CONTRACT COVER SHEET

Date of Issue: January 5, 2018
Bid/Contract Number: B0000821
Procurement Officer: Steven W. White
Telephone: (316) 978-3782
E-mail Address: steven.white@wichita.edu

Item: Installation of Electric Lock Physical Access Control Systems

Period of Contract: August 31, 2012 through August 31, 2018
With option to renew for three (3) additional one (1) year periods.

This is a multiple vendor award. Wichita State University Departments shall work through the following contacts who will assume the role of Project Manager:

Jason Holmes
Director of Server Infrastructure
316-978-3789
Keith.neufeld@wichita.edu

Bob Smith
Executive Director of Physical Plant
316-978-3444
Bobby.smith@wichita.edu

There is a change in the name of Dore Electric to CBG Services, LLC.

Contractors:

X10003083
Bob Sandifer
Sandifer Engineering and Controls, Inc.
206 N. Main St.
Goddard, KS 67260
PH: 316-794-8880
Fax: 316-794-8896
Bob@sandifercontrols.com

X10898692
Chad Dore
CBG Services, LLC
151 N. Hydraulic Ave
Wichita, KS 67214
PH: 316-491-1355
Fax: 316-832-2876
cbgservicesks@gmail.com
The primary contract users shall solicit quotes from the Contractors who are awarded a contract for specified “On-Call” services as follows:

1) A written (fax/email/hard copy) **Work Order Request Form** (see form, below) detailing the scope of the project shall be sent to the “On-Call” Contractors.

2) Within two (2) working days, a meeting between the Project Manager and Contractor(s) shall be arranged at the work site. The meeting attendees shall include the Project Manager, the Contractor and any other sub-contractors or personnel of the parties deemed necessary to understand and discuss the project scope. Details of how the work is to be performed will be discussed at this meeting and documented by the Project Manager.

3) The Contractor shall provide pricing and a schedule back to the Project Manager within two (2) working days or other time frame mutually agreed upon between Project Manager and Contractor(s). The Contractor(s) shall submit this pricing on the Work Order Request Form and may attach additional sheets with additional details and pricing. The Contractor shall sign the Work Order Request Form.

4) The pricing shall be reviewed by the Project Manager who will determine the reasonableness of the pricing and scope and determine if the pricing is within the budget established/available for the project. The Project Manager shall instruct the funding department to submit an approved requisition to WSU Purchasing and sign the Work Order Request Form and attach it to the requisition.

5) Upon receipt of all required items, WSU Purchasing will create a purchase order and distribute the copies to the Contractor and internal users.

6) Upon receipt of a purchase order, the awarded Contractor shall contact the Project Manager to schedule any submittals or other requirements of the parties and to schedule the project.

7) Contractor may submit invoices based on the percentage of completion of a project. Each project shall be invoiced separately and shall include the purchase order number and project description. Invoices shall not be submitted any more frequently than monthly.

Other provisions of the contract notwithstanding, WSU always reserves the right to use any contractor for a specific project or installation when it is deemed by WSU to be in its own best interest.
Work Order Request Form  
Contract B0000821  

Contractor services for On-Call work shall be performed against Work Orders agreed to between the contractor and Wichita State University [WSU]. Work Orders will be deliverables-based and at the fixed prices offered by the contractor. 

Payment for all work will be deliverable-based and partial payments may be made no more than on a monthly basis and shall include a 10% retainage to be held back by WSU unless otherwise agreed by both parties. This retainage shall be paid with the final payment upon inspection and acceptance by WSU Department Director or Project Manager for all work under this work order.

<table>
<thead>
<tr>
<th>Work Order Number:</th>
<th>Work Order Title:</th>
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</thead>
<tbody>
<tr>
<td>Requested Start Date:</td>
<td>Finish Date:</td>
</tr>
</tbody>
</table>

WSU Project Manager: _______________ PH: _______________ Email: _______________

Contractor Proj Mgr: _______________ PH: _______________ Email: _______________

Scope of Work [SOW]:

Task to be done:

Deliverables:

WSU Assets required:

Technical Environment:

Special Requirements:

I, ___________________________________ contract vendor offer the above stipulated work and we, the WSU Project Manager, and Purchasing Office; accept the Work order in accordance with Contract B0000821.

Contractor  
Signature___________________________  
Date _____

Project Mgr.  
Signature___________________________  
Date _____

WSU Purchasing.  
Signature___________________________  
Date _____

Purchase Order No Assigned: _______________