Request for Proposals (RFP)

Professional Insurance Broker Services

RFP issued March 5, 2024
Proposals due by April 15, 2024, 4:00 p.m. CST

Coverage Effective July 1, 2024
Table of Contents

OATS, Incorporated

General Information ............................................................................................................ 3
Proposal Requirements
  A Key Dates and Address .......................................................................................... 3
  B Description of Need .............................................................................................. 4
  C Format .................................................................................................................... 5
  D Evaluation Criteria ............................................................................................... 5
  E Prohibited Interest ............................................................................................... 6
  F Federally Required Contract Clauses and Certifications ...................................... 7
Attachments .................................................................................................................... 8
  Attachment A- Financial Information
  Attachment B- Property Details- office size and contents
  Attachment C- Driver Training
  Attachment D- Bidder Certification
  Attachment E - Contact Information
  Attachment F- Pricing Page
  Attachment G- Broker Qualification Checklist
  Attachment H- References
Company Information:
OATS, Inc. (dba OATS Transit) is a private, not-for-profit transportation provider serving 87 counties in the State of Missouri. We currently have a fleet of over 600 vehicles and a staff of 570.

OATS Transit is headquartered in Columbia, MO with regional offices throughout the state. Office staff (a total of 100 people) are issued laptops with docking stations to allow for remote work. A total of 450 Drivers are issued computer tablets which are connected to the scheduling software system to provide real-time trip and passenger information.

OATS Transit’s mission is: enhancing quality of life by providing safe, caring and reliable transportation services. OATS Transit is the largest rural transportation provider in the United States. Riders use OATS service to access medical services, essential shopping and business, nutrition, employment, civic affairs and recreational activities. In rural areas, OATS services are open to the general public.

The corporation is governed by a 14-member volunteer Board of Directors. Refer to our website for a listing of the Board members.

As a sub-recipient for Federal Transit Administration funds, OATS Transit must therefore be in compliance with their rules and regulations, including those rules governing procurement of services using FTA funds. Funding for OATS Transit is through contracts with the Missouri Department of Transportation for operating funding from the Federal Transit Administration and for Missouri Elderly and Handicapped. OATS Transit also has contracts with the Department of Mental Health, Area Agencies on Aging, Developmental Disability Resource Boards, Senior Boards and many other agencies in coordination of service. OATS also is a provider in the state’s Non-Emergency Medical Transportation (NEMT) program for Medicaid recipients. Refer to Attachment A for more information.

To acquire vehicles and facilities, OATS Transit receives funding from Federal Transit Administration grants administered by MoDOT. These grants generally pay for 80 percent of each vehicle we purchase. OATS Transit must raise “bus match” funds for the remaining 20 percent from local donations. The company-wide fleet operated by OATS consists of more than 700 vehicles as outlined below.

OATS operates in 87 Missouri counties. All trips originate in Missouri and all passengers are Missouri residents. The majority of trips remain in the state of Missouri. In counties that border other states, we occasionally have the need to cross the state line and go into Kansas, Arkansas, Iowa, Nebraska or Oklahoma to access the nearest medical facility. This represents a very low percentage of OATS trips – less than 1% of all miles OATS travels is traveled outside the state of Missouri.

OATS Transit has a home office, regional offices and two satellite offices as outlined below. Refer to Attachment B for a listing of value, contents, square footage, etc of each location.
**Home/Regional Offices:**
- Home Office/Mid-MO Region Combined, 2501 Maguire Blvd., Columbia, MO 65201 - OATS Owned
- East Region, 186 Northwest Industrial Ct, Bridgeton, MO 63044 - OATS Owned
- Mideast Region, 247 Independence Drive, Union MO 63084 – Leased Space
- Midwest Region, 107 W. Pacific, Sedalia, MO 65301 – Leased Space
- Northeast Region, 3006 Jims Road, Macon, MO 63552- OATS Owned
- Northwest Region, 1306 South 58th St., St. Joseph, MO 64507- OATS Owned
- Southwest Region, 2909 N. Martin Avenue, Springfield, MO 65803- OATS Owned
- West Region, 2109 Plaza Dr., Harrisonville, MO 64701– Leased Space

**Satellite Offices:**
- Mideast Satellite Office: 2875 Plass Road, Festus MO 63028 – Leased Space
- MidMO Satellite Office: 255 Keystone Industrial Park Drive, Camdenton MO – Leased Space

**Vehicle Types:**
Number and type of equipment operated: The OATS fleet currently consists of the following:
- 27 Standard Mini-Van
- 31 15-Passenger Van
- 170 Accessible Van
- 495 Cutaways
- 5 Pick-ups
- 13 Sedans

**741 Total Vehicles in the Fleet**

Our vehicle totals can fluctuate throughout the year as we receive new vehicles to replace older ones in the fleet. The amount of new vehicles coming in to replace older vehicles has decreased drastically since the beginning of the pandemic in 2020, but projected to return slowly in 2024. Above numbers gives you an idea of the fluctuations in fleet size. Currently, we adjust the fleet premium on a quarterly basis.

In locations where OATS has a facility (Columbia, Sedalia, St. Joseph, Bridgeton, Springfield and Macon), the local vehicles are stored at that facility. The vast majority of vehicles, however, are assigned to a driver who takes them home at the end of their route.

**Drivers:** All drivers are hired and trained by OATS and paid an hourly wage; no volunteer drivers are used. OATS complies with Federal Motor Carrier Safety Regulations as prescribed by the U.S. Department of FMCSA Parts 40, 325, 355-379, 381-399. Training is provided by the Missouri Department of Transportation and by OATS staff.

One of OATS' primary concerns has always been safety. Extensive risk management policies are currently in place and continually reviewed and updated as needed. OATS is able to maintain an excellent safety record because of a thorough safety program that includes careful driver selection and training. Refer to Attachment C for more information.
The minimum qualifications for an OATS driver are:

- Must pass a U.S. Department of Transportation physical
- Must pass a U.S. Department of Transportation road test
- Must have a Missouri Chauffeur’s License (Class E or CDL) with no more than 4 points assessed
- Must be at least 23 years of age.
- Must be eligible for bonding and will undergo a criminal background check upon hire and annually throughout employment.
- Must take and pass a pre-employment drug test; must undergo random drug and alcohol testing throughout length of employment.

Staff Devoted Full-Time to Safety: OATS has Regional Directors and Operations Managers who oversee operations in a respective area of the state, who supervise driving staff. The Regional Directors are involved in our company safety program and serve on the Accident Review Committee, which meets on a regular basis to review accidents and injuries and to determine if they were preventable by OATS. At the Home Office the Executive Director is responsible for oversight of all operations and supervision of management staff. Home Office staff involved in the company safety program include an Operations Director, Fleet Coordinator, Safety Manager and a Training Specialist. OATS receives extensive technical assistance and safety training from the Missouri Department of Transportation.

Scope of Services:

This Request for Proposal (“RFP”) is being issued by OATS Transit to solicit proposals from qualified organizations (“Bidder”) to provide Professional Insurance Brokerage Services as detailed in this RFP. The responsive and responsible Bidder must satisfy the qualifications and requirements outlined herein.

OATS, Incorporated (dba OATS Transit) is seeking proposals from qualified firms to provide Professional Insurance Broker Services to represent OATS Transit in various insurance markets as outlined in this RFP. OATS is not requesting insurance quotations at this time and expressly prohibits prospective brokers from quoting or approaching carriers at this time. However, Broker will be required to place insurance coverage effective July 1, 2024.

The selected Broker shall provide the professional services necessary to perform the following:

- The Broker may be a single firm, joint venture or individual. However, the Broker must show evidence of its technical ability in this work. The Broker shall also be knowledgeable in accordance with all applicable federal, state and local government laws and regulations. Work shall be done in conformance with current professional practices in the State of Missouri.
- The successful Broker shall assist OATS in risk exposure evaluation and development of an appropriate insurance coverage plan. Also, assist with analysis of historical data and trends and prepare reports based on this information as required.
- Attend meetings as requested with OATS staff.
- Perform other services customarily expected of a broker for the duration of the contract term on an “as needed” basis.
• Perform the services necessary to replace or renew insurance coverage expiring on June 30th each fiscal year.
• Prepare Certificates of Insurance for the list of recipients provided by OATS and upon request throughout the coverage period as needed. Currently 82 COIs are required.
• Provide Vehicle ID Cards for the OATS fleet. OATS Home Office will coordinate all ID cards for vehicles.
• Act as the liaison and advocate for OATS with insurance carrier underwriters and claims staff.
• At the direction of OATS, prepare insurance coverage specifications prior to expiration of policies.
• Provide OATS with list of markets being approached, coverage and deductible options being considered.
• Provide all carrier quotations and reveal commission rates (if applicable) received from carrier underwriters with detailed recommendations to OATS of which proposal would best meet OATS’ needs concerning coverage and cost.
• Provide renewal and unbiased alternate insurance proposals annually as requested.
• Prepare and present an annual report describing coverage, exposure and premium charges with recommendations outlining options to contain costs without sacrificing coverage for potential catastrophic loss.
• Provide market forecast by line of coverage during OATS’ budgeting period (mid-April – May).
• Obtain from OATS the necessary information and prepare applications required by insurers.
• Verify the accuracy and adequacy of policies, endorsements, coverage and premiums, noting in writing any variations from the previous year or from conformation with specifications and any negotiations conducted with underwriters.
• Assist in determining proper limits and coverage for exposures common to Missouri and nonprofit transit providers.
• Assess insurance company stability, solvency, and service records.
• Deliver insurance policies or binders during term of coverage.
• Accurately amend policies, as needed.
• Upon request, provide timely, written interpretation of coverage.
• Provide policy maintenance, and issue binders and certificates when required.
• Represent OATS in communications with carriers regarding coverage issues.
• When requested, assist in ascertaining replacement cost value for property.
• Review insurance carrier recommendations for appropriateness.
• On an annual basis, or more frequently if requested by OATS, perform an audit of overall performance of claims administration.
• Provide annual written confirmation from carriers that coverage was placed on a “net of commission” basis (defined as when the quoted premium is reduced by an amount proposed to be the insurance broker's commission.)
• When insurers don't allow placement on "net of commission", disclose the commission to OATS and provide an offset to the current fee in a like amount. Bottomline: explain to OATS how you receive your commission and/or fee(s).
Proposal

Insurance must be placed with providers who are rated A- or greater with A.M. Best and are legally licensed to provide insurance in the State of Missouri. OATS cannot do business with any individual, company, firm or agency who is on the Excluded Parties List (www.SAM.gov).

OATS current coverage for the period July 1, 2023 – June 30, 2024 is as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Limits of Liability</th>
<th>Insurance Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Liability</td>
<td>$2,000,000</td>
<td>National Interstate</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 Greene County</td>
<td></td>
</tr>
<tr>
<td>Un/Underinsured Motorist</td>
<td>$50,000</td>
<td>National Interstate</td>
</tr>
<tr>
<td>General Liability</td>
<td>$3,000,000</td>
<td>National Interstate</td>
</tr>
<tr>
<td>Catastrophic Physical Damage</td>
<td>Where multiple vehicles are parked</td>
<td>Great American Ins.</td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td>$2,000,000 General Occurrence</td>
<td>National Interstate</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 Sexual/Physical Abuse</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$100,000 Rented Premises</td>
<td></td>
</tr>
<tr>
<td>Directors &amp; Officers / Employment Practices Liability</td>
<td>$1,000,000</td>
<td>Markel American Ins.</td>
</tr>
<tr>
<td>Commercial Property</td>
<td>$26,900,000 Business Income</td>
<td>Auto-Owners Insurance</td>
</tr>
<tr>
<td>Electronic Data Processing</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Crime/Fidelity/ERISA</td>
<td>$1,800,000 ERISA for 403b retirement plan</td>
<td>Federal Insurance Co.</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>$1,000,000</td>
<td>Missouri Employers Mutual</td>
</tr>
</tbody>
</table>

The proposal shall include the following:

- Broker's detailed concept for the Scope of Services identified herein. Proposals shall not include any elaborate or promotional material, and **EXCESSIVELY LENGTHY NARRATIVE IS DISCOURAGED**.

- The proposal must include a demonstration of the Broker's knowledge and experience relative to the items identified under the Scope of Services. This will include a list of similar projects and a description of the Broker's general organization and the year the company was established.

- Proposal shall identify key principals and any alternates who would be directly involved with the day to day service on the account, and indicate the depth and quality of experience and professional qualifications. (A resume may be attached.)
• List the number of licensed property and casualty staff with five years of commercial lines experience, a Chartered Property Casualty Underwriter (CPCU) designation, or an Associate in Risk Management (ARM) designation, for the following categories:
  – Brokers
  – Agents
  – Other professional staff

• List which category of Missouri commercial premium volume, other than personal lines and benefits, describes this company:
  – $500,000 to $999,999
  – $1,000,000 to $4,999,000
  – $5,000,000 to $10,000,000
  – $10,000,001 to $20,000,000
  – Greater than $20,000,000

• List three (3) Missouri accounts and the dates of service, including the name, phone number and email of the primary contact for similar projects done by the personnel to be involved in these projects. For this section you are encouraged to list all transit and nonprofit accounts.

• Provide a copy of a certificate of insurance for existing coverage indicating a minimum of $2,000,000 professional liability insurance (errors and omissions).

• Describe the firm's special experience with this type of account.

• State if Broker will provide all the services as noted in the Scope of Services section for the commission and/or fee quoted.

• List areas in the Scope of Services for which there will be an additional cost and list the estimated additional cost.

• List areas in the Scope of Services for which your firm will not or cannot provide the listed service.

• List insurance markets you anticipate approaching for premium quotes should your proposal be the one selected.

• List any other information that should be considered in evaluating the firm’s marketing, staff, and/or other service capabilities.

Selection Criteria: OATS will set up a review committee to review the proposals received based upon the following criteria:

Experience and Resources of Organization: Based on Broker's experience in similar projects and a description of the Broker's general organization, the year the company was established and
the commercial premium volume, other than personal lines and benefits that describes the company.

Experience and Expertise of Service Team: Based on key principals identified and any alternates who would be directly involved with the day-to-day service on the OATS account including the depth and quality of experience and professional qualifications and certifications. (A resume may be attached.)

References: References provided by Broker where similar services have been provided to Missouri transit or nonprofit entities or other accounts of similar size and characteristics as OATS.

Fees for Services: Based on total cost to OATS for services provided and offered under this proposal.

Intent: It is the intent of OATS to enter into a single agreement with the selected Broker to provide professional insurance broker services as described herein. However, OATS reserves the right to enter into agreements with more than one Broker should that prove more advantageous or it’s determined that a single Broker cannot meet all the needs. OATS also reserves the right to not change carriers should a review of quotes provided by Broker prove to not be satisfactory.

Effective period: The agreement resulting from this Proposal shall commence upon the date of agreement execution by both parties and extend for an initial period through June 30, 2018. OATS shall have the option of renewing this agreement for four additional one-year terms, renewable one term at a time. The decision to renew shall be solely OATS and a notice of OATS intent to renew shall be made at least three-months prior to normal agreement expiration. OATS and the selected Broker shall reconfirm or renegotiate the unit rates prior to the contract renewal.

Broker selection, fees and project duration: The Broker will be selected through a competitive qualification proposal process for Insurance Broker services. Proposers will be narrowed down to no more than four finalists on the basis of evaluation criteria. The successful Broker will be selected from the finalists. Interviews and presentations may be required. The cost of proposal development, printing, interviews and presentations will be entirely borne by the proposers. OATS reserves the right to extend or end the process at any time.

Protest procedures: A bid award protest must be submitted in writing and must be received by OATS, Inc. within ten (10) calendar days after the date of award. If the tenth day falls on a Saturday, Sunday or state holiday, the period shall extend to the next state business day. A protest submitted after the ten (10) calendar day period shall not be considered. The written protest should include the following information:

- Name, address, and phone number of the protester;
- Signature of the protester or the protesters representative;
- RFP title;
- Detailed statement describing the grounds for the protest; and
- Supporting exhibits, evidence, or documents to substantiate claim.
Experience and financial statements: Pre-qualification statements are not required of proposers. Proposers may be requested to submit financial and experience statements subsequent to the opening of proposals together with such other information as may be required to determine that a contemplated awardee is fully qualified to receive the award.

Prohibited interest: No members, officers, or employees of OATS, Incorporated during his or her tenure or one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. No member or delegate to the Missouri State Legislature or to the Congress of the United States shall be admitted to any share of any part of this purchase or any benefit arising therefrom. No relative of any member of the OATS, Incorporated, Board of Directors or its employees by blood or marriage within the third degree shall benefit from the proceeds of this contract.

Oral statements not binding: It is understood and agreed that the written terms and provisions of this contract shall supersede all oral statements of any and every official or other representative of the purchaser, and oral statements shall not be effective or be construed as entering into, or forming a part of, or altering this contract in any way whatsoever.

Proposal Requirements

OATS procurement must follow all applicable Federal statutes, regulations, executive orders, Federal Transit Administration (FTA) circulars and other Federal administrative requirements in carrying out any grant or cooperative agreement awarded by the Federal Transit Administration.

A. Key Dates and Address
The following schedule will be followed:

- **RFP Issued:** March 5, 2024
- **Questions Due to OATS:** March 29, 2024, 1:00 p.m. CST
- **Response to Questions on OATS Website:** April 5, 2024, 5:00 p.m. CST
- **Completed Proposal Due:** **April 15, 2024, 4:00 p.m. CST**
- **Estimated Award Date:** April 24, 2024
- **Coverage Effective Date:** July 1, 2024

All questions and requests for clarification should be submitted by email to Dorothy Yeager no later than 1:00 p.m. on March 29, 2024. All questions and requests for clarification will be compiled into one document with responses and posted on the OATS Transit website by April 5, 2024. Proposals are due no later than April 15, 2024.
Firms interested in this project shall submit their professional qualifications, including the signed federal clauses and all other attachments, by email to:

Dorothy Yeager, Executive Director  
OATS, Incorporated  
2501 Maguire Blvd., Ste. 101  
Columbia, MO 65201  
Email: dorothy@oatstransit.org

Format
Proposals shall be organized in a user-friendly manner to be able to identify the different categories and pertinent information. Proposals should include the following qualifications:

- Name of the company
- Name of services proposed
- Include if there are any third-party companies involved to perform needed deliverables
- Service/maintenance and technical support to be provided by the firm

Criteria & Method for Selection
OATS, Incorporated, will make the selection of the Insurance Broker. The contract for Insurance Broker services will be executed by the Executive Director for OATS, Inc. All processes and contracts will be subject to review and approval by the Federal Transit Administration or the MO Department of Transportation (who administers FTA funding for OATS). Laws, rules, regulations, and approvals by the FTA will be included in all contracts.

Prohibited Interest: No members, officers, or employees of OATS, Inc. during his or her tenure or one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. No member or delegate to the Missouri State Legislature or to the Congress of the United States shall be admitted to any share of any part of this purchase or any benefit arising therefrom. No relative of any member of the OATS, Inc, Board of Directors or its employees by blood or marriage within the third degree shall benefit from the proceeds of this contract.

Submittal checklist: In addition to addressing all the items required to enable OATS to make an informed selection, please assure your submittal includes the following:

Federally Required Contract Clauses and Certifications
Attached is a list of contract clauses and certifications required by the Federal Transit Administration (Attachment D). These requirements must be agreed upon and signed. The signed statement and signed certifications must be included adhering to the federal requirements of this purchase.
To the right is a copy of OATS Transit’s Financial Statements from the Audit for Fiscal Year 2022. When looking at the Audit or Budget for OATS Transit, it is important to keep in mind that this represents the financial position for the entire company which is comprised of 87 counties divided into eight operating regions. Further, many of the operating contracts OATS Transit receives are restricted to serving our partners’ clientele only or require local match.

The reason for the large amount of assets is that the total cost of vehicles is reflected, even though only 20% is actually OATS’. Capital funding OATS Transit receives for maintenance facilities and offices is also reflected in these accounts. These grants are restricted for capital only and these funds cannot be used for activities other than capital.

In addition to our operating accounts, OATS Transit has two accounts that are restricted:

- **Bus Match**
- **Contingency**

Funds deposited in the **Bus Match** account can only be used for eligible equipment purchases. OATS Transit receives federal funds for the purchase and replacement of vehicles and equipment. The federal grants awarded for this purpose are funded at 80% of the cost. That means that OATS Transit still has to produce 20% to replace those vehicles and it must be from local sources. This is the project OATS Transit does the most fund raising for – helping our volunteers raise the 20% local match required for our vehicles.

OATS Transit also has a **Contingency** account which can only be used with approval by the Board of Directors of OATS, Inc. The primary purpose of this account is to have a reserve to cover expenses should the need arise and to have funds on hand to cover major purchases.

All of this works together to enable OATS Transit to continue its mission of “enhancing quality of life by providing safe, caring & reliable transportation services.” OATS, Inc. is a non-profit 501c3 Missouri based company.
OATS Property Information

OATS Home Office/Mid-MO Region
2501 Maguire Blvd.
Columbia, MO 65201

- Construction type: Joisted Masonry
- Distance to Hydrant: 4 on property
- Fire Protection Class: 2
- Stories: 1
- Basements: 0
- Year built: 2003
- Total sq. ft.: 15,000
- Burglar Alarm: Yes
- Sprinklers: Yes
- Own/Rent: Own *
- Annual Income: $2.1 MM
- Outbuildings: Covered parking for up to 50 vehicles, car wash, fuel station
- Maintenance Garage: Yes, attached

* Designed and constructed by OATS with a federal grant
# Attachment B

## OATS Property Information

### OATS East Region
186 NW Industrial Ct.
Bridgeton, MO 63044

<table>
<thead>
<tr>
<th>Construction type</th>
<th>Frame</th>
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<tbody>
<tr>
<td>Distance to Hydrant</td>
<td>2 on property</td>
</tr>
<tr>
<td>Fire Protection Class</td>
<td>3</td>
</tr>
<tr>
<td>Stories</td>
<td>1</td>
</tr>
<tr>
<td>Basements</td>
<td>0</td>
</tr>
<tr>
<td>Year built</td>
<td>2012*</td>
</tr>
<tr>
<td>Total sq. ft.</td>
<td>5,000</td>
</tr>
<tr>
<td>Burglar Alarm</td>
<td>Yes</td>
</tr>
<tr>
<td>Sprinklers</td>
<td>No</td>
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<tr>
<td>Own/Rent</td>
<td>Own</td>
</tr>
<tr>
<td>Annual Income</td>
<td>$5.4 MM</td>
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<td>Outbuildings</td>
<td>4 covered parking, car wash, maintenance facility</td>
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<tr>
<td>Maintenance Garage</td>
<td>Yes, detached</td>
</tr>
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</table>

* Purchased from Enterprise in 2010; renovations completed in 2012.
OATS Property Information

OATS Midwest Region
107 W. Pacific
Sedalia, MO 65301

Construction type: Joisted Masonry
Distance to Hydrant: 3 across street
Fire Protection Class: 3
Stories: 1
Basements: 0
Year built: 1880
Total sq. ft.: 4,000
Burglar Alarm: Yes
Sprinklers: No
Own/Rent: Rent *
Annual Income: $3.7 MM
Outbuildings: None
Maintenance Garage: No

*Renovated Train Depot owned by Downtown Sedalia - OATS rents half and the other side is the Amtrak station.
OATS Property Information

**OATS Northeast Region**
3006 Jim’s Road  
Macon, MO 63552

- **Construction type**: Joisted Masonry
- **Distance to Hydrant**: 1 @ NW Corner
- **Fire Protection Class**: 4
- **Stories**: 1
- **Basements**: 0
- **Year built**: 2012
- **Total sq. ft.**: 3,800
- **Burglar Alarm**: No
- **Sprinklers**: Yes
- **Own/Rent**: Own - Designed and constructed by OATS with a federal grant
- **Annual Income**: $3.8 MM
- **Outbuildings**: Covered parking, bus wash
- **Maintenance Garage**: Yes, attached
## OATS Northwest Region

1306 S. 58th St.
St. Joseph, MO 64507

<table>
<thead>
<tr>
<th>Property Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction type</td>
<td>Joisted Masonry</td>
</tr>
<tr>
<td>Distance to Hydrant</td>
<td>5 on property</td>
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<tr>
<td>Fire Protection Class</td>
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<td>Stories</td>
<td>1</td>
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<td>Basements</td>
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<td>Year built</td>
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<td>Total sq. ft.</td>
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<td>Burglar Alarm</td>
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<td>Sprinklers</td>
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<td>$3.1 MM</td>
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<td>Outbuildings</td>
<td>Covered parking, bus wash</td>
</tr>
<tr>
<td>Maintenance Garage</td>
<td>Yes, attached</td>
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</table>

![Property Diagram](image-url)
## OATS Southwest Region

2909 Martin Ave.
Springfield, MO 65803

<table>
<thead>
<tr>
<th>Property Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction type</td>
<td>Joisted Masonry</td>
</tr>
<tr>
<td>Distance to Hydrant</td>
<td>2 in front of property</td>
</tr>
<tr>
<td>Fire Protection Class</td>
<td>2</td>
</tr>
<tr>
<td>Stories</td>
<td>1</td>
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<tr>
<td>Basements</td>
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<td>Year built</td>
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<tr>
<td>Total sq. ft.</td>
<td>3,800</td>
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<tr>
<td>Burglar Alarm</td>
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<tr>
<td>Sprinklers</td>
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<td>$3.2 MM</td>
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<td>Maintenance Garage</td>
<td>Yes, attached</td>
</tr>
</tbody>
</table>

Annual Income

Covered Parking

Bus Wash
# OATS Property Information

**OATS West Region**  
2109 Plaza Drive  
Harrisonville, MO 64701

<table>
<thead>
<tr>
<th>Property Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Construction type</strong></td>
<td>Brick Strip Mall</td>
</tr>
<tr>
<td><strong>Distance to Hydrant</strong></td>
<td>100 feet</td>
</tr>
<tr>
<td><strong>Fire Protection Class</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Stories</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Basements</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Year built</strong></td>
<td>Unknown</td>
</tr>
<tr>
<td><strong>Total sq. ft.</strong></td>
<td>2,400</td>
</tr>
<tr>
<td><strong>Burglar Alarm</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Sprinklers</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Own/Rent</strong></td>
<td>Rent – owned by Gaslight Industries, LLC</td>
</tr>
<tr>
<td><strong>Annual Income</strong></td>
<td>$2.0 MM</td>
</tr>
<tr>
<td><strong>Outbuildings</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Maintenance Garage</strong></td>
<td>No</td>
</tr>
</tbody>
</table>

![Property Map](attachment:property_map.png)
## OATS Property Information

**OATS Franklin County Office**
519B E. Independence  
Union, MO 63084

<table>
<thead>
<tr>
<th>Property Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction type</td>
<td>Frame Structure</td>
</tr>
<tr>
<td>Distance to Hydrant</td>
<td>1 Across Street</td>
</tr>
<tr>
<td>Fire Protection Class</td>
<td>4</td>
</tr>
<tr>
<td>Stories</td>
<td>1</td>
</tr>
<tr>
<td>Basements</td>
<td>0</td>
</tr>
<tr>
<td>Year built</td>
<td>Unknown</td>
</tr>
<tr>
<td>Total sq. ft.</td>
<td>4,000</td>
</tr>
<tr>
<td>Burglar Alarm</td>
<td>No</td>
</tr>
<tr>
<td>Sprinklers</td>
<td>No</td>
</tr>
<tr>
<td>Own/Rent</td>
<td>Rent – owned by BL &amp; WC Leasing LLC</td>
</tr>
<tr>
<td>Annual Income</td>
<td>$1.0 MM</td>
</tr>
<tr>
<td>Outbuildings</td>
<td>None</td>
</tr>
<tr>
<td>Maintenance Garage</td>
<td>No</td>
</tr>
</tbody>
</table>
## OATS Jefferson County Office

3875 Plass Rd.  
Festus, MO 63028

<table>
<thead>
<tr>
<th>Property Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction type</td>
<td>Concrete Block w/Metal Siding</td>
</tr>
<tr>
<td>Distance to Hydrant</td>
<td>½ Mile</td>
</tr>
<tr>
<td>Fire Protection Class</td>
<td>6</td>
</tr>
<tr>
<td>Stories</td>
<td>1</td>
</tr>
<tr>
<td>Basements</td>
<td>0</td>
</tr>
<tr>
<td>Year built</td>
<td>Unknown</td>
</tr>
<tr>
<td>Total sq. ft.</td>
<td>3,450</td>
</tr>
<tr>
<td>Burglar Alarm</td>
<td>No</td>
</tr>
<tr>
<td>Sprinklers</td>
<td>No</td>
</tr>
<tr>
<td>Own/Rent</td>
<td>Rent</td>
</tr>
<tr>
<td>Annual Income</td>
<td>$1.6 MM</td>
</tr>
<tr>
<td>Outbuildings</td>
<td>None</td>
</tr>
<tr>
<td>Maintenance Garage</td>
<td>No</td>
</tr>
</tbody>
</table>
**Driver Training**

The following defines required training for all drivers and the time limits to accomplish the specified training. This training is provided at no cost to the employee.

<table>
<thead>
<tr>
<th>Non-Emergency Medical Transportation</th>
<th>2nd Quarter (Apr-June)</th>
<th>3rd Quarter (July-Oct)</th>
<th>4th Quarter (Oct-Dec)</th>
<th>New Hire Orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>OATS Transit Passenger Assistance Training</td>
<td>OATS Transit Safe Driving Academy</td>
<td>Abuse &amp; Neglect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>which includes:</td>
<td>which includes:</td>
<td>Bloodborne Pathogen Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compliance &amp; Ethics Plan and Code of Conduct;</td>
<td>Safe Vehicle Operation</td>
<td>Drug &amp; Alcohol Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fraud, Waste &amp; Abuse;</td>
<td>OATS Transit Back Pact</td>
<td>Sexual Harassment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Compliance;</td>
<td>Emergency Evacuation Procedures</td>
<td>HR Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIPAA Privacy &amp; Security;</td>
<td>Adverse Weather Driving</td>
<td>OSHA Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health, Safety &amp; Welfare;</td>
<td>Hands-On Training</td>
<td>OSHA Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural Competency</td>
<td>OSHA Safety</td>
<td>Abuse &amp; Neglect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td></td>
<td>Bloodborne Pathogens and First Aid (No new driver is to be assigned to a Dept. of Mental Health route until they’ve had the initial First Aid training.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rider Confidentiality</td>
<td></td>
<td>OSHA Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSHA Safety</td>
<td></td>
<td>Braun and Ricon Wheelchair Lift Operations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All drivers must remain CPR/First Aid certified; multiple classes are held throughout the year to maintain certification.
ATTACHMENT D

Missouri Department of Transportation
Federal Transit Administration
Certifications & Assurances

This procurement will be partially funded from a grant through the Federal Transit Administration (FTA) administered by the Missouri Department of Transportation. Therefore, the successful bidder will be required to comply with federal statutes and regulations listed below. The following pages contain the model language for each clause. Please review carefully and indicate below if you would agree to comply with these clauses should you be the successful bidder. Return the signature page with your proposal.

There is a separate certification attesting you are not debarred, suspended, proposed for debarment, or declared ineligible, or voluntarily excluded for the award of contracts by any Federal Governmental Agency or Department that must be submitted with your proposal.

NOTE: Your signed commitment to comply is required for us to consider your submission responsive.

NO FEDERAL GOVERNMENT OBLIGATION TO THIRD PARTIES: (1) The Purchaser and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract. (2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS (31 U.S.C. 3801 et seq.; 49 CFR Part 31 18 U.S.C. 1001; 49 U.S.C. 5307): (1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate. (2) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally
awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate. (3) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

ACCESS TO RECORDS AND REPORTS (49 U.S.C. 5325; 18 CFR 18.36 (i); 49 CFR 633.17):
The following access to records requirements apply to this Contract:

1. Where the Purchaser enters into a negotiated contract for other than a small purchase or under the simplified acquisition threshold and is an institution of higher education, a hospital or other non-profit organization and is the FTA Recipient or a sub-grantee of the FTA Recipient in accordance with 49 C.F.R. 19.48, Contractor agrees to provide the Purchaser, FTA Administrator, the Comptroller General of the United States or any of their duly authorized representatives with access to any books, documents, papers and record of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

2. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

3. The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the Purchaser, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

4. FTA does not require the inclusion of these requirements in subcontracts.

FEDERAL CHANGES (49 CFR Part 18): Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

TERMINATION (49 U.S.C. Part 18; FTA Circular 4220.1F):

a. Termination for Convenience (General Provision) OATS, Inc. (hereafter referred to as the Recipient) may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in the Government's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to (Recipient) to be paid the Contractor. If the Contractor has any property in its possession belonging to the (Recipient), the Contractor will account for the same, and dispose of it in the manner the (Recipient) directs.

b. Termination for Default [Breach or Cause] (General Provision) If the Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the (Recipient) may terminate this contract for default. Termination shall be effected by serving a notice of termination on the
contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract. If it is later determined by the (Recipient) that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, the (Recipient), after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

c. Opportunity to Cure (General Provision) The (Recipient) in its sole discretion may, in the case of a termination for breach or default, allow the Contractor [an appropriately short period of time] in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

If Contractor fails to remedy to (Recipient)'s satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within [ten (10) days] after receipt by Contractor of written notice from (Recipient) setting forth the nature of said breach or default, (Recipient) shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude (Recipient) from also pursuing all available remedies against Contractor and its sureties for said breach or default.

d. Waiver of Remedies for any Breach In the event that (Recipient) elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by (Recipient) shall not limit (Recipient)'s remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

e. Termination for Default (Supplies and Service) If the Contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension or if the Contractor fails to comply with any other provisions of this contract, the (Recipient) may terminate this contract for default. The (Recipient) shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this contract.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Recipient.


1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract: (a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal
employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue. (b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue. (c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) (49 CFR Part 26):

a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. A separate contract goal has not been established for this procurement.

b. The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as OATS, Inc. deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

c. The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor’s receipt of payment for that work from the OATS, Inc.

d. The contractor must promptly notify OATS, Inc., whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of
work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of OATS, Inc.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS: The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any OATS, Inc. requests which would cause OATS, Inc. to be in violation of the FTA terms and conditions.

GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT): This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows: The certification in this clause is a material representation of fact relied upon by OATS, Inc. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to OATS, Inc., the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

ENERGY CONSERVATION REQUIREMENTS: The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.


NONDISCRIMINATION ON THE BASIS OF DISABILITY: The Proposer agrees to comply with the following Federal prohibitions against discrimination on the basis of disability: (1) Federal laws, including: (a) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, which prohibits discrimination on the basis of disability in the administration of federally 42 FTA Master Agreement MA(21), 10-1-2014 funded programs or activities, (b) The Americans with

Integrated Resources, Inc. ______________________________________________________________________ agrees to all certifications, conditions and assurances listed above.

Signature: _______________________________________________________________________________ Date: 5/5/2024

Certification of Debarment, Suspension, Proposed Debarment and Other Responsibility Matters

Integrated Resources, Inc. __________________________________________________________________ certifies, and OATS, Inc. relies thereon in execution of this Agreement, that neither Integrated Resources, Inc. __________________________________________________________________ nor its Principals are presently debarred, suspended, proposed for debarment, or declared ineligible, or voluntarily excluded for the award of contracts by any Federal Governmental Agency or Department;

“Principals,” for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
Integrated Resources, Inc. shall provide immediate written notice to OATS, Inc., if at any time during the term of this contract, including any renewals hereof, Integrated Resources, Inc. learns that its certification was erroneous when made or has become erroneous by reason of changed circumstances.

Integrated Resources, Inc. certification is a material representation of fact upon which OATS, Inc. has relied in entering into this Agreement. Should OATS, Inc. determine, at any time during this Agreement, including any renewals hereof, that this certification is false, or should it become false due to changed circumstances, OATS, Inc. may terminate this Agreement.

Certified By: Integrated Resources, Inc.

(Company Name)

Signed: (Signature of Authorized Representative)

Dorothy

(Printed Name of Authorized Representative)

Title: Exec

Date: 3/4/24
ATTACHMENT E:
Contact Information

Date: ________________________________________________________________

Firm Name: Integrated Resources, Inc.

Contact Person: Dorothy

Address: ____________________________________________________________

Telephone: __________________________________________________________

E-Mail: _____________________________________________________________

Website: ____________________________________________________________

______________________________________________________________
Signature of Person Submitting Qualifications
ATTACHMENT F: Pricing Page

Fee structure for:
- Obtaining competitive quotes from qualified insurance carriers for duplication of existing coverage as outlined herein.
- Recommending to OATS a qualified insurance carrier based on quotes received.

<table>
<thead>
<tr>
<th></th>
<th>Fixed Fee Schedule</th>
<th>Commission Rate Schedule*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>Year 2</td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>Year 3</td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>Year 4</td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>Year 5</td>
<td>$</td>
<td>%</td>
</tr>
</tbody>
</table>

*If Broker is proposing to provide quotes for duplication of existing coverage at no charge, Broker is to clearly identify compensation schedule and source of income (i.e. commission rates).

In the event that OATS does not find it feasible to change carriers after review of the carrier proposals presented by the Broker, indicate any fees to be charged to OATS for work performed.

List any additional fees on an hourly or annual basis for services available, but not included in the proposal or in the fees noted above.

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>Fee (please state hourly or annual)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PAYMENT TERMS
OATS currently pays insurance as follows:
- Automobile Insurance – 20% downpayment by July 1, the remainder payable in monthly installments with no interest charged
- Workers Compensation Insurance – paid monthly based on actual payroll
- All other lines – paid in full by July

Please indicate if your markets would not agree to these terms.
ATTACHMENT G:  
Broker Qualifications Checklist

1. Business Classification (check or specify all that apply):
   □ Individual
   □ Partnership
   □ Corporation

2. Employer Identification Number: ____________________

3. Has the Broker been disqualified by any public agency from participation in public contracts?
   □ No   □ Yes

4. How long has the Broker been in business?
   Years in Business, ______
   ______ years experience brokering General Liability coverage
   ______ years experience brokering Commercial Automobile Liability Coverage
   ______ years experience brokering Directors & Officers Liability Coverage
   ______ years experience brokering Employment Practices Liability Coverage
   ______ years experience brokering Workers' Compensation Liability Coverage

5. Is the Broker, its affiliates or subsidiaries subject to any contract that may create a conflict of interest with and/or prohibits the Broker, its affiliates and/or subsidiaries from providing Contractor services to OATS?
   □ No   □ Yes - If yes, explain below:

6. Is the Broker licensed to do business in the state of Missouri?
   □ No   □ Yes

7. Is the Broker DBE-certified by the Missouri Department of Transportation?
   □ No   □ Yes, if yes, include proof of certification

Information about MoDOT’s DBE program can be found online at the link below, including a DBE Application Packet.  https://www.modot.org/dbe-program

If you answered no to the above, is your firm planning on filing an application to become DBE-certified by the Missouri Department of Transportation?

□ No   □ Yes
Provide at least 3 references by completing the form below for each one.

<table>
<thead>
<tr>
<th>Entity:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email of Contact:</strong>&lt;br&gt;<em>(preferred method of communication)</em></td>
<td></td>
</tr>
<tr>
<td>Telephone #:</td>
<td></td>
</tr>
<tr>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td><strong>Date &amp; Description of Services Provided:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entity:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email of Contact:</strong>&lt;br&gt;<em>(preferred method of communication)</em></td>
<td></td>
</tr>
<tr>
<td>Telephone #:</td>
<td></td>
</tr>
<tr>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td><strong>Date &amp; Description of Services Provided:</strong></td>
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<table>
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<th>Entity:</th>
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<tbody>
<tr>
<td><strong>Contact Name:</strong></td>
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</tr>
<tr>
<td><strong>Email of Contact:</strong>&lt;br&gt;<em>(preferred method of communication)</em></td>
<td></td>
</tr>
<tr>
<td>Telephone #:</td>
<td></td>
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<tr>
<td>Fax #:</td>
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<tr>
<td><strong>Date &amp; Description of Services Provided:</strong></td>
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</tbody>
</table>