



# City of Jackson

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**TO:** Mayor and Board of Aldermen

**FROM:** Janet Sanders, Director of Public Works

**DATE:** May 2, 2024

**RE:** Master Service Agreement and Task Order 24-02 for KimHEC, LLC

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Attached you will find a Master Service Agreement and Task Order for KimHEC, LLC.

The City establishes Master Service Agreements with various engineering firms since engineering is hired on a qualification basis rather than a lowest-cost proposal basis. Then as project arises that fit the qualifications of a specific engineer, that project can be authorized as a Task Order if the engineer's proposal and cost is acceptable.

In the past, the City had a Master Service Agreement with Kim Hovis Environmental Services. That company has reorganized as KimHEC, LLC, so a new Master Services Agreement is needed.

Task Order Authorization 24-02 is for the services involved in preparing our National Pollutant Discharge Elimination System (NPDES) Permit that authorizes operation of our Wastewater Treatment Plant. The permit must be obtained every five years and includes a fairly intensive application process. This process requires expertise to successfully navigate. The same engineering firm, under their former name, assisted the City in obtaining our last NPDES permit.

If you have questions on these two agenda items, please contact me at 573-243-2300 x 2031 or [jsanders@jacksonmo.org](mailto:jsanders@jacksonmo.org)