



**Lee's Summit R-VII School District  
 Purchasing and Distribution Services  
 702 SE M-291 Highway  
 Lee's Summit, MO 64063  
 816-986-2190**

December 1, 2020

BENCHMARK, INC  
 MIKE NEWLAND  
 6065 HUNTINGTON COURT NE  
 CEDAR RAPIDS IA 52402

SUBJECT: Contract Renewal

<b>Bid/RFP # and Title</b>	<b>RFP No. 2019-18 Comprehensive Roof Consulting Services</b>
<b>Original Contract Term:</b>	<b>January 18, 2019 to January 17, 2020</b>
<b>Number of Renewals for Contract:</b>	<b>4</b>

Dear Mr. Newland;

The current period on the contract referenced above is due to expire on January 14, 2021. There is a provision to renew this contract for an additional (1) one-year period. This renewal period shall be governed by the specifications, pricing, and the terms and conditions set forth per contract executed on January 22, 2019. I am inquiring to see if you would be interested in extending the contract for this additional period of time.

Please complete the appropriate section below indicating your response on renewing the contract no later than December 18, 2020. If pricing needs to be adjusted, please fill out the attached pricing sheet and include the manufacturer/supplier documentation that supports the price increase. The increase will be limited to the current Federal Price Index, "CPI-U, All Items" (Urban Consumers) index CPI rate.

Thanks for your consideration in this matter. If you have any questions, please feel free to contact me at 816.986.2210.

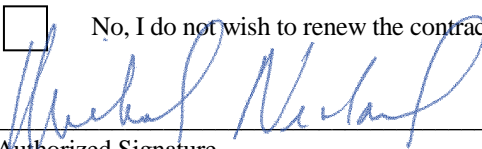
Sincerely,

Jennifer Lalumondier  
 Purchasing and Distribution Services Administrative Assistant

I agree to the renewal of RFP No. 2019-18 Comprehensive Roof Consulting Services for the period beginning January 18, 2021 to January 17, 2022. All terms and conditions of the original agreement will remain the same.

I agree to the renewal of RFP No. 2019-18 Comprehensive Roof Consulting Services for the period beginning January 18, 2021 to January 17, 2022, but will require adjustments to the price that was included in the original contract. I have included the new price(s) along with the justification of the adjustment.

No, I do not wish to renew the contract.

  
 \_\_\_\_\_  
 Authorized Signature

December 3, 2020  
 \_\_\_\_\_  
 Date


Senior Consultant  
 \_\_\_\_\_  
 Title

**FORM NO. 2: PRICING: Roof Consulting Services**  
Based on all items included in RFP:

DESCRIPTION OF SERVICE		
Cost per square foot for surveying roof area		\$ 0.036/SF *
Cost per square foot to provide Autocad roof plans		\$ Incl above
Cost for roof management software database setup		\$ Incl above
% of Construction Cost for Design of new or renovated roofs		
	< \$200,000	% 8
	\$200,000 - \$500,000	% 5
	> \$500,000	% 3.25
Cost per 8 hour work day for construction observation services		<del>\$ 2,100 T&amp;E, NTE</del> <sup>\$2,200 T&amp;E NTE</sup>
Cost per 40 hour work week for construction observation services		<del>\$ 6,900 T&amp;E, NTE</del> <sup>\$7,100 T&amp;E NTE</sup>
Hourly rate for project manager (as needed)		<del>\$ 180 **</del> \$190 **
Hourly rate for field roof observer (as needed)		<del>\$ 110 **</del> \$120 **
Hourly rate for Autocad technician (as needed)		<del>\$ 80 **</del> \$85 **
Hourly rate for office administrative staff (as needed)		<del>\$ 70 **</del> \$75 **
<b>All rates shall include all overhead, profit, travel and reimbursable expenses</b>		

**Respondent must complete the following section in its entirety and sign and date where indicated. This agreement shall take effect upon the approval of the District.**

The undersigned respondent hereby proposes to furnish all transportation, equipment, supplies, materials and perform all necessary labor to complete all work stipulated in, required by, and in conformity with the proposed agreement documents attached hereto and other documents referred to therein for and in consideration of prices as follows:

Signature:  Note: 12/3/20 - Benchmark held rates in line for 2019 and 2020 for Lee's Summit Schools while increasing our general rate structure for all other clients in those time periods.

Michael E. Newland/Senior Consultant  
 Typed Name and Title: 319.393.9100  
 Telephone Number:  
 Date: ~~December 4, 2018~~ December 3, 2020

Bidder's Initials   MN  

**Notes:**  
 \* Due to our experience with the District's roof systems, we have not included infrared moisture surveys on all square footage/roof sections. Rather, we advise the District to conduct IR surveys on an "as needed basis" or "as recommended basis" due to conditions discovered during the evaluation process. Benchmark will provide specific pricing for IR surveys when/if required, and recommended.  
 \*\* Hourly fees do not include travel or reimbursable expenses.