staff for the Chanute and Ottawa campuses including day-to-day cleaning operations and work schedules;
2. Perform cleaning assignments in buildings on approved schedules (daily, weekly, monthly, annual);
3. Follow approved cleaning procedures and supplies to assure a clean, safe premiere facility;
4. Assist the Director of Facilities with event/activity planning and implementation;
5. Coordinate the ordering of cleaning supplies for the Chanute campus;
6. Pick up trash around buildings, secure buildings as appropriate and work at functions that require the use of the college facility at special times;
7. Work special assignments during the summer, depending on remodeling and annual maintenance projects;
8. Work at a professional pace and stay on course to get work schedule complete every day;
9. Assist and support maintenance staff when needed; and
10. Perform other duties as assigned by the Director of Facilities.

### **Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

### **Education and Experience**

1. High school diploma or GED certificate AND three to five years' experience (full-time equivalent) with knowledge, skills and abilities listed above are required; OR
2. An Associate's degree AND two years' experience (full-time equivalent) with knowledge, skills and abilities listed above are required.
3. Previous custodial experience is required.

### **Working Conditions**

1. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
2. Ability to reach and work overhead on an occasional basis is required;
3. Occasional lifting of up to 40 pounds from the floor to waist height is required;
4. Outside work will be required as necessary;

5. Evening and/or weekend work may be required; and
6. Some overtime may be required, as well as some flexibility in occasional early or late hours.

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

## **MAINTENANCE Carpentry**

Reports to: Assistant Director of Facilities  
Classification: Full-time, 12-month Employee  
Pay Status: Hourly, Non-exempt, Level IV  
Fringe Benefits per Board Policy  
Starting Salary Range: \$11.00 - \$12.00  
Revised: November 2017

**Purpose of position:** This position performs a variety of maintenance-related functions for the college and reports to the Assistant Director of Facilities under his direct supervision.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Duties and Responsibilities**

1. Maintenance of buildings to include carpentry and painting at all NCCC campuses;
2. Perform residence hall repairs and summer remodeling;
3. Perform residence hall repairs as needed;
4. Assist in maintaining and recording safety services around all campuses (i.e. Fire extinguishers, emergency lights, eye wash stations and all infrastructure associated with safety);
5. Setup and tear down of events;
6. Assist with the maintenance of college vehicles, and maintain vehicle records;
7. Perform grounds work when instructed by supervisor;
8. Assist with snow and ice removal as directed;
9. Assist and support the other maintenance and custodial staff where needed;
10. Ship, receive and deliver UPS shipments;
11. Clean and maintain building and work space as assigned using approved supplies and methods as defined by the Assistant Director of Facilities;
12. Work at a professional pace and complete jobs in a timely safe manner; and
13. Perform other duties as assigned by the Assistant Director of Facilities.

### **Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

### **Education and Experience**

1. HS diploma or GED required, Associates preferred;
2. One-two years of work experience required, preferably in area of responsibilities of position; and
3. Previous maintenance experience is preferred.

### **Working Conditions**

1. Must have valid driver's license;
2. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
3. Ability to work off of a ladder or an elevated surface for lengthy periods of time.
4. Ability to reach and work overhead on an occasional basis is required;
5. Occasional lifting of up to 50 pounds from the floor to waist height is required;
6. Outside work will be required as necessary;

7. Evening and/or weekend work may be required; and
8. Some overtime may be required, as well as some flexibility in occasional early or late hours.

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>



## **MAINTENANCE HVAC**

Reports to: Assistant Director of Facilities  
Classification: Full-time, 12-month Employee  
Pay Status: Hourly, Non-exempt, Level V  
Fringe Benefits per Board Policy  
Starting Salary Range: \$11.00 - \$12.00  
Revised: November 2017

**Purpose of position:** This position performs a variety of maintenance-related functions for the college and reports to the Assistant Director of Facilities under his direct supervision.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Duties and Responsibilities**

1. Repair, maintain, troubleshoot and install heating and cooling systems for all NCCC campuses as needed;
2. Maintain and operate energy management controls system when needed;
3. Remain current on HVAC system installation, operation and repair including variable refrigerant flow systems (VRF), etc.;
4. Maintain proper records of preventive maintenance on all HVAC equipment;
5. Install and repair locks on the current lock system, and track key control on the approve software program;
6. Assist in maintaining and recording safety services around all campuses (i.e. Fire extinguishers, emergency lights, eye wash stations and all infrastructure associated with safety);
7. Perform residence hall repairs and summer remodeling;
8. Assist with the maintenance of college vehicles, and maintain vehicle records;
9. Repair light plumbing problems and do light electrical work;
10. Perform light carpentry work and painting;
11. Perform grounds work when instructed by supervisor;
12. Assist with snow and ice removal as directed;
13. Assist and support the other maintenance and custodial staff where needed;
14. Ship, receive and deliver UPS shipments;
15. Clean and maintain building and work space as assigned using approved supplies and methods as defined by the Assistant Director of Facilities;
16. Work at a professional pace and complete jobs in a timely safe manner; and
17. Perform other duties as assigned by the Assistant Director of Facilities.

### **Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

### **Education and Experience**

1. HS diploma or GED required, Associates preferred;
2. One-two years of work experience required, preferably in area of responsibilities of position; and
3. Previous maintenance experience is preferred.

**Working Conditions**

1. Must have valid driver's license;
2. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
3. Ability to work off of a ladder or an elevated surface for lengthy periods of time;
4. Ability to reach and work overhead on an occasional basis is required;
5. Occasional lifting of up to 50 pounds from the floor to waist height is required;
6. Outside work will be required as necessary;
7. Evening and/or weekend work may be required; and
8. Some overtime may be required, as well as some flexibility in occasional early or late hours.

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

## **MAINTENANCE Part-time**

Reports to: Assistant Director of Facilities  
Classification: Part-time, 12-month Employee  
Pay Status: Hourly, Non-exempt, Level III  
Created: November 2017

**Purpose of position:** This position performs a variety of maintenance-related functions for the college and reports to the Assistant Director of Facilities under his direct supervision.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Duties and Responsibilities**

1. Provide proactive premiere maintenance and upkeep of all campus facilities including, but not limited to, mowing, grounds keeping, and trash pickup and removal;
2. Assist with maintenance of parking lots including patching of holes;
3. Assist with snow and ice removal as directed;
4. Assist with maintenance of the college fleet and keep records of fleet repairs;
5. Assist with maintenance of and records of grounds equipment;
6. Assist with maintenance of setup and tear down of events;
7. Work at a professional pace and stay on course to get work schedule complete every day;
8. Assist and support the other maintenance and custodial staff where needed; and
9. Perform other duties as assigned by the Assistant Director of Facilities.

### **Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

### **Education and Experience**

1. HS diploma or GED required, Associates preferred;
2. One-two years of work experience preferred, preferably in area of responsibilities of position; and
3. Previous maintenance experience is preferred.

### **Working Conditions**

1. Must have valid driver's license;
2. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
3. Ability to work off of a ladder or an elevated surface for lengthy periods of time.
4. Ability to reach and work overhead on an occasional basis is required;
5. Occasional lifting of up to 50 pounds from the floor to waist height is required;
6. Outside work will be required as necessary;
7. Evening and/or weekend work may be required; and
8. Some overtime may be required, as well as some flexibility in occasional early or late hours.

### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

## **MAINTENANCE – OTTAWA**

Reports to: Assistant Director of Facilities  
Classification: Full-time, 12-month Employee  
Pay Status: Hourly, Non-exempt, Level III  
Fringe Benefits per Board Policy  
Starting Salary Range: \$11.00 - \$11.50  
Revised: November 2017

**Purpose of position:** This position performs a variety of maintenance and custodial-related functions for the college and reports to the Assistant Director of Facilities under his direct supervision.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Duties and Responsibilities**

1. Clean and maintain building as assigned using approved supplies and methods as defined by the Assistant Director of Facilities and Lead Custodian;
2. Pick up trash around building when time permits, secure building and work at functions that require the use of the college facility at special times;
3. Perform building repairs;
4. Troubleshoot and repair light plumbing problems and do light electrical work;
5. Perform light carpentry work and painting;
6. Work special assignments during the summer, depending on remodeling and annual maintenance projects;
7. Assist with the maintenance of college vehicles and maintain appropriate vehicle records;
8. Work at a professional pace and stay on course to get work schedule complete every day;
9. Assist and support other maintenance and custodial staff when needed; and
10. Perform other duties as assigned by the Assistant Director of Facilities.

### **Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.

### **Education and Experience**

1. HS diploma or GED required, Associates preferred;
2. One-two years of work experience required, preferably in area of responsibilities of position; and
3. Previous maintenance and/or custodial experience is preferred.

### **Working Conditions**

1. Must have valid driver's license;
2. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
3. Ability to work off of a ladder or an elevated surface for lengthy periods of time.
4. Ability to reach and work overhead on an occasional basis is required;
5. Occasional lifting of up to 50 pounds from the floor to waist height is required;
6. Outside work will be required as necessary;
7. Evening and/or weekend work may be required; and
8. Some overtime may be required, as well as some flexibility in occasional early or late hours.

### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

**E. Bids for Parking Carport Structure – Chanute Campus**

Due to the recent hail damage to roofs on the Chanute campus, senior staff evaluated the need for covered parking of the vehicle fleet at the Chanute campus. Damages to our fleet caused by the last hail storm exceeded \$59,304.00. Insurance claims reimbursed were \$32,900.00 thereby prompting further action to at least quantify the possible ROI for such a structure. As such, specifications were developed for a parking structure to cover the existing vehicle fleet.

Notice was placed in local paper to solicit quotations for the project and the following companies were invited to bid:

- Anthem Steel Littleton, CO
- Tom Brown Construction Chanute, KS
- Capital Steel Littleton, CO
- Cleaver’s Farm and Home Chanute, KS
- General Steel Littleton, CO
- Whitworth Construction, Inc. Chanute, KS

A summary of the sealed bids received by the college is listed below.

<b>Parking Carport Structure Bid Summary November, 2017</b>	<b>Base</b>	<b>Option</b>
<b>Company</b>		
Anthem Steel – Littleton, CO	No bid	No bid
Tom Brown Construction – Chanute, KS	No bid	No bid
Capital Steel – Littleton, CO	No bid	No bid
Cleaver’s Farm and Home – Chanute, KS	\$24,290.80	No bid
General Steel – Littleton, CO	\$41,000.00	No bid
Whitworth Construction, Inc. - Chanute, KS 66720	No bid	No bid

The two bids for the parking carport structure vary widely, however, in warranty as well as the price. Following a thorough review of the various bids, however, staff feel the local vendor would provide the best option. Below is a detailed comparison of the base bids.

<b>Company</b>	<b>Price</b>	<b>Construction</b>	<b>Roof gauge</b>	<b>Meets specs</b>	<b>Structural Warranty</b>	<b>Panel Paint Warranty</b>
Cleaver’s Farm and Home – Chanute, KS	\$24,290.80	Engineered steel	26	Yes	zero	40 years
General Steel – Littleton, CO	\$41,000.00	Engineered steel	26	Yes	50 years	40 years

After a thorough review of the bids, we recommend the Board accept the bid from Cleaver’s Farm and Home for the acquisition of a parking carport structure on the Chanute campus. Funding for the project will come from the deferred maintenance fund. College staff will erect the building. Additional work will need to be done outside the scope of this bid to prepare the parking area with concrete footings and parking pad. Staff will also obtain estimates for erection of the structure as well.

It was the president’s recommendation that the Board accept the bid from Cleaver’s Farm and Home of Chanute, KS for the acquisition of a parking carport structure on the Chanute campus for \$24,290.80.

**Resolution 2017-66:**

RESOLVED, that the Board of Trustees of Neosho County Community College approved the Parking Carport for Chanute Campus bid, by Cleaver's Farm and Home.

**Upon motion by Charles Boaz and second by Dennis Peters the above resolution was approved unanimously.**

## REQUEST FOR PROPOSAL (RFP)

**RFP Number:** 2017-04

**Date Issued:** November 3, 2017

**Closing Date:** November 13, 2017 3:00 pm CDT

**Procurement Officer:** Sandi Solander

**Mailing Address:** Neosho County Community College  
800 W. 14<sup>th</sup> Street  
Chanute, KS 66720

**Telephone:** 620-432-0303

**E-Mail Address:** ssolander@neosho.edu

**Fax:** 620-431-0082

**Item:** Parking Carport Structure

**Agency & location:** Neosho County Community College (NCCC), KS

**Period of Contract:** From Date of Award through Complete Contract Performance

**Scope of Work:** NCCC is issuing this RFP to obtain competitive responses for a parking carport structure on the Chanute campus. **Sealed bids are required for participation in bidding process. Contractors may bid any metal building manufacturer, provided the building meets all specifications.**

**Jobsite Visit:** No pre-bid meeting is scheduled for this project, however, vendor is responsible for ascertaining the extent of work to be completed. Failure to inspect the jobsite will not relieve the contractor of the obligation to complete the work as specified by NCCC. Contact **Kyle Seufert at 316-377-8911** to schedule a site visit.

Impromptu questions may be permitted and spontaneous unofficial answers provided, however bidders should understand that the only official answer or position of Neosho County Community College will be in writing.

Failure to notify the NCCC Procurement Officer of any conflicts or ambiguities in the RFP may result in items being resolved in the best interest of NCCC. Any modification to this RFP as a result of written answers to written questions shall be made in writing by addendum. Only written communications are binding.

Addenda will be issued by the Procurement Officer as necessary. Bidders should understand that the only official answer or position of Neosho County Community College will be in writing.

### ***READ THIS REQUEST CAREFULLY***

Failure to abide by **all** of the conditions of this Request for Proposal (RFP) may result in the rejection of a bid.

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<b>ATTACHMENTS:</b>	
Bid Form	6
Signature Sheet	7

## SECTION 1 INTRODUCTION AND PURPOSE

**1 Introduction to NCCC:** Neosho County Community College is a public two-year community college with our home campus located in Chanute, Kansas.

### **1.2 Smoke-Free Campus**

**Applicability:** This Policy applies to all NCCC students, employees and visitors with respect to use of Tobacco and Smoke Products.

**Definitions:** “Tobacco and Smoke Products” include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, electronic or “E” cigarettes, nicotine or chemical vaporizing devices and other forms of chewing or smoking devices as defined by state and federal law.

The College supports a tobacco- and smoke-free learning and working environment. Tobacco use, including the use of e-cigarettes, is prohibited within any college vehicle or building, owned, leased, or rented by the college, including all distant campuses, sites, or locations. Use of Smoke Products is prohibited in any College building or property except in the outdoor designated areas.

Although not encouraged, use of Tobacco and Smoke Products is permitted in the individual’s vehicle. However, cigarette butts, smokeless tobacco, nicotine cartridges and/or any other types of Tobacco and Smoke Product waste must be disposed of inside the vehicle.

Any violation of this Policy may be handled by the appropriate student or employee handbook. The president is charged with developing any additional policies or procedures to carry out this policy. This policy took effect July 1, 2017. Failure to abide by NCCC policy may result in warning, removal of sub-contractor employee from job site, or contract termination.

**1.1.1 Project Purpose:** The purpose of this Request for Proposal (RFP) is to identify a vendor or vendors that can provide new roofs per the attached specifications.



## SECTION 2 TERMS AND CONDITIONS

- 2.1 Term of Contract:** Date of Award through Complete Contract Performance.
- 2.2 Contract Formation:** No contract shall be considered to have been entered into by NCCC until all statutorily required signatures and certifications have been rendered; funds for the contract have been encumbered; and a written contract has been signed by the successful vendor.
- 2.4 Independent Contractor:** Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever. The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation and social security as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.
- 2.5 Care of State Property:** The Contractor shall be responsible for the proper care and custody of any NCCC-owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract, and Contractor will reimburse NCCC for such property's loss or damage caused by Contractor, normal wear and tear excepted.
- 2.6 Mandatory Provisions:** The provisions found in Contractual Provisions Attachment (DA-146a) located at (<http://www.da.ks.gov/purch/DA-146a.pdf>) are incorporated by reference and made a part of this contract.
- 2.7 New Materials, Supplies or Equipment:** Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be premium in all respects.
- 2.8 Submission of the Bid:** Submission of the bid will be considered presumptive evidence that the vendor is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State and/or local codes, state of labor and material markets, and has made due allowances in the proposal for all contingencies. Later claims for labor, work, materials, and equipment required for any difficulties encountered which could have foreseen will not be recognized and all such difficulties shall be properly taken care of by Contractor at no additional cost to NCCC. **The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met.**
- 2.9 Shipping and F.O.B. Point:** Unless otherwise specified, bid prices shall be F.O.B. DESTINATION, PREPAID AND ALLOWED (included in the price bid), which means delivered to NCCC's receiving dock or other designated point as specified in this Request without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.
- 2.10 Implied Requirements:** All products and services not specifically mentioned in this solicitation, but which are necessary to provide the functional capabilities described by the specifications, shall be included. Furthermore, all products and services required to make the vendor's proposal functional shall be identified in the vendor's proposal.
- 2.11 General Guarantee:** All workmanship and materials included under this contract shall be fully guaranteed for a minimum period of One Year from the date of acceptance unless specifically stated otherwise. Preference will be given to vendors who provide longer warranty periods. Warranty for materials and workmanship should be clearly specified.
- 2.12 Insurance:** The Successful Bidder shall present an affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance to the NCCC Procurement Officer.
- 2.13 Certification of Specifications Compliance:** By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request.
- 2.14 Payment:** Unless specified otherwise, Payment Terms are Net 30 days.
- 2.15 Permits:** Contractor is responsible for any and all permits, fees, etc.

## SECTION 3 PROPOSAL RESPONSE INSTRUCTIONS

- 3.1 Submission of Proposals:** Vendor's proposal shall consist of:
- Bid Form / Signature Sheet;
  - Affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance
  - W-9 (form can be found at <http://www.irs.gov/>).

All bids must be submitted in a *sealed envelope* marked "Chanute Parking Carport Structure Bid 2017-04" to:

Parking Carport Structure Bid 2017-04  
Attn: Sandi Solander  
Neosho County Community College  
800 W. 14<sup>th</sup> Street  
Chanute, KS 66720

**NOTE: Closing Date: 3:00 pm, November 13, 2017. It is the vendor's responsibility to ensure bids are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse late bid submissions. We anticipate that a recommendation on the bids will be made to the NCCC Board of Trustees at the board meeting at 5:30 p.m. on November 14th, 2017 in Room 209 of the Student Union on the Chanute campus.**

- 3.3 Evaluation of Proposals:** Award shall be made in the best interest of NCCC as determined by the Procurement Officer or designee. Consideration may focus toward but is not limited to:

- Cost (vendors are not to inflate prices in the initial proposal as cost is a factor in determining who may receive an award.)
- Warranty period
- Adequacy and completeness of proposal
- Compliance with the terms, conditions, and specifications of this RFP
- Experience in providing like equipment or services
- Response format as required by this RFP

- 3.4 Contract:** The contract shall be in the form of a purchase order. The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment, which is incorporated into all contracts with NCCC.

- 3.5 Contract Documents:** This request and any amendments and the response and any amendments of the successful bidder shall be incorporated along with the DA-146a into the written contract which shall compose the complete understanding of the parties.

In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

- Form DA-146a;
- This request including any and all addenda;
- Purchase order; and
- Bidder's written proposal submitted in response to this request as finalized.

- 3.6 Contract Formation:** No contract shall be considered to have been entered into by NCCC until funds for the contract have been encumbered; and a purchase order has been accepted by the successful bidder.

- 3.7 Proposal Disclosures:** At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released.

Bid results will not be given to individuals over the telephone. Results may be obtained after contract finalization by obtaining a **bid tabulation** from the NCCC Business Office by sending (do not include with bid):

- A check for \$3.00, payable to Neosho County Community College
- A self-addressed, stamped envelope
- RFP Number

Send Request for Bid Tabulation to:

Neosho County Community College  
Business Office, RFP# *2017-04*  
800 W. 14<sup>th</sup> Street  
Chanute, KS 66720

## SECTION 4 SPECIFICATIONS

The work defined in these specifications shall consist of furnishing engineered drawings and all materials (beams, roofs, siding and hardware) necessary to accomplish installation of the parking carport structure including delivery to the Neosho County Community College Chanute campus. Optionally, bidders may choose to bid erection of the structure as well.

**Contractor is responsible for ascertaining the extent of work to be completed and bid accordingly.** Failure to inspect the jobsite will not relieve the contractor of the obligation to complete the work as specified by NCCC. Contact **Kyle Seufert at 316-377-8911** to schedule a site visit. **NOTE: The College is resurfacing the parking lots and drives during the summer.** **Contractor must exercise caution to not damage new surfaces. Contractor must work from and store materials per Kyle Seufert.**

Materials are to be delivered by January 1, 2018 unless prior arrangements have been approved.

Optional installation must be complete by March 1, 2018.

### **Scope of Work**

#### **Parking Carport Structure**

Contractor will provide building materials meeting the following minimum specifications:

1. Two carport structures – one 20'W x 60'L x 10'H, one 20'W x 80'L x 10'H
2. Structures should be joined with hip roof construction, metal roof panels – color to be selected and approved by NCCC.
3. Engineered with solid I-beam construction
4. High strength ASTM bolts
5. Die cast pre-formed ridge caps
6. Engineering certification
7. Minimum 90 mph wind roof rating
8. Minimum 20 psf snow load
9. Building quality designed in accordance with MBMA (Metal Building Manufacturers Association)

**BID FORM**

**Project: Parking Carport Structure**

By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified.

1. **NOTE: Include any necessary bid detail specifications for project on additional pages.**
2. **The Board of Trustees reserves the right to reject any or all bids and to determine whether or not specifications have been met.**
3. **Project will be sales tax exempt.**

***PARKING CARPORT STRUCTURE (LUMP SUM) Base bid*** \_\_\_\_\_

The work defined in these specifications shall consist of furnishing engineered drawings and all materials (beams, roofs, siding and hardware) necessary to accomplish installation of the parking carport structure including delivery to the Neosho County Community College Chanute campus.

For the referenced project and in accordance with the specifications for a total lump sum price of:

**DOLLARS (\$\_\_\_\_\_).**

**Roof gauge:** \_\_\_\_\_

**Structural warranty in years** \_\_\_\_\_

**Panel paint warranty in years** \_\_\_\_\_

**Other warranties**

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***PARKING CARPORT STRUCTURE (LUMP SUM) Option #1 bid*** \_\_\_\_\_

Complete installation including all labor and erection for above structure.

For the referenced project and in accordance with the specifications for a total lump sum price of:

**DOLLARS (\$\_\_\_\_\_).**

**Installation workmanship warranty (optional)** \_\_\_\_\_

**If installation option, Contractor plans to start work on \_\_\_\_\_, 201\_.**

---

**SIGNATURE SHEET**

Legal Name of Person, Firm or Corporation: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

Toll Free Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Tax Number: \_\_\_\_\_

Payment Terms if not net 30 days: \_\_\_\_\_

Email: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL:** All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages.

Contractor certifies that, should it be awarded a contract by the State, Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the State's request, Contractor is expected to produce to the State any documentation or other such evidence to verify Contractor's compliance with any provision, duty, certification, or the like under the contract.

Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

\_\_\_\_\_  
Signature, Title of Contractor Date

**F. Executive Session – Non-elected Personnel**

Mr. Chairman,

I move that the Board recess into executive session for 15 minutes to discuss personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and to include the President and the college attorney with the Vice-President for Operations on standby.

**On motion by Dennis Peters and second by Charles Boaz they went into executive session for 15 minutes.**

**On motion by Dennis Peters second by Charles Boaz they extended the time by 10 minutes.**

**IX. Adjournment**

**On motion by Charles Boaz and second by Dennis Peters the meeting adjourned at 7:45 pm.**

Respectfully submitted,

David Peter, Board Chair

Angela Rowan, Board Clerk