

City of Cody City Council  
**Work Session**  
**Tuesday, April 28, 2026-5:30 PM**  
Meeting Place: City of Cody Council Chambers

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**Meeting Called to Order**

**Roll Call**

**Discussion/Informational Items**

- a. Committee/Board/Project Updates  
Staff Reference: Lee Ann Reiter
- b. Change Order No. 3 (Final Reconciliation), Pay Estimate No. 8 (Final Payment), and Final Acceptance of the Tree Streets Waterline Replacement Project — Phase 2  
Staff Reference: Phillip Bowman, Jake Moyer
- c. Bid 2026-02 for one (1) new Towable Air Compressor  
Staff Reference: Phillip Bowman, Kylie Hanson
- d. Task Order No.3 for Professional Services with Ardurra for the Pressure Reducing Valve Replacement Project  
Staff Reference: Phillip Bowman, Jake Moyer
- e. Auditorium Discussion  
Staff Reference: Tony Tolstedt
- f. NeoGov implementation of a Human Resources Information System (HRIS).  
Staff Reference: Tony Tolstedt

**Conduct of Business**

**Adjournment**

<b>Meeting Date:</b> April 28, 2026 <b>Department:</b> Public Works <b>Staff Reference:</b> Phillip Bowman, Jake Moyer
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## AGENDA ITEM SUMMARY REPORT

### Change Order No. 3 (Final Reconciliation), Pay Estimate No. 8 (Final Payment), and Final Acceptance of the Tree Streets Waterline Replacement Project — Phase 2

#### PROPOSED ACTION:

Informational Only — review and discuss Change Order No. 3 (Final Reconciliation), Pay Estimate No. 8 (Final Payment), and Final Acceptance of the Tree Streets Waterline Replacement Project — Phase 2

#### SUMMARY OF INFORMATION:

The Tree Streets Waterline Replacement Project — Phase 2 (Phase 2 Project) was awarded to Wilson Brothers Construction (WBC) with City Council approval on February 18, 2025, with a contract amount of \$1,651,384. Change Order No. 1 to the construction contract with WBC was approved by the City Council on September 16, 2025, in the amount of \$45,000, and Change No. 2 with WBC was approved by the City Council on January 6, 2026, in the amount of \$59,700.

With approval of Change Order No. 1 and Change Order No. 2, the total contract amount with WBC is currently \$1,756,084.

All work on the Phase 2 Project has been completed by WBC. As part of the final close out of the project, Change Order No. 3 has been prepared to finalize the payment of actual installed quantities on the project. Change Order No. 3 identifies a decrease of the previously approved total contract amount of \$46,242.14, and completes the construction contract with WBC. In addition, Pay Estimate No. 8 (Final Payment) identifies the final payment amount on the Phase 2 Project of \$117,309.28 (which includes payment of all retainage previously held on the project in the amount of \$83,817.50). If these items are approved, the final cost of the Phase 2 Project will close out at \$1,709,814.86 (an increase of \$58,430.86 (3.54%) above the original contract amount awarded).

Subject to discussion with the City Council and direction received, City Staff proposes to present Change Order No. 3, Pay Estimate No. 8, and Final Acceptance of the Phase 2 Project for approval at the City Council Regular Meeting on May 5, 2026.

#### FISCAL IMPACT:

The previous FY 2025 Budget and approved FY 2026 Budget include funding for all construction costs of the Phase 2 Project, with project funding from an ARPA Grant and the Water Enterprise Fund. With approval of these items, the final construction cost of the Phase 2 Project will be \$1,709,814.86, which is below the total contract amount approved with the original contract award, Change Order No. 1, and Change Order No. 2.

**ATTACHMENTS:**

1. WBC Change Order No. 3 (Final Reconciliation) - Tree Streets Phase 2
2. WBC Pay Application No. 8 (Final Payment) - Tree Streets Phase 2



OWNER: CITY OF CODY, WYOMING  
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 2  
 PAY ESTIMATE NO. 8 Final  
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.  
 PERIOD COVERED: 12/3/25 THRU 2/27/26  
 WORKING DAYS TO-DATE: N/A

4/9/2026  
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 JOB NO. 23029.00

ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
1	MOBILIZATION	LS	1	\$150,000.00	1.00	\$150,000.00
2	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
3	MAP BURIED UTILITY	EA	42	\$400.00	42	\$16,800.00
4	GENERAL STORM WATER PERMIT - CONSTRUCTION	LS	1	\$10,000.00	1	\$10,000.00
5	WHEEL OR SAW CUT ASPHALT	LF	72	\$5.00	72	\$360.00
6	WHEEL OR SAW CUT CONCRETE	LF	48	\$5.00	0	\$0.00
7	ASPHALT REMOVAL	SY	28	\$10.00	28	\$280.00
8	ALLEY APRON REMOVAL	SF	144	\$20.00	105	\$2,100.00
9	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPTH	SY	28	\$26.00	28	\$728.00
10	CRUSHED BASE, GRADING W - 6 INCH DEPTH	CY	61	\$70.00	17	\$1,190.00
11	PERMANENT SURFACING CRUSHED BASE, GRADING W - 4INCH DEPTH	CY	137	\$70.00	132	\$9,240.00
12	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	93	\$25.00	80	\$2,000.00
13	WASTE HAUL	CY	93	\$20.00	93	\$1,860.00
14	6" FIRE HYDRANT ASSEMBLY	EA	2	\$7,500.00	2	\$15,000.00
15	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	20	\$45.00	20	\$900.00
16	6" MJ EPOXY COATED GATE VALVE	EA	2	\$3,000.00	2	\$6,000.00
17	8-INCH AWWA C900 or C909 PVC CLASS 235, DR 18 PIPE	LF	1012	\$120.00	1045	\$125,400.00
18	8" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$1,200.00	1	\$1,200.00
19	8" DI MJ EPOXY COATED 45 DEGREE BEND	EA	0	\$0.00	0	\$0.00
20	8" MJ EPOXY COATED GATE VALVE	EA	1	\$4,500.00	1	\$4,500.00
21	8" x 6" MJ EPOXY COATED TEE	EA	2	\$1,600.00	1	\$1,600.00
22	8" x 6" DI MJ EPOXY COATED REDUCER	EA	1	\$1,000.00	1	\$1,000.00
23	8" DI MJ EPOXY COATED COUPLER	EA	1	\$1,300.00	0	\$0.00
24	THRUST BLOCK	EA	1	\$200.00	3	\$600.00
25	VALVE ANCHOR BLOCK	EA	3	\$200.00	3	\$600.00
26	3/4" SERVICE LINE RECONNECTION	EA	22	\$2,500.00	22	\$55,000.00
27	3/4" WATER SERVICE LINE	LF	228	\$25.00	191	\$4,775.00
28	1" SERVICE LINE RECONNECTION	EA	1	\$1,500.00	1	\$1,500.00
29	1" WATER SERVICE LINE	LF	12	\$28.00	5	\$140.00
30	TEMPORARY WATER SERVICE	EA	23	\$1,250.00	23	\$28,750.00
31	DISINFECT WATER LINE	LF	1012	\$2.00	1012	\$2,024.00
32	ALLEY APRON	SF	144	\$14.00	105	\$1,470.00
<b>BASE BID-SCHEDULE 1: BIRCH ALLEY TW</b>						<b>\$448,017.00</b>

OWNER: CITY OF CODY, WYOMING  
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 2  
 PAY ESTIMATE NO. 8 Final  
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.  
 PERIOD COVERED: 12/3/25 THRU 2/27/26  
 WORKING DAYS TO-DATE: N/A

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
32	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
33	MAP BURIED UTILITY	EA	35	\$400.00	35	\$14,000.00
34	WHEEL OR SAW CUT ASPHALT	LF	183	\$5.00	188	\$940.00
35	WHEEL OR SAW CUT CONCRETE	LF	48	\$5.00	0	\$0.00
36	ASPHALT REMOVAL	SY	78	\$10.00	78	\$780.00
37	ALLEY APRON REMOVAL	SF	144	\$20.00	322	\$6,440.00
38	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPTH	SY	78	\$26.00	78	\$2,028.00
39	CRUSHED BASE, GRADING W - 6 INCH DEPTH	CY	66	\$70.00	23	\$1,610.00
40	PERMANENT SURFACING CRUSHED BASE, GRADING W - 4INCH DEPTH	CY	132	\$70.00	60	\$4,200.00
41	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	90	\$25.00	70	\$1,750.00
42	WASTE HAUL	CY	90	\$20.00	90	\$1,800.00
43	6" FIRE HYDRANT ASSEMBLY	EA	2	\$7,500.00	2	\$15,000.00
44	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	27	\$45.00	23	\$1,035.00
45	6" MJ EPOXY COATED GATE VALVE	EA	2	\$3,000.00	2	\$6,000.00
46	8-INCH AWWA C900 or C909 PVC CLASS 235, DR 18 PIPE	LF	960	\$120.00	982	\$117,840.00
47	8" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$1,200.00	0	\$0.00
48	8" MJ EPOXY COATED GATE VALVE	EA	1	\$4,500.00	2	\$9,000.00
49	8" x 6" MJ EPOXY COATED TEE	EA	2	\$1,600.00	2	\$3,200.00
50	8" x 6" DI MJ EPOXY COATED REDUCER	EA	1	\$1,000.00	1	\$1,000.00
51	8" DI MJ EPOXY COATED COUPLER	EA	1	\$1,300.00	1	\$1,300.00
52	6" DI MJ EPOXY COATED COUPLER	EA	1	\$1,000.00	0	\$0.00
53	THRUST BLOCK	EA	1	\$200.00	4	\$800.00
54	VALVE ANCHOR BLOCK	EA	3	\$200.00	3	\$600.00
55	3/4" SERVICE LINE RECONNECTION	EA	20	\$2,500.00	20	\$50,000.00
56	3/4" WATER SERVICE LINE	LF	230	\$25.00	208	\$5,200.00
57	TEMPORARY WATER SERVICE	EA	20	\$1,250.00	20	\$25,000.00
58	DISINFECT WATER LINE	LF	960	\$2.00	982	\$1,964.00
59	ALLEY APRON	SF	144	\$14.00	322	\$4,508.00

**BASE BID-SCHEDULE 2: WILLOW ALLEY TW \$278,995.00**

OWNER: CITY OF CODY, WYOMING  
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 2  
 PAY ESTIMATE NO. 8 Final  
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.  
 PERIOD COVERED: 12/3/25 THRU 2/27/26  
 WORKING DAYS TO-DATE: N/A

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
60	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
61	MAP BURIED UTILITY	EA	62	\$400.00	62	\$24,800.00
62	WHEEL OR SAW CUT ASPHALT	LF	102	\$5.00	94	\$470.00
63	WHEEL OR SAW CUT CONCRETE	LF	32	\$5.00	0	\$0.00
64	ASPHALT REMOVAL	SY	38	\$10.00	38	\$380.00
65	ALLEY APRON REMOVAL	SF	96	\$20.00	115	\$2,300.00
66	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPTH	SY	38	\$26.00	38	\$988.00
67	CRUSHED BASE, GRADING W - 6 INCH DEPTH	CY	60	\$70.00	10	\$700.00
68	PERMANENT SURFACING CRUSHED BASE, GRADING W - 4INCH DEPTH	CY	151	\$70.00	144	\$10,080.00
69	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	67	\$25.00	50	\$1,250.00
70	WASTE HAUL	CY	67	\$20.00	67	\$1,340.00
71	6" FIRE HYDRANT ASSEMBLY	EA	1	\$7,500.00	1	\$7,500.00
72	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	8	\$45.00	10	\$450.00
73	6" MJ EPOXY COATED GATE VALVE	EA	1	\$3,000.00	1	\$3,000.00
74	10-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	1070	\$145.00	1070	\$155,150.00
75	10" DI MJ EPOXY COATED 11.25 DEGREE BEND	EA	1	\$2,000.00	0	\$0.00
76	10" MJ EPOXY COATED GATE VALVE	EA	1	\$8,000.00	1	\$8,000.00
77	10" x 6" MJ EPOXY COATED TEE	EA	1	\$2,200.00	1	\$2,200.00
78	10" DI MJ EPOXY COATED COUPLER	EA	1	\$2,000.00	4	\$8,000.00
79	THRUST BLOCK	EA	2	\$200.00	2	\$400.00
80	VALVE ANCHOR BLOCK	EA	2	\$200.00	2	\$400.00
81	3/4" SERVICE LINE RECONNECTION	EA	16	\$2,500.00	16	\$40,000.00
82	3/4" WATER SERVICE LINE	LF	172	\$25.00	168	\$4,200.00
83	TEMPORARY WATER SERVICE	EA	16	\$1,250.00	16	\$20,000.00
84	DISINFECT WATER LINE	LF	1070	\$2.00	1080	\$2,160.00
85	ALLEY APRON	SF	96	\$14.00	115	\$1,610.00

**BASE BID-SCHEDULE 3: MEADOW LANE ALLEY \$298,378.00**

OWNER: CITY OF CODY, WYOMING  
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 2  
 PAY ESTIMATE NO. 8 Final  
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.  
 PERIOD COVERED: 12/3/25 THRU 2/27/26  
 WORKING DAYS TO-DATE: N/A

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
86	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
87	MAP BURIED UTILITY	EA	68	\$400.00	56	\$22,400.00
88	WHEEL OR SAW CUT ASPHALT	LF	32	\$5.00	32	\$160.00
89	WHEEL OR SAW CUT CONCRETE	LF	16	\$5.00	16	\$80.00
90	ASPHALT REMOVAL	SY	13	\$10.00	13	\$130.00
91	ALLEY APRON REMOVAL	SF	48	\$20.00	162	\$3,240.00
92	PERMANENT SURFACING ASPHALT PAVEMENT - 3 INCH DEPTH	SY	13	\$26.00	0	\$0.00
93	CRUSHED BASE, GRADING W - 6 INCH DEPTH	CY	80	\$70.00	60	\$4,200.00
94	PERMANENT SURFACING CRUSHED BASE, GRADING W - 4INCH DEPTH	CY	206	\$70.00	200	\$14,000.00
95	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	142	\$25.00	100	\$2,500.00
96	WASTE HAUL	CY	142	\$20.00	142	\$2,840.00
97	6" FIRE HYDRANT ASSEMBLY	EA	1	\$7,500.00	1	\$7,500.00
98	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	7	\$45.00	8	\$360.00
99	6" MJ EPOXY COATED GATE VALVE	EA	1	\$3,000.00	1	\$3,000.00
100	8-INCH AWWA C900 or C909 PVC CLASS 235, DR 18 PIPE	LF	1408	\$120.00	1408	\$168,960.00
101	8" DI MJ EPOXY COATED 45 DEGREE BEND	EA	2	\$1,200.00	2	\$2,400.00
102	8" MJ EPOXY COATED GATE VALVE	EA	2	\$4,500.00	2	\$9,000.00
103	8" MJ EPOXY COATED TEE	EA	1	\$2,000.00	1	\$2,000.00
104	8" x 6" MJ EPOXY COATED TEE	EA	1	\$1,600.00	1	\$1,600.00
105	8" x 6" DI MJ EPOXY COATED REDUCER	EA	1	\$1,000.00	1	\$1,000.00
106	8" DI MJ EPOXY COATED COUPLER	EA	2	\$1,300.00	0	\$0.00
107	THRUST BLOCK	EA	4	\$200.00	5	\$1,000.00
108	VALVE ANCHOR BLOCK	EA	1	\$200.00	2	\$400.00
109	3/4" SERVICE LINE RECONNECTION	EA	30	\$2,500.00	30	\$75,000.00
110	3/4" WATER SERVICE LINE	LF	364	\$25.00	325	\$8,125.00
111	TEMPORARY WATER SERVICE	EA	30	\$1,250.00	35	\$43,750.00
112	DISINFECT WATER LINE	LF	1408	\$2.00	1420	\$2,840.00
113	ALLEY APRON	SF	48	\$14.00	162	\$2,268.00

**ALTERNATE BID 1-SCHEDULE 4: MEADOW LANE COURT ALLEY \$381,753.00**

OWNER: CITY OF CODY, WYOMING  
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 2  
 PAY ESTIMATE NO. 8 Final  
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.  
 PERIOD COVERED: 12/3/25 THRU 2/27/26  
 WORKING DAYS TO-DATE: N/A

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
114	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
115	MAP BURIED UTILITY	EA	7	\$400.00	7	\$2,800.00
116	CRUSHED BASE, GRADING W - 6 INCH DEPTH	CY	25	\$70.00	25	\$1,750.00
117	PERMANENT SURFACING CRUSHED BASE, GRADING W - 4INCH DEPTH	CY	33	\$70.00	24	\$1,680.00
118	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	16	\$25.00	10	\$250.00
119	WASTE HAUL	CY	16	\$20.00	16	\$320.00
120	6" FIRE HYDRANT ASSEMBLY	EA	1	\$7,500.00	1	\$7,500.00
121	6-INCH AWWA C900 PVC CLASS 235, DR 18 PIPE	LF	11	\$45.00	12	\$540.00
122	6" MJ EPOXY COATED GATE VALVE	EA	1	\$3,000.00	1	\$3,000.00
123	8-INCH AWWA C900 or C909 PVC CLASS 235, DR 18 PIPE	LF	223	\$120.00	223	\$26,760.00
124	8" DI MJ EPOXY COATED 45 DEGREE BEND	EA	2	\$1,200.00	2	\$2,400.00
125	8" MJ EPOXY COATED GATE VALVE	EA	1	\$4,500.00	1	\$4,500.00
126	8" x 6" MJ EPOXY COATED TEE	EA	1	\$1,600.00	1	\$1,600.00
127	8" x 6" DI MJ EPOXY COATED REDUCER	EA	1	\$1,000.00	1	\$1,000.00
128	6" DI MJ EPOXY COATED COUPLER	EA	1	\$1,000.00	0	\$0.00
129	THRUST BLOCK	EA	2	\$200.00	1	\$200.00
130	VALVE ANCHOR BLOCK	EA	2	\$200.00	2	\$400.00
131	3/4" SERVICE LINE RECONNECTION	EA	3	\$2,500.00	3	\$7,500.00
132	3/4" WATER SERVICE LINE	LF	40	\$25.00	32	\$800.00
133	TEMPORARY WATER SERVICE	EA	3	\$1,250.00	3	\$3,750.00
134	DISINFECT WATER LINE	LF	223	\$2.00	223	\$446.00

**ALTERNATE BID 1-SCHEDULE 5: MEADOW LANE COURT STUB \$70,196.00**

OWNER: CITY OF CODY, WYOMING  
 PROJECT: TREE STREETS WATERLINE REPLACEMENT - PHASE 2  
 PAY ESTIMATE NO. 8 Final  
 CONTRACTOR: WILSON BROTHERS CONSTRUCTION, INC.  
 PERIOD COVERED: 12/3/25 THRU 2/27/26  
 WORKING DAYS TO-DATE: N/A

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ITEM NO.	DESCRIPTION	UNITS	EST. QTYS.	UNIT PRICE	QTYS. TO DATE	TOTAL
1A	TRAFFIC CONTROL	LS	1	\$3,000.00	1	\$3,000.00
2A	MAP BURIED UTILITY	EA	56	\$400.00	56	\$22,400.00
3A	WHEEL OR SAW CUT ASPHALT	LF	30	\$5.00	0	\$0.00
4A	WHEEL OR SAW CUT CONCRETE	LF	16	\$5.00	0	\$0.00
5A	ASPHALT REMOVAL	SY	11	\$10.00	0	\$0.00
6A	ALLEY APRON REMOVAL	SF	48	\$20.00	0	\$0.00
7A	CRUSHED BASE, GRADING W - 6 INCH DEPTH	CY	20	\$70.00	18	\$1,260.00
8A	IMPORT 3" MINUS PIT RUN (OWNER SUPPLIED)	CY	57	\$25.00	0	\$0.00
9A	WASTE HAUL	CY	57	\$20.00	0	\$0.00
10A	6-INCH AWWA C906 HDPE DR 11 LF PIPE	LF	937	\$105.00	985	\$103,425.00
11A	6" MJ GATE VALVE	EA	1	\$3,000.00	1	\$3,000.00
12A	6" DI MJ EPOXY COATED 22.5 DEGREE BEND	EA	1	\$750.00	1	\$750.00
13A	6" DI MJ EPOXY COATED COUPLER	EA	1	\$1,000.00	2	\$2,000.00
14A	THRUST BLOCK	EA	1	\$200.00	1	\$200.00
15A	VALVE ANCHOR BLOCK	EA	1	\$200.00	1	\$200.00
16A	RAW WATER SERVICE LINE RECONNECTION	EA	19	\$1,750.00	22	\$38,500.00
17A	ALLEY APRON	SF	48	\$14.00	0	\$0.00
<b>ALTERNATE BID 2-SCHEDULE 6: BIRCH ALLEY RAW WATER</b>						<b>\$174,735.00</b>



<b>Meeting Date:</b> April 28, 2026 <b>Department:</b> Public Works <b>Staff Reference:</b> Phillip Bowman, Kylie Hanson
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**AGENDA ITEM SUMMARY REPORT**  
**Bid 2026-02 for one (1) new Towable Air Compressor**

**PROPOSED ACTION:**

Informational only — review and discussion of Bid 2026-02 for one (1) new Towable Air Compressor.

**SUMMARY OF INFORMATION:**

A request was made in the FY2026 Budget for the purchase of a new towable air compressor to be utilized by the Grounds Maintenance, Water, and Wastewater Divisions.

Bids were opened on April 16. Two bidders submitted the following bids:

Interstate Power Systems submitted one bid for an Atlas Copco X-AIR 185-100 towable air compressor in the amount of \$32,037.55. This bid included optional pricing for additional attachments including a Jack Hammer Hose at \$203.85, an Air Spade at \$2,493.13, and a Heat Lance at \$3,526.32. The total bid with each of the additional attachments is \$38,260.85.

RDO Equipment Company submitted one bid for an ANA Airman PDS185EZ towable air compressor in the amount of \$29,745. This bid included optional pricing for additional attachments including a Jack Hammer Hose at \$275, an Air Spade at \$2,453, and a Heat Lance at \$4,099. The total bid with each of the additional attachments is \$36,572.

Subject to discussion with the City Council and direction received, City Staff proposes to award Bid 2026-02 to RDO Equipment Company for the purchase of an ANA Airman PDS185EZ with the Jack Hammer Hose, AirSpade, and Heat Lance attachments in the amount of \$36,572.00 with approval to be requested at the City Council Regular Meeting on May 5, 2026.

**FISCAL IMPACT:**

The purchase of this equipment is funded in the approved FY2026 Budget in the amount of \$50,000.

**ATTACHMENTS:**

None

<b>Meeting Date:</b> April 28, 2026 <b>Department:</b> Public Works <b>Staff Reference:</b> Phillip Bowman, Jake Moyer
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## **AGENDA ITEM SUMMARY REPORT**

### **Task Order No.3 for Professional Services with Ardurra for the Pressure Reducing Valve Replacement Project**

#### **PROPOSED ACTION:**

Informational Only — review and discuss Task Order No.3 for Professional Services with Ardurra for the Pressure Reducing Valve Replacement Project

#### **SUMMARY OF INFORMATION:**

The Pressure Reducing Valve Replacement and Upgrade Project (Project) was identified in the 2021 Water Master Plan as the number two (#2) priority project for capital improvement investment, and will replace and/or upgrade up to six (6) Pressure Reducing Valves (PRVs) at various locations throughout the City’s treated water distribution system. The PRVs identified for the project are at the end of their design life (generally 30 years old or more), have poor access and/or deteriorated underground vault conditions, and are located at critical locations within the water distribution system.

Ardurra's scope of work for this project includes design and construction support for the replacement of up to six PRV stations within the City of Cody potable water system. Ardurra’s involvement with the Project will be conducted in three phases. Previous phases, phase 1 and 2, included site evaluations, hydraulic modeling, design documents, topographic survey, permitting, and bidding support. Phase 3 includes construction support and project closeout per attached scope of work. All work associated with Phase 3 is anticipated to be completed in calendar year 2026.

Subject to discussion with the City Council and direction received, City Staff proposes to present Task Order No. 3 for approval at the City Council Regular Meeting on May 5, 2026.

#### **FISCAL IMPACT:**

The approved FY 2026 Budget and proposed FY 2027 Budget include a total funding amount of \$2,300,000 for the design and construction of the project, and is made up of \$2,000,000 through a Drinking Water State Revolving Fund Loan and \$300,000 from the Water Enterprise Fund.

The award of the construction contract for this Project to Great Basin Development and Construction (GBDC) was approved by the City Council on April 21, 2025, in the amount of \$1,772,916. With approval of Task Order 3 in the amount of \$192,205, the total amount under contract with Ardurra will be \$401,118. The combination of GBDC's construction contract cost (\$1,772,916) and Ardurra's engineering contract cost (\$401,118) will bring the total Project cost to \$2,174,034, and is below the available Project funding of \$2,300,000.

#### **ATTACHMENTS:**

1. Ardurra Task Order No 3 - PRV Replacement Project





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## TASK ORDER

In accordance with the MASTER SERVICE AGREEMENT by and between **Ardurra Group, Inc.** and City of Cody (“Owner”) dated February 4<sup>th</sup>, 2025 (“Agreement”), the parties agree as follows:

### Specific Project Data

- A. Contract Number: 250005
- B. Task Order Number: Task Order #3
- C. Project Name: City of Cody PRV Upgrade & Replacement Project – Phase 3
- D. Description: See attached Phase 3 Scope of Work
- E. Owner (if applicable): City of Cody

Date of Task Order: March 27, 2026

1. Services

**See attached Scope of Work.**

2. Times for Rendering Services

**April 21, 2026 – December 31, 2026 (Estimated)**

3. Basis for Payment

A. Owner will pay Ardurra for Services as follows:

Hourly Rates Plus Reimbursable Expenses (Time & Expense)

- 1. An amount equal to the cumulative hours charged to the Project by each class of Ardurra’s employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services and Ardurra’s consultants’ charges; multiplied by;
- 2. Consultant’s Standard Hourly Rates included in Appendix A of the Agreement; plus
- 3. Reimbursement for the following expenses: None

The total compensation for Services and reimbursable expenses is estimated to be \$192,205.00.

4. Special Terms and Conditions (if any)

**Approval and Acceptance:** Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this Task Order as part of the Agreement. The clauses contained in the Agreement are incorporated by reference and remain in full force and are applicable with this Task Order.



**IN WITNESS WHEREOF**, the parties voluntarily and knowingly execute and agree to bind the parties to the terms of this Task Order.

**Consultant: Ardurra Group, Inc.**

**OWNER: City of Cody**

\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Dave Jacobs  
Name  
  
\_\_\_\_\_  
RMR Water Market Director  
Title

\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Name  
  
\_\_\_\_\_  
Title

## SCOPE OF WORK

### CITY OF CODY PRV REPLACEMENT & UPGRADE PROJECT – PHASE 3

#### PROJECT UNDERSTANDING

The City of Cody PRV Replacement & Upgrade Project (Project) includes design and construction support for replacement of up to six (6) PRV stations within the City of Cody (City) potable water system. Ardurra's (Consultant) involvement with the Project will be conducted in three phases. Phase 3 includes construction support and project closeout. Consultant's efforts for Phase 3 are detailed in Task 1 through Task 3 to follow, along with assumptions, deliverables, and City input required for successful completion of the phase. Any work items not explicitly stated in this scope of work are excluded.

#### PHASE 3 PROJECT SCHEDULE

It is anticipated that this task order will be approved at the April 21<sup>st</sup>, 2026 council meeting, and all work associated with Phase 3 will be completed in 2026.

#### PHASE 3 TASKS:

##### Task 1/Task 2: Construction Support

###### A. Task Goals:

- a. Prompt and responsive communication between all parties to maintain construction momentum and avoid delays.
- b. Communicate early and openly about issues impacting the budget, schedule, and scope.
- c. Proper oversight to ensure the constructed product is compliant with the approved plans, specifications, and SRF requirements.

###### B. Consultant Scope:

- a. Receive and review all submittals from the Contractor and either approve or request revisions until the submittal contains sufficient information and accuracy for approval. Consultant will maintain a submittal log.
- b. Schedule and conduct pre-construction meeting with City, Contractor, and WWDO. Consultant will prepare and distribute agendas prior to the meeting.
- c. Review and process Requests for Information (RFIs) and change orders and maintain a change log.
- d. Provide and route Notice of Award, Notice to Proceed, and Agreement for signatures.
- e. Conduct Davis-Bacon Wage compliance interviews and certified payroll review.
- f. Coordinate with WWDO and City to complete the SRF checklist.
- g. Provide a Resident Project Representative (RPR) to monitor and document construction activities, conformance with schedules, plans and specifications; review and document construction quantities; assess traffic control devices; document significant conversations, situations, events or changed conditions; document input or visits from local authorities and officials; attend weekly construction meetings; prepare and submit daily inspection reports. RPR will coordinate with Contractor to be present for the following construction activities:
  - i. Photo document pre-construction conditions throughout the entirety of each project site.
  - ii. Attend weekly construction meetings.



- iii. Thrust and restraint block installation.
  - iv. Water line modifications, installation, bedding, and backfill.
  - v. Conduit installation, bedding, and backfill.
  - vi. Placement of PRV vaults and internal piping components.
  - vii. Provide technical clarification of electrical and instrumentation design intent during construction.
  - viii. Coordinate with the City and Contractor regarding installation of the PRV control panel and associated instrumentation required to integrate the PRV site with the City's central control facility.
  - ix. Provide limited support during system startup to assist the City and Contractor in verifying proper installation and functionality of electrical and instrumentation components.
  - x. Base course inspection prior to paving.
  - xi. Concrete form checks for valley gutter, control panel pads, and curb and gutter.
  - xii. Asphalt paving.
  - xiii. Site cleanup.
  - h. Review materials testing reports and flag any deficiencies.
  - i. Review pay applications from Contractor. Work with Contractor until pay application is correct in terms of unit prices and installed quantities. Forward pay application to City for final review and payment.
  - j. Coordinate internally with Consultant staff and allocate resources as needed.
  - k. Submit monthly progress reports and monthly invoices to City project manager.
- C. Consultant Deliverables:
- a. Notice of Award, Notice to Proceed, Agreement
  - b. Pre-construction meeting agenda.
  - c. Inspection reports, wage rate interviews, testing reports, submittal log, change log (as requested).
  - d. Reviewed contractor application for payment.
  - e. Monthly progress reports and invoices.
- D. City Scope:
- a. Attend and participate in the pre-construction meeting and weekly construction meetings.
  - b. Provide input on submittals and RFIs as needed.
  - c. Review Consultant and Contractor pay requests and provide comments and revisions as necessary.
- E. Assumptions:
- a. All documents will be submitted electronically between City, Consultant, and Contractor.
  - b. Consultant's time for submittal reviews beyond the second review will be tracked and billed separately per Standard General Condition 7.16.D.2.
  - c. City will obtain proper permitting for utilities in WYDOT ROW.
  - d. Weekly construction meeting will be led by Contractor.
  - e. Construction surveying, materials testing, and utility potholing is to be provided by Contractor.
  - f. On-site RPR use is directly linked to Contractor's working time and efficiency. It is assumed that an RPR will be utilized on-site for a total of 20 non-continuous hours per week from May until



- mid-October. Additional time will be tracked and billed on a time and expense basis. Consultant will rely upon Contractor to communicate an accurate schedule and timing of critical work.
- g. Contractor and/or City will be responsible for dispersing construction and water shut off notices.
  - h. Electrical and instrumentation construction observation will be performed by the RPR during routine site visits.
  - i. Dedicated field commissioning services for instrumentation, PLC programming, or SCADA configuration are not included.
  - j. Integration with the central control facility will be coordinated with City staff or the City's SCADA integrator.
  - k. Consultant's SCADA designer attendance at startup will occur only upon request by the City as an additional service.
  - l. Preparation of a SWPPP and traffic control plan is the responsibility of Contractor.
  - m. Site safety and compliance, environmental requirements, and any other regulatory requirements are the responsibility of Contractor. RPR will document and bring to Contractor's attention any non-compliance which they are aware of.
  - n. No more than eight (8) Ardurra invoices and progress reports will require preparation for Phase 3.
  - o. No more than eight (8) contractor invoices will require review for Phase 3.
  - p. Wage interviews will be conducted while RPR is on-site for other inspection items. Additional trips or efforts will not be made to seek out Contractor staff under separate classifications.
  - q. No reimbursable expenses are anticipated due to the project's proximity to the Consultant's office. If unforeseen reimbursable costs arise, they will be pre-approved by the City prior to incurring the expense.

### Task 3: Closeout

#### A. Task Goals:

- a. Ensure that all contractual, regulatory, and funding-agency closeout requirements are completed accurately, efficiently, and in compliance with WWDO/SRF/WDEQ standards.
- b. Deliver a complete, well-documented closeout package that confirms the project was built according to the approved plans, specifications, and permit conditions, or note any deviations.

#### B. Consultant Scope:

- a. Conduct in-person walkthrough for substantial completion with City and Contractor and develop a punch list.
- b. Issue certificate of substantial completion to Contractor.
- c. Coordinate, complete, and submit certificate of completion as required by the WDEQ.
- d. Coordinate with Contractor on City's behalf to obtain lien releases from subcontractors and Prime Contractor in preparation for final payment.
- e. Prepare and submit 41-day notice of final settlement advertisement for outstanding payments. City will pay advertising fees.
- f. Issue final completion certificate following confirmation of punch list completion in a final walkthrough.



- g. Prepare and transmit electronic (PDF) as-built drawing files, inspection reports, materials testing reports, and punch list resolutions to City.
- C. Consultant Deliverables:
  - a. Certificate of substantial completion and punch list.
  - b. Certificate of final completion.
  - c. As-built record package containing as-built drawings, inspection reports, materials testing reports, and punch list resolution as electronic PDF files.
- D. City Scope:
  - a. Attend and participate in substantial completion and final completion walkthrough.
- E. Assumptions:
  - a. City will pay advertising fees.
  - b. As-built drawings will be completed based on the combination of RPR's record keeping of layout changes and Contractor's as-built drawings.
  - c. City will complete the one-year warranty inspection independently.

**ESTIMATED PHASE 3 DESIGN FEE:**

All time will be billed on a time and expense basis in amounts not to exceed the following for each Task:

Task 1	Construction Support (Civil)	\$150,630.00
Task 2	Construction Support (I&C)	\$24,000.00
Task 3	Closeout	\$17,575.00
<b>Total Phase 3 Engineering Fee</b>		<b>\$192,205.00</b>



**REDEVELOPMENT ROADMAP**

# CODY AUDITORIUM

11240 BECK AVENUE  
CODY, WYOMING

4/09/2026



Maximum Occupancy  
999 - Standing (3 Exits)  
842 - Chairs Only (3 Exits)  
393 - Tables & Chairs



## INTRODUCTION

The City of Cody has undertaken an evaluation of the Cody Auditorium in support of a potential sixth-penny sales tax initiative. The intent of this report is to provide a reasonable cost estimate for improvements that ensure the facility remains a safe, functional and productive community asset for future generations.

As one of the community's primary gathering spaces, the Auditorium hosts local events, school functions, civic meetings and cultural programming. However, like many older public facilities, it requires targeted investments to address aging systems, accessibility challenges, outdated bathrooms, and other limitations.

Based on this analysis, the City is now at a decision point. The question is not whether improvements are needed, but how to prioritize investments to address essential needs while exercising fiscal discipline. This memorandum is intended to support that decision by identifying a focused scope of work and a project budget that emphasizes critical building systems, maintains long-term functionality, and aligns with the City's commitment to responsible stewardship of public resources.



## APPROACH AND METHODOLOGY

The analysis and cost estimates are organized around a **Priority Framework** that emphasizes essential building systems and accessibility improvements needed to sustain safe, functional, and code-compliant use of the Cody Auditorium, followed by non-essential upgrades, including enhancements that support greater usability.

The framework includes:

- Critical issues
- Building systems and functionality
- Activation and usability

This approach allows the City to focus near-term investment on critical needs while maintaining flexibility to incorporate additional aesthetic improvements in future phases as funding allows.



The information presented in this document is based on a visual assessment of the Cody Auditorium that was used to develop planning-level, order-of-magnitude cost estimates. The project team conducted a walkthrough of the facility to evaluate existing conditions, identify visible deficiencies, and assess the functionality of key building systems, including mechanical, electrical, structural, and accessibility components. These observations were supplemented by professional judgment and experience with similar facilities to identify likely areas of investment required to support continued use and expanded functionality.

Individual line items were established using industry benchmarks, recent project experience, and current construction cost data, with allowances for design, engineering, and contingency appropriate for a building of this age and type. As these estimates are preliminary, they are intended to inform decision-making at a policy level and should not serve as final construction budgets. The City will need to refine these estimates as the project advances into design.

In addition, WWC Engineering is conducting a separate environmental analysis to determine the extent of existing environmental conditions and any required abatement measures. This analysis will be documented in a more detailed, standalone report and will provide guidance related to this effort. Additional funding through the Wyoming Department of Environmental Quality (DEQ) may be available to cover associated costs.

## PRIORITY FRAMEWORK

### Tier 1 – Critical Life Safety and Code Compliance: \$4.4 Million

Tier 1 improvements represent the core investments required to maintain the Cody Auditorium as a safe, functional, and code-compliant public facility. These items are generally considered non-negotiable, and the investment will be carried forward through future phases.

Key components of this tier include:

- Restroom facilities
- ADA requirements
- Electrical upgrades
- Structural improvements
- Environmental conditions



Expansion of restroom facilities to meet occupancy and ADA requirements, as well as comprehensive accessibility improvements to ensure

the building can be used by all members of the community. If the basement level is to remain part of the facility's program, the addition of vertical access will likely be required. Electrical upgrades are also necessary to address aging infrastructure, improve safety, and provide adequate capacity to support ongoing use. Structural improvements are included to address any deficiencies and ensure the long-term stability of the building. In addition, environmental remediation may be required based on further analysis, which can trigger related work as building systems and finishes are exposed.

Within this framework, up to \$700,000 is identified for potential environmental remediation pending the findings from the WWC investigation. If state grant funding is secured to cover these costs, those funds could instead be redirected to cover additional Tier 3 improvements, allowing for greater aesthetic upgrades.

Collectively, these investments are estimated to be approximately \$4.4 million and represent the minimum level of funding required to keep the facility operational and compliant. As such, Tier 1 forms the foundation of any viable improvement strategy and should be prioritized before all other enhancements.

**PRIORITY FRAMEWORK****Tier 2 – Building Systems and Functional Reliability: \$2.3 million**

Tier 2 improvements focus on maintaining reliable building performance and ensuring the facility can comfortably and effectively support ongoing use. While not strictly required for basic code compliance, these investments address aging systems and functional limitations that, if left unaddressed, could impact the building's usability, operating efficiency, and long-term maintenance costs. In this sense, Tier 2 represents a prudent level of reinvestment to protect the City's asset and avoid more costly repairs or disruptions in the future.

Key components of this tier include:

- HVAC systems
- Kitchen improvements
- Lobby circulation

Targeted upgrades to the HVAC system to improve heating, cooling, and overall occupant comfort during events. While a full system replacement is not assumed at this level, meaningful improvements are necessary to ensure consistent performance. Additional investments include functional upgrades to the kitchen to support basic event-related food service, as well as improvements to the lobby and circulation areas where needed to address flow, accessibility, and code-related requirements tied to other improvements. Collectively, these elements enhance the building's reliability and day-to-day functionality without introducing significant expansion or programmatic changes.

Tier 2 improvements are estimated to be roughly \$2.3 million. While these items are secondary to life safety and code compliance, they represent a practical investment in the building's continued usability and should be strongly considered as part of a balanced and forward-looking improvement strategy.



**PRIORITY FRAMEWORK****Tier 3 - Program Activation and Usability Enhancements: \$700,000**

Tier 3 improvements focus on enhancing how the facility is used by supporting additional programming, improving flexibility, and maximizing the use of existing space. While these investments are not required to keep the building operational, they provide added value by allowing the Auditorium to accommodate a broader range of events and community activities. As such, these elements are appropriately treated as optional and may be implemented as funding allows.

The primary component of this tier is the activation of the basement level, estimated at approximately \$700,000, to support breakout rooms, small meetings, and event support functions. Improvements would include basic finishes, lighting, and the electrical and data infrastructure necessary to support modern audio-visual needs. These upgrades would allow the facility to function more effectively for multi-purpose events and smaller gatherings, increasing overall flexibility without significantly expanding the building's footprint or operational complexity.



## PRIORITY FRAMEWORK

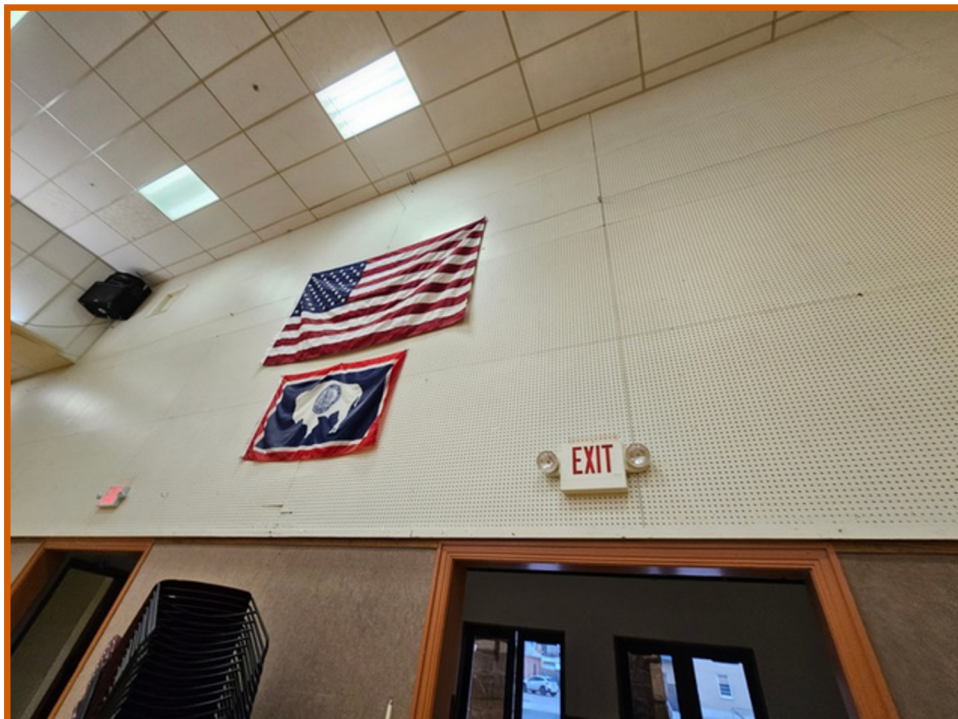
### Design and Engineering: \$1.2 million (~15%)

Design and engineering costs include architectural and engineering services necessary to advance the project from concept through construction. This includes design development, preparation of construction documents, permitting, and coordination across all major building systems, including structural, mechanical, electrical, and accessibility improvements. These services are essential to ensure the project is properly scoped, code-compliant, and constructible, and to reduce the risk of costly changes during construction.

### Contingency: \$1.2 million (~15%)

The contingency represents a planning-level allowance to address unknown conditions and cost variability associated with renovation of an older facility. Given the age and complexity of the Cody Auditorium, additional conditions may be identified during design or construction, particularly related to structural elements, building systems, and previously concealed conditions. Maintaining a contingency at this level allows the City to manage these risks within the project budget and reduces the likelihood additional funding requests.

The contingency also provides an allowance for potential cost escalation over time. Given that construction may not begin until 2027 or later, including this consideration is a prudent step to account for market variability and inflation.



## BUDGET ESTIMATE

The recommended budget is intentionally conservative with respect to critical life safety and code compliance improvements, while applying discipline to non-essential elements to ensure the project remains within the City's \$10 million target.

Category	Item	Estimated Cost
<b>Tier 1 – Critical Life Safety &amp; Code Compliance</b>		
	Restroom Expansion (ADA & occupancy)	\$1,200,000
	ADA Accessibility Improvements (incl. vertical access)	\$800,000
	Electrical Upgrades	\$700,000
	Structural Stabilization	\$1,000,000
	Environmental Remediation (allowance)	\$700,000
	<b>Tier 1 Subtotal</b>	<b>\$4,400,000</b>
<b>Tier 2 – Building Systems &amp; Functional Reliability</b>		
	HVAC System Upgrades (targeted)	\$1,500,000
	Kitchen Improvements (functional scope)	\$400,000
	Lobby & Circulation Improvements	\$400,000
	<b>Tier 2 Subtotal</b>	<b>\$2,300,000</b>
<b>Tier 3 – Program Activation &amp; Usability</b>		
	Basement Activation (limited buildout)	\$700,000
	<b>Tier 3 Subtotal</b>	<b>\$700,000</b>
	<b>Design and Engineering</b>	<b>\$1,200,000</b>
	<b>Contingency</b>	<b>\$1,200,000</b>
	<b>Total Estimated Project Budget</b>	<b>\$9,800,000</b>

<b>Meeting Date:</b> April 28, 2026 <b>Department:</b> Administrative Services <b>Staff Reference:</b> Tony Tolstedt
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## **AGENDA ITEM SUMMARY REPORT**

### **NeoGov implementation of a Human Resources Information System (HRIS).**

#### **PROPOSED ACTION:**

Consider approval of an agreement with NeoGov for the purchase, implementation, and subscription of an HRIS platform, and authorize the Mayor to execute all related documents, contingent upon review by the City Attorney.

#### **SUMMARY OF INFORMATION:**

City staff has identified the need for a comprehensive Human Resources Information System (HRIS) to modernize and streamline personnel management functions. The City's current processes for human resources, including recruitment, onboarding, employee records management, performance evaluations, time-keeping and compliance tracking, are largely manual or distributed across multiple systems, resulting in inefficiencies and increased administrative time.

The proposed agreement with NeoGov would provide an integrated, cloud-based HRIS platform designed specifically for public sector organizations. The system includes modules for timekeeping, applicant tracking, onboarding, employee data management, performance evaluation, payroll, benefits administration, and reporting. Implementation of this system is expected to improve operational efficiency, enhance recordkeeping accuracy, support compliance with state and federal regulations, and provide improved transparency and access to information for both staff and management. In addition, the system will centralize HR functions, reduce duplicate data entry, and provide tools for better workforce planning and decision-making.

Staff recommends approval of the agreement as a necessary step toward modernizing internal operations and improving service delivery across departments.

#### **FISCAL IMPACT:**

This item has received approval for purchase from Council through a budget amendment. The proposed agreement with NeoGov includes a three-year cost structure for implementation and ongoing subscription services. Year 1 total cost is \$42,054.72. Year 2 total cost is \$51,134.50. Year 3 total cost is \$62,882. Total cost of \$156,077.54. Funding for this system will be budgeted from the technology replacement fund and general fund. Ongoing annual costs will be incorporated into future budget cycles as part of standard operational expenses.

#### **ATTACHMENTS:**

1. Cody, City of WY - updated pro rate 6.1.26



THIS IS NOT AN INVOICE

**Contract Records** **Order Details**

<b>Account Number:</b> A-641909	<b>Order #:</b> Q-470459
<b>Customer:</b> Cody, City of (WY)	<b>Valid Until:</b> 6/1/2026
<b>Effective Employee Count:</b> 139	
<b>Sales Rep:</b> Wesley Taylor	

**Customer Contact**

<b>Billing Contact:</b> Cody, City of (WY)	<b>Shipping Contact :</b> Cody, City of (WY) Anthony Tolstedt
<b>Billing Address:</b> PO Box 2200 Cody, WY 82414-2200	<b>Shipping Address:</b> PO Box 2200 Cody, WY 82414-2200
<b>Billing Contact Email:</b>	<b>Shipping Contact Email:</b> ttolstedt@codywy.gov
<b>Billing Phone:</b>	<b>Shipping Phone:</b> 3073598452

**Payment Terms**

<b>Payment Term:</b> Net 30	<b>Notes:</b>
<b>PO Number:</b>	

**Subscription Service**

Pro Rate (6/1/26 - 9/30/26)

Item	Type	Start Date	End Date	License Type	Total (USD)
Manage Subscription	Recurring	6/1/2026	9/30/2026	Employee Based	\$0.00
Includes Payroll, Time & Attendance, Benefits, Core HR					
Manage Setup	Services			Employee Based	\$18,000.00
Recruit Subscription	Recurring	6/1/2026	9/30/2026	Employee Based	\$0.00
Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)					
Recruit Setup	Services			Employee Based	\$1,000.00
Perform Subscription	Recurring	6/1/2026	9/30/2026	Employee Based	\$0.00
Perform Setup	Services			Employee Based	\$1,000.00
Payroll Services Subscription	Recurring	6/1/2026	9/30/2026	Quantity Based	\$0.00
Payroll Services Setup	Services			Quantity Based	\$0.00
<b>Pro Rate (6/1/26 - 9/30/26) TOTAL:</b>					<b>\$20,000.00</b>

Year 1

Item	Type	Start Date	End Date	License Type	Total (USD)
Manage Subscription	Recurring	10/1/2026	9/30/2027	Employee Based	\$11,331.84
Includes Payroll, Time & Attendance, Benefits, Core HR					
Recruit Subscription	Recurring	10/1/2026	9/30/2027	Employee Based	\$5,188.48
Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)					
Perform Subscription	Recurring	10/1/2026	9/30/2027	Employee Based	\$3,334.40
Payroll Services Subscription	Recurring	10/1/2026	9/30/2027	Quantity Based	\$2,200.00
<b>Year 1 TOTAL:</b>					<b>\$22,054.72</b>

Year 2

Item	Type	Start Date	End Date	License Type	Total (USD)
Manage Subscription	Recurring	10/1/2027	9/30/2028	Employee Based	\$26,559.00
Includes Payroll, Time & Attendance, Benefits, Core HR					
Recruit Subscription	Recurring	10/1/2027	9/30/2028	Employee Based	\$12,160.50
Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)					
Perform Subscription	Recurring	10/1/2027	9/30/2028	Employee Based	\$7,815.00
Payroll Services Subscription	Recurring	10/1/2027	9/30/2028	Quantity Based	\$4,600.00
<b>Year 2 TOTAL:</b>					<b>\$51,134.50</b>

Year 3

Item	Type	Start Date	End Date	License Type	Total (USD)
Manage Subscription	Recurring	10/1/2028	9/30/2029	Employee Based	\$32,579.04
Includes Payroll, Time & Attendance, Benefits, Core HR					
Recruit Subscription	Recurring	10/1/2028	9/30/2029	Employee Based	\$14,916.88
Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)					
Perform Subscription	Recurring	10/1/2028	9/30/2029	Employee Based	\$9,586.40

Item	Type	Start Date	End Date	License Type	Total (USD)
Payroll Services Subscription	Recurring	10/1/2028	9/30/2029	Quantity Based	\$5,800.00
<b>Year 3 TOTAL:</b>					\$62,882.32
<b>Total:   \$156,071.54</b>					

**This price does NOT include any sales tax. Total in USD**

**Additional Terms and Conditions**

**License Terms:** Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

**Payment Terms:** All invoices issued hereunder are **due upon the invoice due date**. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to Governmentjobs.com, Inc., (D/B/A NEOGOV).

**Terms & Conditions:** **This Order Form creates a legally binding contract on the parties.** Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "**NEOGOV**") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

Find a copy of our [W-9 here](#).

**Special Condition:**

If this Order Form is executed and/or returned to NEOGOV by the Customer after the Subscription Start Date stated in this Order Form, NEOGOV may adjust the Subscription Start Date and the corresponding Subscription End Date, without increasing the total fees, based on the date NEOGOV activates the subscription, provided the total length of the subscription term does not change. Following activation, any adjustments to such Subscription Start Date and Subscription End Date may be confirmed by reference to the invoice sent by NEOGOV.

**THIS ORDER FORM HAS NOT BEEN APPROVED**