



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

November 19, 2021

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

SUBJECT: Contract Renewal

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

Dear Mr. Newland;

The current period on the contract referenced above is due to expire on January 14, 2022. 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 17, 2021. 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.

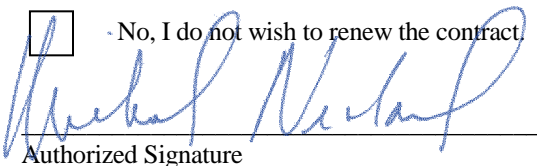
Sincerely,

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, 2022 to January 17, 2023. 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, 2022 to January 17, 2023, 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 9, 2021
 Date

Senior Consultant
 Title

FORM NO. 2: PRICING: Roof Consulting Services

Based on all items included in RFP:

DESCRIPTION OF SERVICE		
	2020-21 Price	2021-22 Price
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	\$ 2,200 T & E NTE	
Cost per 40 hour work week for construction observation services	\$ 7,100 T & E NTE	
Hourly rate for project manager (as needed)	\$ 190 **	
Hourly rate for field roof observer (as needed)	\$ 120 **	
Hourly rate for Autocad technician (as needed)	\$ 85 **	
Hourly rate for office administrative staff (as needed)	\$ 75 **	
All rates shall include all overhead, profit, travel, and reimbursable expenses		

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 proposed 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:

Name and Title:

Date

* Due to our experience 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 IF 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.



Exhibit B

Benchmark, Inc. 2021 Fee Schedule

Consulting Services

Rate

Senior Consultant	\$200.00/Hour
Staff Consultant	\$150.00/Hour
Safety Director	\$150.00/Hour
Field Consultant	\$130.00/Hour

Support Staff Services

IT Consultant	\$115.00/Hour
Drafting Technician	\$95.00/Hour
Account Manager	\$95.00/Hour
Administrative Assistant	\$85.00/Hour

Expert Witness Service

Preparing for or providing expert witness testimony	\$350.00/Hour
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Reimbursable Expenses

Reimbursement to Benchmark, Inc. of reasonable travel expenses shall include the cost of transportation and lodging expenses, job supplies, document reproduction, shipping costs, equipment rental, etc., as incurred in the direct performance of services authorized by the Client.

At Cost

Meals Benchmark's employee per diem not-to-exceed allowable federal standard rate

Benchmark, Inc. Owned Vehicle Fee \$65.00/Day

Subcontracted Services

At Cost, Plus 10%

Effective: January 1, 2021