

**LOUISBURG CITY COUNCIL SPECIAL MEETING  
RESCHEDULED FROM MARCH, 16, 2026  
6:30 P.M., MARCH 23, 2026  
CITY HALL, 215 S. BROADWAY**

Regular meeting livestream link:

<https://boxcast.tv/view/special-meeting-of-the-louisburg-city-council-cxbs6xctniksw07s444z>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MAYOR READS STATEMENT CALLING PUBLIC MEETING WITH FOLLOWING ITEMS ON THE AGENDA:
  - 1) 2026 Annual Concrete RFP
  - 2) 2026 Asphalt Street Repairs RFP Selection
  - 3) 2026 Crack Seal RFP Selection
  - 4) Insurance Bid Review for 2026-2027 Coverage
  - 5) Executive Session – Non-Elected Personnel
4. ADJOURNMENT

# Memo

**To:** Louisburg Governing Body

**From:** Ben Miller

**Date:** March 16, 2026

**Re:** 2026 Annual Concrete RFP

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Background: Staff have compiled a list of concrete repairs within the City for the 2026 Annual Concrete Repairs RFP. These repairs include sidewalks, ramps, and curb. Attached is a list of targeted concrete repairs to meet budget.

Project No.: 26-820-05

Financial: \$80,000 was budgeted for 2026 from the Special Streets Fund.

Legal: None.

Recommendation: Staff recommends publishing the 2026 Annual Concrete Repairs RFP.

Sample Motion: *I move to approve to publish the 2026 Annual Concrete Repairs RFP.*

CITY OF LOUISBURG, KANSAS  
**2026 Annual Concrete Repairs RFP**

**Invitation for Bids**

The City of Louisburg, Kansas will accept sealed bids for **2026 Annual Concrete Repairs RFP** until 10 a.m. April 14, 2026, at City Hall, Louisburg, Kansas, 215 S. Broadway Street, Louisburg, Kansas 66053, 913-837-5371.

The proposed work provides for **2026 Annual Concrete Repairs RFP** per Bid Specifications available at Louisburg City Hall during normal business hours. Electronic copies can be obtained by going to [www.louisburgkansas.gov](http://www.louisburgkansas.gov) or at Drexel Technologies plan room.

For Construction Services under \$100,000:

- Bid, Performance, Maintenance bonds and Retainage and Liquidated Damages are required.

For Construction Services more than \$100,000

- Bid and Maintenance bonds and Retainage and Liquidated Damages are required.
- A Statutory/Public Works Bond will be required in lieu of a Performance bond.

For Professional Services:

- Bid Bond and Retainage are required.

The City of Louisburg, Kansas, reserves the right to accept or reject any and all proposals, in whole or in part, and to waive technicalities.

Bids may be held by the City of Louisburg, Kansas, for a period not to exceed forty-five (45) days from the date of the opening of the bids for the purposes of reviewing and investigating the bidders' qualifications, prior to awarding the contract. No bidder may withdraw his bid during this period.

Please direct any questions concerning the project drawings and project manual to Ben Miller, Public Works Director, at the City of Louisburg, 215 S. Broadway Street, Louisburg, KS 66053, (913) 837-2355 or email [bmiller@louisburgkansas.gov](mailto:bmiller@louisburgkansas.gov).

**Timeline:**

RFP Publish: March 17, 2026

Deadline for Questions: noon, April 7, 2026

Response to Questions: 3:30 p.m., April 10, 2026

Submittal Deadline: 10 a.m., April 14, 2026

RFP Opening Immediately following Submittal Deadline:

City Council Consideration: April 20, 2026

Expected Contract Notification: April 21, 2026

Work Shall be Completed : June 30, 2026

**2026 Annual Concrete Repairs RFP**

RFP Documents

CITY OF LOUISBURG, KANSAS  
**2026 Annual Concrete Repairs RFP**

**BID SPECIFICATIONS**

**SCOPE OF WORK**

The work provided for in these specifications shall consist of the tear out, removal, setup, pouring, and clean up of concrete in various areas throughout the city, and to furnish all labor, equipment and miscellaneous materials; and performing all work necessary to complete **2026 Annual Concrete Repairs RFP** to the City's satisfaction; together with other incidental and related work as set forth in these specifications, or as directed by the Public Works Director, or his designated agent, hereafter referred to as the "City". Services shall be performed in accordance with the specifications provided herein. The bid shall be unit based and shall reflect and include all costs necessary to comply with such provisions.

**LOCATION**

All work is located in the City of Louisburg, Kansas

**SPECIFICATIONS**

Concrete shall be KCM MB 4500psi mix. All work and materials used shall follow APWA Kansas City Metropolitan Chapter Standards Section 2208. The latest version of these standards shall be used. If conflicting standards are referenced, the most stringent standard shall apply.

**EQUIPMENT**

The Contractor is responsible for supplying all equipment necessary to perform the work outlined in this bid.

**TRAFFIC CONTROL**

The Contractor shall be required to maintain general two-way traffic on all streets for the duration of the contract. Contractor shall maintain traffic control devices in accordance with the Manual on Uniformed Traffic Control Devices, latest addition.

**SAFETY**

Contractor shall be responsible for all necessary safety training in compliance with local, state and federal regulations, including, but not limited to, the Occupational Safety and Health Administration rules and regulations.

**LICENSING**

The Contractor is responsible for any other licenses that may be required to perform such work in the State of Kansas.

## **INSURANCE**

The Contractor shall secure and maintain, throughout the duration of the Contract with the City, insurance protecting the Contractor against the hazards and risks of loss in such types and amounts as hereinafter set forth. The companies issuing such policies and the form thereof shall be acceptable to the City, and the City shall be named as an insured or additional insured on each such policy. Copies of such insurance policies or certificates evidencing the required insurance coverage shall be filed with the City and shall state that 20 days' written notice will be given to the City before any such policy is changed or canceled. The City will require the Contractor to take such steps as are necessary to remove the threat of cancellation or to procure new policies meeting the requirements set forth herein. No work shall be performed in the City except when policies providing the required insurance coverage are in full effect. The coverages required of the Contractor are as follows:

1. Worker's Compensation Insurance complying with the statutory requirements of the State of Kansas and the Liability Insurance having liability limits of not less than \$250,000 for each person.
2. Comprehensive Automobile Liability Insurance and Comprehensive General Liability Insurance having liability limits not less than the following: Bodily Injury - \$500,000 each person; \$1,000,000 each occurrence; Property Damage - \$500,000 each occurrence; \$500,000 aggregate. The policy providing Comprehensive General Liability Insurance shall contain contractual liability coverage ensuring any liability assumed by the Contractor.
3. Umbrella Liability Insurance coverage for not less than \$1,000,000 protecting the Contractor against all claims in excess of the limits under Employer's Liability, Comprehensive Automobile Liability and Comprehensive General Liability policies to the extent that such policies have liability limits of less than \$1,000,000.

## **PAYMENTS**

The Contractor shall submit an invoice to the City upon completion of project. Payment shall be net 30 days. Invoices shall be sent to:

City of Louisburg, KS  
Attn: Finance Department  
215 S. Broadway  
Louisburg, KS 66053

A W-9 should be provided with the first invoice.

## **SUB-CONTRACTORS**

The Contractor may not sub-contract any work required by this bid without the express written permission of the City.

**BONDS**

Bond requirements are listed per "Instruction to Bidders".

**BID**

The undersigned Bidder hereby proposes to furnish all materials, supplies, transportation, tools, equipment, facilities and to perform all necessary labor and construct, install and complete all work stipulated in, required by, and in conformity with all documents referred to herein and any and all addenda thereto, for and in consideration of unit prices as follows (Estimated Quantities and Total are for Bid Comparison Only). All prices shall be firm for 180 days from date of award.

Any change-orders must be approved in writing before work continues. Approval may require action by the City Council.

The undersigned hereby agrees to complete all work covered by this proposal as specified in the Contract Documents.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Telephone Nos. (Office and Cell)**

\_\_\_\_\_  
**E-Mail**

CITY OF LOUISBURG, KANSAS  
**2026 Annual Concrete Repairs RFP**

**Instruction for Bidders**

Each proposal shall be legibly written or printed in ink. No alteration in Proposals by erasures, interpolations, or otherwise will be accepted unless each such alteration is signed or initialed by the bidder; if initialed, the City may require the bidder to identify any alteration so initialed. No alteration in any Proposal shall be made by the person after the Proposal has been submitted by the bidder unless agreed to by the City. Any and all addenda to the Contract Documents on which a Proposal is based, properly signed by the bidder, shall accompany the Proposal when submitted.

1. Each Proposal submitted shall be enclosed in a sealed envelope, addressed to the Public Works Director, City Hall, 215 S. Broadway, Louisburg, Kansas 66053, identified on the outside with the words **"2026 Annual Concrete Repairs RFP"** and identifying the bidder. Proposals shall be delivered to the City on or before the time and date specified in the Invitation for Bids.

2. Each bidder shall carefully examine the Contract Documents, shall visit the site(s) and fully inform itself of all conditions affecting the work or the cost thereof, and shall be presumed to have done so and their bid shall be based upon their own conclusions from such examination.

3. No bidder may submit more than one Proposal. Two proposals under different names will not be received from one firm or association.

4. No bidder may withdraw its Proposal for a period of forty-five (45) days after the date and hour set for the opening of bids. A bidder may withdraw its Proposal at any time prior to such date and hour, by written request of the same person or persons who signed the Proposal.

5. The City reserves the right to accept the bid which, in its judgment is the lowest and best bid, to reject any or all bids, to award the Contract for the proposed work and to waive irregularities or informalities in any bid submitted. All bidders agree that such rejection shall be without liability on the part of the City. Bidders shall not seek recourse of any kind against the City because of such rejection. The filing of any bid shall constitute an agreement of the bidder to the terms and conditions of these Instructions to Bidders. Bids received after the specified time of closing will be returned unopened. No bid shall be based upon Subcontractors performing work without the prior written consent of the City.

6. Each bidder shall sign his proposal using his usual signature and giving his full business address. Additionally, bidder shall initial each and every page of the bid including the Instruction to Bidders and Bid Specifications demonstrating his knowledge and acceptance of all bid terms and specifications.

7. Bidders must be able to fulfill all bonding and insurance requirements as specified in these Instructions to Bidders unless modified by the **"Bid Specifications"**.

8. The contractor will be required to inform itself concerning, and comply with, all applicable laws of each and every jurisdiction having authority over any aspect of the proposed work, including but not limited to, required State labor regulations regarding Equal Employment Opportunity, Non-segregated Facilities, Minimum Wage Rates, and Affirmative Action requirements and the provisions of K.S.A. 44-1030.

9. If the successful bidder is a corporation or a limited liability company organized outside of the State of Kansas, it will be necessary to qualify with the Secretary of the State of Kansas, to do business within the state (K.S.A. 17-301 to 17-7308 as to corporations, and K.S.A. 17-76, 121-17-76,127 as to limited liability companies). Nonresident individuals, partnerships, corporations, and limited liability companies not already registered with the Secretary of State are required to register with the Director of Revenue, to file a bond to assure payment of taxes, and to pay a required fee for each contract or subcontract which exceeds \$10,000 (K.S.A. 79-1008 to 79-1014).

10. Contractors who are not residents of the State of Kansas are required to appoint an agent for service for process who is a resident of the county in which the work is to be performed. It is unlawful for any payment to be made until the appointment of a local agent has been filed with the clerk of the district court (K.S.A. 16-113).

11. Pursuant to K.S.A. 75-3740a, the State of Kansas has established a reciprocal bidding preference law. To be considered the successful low bidder over a resident Kansas bidder, a nonresident bidder must submit a bid at least as low, on a percentage basis, as would be required of a resident Kansas bidder to succeed over the nonresident bidder in the nonresident bidder's home state.

12. The Public Works Director is the duly appointed representative of the City of Louisburg Kansas, 215 S. Broadway, Louisburg, Kansas 66053; Telephone (913) 837-5371.

13. The Notice to Proceed shall be issued to the successful bidder within ten (10) days after all the following has occurred: the Agreement has been executed, the required work schedule has been approved by the City, and the required bonds and evidence of the required insurance coverage have been furnished to the City. Should there be any reason why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the City and the successful bidder.

14. Each bidder shall submit work bids which shall include all costs associated with the proposed work, including but not limited to, all taxes and permit fees which the bidder will be required to pay. The contractor will be responsible to obtain any necessary permits from local, county or state level.

15. The bidder to whom a contract is awarded for construction projects will be required to furnish bonds as follows:

A. **Bid Bond** of five percent (5%) is required and should be submitted with the bid.

B. **Performance Bond** to the City in an amount equal to one hundred (100) percent of the Contract Price.

i. Alternatively, if the bid amount is in excess of \$100,000, a Statutory/Public Works Bond must be filed as required by K.S.A. 60-1111.

The **Statutory/Public Works Bond** shall be subject to the approval of the clerk of the district court of the county in which the public improvements are to be made and shall be filed in the office of said clerk.

C. **Maintenance Bond** to the City in an amount equal to one hundred (100) percent of the Contract Price, which shall be held for two years after acceptance of the project.

D. Retainage of ten percent (10%) of the project will be withheld from each payment until project is accepted.

E. Liquidated Damages of \$500/day for those construction projects under \$100,000 or \$1,000/day for those projects more than \$100,000.

F. **For Professional Services**, a Bid Bond of five percent (5%) is required and should be submitted with the bid. Retainage of ten percent (10%) of the project will be withheld from each payment until project is accepted.

The bonds shall be executed on the forms included in the Contract Documents by a surety company authorized to do business in the State of Kansas and acceptable as Surety to the City. For purposes of obtaining the required bonds, the "Contract Price" shall mean the total contract price proposed by the successful bidder.

Accompanying each of the bonds shall be a "Power of Attorney" authorizing the attorney-in-fact to bind the surety company and certified to include the dates of the bonds.

16. The Contractor shall secure and maintain throughout the duration of this Contract insurance of such types and in such amounts as more particularly set forth in the Contract Documents.

17. The City will apply for sales and use tax exemption if necessary for the project. If any bidder includes sales and use tax in its bid, that shall be a separate line item, and subject to deduction from the Contract Price if and to the extent such exemption is obtained.

18. The bidder shall provide a list of three references to include business name, point of contact, phone number and email address.

19. The contractor, at the request of the City, shall provide door hangers to affected residents or businesses 48 hours prior to the commencement of work.

20. All project contracts, change orders or similar issues must follow the City's [Purchasing Policy](#).

21. Questions regarding this RFP must be submitted in writing to [bmiller@louisburgkansas.gov](mailto:bmiller@louisburgkansas.gov) by noon, April 7. Responses to questions or addendum will be shared via the City's website: [www.louisburgkansas.gov](http://www.louisburgkansas.gov) in the "Community News" section at 3:30 p.m., April 10, 2026.

## 2026 Annual Concrete Repairs RFP Bid Sheet

### Sidewalks

Location	Quantity	Unit Price	Total
1324-1334 Starbrooke Dr.	70.4 SF		
1100-1102 S. 1 <sup>st</sup> St. East	272 SF		
1102-1104 N.1 <sup>st</sup> St. East	256 SF		
1100-1006 N. 1 <sup>st</sup> St. East	52 SF		
1006-1004 N. 1 <sup>st</sup> St. East	80		
1002-1000 N. 1 <sup>st</sup> St. East	54 SF		
1100 N. 2 <sup>nd</sup> St. East to Summerfield Dr.	156 SF		
1108-1006 N. 2 <sup>nd</sup> St. East	34 SF		
1004-1002 N. 2 <sup>nd</sup> St. East	94 SF		
304 Summerfield Dr. (E. Side of Road)	22 SF		
Harvest Dr. (Between N. 1 <sup>st</sup> and N. 2 <sup>nd</sup> )	30 SF		
S. 2 <sup>nd</sup> St. from Metcalf Rd. to Olive St.	1335 SF		
S. 1 <sup>st</sup> St. from Metcalf Rd. to 7 S. 1 <sup>st</sup> St.	1170		

### Curb

1200 S. 6 <sup>th</sup> St. East	30 LF		
1320 S. 6 <sup>th</sup> St. East	30 LF		

### Ramps With Trunkated Domes

NE Corner of Olive St. & S. 8 <sup>th</sup> St.	1		
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<b>SE Corner of Olive St. &amp; S. 8<sup>th</sup> St.</b>	<b>1</b>		
<b>SE Corner of Peoria St. &amp; S. 2<sup>nd</sup> St.</b>	<b>1</b>		
<b>NW Corner of N.1<sup>st</sup> St. East &amp; Summerfield</b>	<b>1</b>		
<b>SE Corner of Harvest &amp; N. 4<sup>th</sup> St. East</b>	<b>1</b>		
<b>NW Corner of N. 2<sup>nd</sup> St. East &amp; Summerfield</b>	<b>1</b>		
<b>SW Corner of S. 2<sup>nd</sup> St. &amp; Elm St.</b>	<b>1</b>		
<b>SE Corner of S. 2<sup>nd</sup> St. &amp; Elm St.</b>	<b>1</b>		

# Memo

**To:** Louisburg Governing Body

**From:** Ben Miller

**Date:** March 16, 2026

**Re:** 2026 Asphalt Street Repairs RFP Selection

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Background: At the February 17, 2026, meeting, Council approved the publication of the 2026 Asphalt Street Repairs RFP. Bids were opened March 10. All submittals have been reviewed, references checked and verified that each bid had the proper documentation.

While McConnell & Associates was not the low bidder on this project, the firm did provide the low bid on the Crack Seal RFP, the next item on the agenda. Staff's recommendation is to choose McConnell & Associates for asphalt street repairs and crack seal. Staff believe using the same firm will result in less disruption for residents and an overall better finished product for the City.

PP & J Construction Inc.	\$429,372
McConnell & Associates	\$272,780.31
Bettis Asphalt & Construction	\$350,463.32
Barkley Asphalt Co., Inc.	\$268,932

Project No.: 26-820-03

Financial: The project budget is \$450,000 from the Infrastructure Improvements Fund.

Legal: None.

Recommendation: Staff recommend selecting McConnell & Associates for the 2026 Asphalt Street Repairs Contract.

Sample Motion: *I move to approve selecting McConnell & Associates for a not-to-exceed cost of \$272,780.31 for the 2026 Asphalt Street Repairs Contract.*

# Memo

**To:** Louisburg Governing Body

**From:** Ben Miller

**Date:** March 16, 2026

**Re:** 2026 Crack Seal RFP Selection

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Background: At the February 17, 2026, meeting, Council approved the publication of the 2026 Crack Seal RFP. Bids were received March 10. All submittals have been reviewed, references checked and verified that each bid had the proper documentation.

McConnell and Associates is the low bidder on this project. As mentioned in the memo for Asphalt Repairs, Staff recommend selecting McConnell and Associates for both Crack Seal and Asphalt Repairs to minimize disruption for residents with an overall improved process for the City.

Vance Brothers, LLC	\$109,613.60
G-B Construction	\$522,614
McConnell & Associates	\$33,595
All Pro Asphalt	\$54,975
Pavement Management	\$40,948.75

Project No.: 26-820-05

Financial: The project budget is \$79,000 from the Special Streets Fund.

Legal: None.

Recommendation: Staff recommend selecting McConnell & Associates for the 2026 Crack Seal Contract.

Sample Motion: *I move to approve selecting McConnell & Associates for a not-to-exceed cost \$33,595 for the 2026 Crack Seal project.*

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: March 12, 2026

Re: Insurance Bid Review for 2026-2027 Coverage

Background: Elliott Insurance reached out to Travelers and CWG, both of which had previously conducted reviews of City of Louisburg coverage during a bidding process, and both provided direct response of declination. Both have worked through the City of Louisburg account in recent years.

EMC is the sole proposal for insurance. This is a summary of the coverages and premium changes from current term to next term.

Coverage	25-26 Term Premium	26-27 Term Premium
Property	\$57,037	\$69,185
General Liability	\$17,389	\$17,946
Commercial Automobile	\$34,165	\$34,617
Equipment Floater	\$10,910	\$11,482
Crime	\$363	\$363
Workers Compensation	\$67,153	\$48,314
Umbrella	\$9,520	\$10,265
Professional Liability	\$6,864	\$8,240
Linebacker	\$8,626	\$9,301
Cyber	\$917	\$917
<b>Total Premium</b>	<b>\$212,944</b>	<b>\$210,630</b>

The overall change in premiums totals \$2,314 less than the previous year, or 1.08% decrease.

Legal Consideration: None.

Recommendation: Discuss renewal as needed and direct staff to proceed with formalizing an agreement with Employers Mutual Casualty (EMC) for 2026-2027 insurance term.

Sample Motion: *I move to direct staff to proceed with formalizing an agreement with Employers Mutual Casualty (EMC) for 2026-2027 insurance term as presented.*