

## REVIVAL AND AMENDATORY AGREEMENT

**THIS REVIVAL AND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **THE DENVER RESCUE MISSION**, a Colorado nonprofit corporation whose address is 6100 Smith Rd, Denver, CO 80216 (the “Contractor”), individually a “Party” and jointly the “Parties.”

### WITNESSETH:

**WHEREAS**, the Parties entered into an Agreement dated November 16, 2023 (the “Agreement”) to provide shelter programming and the operations at the 48<sup>th</sup> Avenue Shelter and the Lawrence Street Community Center (LSCC); and

**WHEREAS**, the Agreement expired by its terms on December 31, 2024, and rather than enter into a new agreement, the Parties wish to revive and reinstate all terms and conditions of the Agreement as they existed prior to the expiration of the term and to amend the Agreement as set forth below.

**NOW THEREFORE**, in consideration of the premises and the Parties’ mutual covenants and obligations, the Parties agree as follows:

1. All references to “...Exhibit A...” in the existing Agreement shall be amended to read: “...Exhibit A and A-1...” as applicable. **Exhibit A-1** the Scope of Work is attached and will control from and after the date of execution.

2. Section 3 of the Agreement, entitled “**TERM**”, is amended to read as follows:

“**3. TERM**: This Agreement will commence on November 1, 2023 and will expire, unless sooner terminated, on December 31, 2025 (the “Term”).”

3. Section 4 of the Agreement, entitled “**COMPENSATION AND PAYMENT**”, Subsection 4.4 entitled “**Maximum Contract Amount**” paragraph 4.4.1 is amended to read as follows:

“**4.4. Maximum Contract Amount**

**4.4.1** Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed NINETEEN MILLION THREE HUNDRED FORTY-NINE THOUSAND FOUR HUNDRED FORTY-EIGHT DOLLARS (\$19,349,448.00) (the “Maximum Contract Amount”). The City is not obligated to execute an agreement or any amendments for any further services, including services performed by the Contractor beyond that specifically described in **Exhibits A and A-1**. Any

services performed beyond those in **Exhibits A and A-1** or performed outside the Term are performed at the Contractor's risk and without authorization under this Agreement."

4. A new section 43 entitled "**COMPLIANCE WITH DENVER WAGE LAWS**", is hereby being added to the Agreement to read as follows:

**"43. COMPLIANCE WITH DENVER WAGE LAWS:** To the extent applicable to the Contractor's provision of Services hereunder, the Contractor shall comply with, and agrees to be bound by, all rules, regulations, requirements, conditions, and City determinations regarding the City's Minimum Wage and Civil Wage Theft Ordinances, Sections 58-1 through 58-26 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid all earned wages under applicable state, federal, and city law in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, the Contractor expressly acknowledges that the Contractor is aware of the requirements of the City's Minimum Wage and Civil Wage Theft Ordinances and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein."

5. As herein amended, the Agreement is revived, affirmed and ratified in each and every particular.

6. This Revival and Amendatory Agreement will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]**

**Contract Control Number:** HOST-202477376-01/HOST-202370650-00  
**Contractor Name:** THE DENVER RESCUE MISSION

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of:

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

\_\_\_\_\_

\_\_\_\_\_

**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

\_\_\_\_\_

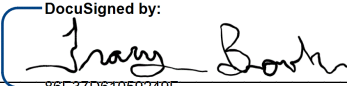
\_\_\_\_\_

By:

\_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

HOST-202477376-01/HOST-202370650-00  
THE DENVER RESCUE MISSION

By:  \_\_\_\_\_  
86E37D61059249F...

Name: Tracy Brooks  
(please print)

Title: Chief Program Officer  
(please print)

ATTEST: [if required]

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)

## SCOPE OF WORK

### DEPARTMENT OF HOUSING STABILITY

#### THE DENVER RESCUE MISSION

#### HOST-202477376-01

### I. INTRODUCTION

**Current Period of Performance**

November 1, 2023 – December 31, 2025

**Project Description:**

This agreement is entered between the Department of Housing Stability (HOST) and The Denver Rescue Mission (DRM) for the purpose of shelter programming and the operations at the 48<sup>th</sup> Avenue Shelter and the Lawrence Street Community Center (LSCC). The Fiscal Year 2025 award amount for this contract is **\$10,000,000.00** for a total contract amount of \$19,349,448.00.

<b>Funding Source:</b>	<b>Homelessness Resolution Fund</b>
<b>Project Name:</b>	<b>Shelter Programs and Operations</b>
<b>Budget Type:</b>	<b>Focused Cost Reimbursement</b>
<b>Contractor Address:</b>	<b>6100 Smith Road, Denver, CO 80216</b>
<b>Organization Type:</b>	<b>Non-Profit</b>

### II. SERVICES DESCRIPTION

#### A. Shelter Operations

1. DRM will adhere to the 2025 Shelter Standards document that HOST will provide.
2. DRM will provide around the clock shelter for up to 515 adult men experiencing homelessness at the 48<sup>th</sup> Avenue Shelter located to 4600 East 48<sup>th</sup> Avenue, Denver, Colorado. The services included are:
  - a. On-site staffing for client care and intake for clients who meet entry requirements. Clients accessing 24-hour shelter will have access to:
    - i. Shelter
    - ii. Laundry services
    - iii. Meals
    - iv. Restrooms
    - v. Showers
    - vi. Secure storage for belongings
    - vii. Voluntary one-on-one case management
  - b. Operational management and critical incident response to ensure safety.

- c. Custodial and laundry services in support of daily operations related to health and safety concerns.
3. Three (3) meals per day will be prepared, transported and served to individuals experiencing homelessness. DRM will maintain the following standards.
  - a. Keep dry foods at the proper temperatures to stay cool and dry.
  - b. Keep the walk-in cooler under 32 degrees and keep the freezer under zero degrees, or as required by local jurisdiction, State and/or Federal regulations.
  - c. Label all food and keep food fresh and only serve edible food to guests.
  - d. Minimize waste of food.
  - e. Maintain an active food license in good standing during the duration of the agreement, once the commercial kitchen is operational and passes inspections.
  - f. Leftovers will be stored appropriately.
  - g. Expired food will be disposed of per local jurisdiction, state and/or federal requirements.
  - h. Maintain the appropriate signage from the Department of Health by the sinks and keep up to date.
4. DRM may utilize parking lots for service trucks and/or other vehicles that provide access to programmatic services such as Department of Motor Vehicle mobile services, WellPower's Therapy Direct and other services approved by the City and County of Denver.
  - a. Vehicles must abide by all parking, fire, and public-right-of-way regulations, including but not limited to occupying Americans with Disabilities Act (ADA) parking spots, obstructing entry ways and sidewalks, and preventing property access by emergency vehicles.
5. DRM will provide day shelter services to those experiencing homelessness at the Lawrence Street Community Center (LSCC) located at 2222 Lawrence Street, Denver, Colorado. The services included are:
  - a. On-site staffing for day-time operations and food preparation.
  - b. Custodial services in support of daily operations related to health and safety concerns.
6. DRM and HOST will adhere to the Responsibility Matrix of Facility Related Services in Appendix A.

#### B. Shelter Programming

1. DRM will provide the Next Step Case Management and Support Program to those accessing around the clock shelter at multiple DRM sites. The Next Step program includes the following services:
  - a. Case management services are available to adult men accessing shelter.
  - b. The Next Step Case Management and Support Program utilizes a 22-point strategy to facilitate a pathway out of homelessness for individuals wanting to engage in case management.
  - c. The Next Step Case Management and Support Program team will partner with other agencies providing appropriate support and services for individuals.
  - d. Individuals currently participating in the Next Step Case Management and Support Program have 24-hour access to shelter and its benefits.
  - e. Access to Peer Navigation

2. DRM will dedicate funding to make improvements to Homeless Management Information System (HMIS) data quality. This includes personnel, data integrity and innovation dedicated to HMIS data quality improvements.

### III. ROLES AND RESPONSIBILITIES FOR BOTH PARTIES

#### A. Contractor will:

1. Provide sensitivity training developed and provided by the City to all new direct-service staff within 15 days of hire date. Ensure direct-service staff complete training refresher on a biennial basis.
  - a. Sensitivity Training is available at [https://denvergov.org/media/denvergov/housingstability/context\\_of\\_homelessness/story.html](https://denvergov.org/media/denvergov/housingstability/context_of_homelessness/story.html)
  - b. The Executive Director or their delegate are required to complete and sign the “Statement of Completion of Required Training: Informed, Compassionate, and Positive Interactions with Persons Experiencing Homelessness” form biennially and submit to HOST.
  - c. Additional training and reporting requirements will be published in the 2025 Shelter Standards document.
2. Post the City and County of Denver’s Anti-Discrimination Office signage in an area where information is available to staff and program participants.
3. Contractor will obtain customer feedback at least quarterly to ensure equity in access and outcomes. The City reserves the right to issue specific guidelines on the methods for collecting and integrating customer feedback which may include use of a third-party evaluator. Details will be outlined in 2025 Shelter Standards documents.
4. Provide grievance policy and procedure to HOST within the first 90 days of this contract and annually or as updates are made thereafter. Grievance policies and procedures must be approved by HOST.
5. Complete a security assessment and provide a security plan for each shelter site that must be reviewed and approved by HOST within the first 90 days of this contract and annually or as updates are made thereafter. Security plan requirements will be detailed in HOST 2025 Shelter Standards document.

#### A. The City will:

1. Provide signage that includes information about the City and County of Denver’s Anti-Discrimination Office in both [Spanish and English](#).
2. Provide the 2025 Shelter Standards document and communicate any changes or updates made to the document as needed.

#### **IV. EQUITY ACCESS AND OUTCOMES**

The Department of Housing Stability, in alignment with the Mayor's Office of Social Equity and Innovation, values racial equity and inclusiveness and seeks to reflect this value in our funding practices. Our commitment to producing racially equitable housing outcomes is paramount to HOST's overall mission of Denver residents being healthy, housed and connected. HOST requires all programs it funds to report on the demographic characteristics of households served by the program throughout the duration of the contract in coordination with other required reporting. The contractor will also report on the demographics of staff working on this program throughout the duration of this contract.

Specific information outlining the required data systems to be used and data to be collected are contained within the scope of work of this contract. This information will help HOST monitor demographic trends in who is served. The underlying objective of collecting and disaggregating data and outcomes by race is to understand who is currently served by HOST funded programs. This information will help inform future evaluation on any potential disparate impacts across HOST programs, as well as strategies to help address equity in access to and outcomes from programs where appropriate. Additionally, HOST program and monitoring staff will be reviewing data, and will discuss your program's progress or challenges towards racially equitable services and outcomes at site visits and monitoring.



**V. OBJECTIVE AND OUTCOMES**

Resources	Activities	Outputs	Metric	Outcomes	Metric	Impacts
Up to 117 Staff including Supervisory and Operational positions  515 beds/units in shelter + up to 40 more for cold weather sheltering.  Support Services  Homeless Management Information System (HMIS) use  Staff training  Program Policies  HOST funding	<ul style="list-style-type: none"> <li>• 24/7</li> <li>• Bed &amp; bedding</li> <li>• Shower access</li> <li>• Laundry</li> <li>• Hygiene supplies</li> <li>• Meals</li> <li>• Resource Navigation</li> <li>• Reunification</li> <li>• Vital document acquisition</li> <li>• Relationship building</li> <li>• OneHome Access</li> <li>• Housing Search</li> <li>• Referrals to health-related services</li> <li>• Case Management</li> <li>• Enrollments, annual assessments, case management notes, and exit assessments</li> <li>• HOST required trainings</li> <li>• Participant feedback</li> </ul>	Households served annually	7000	Households are provided a safe place to sleep and access to services to help them exit homelessness	100%	Address Unsheltered Homelessness  Complete shelter system transformation toward rehousing  Use customer feedback to improve shelter operations
		Households engaged in housing-focused case management	40%	Households that receive assistance exit to permanent or stable housing, and institutions	50%	
		Household receiving assistance with increasing their income through benefits and/or employment	40%	Households receiving assistance that have an increase in income through benefits or employment	70%	
		Households receiving assistance obtaining/maintaining vital documents	40%	Households that receive assistance obtain/maintain vital documents	75%	
		Households without OneHome assessments offered housing assessments	80%	Households offered assistance receive housing assessments	40%	
		Households offered the opportunity to provide feedback on services received	100%	Households that complete a survey report being satisfied or better	70%	

Assumptions: Unless otherwise indicated, data will be pulled from the Homeless Management Information System (HMIS). Contractor will upload a HMIS Data Quality report in Salesforce with each quarterly report. Data quality must be in alignment with expectations and standards outlined by COHMIS (<https://cohmis.zendesk.com/hc/en-us>). All Metrics will be reviewed quarterly and annually.

**VI. REPORTING**

- A. Contractor is required to use Homeless Management Information System (HMIS) for program data collection. Contractor’s use of HMIS must adhere to COHMIS [Policy](#) and [Data Quality](#) standards to demonstrate clients’ eligibility, and meet indicators in this scope of work. Disbursement of funds is contingent upon the ability to collect program data using HMIS.
- B. Contractors will be required to use HOST Programs Community to submit all program narrative and qualitative data reports. These reports are due the 15<sup>th</sup> day of the month following each reporting period. Each narrative report will contain information on program success, challenges, and funding leverage during the reporting period.

<b><u>Quarterly Report</u></b>	<b><u>Q1</u></b>	<b><u>Q2</u></b>	<b><u>Q3</u></b>	<b><u>Q4</u></b>
<b><u>Due Date</u></b>	<b>April 15th</b>	<b>July 15th</b>	<b>October 15th</b>	<b>January 15th</b>

- C. HOST Programs Community will provide Contractor with an online forum to submit report for each reporting period. Supplemental reporting may be required when HMIS data and narrative reports are insufficient to demonstrate program impact. Submitted reports will be reviewed by the designated Program Officer for completeness, clarity, and accuracy.
- D. Upon execution of this contract, HOST will provide a user guide for using HOST Programs Community portal along with the required login information. Prior to the due date for the first required report, HOST will provide resources and support as needed or as requested by the Contractor to support the use of HOST Programs Community.
- E. Contractor may be required to submit a Contract Summary Report at the end of the contract period within 30 days after the Term End Date of this contract agreement.
- F. Additional details on reporting may be provided in the 2025 Shelter Standards document.
- F. Data Monitoring
  - A description of the scope of data that will be monitored by HOST throughout the lifecycle of the contract. This includes the mechanism for reporting, the primary goal for households to be served, desired program outcomes, and any program-specific reporting requirements.
  - 1. Program data
    - a. Data sources
      - 1. Homeless service providers: All program data reports will be sourced from client-level data entered in HMIS unless otherwise specified. Qualitative program narratives, data quality reports, and any requested supplemental reports can be submitted through the HOST Programs Community.

2. All other programs: Summary reports on clients served will use the HOST Programs Community to report narrative, and households served information. Additional data may be required in the reporting form and/or a supplemental data template provided by HOST.
  - i. Number of unique Households served (universal for all HOST-funded programs) and progress toward the households served goal:  
Households proposed to be served each calendar year – 15,167  
Year 2023: 1167 (unique households)  
Year 2024: 7,000 (unique households)  
Year 2025: 7,000 (unique households)
  - ii. Demographics of households served:  
Demographic data of households served are monitored to ensure fair and equitable access to services. The scope of demographic data collected are specific to the needs of the program or any related funding sources. Demographic data can include but is not limited to race and ethnicity, income level, participant age/ age-group/ number of age-qualifying participants, disability status, mental health condition, or gender identity.  
The measures and benchmarks specified in the objectives and outcomes section.
2. Qualitative narratives: This includes reports on program successes and challenges, programmatic updates, and supplemental reports. These reports can be submitted through the Salesforce programs community.
3. Financial Data
  - a. Funding sources and amount included
  - b. Total Contract spend to date, by budget category
4. HMIS Data Quality reports (Required for all program reporting in HMIS - Homelessness resolution programs only): Data quality reports are a tool to assist with tracking data quality progress for client data entered into HMIS.
  - a. Data quality standards: The [COHMIS Data Quality Standards](#) determine expected data quality standards by project type. Timeliness is the primary data quality component assessed at HOST to support policies around voluntary client reporting. Table A below summarizes minimum data quality timeliness standards for each project.

<b>Table A</b>		
<b>HMIS Data Entry Time Frame</b>		
<b>Program Type</b>	<b>Minimum Data Elements</b>	<b>Time Frame for Entry</b>
Emergency Shelters	Housing Check-In/Check Out, Services	Same Day
Transitional Housing Programs	Program Entry/Exit, Services	7 Calendar Days
Permanent Supportive Housing Programs	Program Entry/Exit, Services	7 Calendar Days
Rapid Re-Housing Programs	Program Entry/Exit, Services	7 Calendar Days After Enrollment/Eligibility is Established
Homelessness Prevention Programs	Program Entry/Exit, Services	7 Calendar Days After Enrollment/Eligibility is Established
Outreach Programs	Services	2 Working Days

**VII. FINANCIAL ADMINISTRATION**

**A. Compensation and Methods of Payment**

1. Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver’s Department of Finance.
2. The method of payment to the Contractor by HOST shall be in accordance with established HOST procedures for this Agreement line-item reimbursements. Invoice requests for reimbursement of costs should be submitted on a regular and timely basis in accordance with HOST policies. Invoices should be submitted within thirty (30) days of the actual service, expenditure, or payment of expense. Invoices submitted more than 90 days beyond the billing period of the actual service, expenditure, or payment expense, may not be reimbursed without prior written approval from HOST.
3. The Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget.
4. Invoice request shall be completed and submitted on or before the 15<sup>th</sup> of each month following the month services were rendered. Contractor shall use HOST’s preferred invoice template, if requested, HOST Financial Services may require a Cost Allocation Plan and budget narrative for detailed estimated description and allocation of funds. This is dependent upon funding source and program requirements.
5. No more than four (4) Invoices may be submitted per contract per month, without prior approval from HOST.
6. All Invoices must be correctly submitted within thirty (30) days of the Agreement end date to allow for correct and prompt closeout of the contract.
7. All invoices are paid on a “Net 30” payment timeline, presuming invoices are free from errors, and do not require additional documentation or calculation revisions.

8. Invoices shall be submitted to the HOST contractor online portal at <https://denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directories/Department-of-Housing-Stability/Partner-Resources/Contractor-Payment-Requests>

#### **B. Invoicing Requirements**

1. To meet Government requirements for current, auditable books at all times, it is required that all Invoices be submitted monthly to HOST to be paid. Expenses cannot be reimbursed until the funds under this contract have been encumbered.
2. City and County of Denver Forms shall be used in back-up documents whenever required in the Invoice Processing Policy.
3. If another person has been authorized by the Contractor to request reimbursement for services provided by this contract, then the authorization should be forwarded in writing to HOST prior to the draw request.
4. The standardized HOST "Expense Certification Form" should be included with each payment request to provide the summary and authorization required for reimbursement. HOST reserves the right to cancel an invoice if there are material errors that must be corrected and will require the invoice to be resubmitted.

#### **C. Payroll**

1. A payroll register or payroll ledger from the official accounting system will verify the amount of salary. Payroll registers must detail the pay period, gross pay, and deductions.
2. If the employee(s) is reimbursed only partially by this contract, the amount of salary billed under other contracts with the City or other organizations should be deducted from the requested reimbursement amount and documented on each reimbursement summary sheet or payroll register.
3. HOST reserves the right to request submittal of additional documentation including timesheets or additional accounting system reports to substantiate payroll reimbursement requests.

#### **D. Fringe Benefits**

1. Fringe benefits paid by the employer can be requested as substantiated by the payroll registers or accounting records submitted for the appropriate period.
2. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. The cost of fringe benefits is allowable if they are provided under established written leave policies, equitably allocated to all funding sources, including HOST awards; and, the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the vendor. HOST will not reimburse payments for unused leave when an employee separates from employment.

#### **E. General Reimbursement Requirements**

1. Invoices: All non-personnel expenses should be documented on a summary sheet for the period indicated on the reimbursement request to include:
  - a. Vendor Name
  - b. Amount

- c. Purpose
  - d. Payment Method (Check #, ACH Date & Amount, Wire Number, Date & Amount, Credit Card Date & Amount)
  - e. All invoices and supporting documentation must be kept on file for audit purposes for three (3) years. For Audit purposes all invoices must be dated and readable invoices. The invoices must be from a vendor separate from the Contractor and must state what goods or services were provided and the delivery address. Verification that the goods or services were received should also be submitted, this may take the form of a receiving document or packing slips, signed, and dated by the individual receiving the good or service. Copies of checks written by the Contractor, or documentation of payment such as an accounts payable ledger which includes the check number shall be submitted to verify that the goods or services are on a reimbursement basis.
2. Administration and Overhead Cost: Other non-personnel line items, such as administration, or overhead require invoices, and an allocation to this program documented in the draw request. An indirect cost rate can be applied if the Contractor has an approved indirect cost allocation plan. The approved indirect cost rate must be submitted to and approved by HOST.

#### **F. Budget Modification Requests**

1. HOST may, at its option, restrict the transfer of funds among cost categories, programs, functions, or activities at its discretion as deemed appropriate by program staff, HOST executive management or its designee.
2. Budget Modifications may be required for changes related to increase or decrease of individual budget line items within an approved budget, to add budget line items, or to make changes to a budget narrative. A budget modification can adjust the award amount available for purposes outlined within the executed contract but cannot increase or decrease the total contract amount or assign resources to a purpose not already included in the original contract agreement.
3. Budget modifications will require submittal of written justification and new budget documents by the Contractor. These budget documents will require approval by HOST program, contracting and financial staff.
4. The Contractor understands that any budget modification requests under this Agreement must be submitted to HOST after the 30 days the contract agreement start date and before the last Quarter of the fiscal period, unless waived in writing by the HOST Deputy Director or their designee.
5. Budget modification requests are limited to two per each fiscal year of a contract agreement term. Exceptions to this limit may be made by the HOST Deputy Director or their designee.

#### **G. Contract Amendments**

1. All contract modifications that increase or decrease award amount, alter the contract term date and/or change the scope of work will require an amendment to this Agreement executed in the same manner as the original Agreement.

## **H. Financial Management Systems**

### **The Contractor must maintain financial systems that meet the following standards:**

1. Financial reporting must be accurate, current, and provide a complete disclosure of the financial results of financially assisted activities and be made in accordance with federal and/or city financial reporting requirements.
2. Accounting records must be maintained which adequately identify the source and application of the funds provided for financially assisted activities. The records must contain information pertaining to contracts and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. Accounting records shall provide accurate, separate, and complete disclosure of fund status.
3. Effective internal controls and accountability must be maintained for all contract cash, real and personal property, and other assets. Adequate safeguards must be provided on all property, and it must be assured that it is used solely for authorized purposes.
4. Actual expenditures or outlays must be compared with budgeted amounts and financial information must be related to performance or productivity data, including the development of cost information whenever appropriate or specifically required.
5. All HOST contracts will be subject to applicable Uniform Guidance (2 C.F.R. Part 200), agency program regulations, and the terms of the agreement will be followed in determining the reasonableness, allowability and allocability of costs.
6. Source documents such as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, etc., shall be provided for all disbursements. The Contractor will maintain auditable records, i.e., records must be current and traceable to the source documentation of transactions.
7. The Contractor must properly report to Federal, State, and local taxing authorities for the collection, payment, and depositing of taxes withheld. At a minimum, this includes Federal and State withholding, State Unemployment, Worker's Compensation (staff only), City Occupational Privilege Tax, and FICA.
8. A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.
9. The Contractor will be responsible for all Disallowed Costs.
10. The Contractor may be required to engage an audit committee to determine the services to be performed, review the progress of the audit and the final audit findings, and intervene in any disputes between management and the independent auditors. The Contractor shall also institute policy and procedures for its sub recipients that comply with these audit provisions, if applicable.

## **I. Procurements**

1. The Contractor shall follow the City Procurement Policy to the extent that it requires that at least three (3) documented quotations be secured for all purchases or services supplies, or other property that costs more than ten thousand dollars (\$10,000) in the aggregate.
2. The Contractor will ensure selected vendor or proposer has required insurance once the Contractor identifies a successful vendor or proposer.

3. The Contractor will maintain records sufficient to detail the significant history of procurement. These records will include but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
4. For contracts subject to federal agreements, if there is a residual inventory of unused supplies exceeding five thousand dollars (\$5,000) in total aggregate upon termination or completion of award, and if the supplies are not needed for any other federally sponsored programs or projects the Contractor will compensate the awarding agency for its share.

**J. Monitoring Requirements**

1. Monitoring may be performed by the program area, contract administration and financial services throughout the term of the agreement. Contractor will be notified in writing 30 days prior to facilitation of contract monitoring.
2. Program or Managerial Monitoring: The quality of the services being provided and the effectiveness of those services addressing the needs of the program. This may include reviewing the current spending and outcomes to date for the contract.
3. Contract Monitoring: Review and analysis of current program information to determine the extent to which contractors are achieving established contractual goals. HOST will conduct performance monitoring and reporting reviews. This includes reviewing the current spending and outcomes to date for the contract. City staff will address any performance issues and require a corrective action plan to resolve concerns.
4. Compliance Monitoring: Will ensure that the terms of the contract document are met, as well as Federal, State and City legal requirements, standards, and policies.

**K. Records Retention**

1. The Contractor must retain for three (3) years financial records pertaining to the contract award. The retention period for the records of each fund will start on the day the single or last expenditure report for the period, except as otherwise noted, was submitted to the awarding agency.
2. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access, upon reasonable notice, to any pertinent books, documents, papers, or other records which are pertinent to the contract, to make audits, examinations, excerpts, and transcripts.

**L. Contract Close-Out**

1. All Contractors are responsible for submitting a final invoice marked “Final Invoice” and any required performance and outcome reports to HOST by the required due dates outlined in this Contract.
2. HOST will close out the Contract when it determines that all applicable administrative actions and all required work of the contract have been completed. If Contractor fails to perform in accordance with this Agreement, HOST reserves the right to unilaterally close out a contract, “unilaterally close” means that no additional money may be expended against the contract.



**M. Collection of Amounts Due**

1. Any funds paid to a Contractor in excess of the amount to which the Contractor is determined to be entitled under the terms of the award constitute a debt to the City and County of Denver, if not paid within a reasonable period after demand HOST may:
  - a. Makes an administrative offset against other requests for reimbursements.
  - b. Withholds advance payments otherwise due to the Contractor; or
  - c. Other action permitted by law.
2. The Contractor shall participate, when applicable, in HOST provided staff training sessions in the following financial areas including, but not limited to Budgeting and Cost Allocation Plans, and Invoicing Process.

**VIII. FUNDS WILL BE USED TO**

- A. Funding in the amount of \$10,000,000.00 will be provided to support DRM Shelter Programs and Operations. Funds will support staffing to allow around the clock shelter, programming, operations, and kitchen staff to prep and serve meals. This organization does not receive income from operations and non-personnel costs are being funded.

Contract	Amount
Base	<b>\$9,349,448.00</b>
1 <sup>st</sup> Amendment	<b>\$10,000,000.00</b>

**IX. Budget**

Contract Program Budget Summary					
Contractor Name:	The Denver Rescue Mission				
	Project :	Shelter Program & Operations	City Contract #:	HOST 202477367-01	
		Budget Term: 1/1/2025-12/31/2025			
	Program/Fiscal Year: 2025				
Budget Category	Homelessness Resolution HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title	Amount	HOST Total	Amount	%	
48th Director	\$68,160	\$68,160	\$96,000	71.00%	1 portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
48th Associate Director	\$46,720	\$46,720	\$64,000	73.00%	1 portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
48th Supervisors	\$358,020	\$358,020	\$459,000	78.00%	Up to 9 Supervisors-Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
48th Emergency Services Coordinators	\$1,557,080	\$1,557,080	\$1,876,000	83.00%	Up to 44 full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
48th Guest Services	\$212,527	\$212,527	\$295,176	72.00%	Up to 7 full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
48th Case Managers	\$403,380	\$403,380	\$486,000	83.00%	Up to 9 full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.

Budget Category	Homelessness Resolution HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Peer Navigators	\$161,280	\$161,280	\$256,000	63.00%	Up to 6 full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
48th Next Step Managers	\$147,740	\$147,740	\$178,000	83.00%	Up to 3 full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
LSCC Guest Services	\$212,480	\$212,480	\$256,000	83.00%	Up to 6 full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
Data Specialist	\$35,000	\$35,000	\$70,000	50.00%	One portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Position will be dedicated to emergency services track and analyze shelter services and population served. Will ensure assure HMIS data integrity and train to other DRM staff to enter shelter data and intervene for Shelter program services. Position will be dedicated to 48th Shelter and LSCC
48th Custodians	\$554,048	\$554,048	\$852,381	65.00%	Up to 20 full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
LSCC Custodians	\$72,160	\$72,160	\$82,000	88.00%	Up to 2 full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
Maintenance Technician	\$27,702	\$27,702	\$42,619	65.00%	1 full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.

Budget Category	Homelessness Resolution HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
<b>Intake Specialists</b>					<b>Up to 5 full time salaries</b> will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Intake specialists facilitate access to the full spectrum of care, including diversion, shelter, and program options.
	\$195,708	\$195,708	\$240,000	81.55%	
<b>Total Salary:</b>	<b>\$4,052,005</b>	<b>\$4,052,005</b>	<b>\$5,253,176</b>	<b>77.13%</b>	
<b>Fringe Benefits</b>	<b>\$593,697</b>	<b>\$593,697</b>	<b>\$1,155,699</b>	<b>51.37%</b>	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please refer to the scope of work section Financial Administration-Fringe Benefits.
<b>Total Salary and Fringe Benefits:</b>	<b>\$4,645,702</b>	<b>\$4,645,702</b>	<b>\$6,408,875</b>	<b>72.49%</b>	
<b>Other Direct Costs</b>	Amount	Subtotal	Amount	%	
<b>Program/Project Supplies</b>	\$102,097	\$102,097	\$363,150	28.11%	Program/Project-related supplies directly related to program function. This includes like PPE, cleaning supplies, sheets, dividers, lockers, laundry supplies, pest control, blankets, towels, and mats
<b>Meals</b>	\$3,370,410	\$3,370,410	\$4,263,569	79.05%	Meals provided to clients.
<b>Client Support</b>	\$55,612	\$55,612	\$179,075	31.06%	Items provided to clients includes emergency clothing, ID's, supportive items, medication, housing, transportation, training, background checks and tools.
<b>Staff Program/Project Training</b>	\$20,000	\$20,000	\$40,000	50.00%	Program-related training materials and registration fees for direct staff. Relias platform for mandated training, CPR, Norcan, De-escalation, case management
<b>Facilities</b>	\$34,440	\$34,440	\$82,000	42.00%	Specific office space dedicated for use for the program only and not a shared space. Associated expenses can be allocated proportionately based on actual size or percentage of the building space. Associated expenses can include rent, lease, insurance, utilities, building maintenance and repairs costs.
<b>Professional Services</b>	\$450,000	\$450,000	\$900,000	50.00%	Subcontracted Securitas security agency providing security services for high flow hours (currently 8a-10p) and temporary employment services

Budget Category	Homelessness Resolution HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Minor Equipment	\$20,000	\$20,000	\$20,000	100.00%	Minor office equipment should directly relate to the service provided in the contract and be readily identifiable. Equipment must be used exclusively for program/project. Minor office equipment should be less than \$500.00 per item with a maximum expense to be determined by the program requirements. Any purchases over \$1,000/item and with a useful life greater than one year must be preapproved in writing by Deputy Director. Includes radios, walkie-talkie, computers for full time direct staff, and printers leases. <b>EXCLUDED FROM INDIRECT RATE CALCULATION</b>
<b>Total Other Direct Costs</b>	<b>\$4,052,559</b>	<b>\$4,052,559</b>	<b>\$5,827,794</b>	69.54%	
<b>Total Salaries, Fringe and Other Direct Costs</b>	<b>\$ 8,698,261.00</b>	<b>\$ 8,698,261.00</b>	<b>12,236,668</b>	71.08%	
<b>Indirect Costs</b>					
Indirect Costs	\$1,301,739	\$1,301,739	\$1,835,500	70.92%	Indirect calculated 15% of Allowable Salaries, Fringe and Other Direct Costs
<b>Grand Total</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>14,072,168.63</b>	71.06%	

**Appendix A**  
**Responsibility Matrix of Facility Related Services**  
**City and County of Denver (City), Denver Rescue Mission (DRM)**

	<i>Responsible Party</i>
Xcel Electric/Gas/Steam	City
Denver Water	City
Wastewater/Storm Sewer	City
Janitorial (incl. Janitorial Supplies/Placing Trash in Dumpsters)	DRM
Exterior litter pickup (including all animal feces)	DRM; DRM will be responsible for cleaning up after any service animals onsite, if any. No pets are allowed onsite.
Common Areas Maintenance- (e.g., Office areas/conference rooms, dining area, smoking, and kennel/pet run areas)	DRM
Fire System (sprinklers, inspections)	City*
Fire Alarm Monitoring & Fire Phone Line	City*
Security System hardware other than cameras /software	DRM
Security System Monitoring	DRM
Security System Phone Line	City*
Security Cameras	City*
Security Patrol	DRM
Stationary Security Guard	DRM
Telecom- Land Lines	City*
Telecom- Cable TV	DRM
Telecom – Wi-Fi	City-Guest Wi-Fi /DRM-Business Needs
Mechanical (HVAC) Maintenance	City*
Electrical Maintenance incl. generator if any	City*
Plumbing/Sewer (Fixtures, Drains)	City* (structural or mechanical maintenance or replacement)
Elevators	N/A
Minor maintenance (i.e., plugged toilets, leaky faucets, change light bulbs/ballasts not needing ladder or lift, repairs without specialized tools or personnel	DRM
PTAC Units	N/A
Interior Lighting (bulbs/ballasts) requiring specialized equipment, ladders or lifts	City*
Interior Lighting – all other bulb replacements	DRM
Pest Control and Bed Bug Treatments	DRM

Appliance Service and Repairs	DRM will maintain their own appliances/equipment owned, if any. City will maintain common area appliances.
Trash Hauling from Dumpsters (regular ongoing, not excess)	City*
Snow Removal-parking lot	City*
Snow Removal-sidewalks & entries	DRM
Landscaping & Irrigation	City*
Parking Lot R&M	City*
Sidewalk concrete R&M	City*
Exterior lighting	City*
Windows and doors	City*
Structural and roof	City*
Gutters and downspouts	City*
Damages caused by DRM's invitees	DRM
Other services not delineated in the agreement	DRM
Cleaning and maintaining grease interceptor - kitchen	DRM; minimum annually
Inspections kitchen hood	City*
Cleaning of the kitchen hood that does not require specialized equipment	DRM
Cleaning, maintenance and/or repairs of the kitchen hood that does require specialized equipment	DRM; DRM is to review any warranties on kitchen equipment with the City prior to any maintenance and repairs.
Cleaning dog relief area	DRM
Cleaning dog kennel area; if utilized	DRM
Cleaning kitchen, to include the freezer and fridges, floors, food storage, dishes, and all appliances	DRM
Kitchen: Maintenance/repairs to walk in cooler, freezer, combination oven, gas connector, worktop cook stand, refrigerator, reach in freezer, planetary mixer, coffee brewer and iced tea brewer.	DRM; DRM is to review any warranties on kitchen equipment with the City prior to any maintenance and repairs.
Kitchen: Other kitchen maintenance or repairs not listed above – warranty repairs are the exception (see below for additional information).	DRM; DRM is to review any warranties on kitchen equipment with the City prior to any maintenance and repairs.
Laundry – quarterly cleaning of the exhaust vents for the dryers	DRM

\*Unless damage is caused by DRM or its invitees (including any invitee's service animal(s), if any), in which case DRM pays for repair and/or replacement. Damages by CCH invitees, that are not staying at the shelter portion of the building, will be the responsibility of CCH for any damage by those invitees. Pets are not allowed onsite.

DRM will be required to carry the proper business licenses for foods services and operations, will be in compliance for local, state, and federal requirements. Any inspection report received by DRM will be delivered to the Director of Real Estate and HOST within 48 hours.



### Warranty Information – Kitchen Equipment

The City will be notified as soon as possible by DRM if any of the items listed below are under the warranty period. DRM will not make repairs or perform maintenance that will void the warranty on these items as shown below.

Warranty is based on substantial completion 12/19/2024.

48th Ave Shelter Serial Number List							
Item#	Qty	Description	Manufacture	Model Number	Serial Number	Manufacture Warranty Length	
1	16	Wire Shelving	Eagle Group	2460C	N/A	1 year - Parts	
1	24	Caster Post	Eagle Group	CP74-C	N/A	1 year - Parts	
1	12	Stem Casters	Eagle Group	C55P-300	N/A	1 year - Parts	
1	12	Stem Casters with Brakes	Eagle Group	C5B5P-300	N/A	1 year - Parts	
1	8	Wire Shelf	Eagle Group	2448C	N/A	1 year - Parts	
2	1	Storage Track Kit	Eagle Group	OHT-23	N/A	1 year - Parts	
2	8	Mobile Unit Kit	Eagle Group	MUK24-C	N/A	1 year - Parts	
2	2	Stationary End/Intermediate Unit Kit	Eagle Group	EP74-C	N/A	1 year - Parts	
2	40	Wire Shelf	Eagle Group	2460C	N/A	1 year - Parts	
3	4	Dunnage Rack	Channel Mfg.	ED2048	N/A	2 years - Parts , 90 days - Labor	
4	1	Can Rack	Channel Mfg.	CSR-9M	N/A	2 years - Parts , 90 days - Labor	
7	1	Mop Sink	Advance Tabco	9-OP-24FM-SSL	N/A	90 days - Parts	
7	1	Service Sink Faucet	Advance Tabco	K-240	N/A	90 days - Parts	
7	1	Mop Hanger	Advance Tabco	K-242	N/A	90 days - Parts	
7	1	Hose and Hanger	Advance Tabco	K-244	N/A	90 days - Parts	
8	1	Eye Wash Attachment	T&S Brass	EW-7360B	N/A	1 year - Parts	
9	1	Wire Shelving	Eagle Group	2448C	N/A	1 year - Parts	
9	1	Caster Post	Eagle Group	CP74-C	N/A	1 year - Parts	
9	2	Stem Casters	Eagle Group	C55P-300	N/A	1 year - Parts	
9	2	Stem Casters with Brakes	Eagle Group	C5B5P-300	N/A	1 year - Parts	
10	1	Walk In Cooler	Imperial Brown	Custom	Custom	15 years on the Panels	
10	1	Closure Panels	Nationwide	Custom	Custom	1 year - Parts	
13	1	Air Curtain	Mars Air Systems	STD272-2UA-OB	1091051	3 years - Parts	
15	40	Wire Shelving	Eagle Group	2460E	N/A	1 year - Parts	
15	48	Caster Post	Eagle Group	CP74-E	N/A	1 year - Parts	
15	24	Stem Caster	Eagle Group	C55P-300	N/A	1 year - Parts	
15	24	Stem Casters with Brakes	Eagle Group	C5B5P-300	N/A	1 year - Parts	
15	8	Wire Shelf	Eagle Group	2448E	N/A	1 year - Parts	
16	4	Dunnage Rack	Channel Mfg.	ED2048	N/A	2 years - Parts , 90 days - Labor	
17	1	Walk In Freezer	Imperial Brown	Custom	Custom	15 years on the Panels	
17	1	Closure Panels	Nationwide	Custom	Custom	1 year - Parts	
18A	1	Walk in Refrigeration	RDT	ZS204ZCT4A5T	246429323	1 year - Standard 3 year - Compressor	
				ZB19KCE-TFD	2400036CD		
				ZB19KCE-TFD	2400037CD		
				BEL0105A56AMA	T24D14317		
				BEL0105A56AMA	T24E15046		
				ZF28K4E-TFD	2404316AD		
				ZF28K4E-TFD	2404317AD		
				BEL0155B56EMA	T24E14735		
				BEL0155B56EMA	T24E14734		
19	8	Dunnage Rack	Channel Mfg.	ED2048	N/A	2 years - Parts , 90 days - Labor	
20	60	Wire Shelving	Eagle Group	2460E	N/A	1 year - Parts	
20	60	Caster Post	Eagle Group	CP74-E	N/A		
20	30	Stem Casters	Eagle Group	C55P-300	N/A		
20	30	Stem Casters with Brakes	Eagle Group	C5B5P-300	N/A		
24	8	Wire Shelving	Eagle Group	2460C	N/A		
24	8	Caster Post	Eagle Group	CP74-C	N/A		
24	4	Stem Casters	Eagle Group	C55P-300	N/A		
24	4	Stem Casters with Brakes	Eagle Group	C5B5P-300	N/A		
25	1	Hose Reel	Fisher	75393	N/A	2 years - Parts	
26	1	Floor Trough	IMC Teddy	Custom	Custom	1 year	
27	4	Wire Shelving	Eagle Group	2472C	N/A	1 year - Parts	
24	8	Caster Post	Eagle Group	CP74-C	N/A		
24	4	Stem Casters	Eagle Group	C55P-300	N/A		
24	4	Stem Casters with Brakes	Eagle Group	C5B5P-300	N/A		
24	4	Wire Shelving	Eagle Group	2448C	N/A		
30	1	Wall Mounted Shelving	Eagle Group	WS1084-1A/3	N/A		1 year - Parts
31	1	L Shaped Solid Dishtable	Nationwide	Custom	Custom		1 year - Parts
32	1	Conveyor Dishwasher	Champion	44 Pro	RP23104306		1 year
33	1	Pre Rinse Faucet with Add on Faucet	T&S Brass	3PR-BW10	N/A	1 year	
34	1	Disposer	Salvador	200-2A-6-ARSS-2	77370	1 Year - Parts and Warranty	
37	1	Clean Dishtable	Nationwide	Custom	Custom	1 year - Parts	
38	1	Pass Thru Shelf	Nationwide	Custom	Custom		
39	1	Wall Shelf	Nationwide	Custom	Custom		
40	1	3 Comp Scullery Sink	Nationwide	Custom	Custom		
40.1	2	Wall/Splash Mount Faucet	Fisher	13269	N/A		2 years - Parts
40.1	3	Waste Valve	Fisher	22306	N/A	1 Year - Parts and Warranty	
41	1	Disposer	Salvador	200-CA-18-ARSS-2	77367	1 Year - Parts and Warranty	
42	1	Pre Rinse Faucet Assembly	T&S Brass	3PR-BW00	N/A	1 year	
43	4	Hand Sink	Advance Tabco	7-PS-20	N/A	90 days - Parts	
43	4	Wrist Handles	Advance Tabco	K-316-LU	N/A		
43	4	P-Trap	Advance Tabco	7-PS-14	N/A		
43	4	Slide Splash	Advance Tabco	7-PS-16B	N/A		
46	2	Universal Pan Rack with Corner Bumpers	Cres Cor	207UA13A	N/A	1 Year Parts - 90 Day Labor	

47-48	1	Ice Maker	Manitowoc	IDT0420A	1121066210	1 Year - Parts
49	1	Water Filtration System	Everpure	EV910032	N/A	5 years - Parts
52	2	Bun/Food Pan Enclosed Cabinet	Cambro	UPC1600SP110	N/A	1 Year
54	1	Electric Tilting kettle	AccuTemp	ALTWE-40	240122	1 Year Parts and Labor
55	1	Floor Trough	IMC Teddy	Custom	Custom	1 year
56	1	Faucet with Spray Hose	T&S Brass	B-0167	N/A	1 year
59	1	Electric Tilting Skillet	AccuTemp	ALTES-30	210123	1 Year Parts and Labor
60	1	Combi Oven	Electrolux	219785	124172009404	1 Year Parts - 2 Year Labor
60.1	1	Gas Connector Kit	Dormont	1675KIT2548	N/A	2 Year
61	2	Convection Oven	Royal Range	RCOS-2	231824231924	1 Year Parts and Labor
61.1	2	Gas Connector Kit	Dormont	1675KIT2548PS	N/A	2 Year
62	1	Kettle/Pot Filler Faucet	T&S Brass	B-0580	N/A	1 year
63	1	Cheesemelter	Royal Range	RCM-36	232024	1 Year Parts and Labor
64	1	Countertop Hotplate	Royal Range	RDHP-36-6	232124	1 Year Parts and Labor
64.1	1	Gas Connector Kit	Dormont	1675KIT2548	N/A	2 Year
67	1	Worktop Cook Stand Refrigerator	Beverage Air	WTRCS84HC	14906948	3 Years Parts and Labor - Additional 4 Years Compressor Parts
67.1	1	Wheel Placement	Dormont	PS	N/A	2 Year
68	1	Countertop Griddle	Royal Range	RSTG-36	232224	1 Year Parts and Labor
68.1	1	Gas Connector Kit	Dormont	1675KIT2548	N/A	2 Year
69.1	1	Closure Panels	Nationwide	Custom	Custom	1 year - Parts
70	1	Wall Flashing	Nationwide	Custom	Custom	1 year - Parts
71	1	Gas Floor Fryer	Royal Range	RHEF-45-1-DM2	232324	1 Year Parts and Labor
71.1	1	Gas Connector Kit	Dormont	1675KIT2548PS	N/A	2 Year
75	4	Can Opener	Nemco	S6050-1	N/A	2 Years Parts - 1 Year Labor
76	4	Ceiling Mount Pot Rack	Nationwide	Custom	Custom	1 year - Parts
77	1	Worktable with Sink	Nationwide	Custom	Custom	1 year - Parts
77.1	1	Wall/Splash Mount Faucet	T&S Brass	B-0231	N/A	1 year
77.1	1	Install Kit	T&S Brass	B-0230-K	N/A	1 year
77.1	1	Waste Valve	T&S Brass	B-3950-01	N/A	1 year
78	1	Pizza Prep Refrigeration	Beverage Air	DP46HC	15008695	3 Years Parts and Labor - Additional 4 Years Compressor Parts
79-80	1	Worktable with Drawer and Overshelf	Nationwide	Custom	Custom	1 year - Parts
83	1	Reach In Freezer	Continental	2FESN	16425904	3 Years Parts and Labor - Additional 2 Year Compressor
84-86	2	Worktable with Drawer and Overshelf	Nationwide	Custom	Custom	1 year - Parts
87	1	Worktable with Overshelf	Nationwide	Custom	Custom	1 year - Parts
88	4	Ingredient Bin	Cambro	IB527148	N/A	1 Year
91	1	Planetary Mixer	Globe	SP40	7412825	2 Years Parts - 1 Year Labor
92-93	1	Prep Table with Sinks and Overshelf	Nationwide	Custom	Custom	1 year - Parts
94	1	Meat Slicer	Berkel	B12A-SLC	EN1097765	1 Year
95	1	Countertop Food Processor	Robot Coupe	R2N	2471378503Q-11	1 Year
98	2	Mobile Worktable	Nationwide	Custom	Custom	1 Year - Parts
99	2	Heated Holding Cabinet	Piper Products	1016-SS	82328, XXXXX	1 Year Parts and Labor
100	2	Mobile Plate and Dish Dispenser	Atlas Metal	MEPD2H-10-1/8	24030927A, 24030928A	1 Year
101	2	Mobile Worktable	Nationwide	Custom	Custom	1 Year - Parts
103	2	Tray Rack Dispenser	Atlas Metal	MCT-1418	N/A	1 Year
104	2	Tray Slide	Nationwide	Custom	Custom	1 Year - Parts
105	2	Cold Food Serving Counter	Multiteria	Custom CLS60	Custom	1 Year - Parts
106	2	Hot Food Serving Counter	Multiteria	Custom HLS60	Custom	1 Year - Parts
107	2	Utility Serving Counter	Multiteria	Custom LNL36	Custom	1 Year - Parts
110	1	Sneeze Guard	Multiteria	Custom	Custom	1 Year - Parts
111	1	Coffee Brewer	Curtis	URN-300-12	14883566	3 Years Parts and Labor - Digital Control Boards 2 Years Parts, 1 Year Labor - Electrical Components
112	1	Tray Slide	Nationwide	Custom	Custom	1 Year - Parts
113	1	Iced Tea Brewer	Curtis	TB5	14862215	3 Years Parts and Labor - Digital Control Boards 2 Years Parts, 1 Year Labor - Electrical Components
113	1	Iced Tea Dispenser	Curtis	TCN1510	14908948	2 Years Parts, 1 Year Labor - Electrical Components
114	1	L Shaped Beverage Counter Cabinet Base	Nationwide	Custom	Custom	1 Year - Parts
117	2	Rack Dolly	Metro	CBH2121C	N/A	1 year