

**Pleasant Hill R-III School District  
Exterior Door Replacement  
RFP**

The Pleasant Hill R-III School District in Pleasant Hill, MO is seeking proposals from qualified contractors to remove and replace four exterior door openings located at the Pleasant Hill Elementary School and one exterior door opening at the Pleasant Hill Middle School.

The purpose of this proposal is to address old, worn out, and unsecure exterior doors, frames, and hardware

**General Conditions**

1. The Pleasant Hill R-III School District will receive sealed bids from qualified installers. Sealed bids can be mailed or delivered to:  
Central Office - ATTN David Taylor  
Pleasant Hill R-III School District  
318 Cedar St  
Pleasant Hill, MO 64080
2. Sealed bids will be received until 3:00 PM, CST, on April 11th, 2019, and will be opened at that time. Bid acceptance and approval will be April 16th at the district school board meeting.
3. The Pleasant Hill R-III School District reserves the right to reject any and all bids.
4. Awarded contractor will be required to submit a completed vendor agreement which includes E-Verification, all applicable licenses, and insurance.
5. Contractor will be responsible for any permits that may be required by the City of Pleasant Hill.
6. Prevailing Wage is no longer a requirement in Missouri for projects under \$75,000.

**BIDS TO INCLUDE**

- Removal and disposal of existing doors and frames
- Installation of new doors, frames, thresholds, and hardware as specified below
- Clean up of site on a daily basis
- Pricing should be listed per opening

Site visits are required. There will be a non mandatory Pre-Bid walk through scheduled for Wednesday, April 3rd, at 1:00 PM. Additional site visits may be scheduled by emailing David Taylor at [dtaylor@pleasanthillschools.com](mailto:dtaylor@pleasanthillschools.com), or calling the office at 816-540-3161 x6111.

**DOOR LOCATIONS**

1. Elementary School

- a. Opening - West gym doors
  - b. Opening - South storage room
  - c. Opening - South teachers workroom
  - d. Opening - Southeast lobby entrance
2. Middle School
- a. Opening - Southeast gym lobby entrance

All doors and frames shall be Special-Lite products - no substitutions

All hardware (including mullions where applicable) shall be Allegion products - no substitutions

All doors shall include Door Position Switch prep; Adjustable bottom sweep; EPT prep (on single doors and only one door on sets of two or three)

1. West gym doors - Special-Lite SL-20/17 FRP; Beige; Narrow Lite kit in south door; Remove auto opener; 3 - 4040XP Closers; 1 - steel, keyed removable mullion (VonDuprin KR4954); 1 - fixed mullion; 3 - Von Duprin 99 panic devices; 1 - QEL installed in south door panic device; Aluminum threshold; Weather stripping.
2. South Storage Room - Special-Lite SL-20/17 FRP; Beige; 1 - 4040XP HCUSH Closer on active door; Flush bolts on inactive door; Schlage AD-300 installed on active door (AD-300-MS-70-Si-SPA-626-JD-RH-09-663-10-072-134)
3. South Teachers Workroom - Special-Lite SL-20/17 FRP; Beige; Narrow Lite kit; 1 - 4040XP Closer HCUSH; 1 - Von Duprin 99 panic device; 1 - QEL installed in panic device; Aluminum threshold; Weather stripping.
4. Special-Lite Monumental; Clear Aluminum; Glass to match existing; Remove auto opener; 3 - 4040XP Closers; 1 - steel, keyed removable mullion (VonDuprin KR4954); 1 - fixed mullion; 3 - Von Duprin 99 panic devices; 1 - QEL installed in west door panic device; Aluminum threshold; Weather stripping.
5. Special-Lite Monumental; Clear Aluminum; Mid-rail with glass top and bottom; Remove auto opener; 3 - 4040XP Closers; 1 - steel, keyed removable mullion (VonDuprin KR4954); 1 - fixed mullion; 3 - Von Duprin 99 panic devices; 1 - QEL installed in west door panic device; Aluminum threshold; Weather stripping.



# Pleasant Hill R-III School District

318 Cedar Street, Pleasant Hill, MO 64080  
Phone: 816-540-3161 / Fax: 816-540-5135

*Excitement in Learning      Enrichment in Living*

## Standard Vendor Agreement

By signing this Agreement ("Agreement"), the below-named vendor of products or services to the District ("Vendor") agrees to each term of the Standard Vendor Agreement of Pleasant Hill R-III School District ("District") from the date of the signature below until terminated under the terms of the Agreement.

**Vendor (legal entity name):** \_\_\_\_\_

**Vendor Type:** \_\_\_\_\_

**Vendor Name as Shown on Invoice (DBA):** \_\_\_\_\_

**Vendor Taxpayer Identification Number (EIN/SSN):** \_\_\_\_\_

**Vendor Contact Name and Title:** \_\_\_\_\_

**Vendor Contact Information:** *Street* \_\_\_\_\_

*City/State/Zip Code* \_\_\_\_\_

*Phone* \_\_\_\_\_

*Mobile Phone* \_\_\_\_\_

*Email or Fax* \_\_\_\_\_

***I am authorized to contract for Vendor and Vendor understands and agrees to comply with the District's Standard Vendor Agreement Terms until terminated.***

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

1. **Scope.** This agreement applies to transactions between Pleasant Hill R-III School District (“District”) and vendors of products or services (“Vendors”). This Agreement is effective from the date accepted by Vendor until termination under its terms. Vendor agrees to each term of the Agreement in exchange for the opportunity to offer goods or services for sale to the District. The District reserves the right to accept or reject any offer of sale. The District may modify this Agreement upon notice to Vendors and such changes are binding upon notice.
2. **Purchase orders.** The District will incur no liability for additional costs over the amount identified in a purchase order, including taxes, shipping, insurance, penalties, termination payments, attorney fees, liquidated damages, or other fees and costs. Product Vendors will replace any item received in damaged condition at no cost to the District, including all shipping costs for returning non-functional items to the Vendor for replacement.
3. **Sales Tax Exemption.** Vendor will not bill taxes. Federal and state law exempts the District from Federal excise taxes and state sales taxes.
4. **District Policies.** Vendor will comply with all applicable District policies, regulations, and procedures, including Policies regarding background checks, confidentiality of student information, anti-discrimination, and conflicts of interest.
5. **Conflict of Interest.** Vendor will notify District of any professional, business, or familial relationship with any administrator or current member of the Board of Education of the District.
6. **E-Verify (§ 285.530 RSMo).** Vendors for transactions that exceed \$5,000 agree to annually provide District a sworn affidavit and other sufficient documentation to affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Contract and to affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
7. **Sovereign Immunity.** The District preserves all immunities recognized at law. Nothing in this Agreement or any transactions under this agreement is a waiver of Sovereign Immunity or Governmental Immunity by whatever name as set forth in Mo. Rev. Stat. § 537.600 et seq. Any insurance required by this Agreement or any transactions under this agreement waives no defense or immunity available to the District or its employees by statute or at common law.
8. **10-Hour construction safety program for public works projects (§ 292.675 RSMo).** Vendors for construction, reconstruction, demolition, painting and decorating, or major repair for public works projects will provide its on-site employees a 10-hour Occupational Safety and Health Administration (OSHA) Construction Safety Program as mandated by § 292.675 RSMo, including a course in construction safety and health approved by OSHA or a similar program approved by the Missouri Department of Labor and Industrial Relations.
9. **Prevailing Wage.** Vendors agree that in the instances their services consist of, wholly or in part, construction, reconstruction, demolition, painting and decorating, or major repair for public works projects: A wage of no less than the prevailing hourly rates of wages for work of a similar character in the locality in which the work is performed shall be paid to all workmen employed by or on behalf of any public body engaged in public works exclusive of maintenance work (§ 290.220 RSMo); Not less than the prevailing hourly rate of wages specified in wage determination as requested from the State shall be paid to all workers performing work under this contract (§ 290.250 RSMo); The vendor

shall forfeit as a penalty to the State, County, City, and County, City, Town, District or other political sub-division on whose behalf the contract is made or awarded Ten (\$10.00) Dollars for each worker employed, for each calendar day, or portion thereof such worker is paid less than the said stipulated rates for any work done under this contract by him or by any sub-contractor under him (§ 290.250 RSMo). Vendor is required to comply with prevailing wage requirements and will indemnify and defend the District for any violations of prevailing wage requirements.

- 10. Excessive Unemployment.** When the Missouri Department of Labor and Industrial Relations determines that a period of “Excessive Unemployment” remains in effect and will remain in effect if the unemployment rate exceeds 5% in the state of Missouri, Vendors for construction, reconstruction, demolition, painting and decorating, or major repair for public works projects agree to employ only Missouri laborers and laborers from nonrestrictive states on the public works projects. (§§ 290.550 through 290.580 RSMo).
- 11. Lead Paint Guidelines.** Vendors for construction, reconstruction, demolition, painting and decorating, or major repair for public works projects working in pre-1978 school buildings that are child occupied and residential properties will obtain their Renovator Certification by an accredited EPA Training Provider.
- 12. AHERA Notification.** The District has completed the removal of friable asbestos in all District school buildings. In addition, all facilities have now been inspected by a certified asbestos inspector as required under the ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986 (AHERA). A copy of the AHERA Plan is on file with each building administrator. The AHERA Plan is available for inspection during regular school hours.
- 13. A-133 Compliance Supplement.** Vendor warrants that it and its principals are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or Agency. Vendor will notify the District immediately if suspended or debarred.
- 14. Permits.** Vendor will obtain all permits required by law for transactions under this Agreement.
- 15. Insurance.** Vendor will maintain all insurance required by law.
- 16. Termination.** Vendor may terminate Agreement by providing the District notice in writing as required by this Agreement within 90 days of the termination date in the notice, after completion of all transaction entered under this Agreement and upon reasonable notice to the District and opportunity to cure any alleged breaches of this Agreement or transactions entered into under this Agreement. District may terminate this Agreement upon written notice at any time for any reason.
- 17. Compliance with Non-Discrimination Law.** Vendor will comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Employment Act, Missouri Human Rights Act and all other applicable Federal and State laws and District Policy.
- 18. Americans with Disabilities Act of 1990 (ADA).** Vendor warrants that all goods or services provided under this Agreement will meet or exceed all applicable Federal, State, and Local Statutes, Ordinances and Codes including but not limited to the Americans with Disabilities Act of 1990.
- 19. Performance and Payment Bonds.** For public works projects with a transaction cost of \$25,000 or more, Vendor will procure and maintain performance and payment bonds for the benefit of the

District as required by the laws of the State of Missouri in an amount not less than 100% of the aggregate amount of Contract entered under this Agreement. The Bond shall serve as security for the faithful performance of public works projects entered under this Agreement, including maintenance provisions, and for the payments of all persons performing labor and furnishing materials in connection with public works projects entered under this Agreement. Vendor will pay premiums on the bonds. The bonds shall remain in full force and effect during public works projects entered under this Agreement.

- 20. Confidentiality.** Vendor will comply with all confidentiality laws, including the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and will indemnify the District for any damages suffered by it by reason of Vendor's failure to do so.
- 21. Background checks.** Vendor will ensure that all its employees, staff members, volunteers and adults who may have contact with students complete fingerprinting and criminal background checks in accordance with § 168.133 RSMo and the requirements of the Missouri Department of Elementary and Secondary Education, including a criminal background check through the Missouri State Highway Patrol and a child abuse and neglect background check through the Missouri Children's Division. Vendor will provide District reports of background checks.
- 22. Indemnification.** The District will not agree to indemnify any Vendor for its own negligence (including product liability), for injuries or damages that do not arise from acts or omission of the District, or for injuries or damages for which the District has sovereign immunity. Product vendors shall be responsible for all personal injury (including death) or property damage as a result of the Vendor's negligence involving any product provided under transactions under this Agreement and, in addition, agree to hold the District, including its Board and employees, harmless from every expense, liability, or payment arising out of such negligent act or defective product.
- 23. Applicable Law.** The laws of the State of Missouri govern this agreement. For any legal action arising from this Agreement or any transaction entered under this agreement. Vendor expressly agrees to the jurisdiction and venue of the Circuit Court of Cass County, Missouri, or the United States District Court for the Western District of Missouri, as appropriate.
- 24. Provisions required by law.** Every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted and the Agreement will be read and enforced as though it were included herein.
- 25. Dispute.** Vendor will provide District notice of and an opportunity to cure any dispute arising from this Agreement or any transaction under this Agreement before filing a legal action arising from the dispute. Vendor will pay District's reasonable legal fees, expenses, and costs for any legal action arise from such dispute.
- 26. Notice.** All notices provided under this contract must be in writing and delivered in a form that provides the date of delivery.
- 27. Independent Contractor.** The relationship of the District and the Vendor is one of District and independent contractor and not master and servant or joint venturers. Except as specifically provided herein, Vendor has no authority to act for or on behalf of the District.

**ANNUAL FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am over twenty-one years of age; and know of the matters set forth.
2. I am employed by \_\_\_\_\_("Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify federal work authorization program regarding Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_  
(individual signature)

For \_\_\_\_\_  
(company name)

Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 201\_ .

NOTARY PUBLIC

My commission expires: \_\_\_\_\_

**Vendor (legal entity name):**

The above Vendor offers the following goods or services for procurement by the Pleasant Hill R-III School District. All procurement is subject the requirements of District Policy and Missouri Law.

**Appliances**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Services

**Art Supplies**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies

**Athletic**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Trainer Supplies
- \_\_\_\_\_ c. Supplies
- \_\_\_\_\_ d. Sports uniforms

**Audio/Visual**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Repairs
- \_\_\_\_\_ c. Sound systems
- \_\_\_\_\_ d. Supplies

**Automotive**

- \_\_\_\_\_ a. Parts
- \_\_\_\_\_ b. Gas
- \_\_\_\_\_ c. Oil/Lubricants
- \_\_\_\_\_ d. Tires
- \_\_\_\_\_ e. Purchases – New & Used

**Batteries**

- \_\_\_\_\_ a. Office/Electronics
- \_\_\_\_\_ b. Vehicle

**Building**

- \_\_\_\_\_ a. Acoustical tiles
- \_\_\_\_\_ b. Glass & Glazing
- \_\_\_\_\_ c. Locking Hardware & Keys
- \_\_\_\_\_ d. Lumber

**Calculators**

- \_\_\_\_\_ a. Equipment

- \_\_\_\_\_ b. Service/Repairs
- \_\_\_\_\_ c. Supplies

**Carpenter Shop**

- \_\_\_\_\_ a. Supplies
- \_\_\_\_\_ b. Parts
- \_\_\_\_\_ c. Lumber
- \_\_\_\_\_ d. Services

**Computers**

- \_\_\_\_\_ a. Hardware
- \_\_\_\_\_ b. Software

**Consultant/ Professional Services**

- \_\_\_\_\_ a. Architect
- \_\_\_\_\_ b. Employee Assistance
- \_\_\_\_\_ c. Energy Services
- \_\_\_\_\_ d. Engineering

**Contractor**

- \_\_\_\_\_ a. Asphalt/Seal Coating
- \_\_\_\_\_ b. Bleachers
- \_\_\_\_\_ c. Carpeting
- \_\_\_\_\_ d. Concrete
- \_\_\_\_\_ e. Demolition/Excavating
- \_\_\_\_\_ f. Electrical
- \_\_\_\_\_ g. Elevators
- \_\_\_\_\_ h. Environmental
- \_\_\_\_\_ i. Fencing
- \_\_\_\_\_ j. Fire Sprinklers
- \_\_\_\_\_ k. Floor Covering
- \_\_\_\_\_ l. General Construction
- \_\_\_\_\_ m. Heating/Cooling
- \_\_\_\_\_ n. Landscaping
- \_\_\_\_\_ o. Masonry
- \_\_\_\_\_ p. Painting
- \_\_\_\_\_ q. Plumbing
- \_\_\_\_\_ r. Roofing

- \_\_\_\_\_ u. Sprinkler Systems
- \_\_\_\_\_ v. Welding

**Coolers/Boilers**

- \_\_\_\_\_ a. Compressors
- \_\_\_\_\_ b. Cooler Pads
- \_\_\_\_\_ c. Equipment
- \_\_\_\_\_ d. Supplies

**Copiers**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. High Volume Copiers
- \_\_\_\_\_ c. Supplies
- \_\_\_\_\_ d. Service

**Custodial**

- \_\_\_\_\_ a. Laundry Service
- \_\_\_\_\_ b. Chemicals
- \_\_\_\_\_ c. Supplies

**Drafting**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies

**Draperies/Stage Curtains**

- \_\_\_\_\_ a. Blinds
- \_\_\_\_\_ b. Drapes
- \_\_\_\_\_ c. Curtains
- \_\_\_\_\_ d. Stage Flooring/Repair

**Electric**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Lamps
- \_\_\_\_\_ c. Supplies

**Elevators**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies/Parts



- \_\_\_\_\_ c. Services/Repairs
- \_\_\_\_\_ d. Inspection

**Extermination**

- \_\_\_\_\_ a. Pest Control Services

**Fax Machines**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Service

**Fencing**

- \_\_\_\_\_ a. Materials

**Fertilizer/ Seeds**

- \_\_\_\_\_ a. Supplies

**Fire**

- \_\_\_\_\_ a. Extinguishers
- \_\_\_\_\_ b. Fire Maintenance
- \_\_\_\_\_ c. Equipment
- \_\_\_\_\_ d. Inspections

**Flags**

- \_\_\_\_\_ a. Flags
- \_\_\_\_\_ b. Accessories
- \_\_\_\_\_ c. Banners

**Flooring**

- \_\_\_\_\_ a. Carpet
- \_\_\_\_\_ b. Tile
- \_\_\_\_\_ c. Finishing

**Fuel**

- \_\_\_\_\_ a. Unleaded Fuel
  - \_\_\_\_\_ b. Diesel Fuel
  - \_\_\_\_\_ c. Tank /Pump
- Service/Supply

**Furniture**

- \_\_\_\_\_ a. Auditorium
- \_\_\_\_\_ b. Cafeteria
- \_\_\_\_\_ c. Classroom
- \_\_\_\_\_ d. Computer
- \_\_\_\_\_ e. Library
- \_\_\_\_\_ f. Lounge
- \_\_\_\_\_ g. Office

**Grease Trap Cleaning**

- \_\_\_\_\_ a. Services

**Grounds**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Weed Control
- \_\_\_\_\_ d. Landscaping

**Hardware/Lumber**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Nuts & Bolts
- \_\_\_\_\_ c. Tools
- \_\_\_\_\_ d. Lumber

**Heating/Cooling**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. HVAC Filters
- \_\_\_\_\_ c. Services/Repairs
- \_\_\_\_\_ d. Supplies

**Industrial Arts**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies

**Instructional**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Student Planners
- \_\_\_\_\_ c. Supplies

**Insurance**

- \_\_\_\_\_ a. Dental
- \_\_\_\_\_ b. Health
- \_\_\_\_\_ c. Life
- \_\_\_\_\_ d. Property

**Laundry/Dry-clean Service**

- \_\_\_\_\_ a. Band/Choir Uniforms

**Lease/Purchase**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Vehicles
- \_\_\_\_\_ c. Land

**Library**

- \_\_\_\_\_ a. Book Binding
- \_\_\_\_\_ b. Books
- \_\_\_\_\_ c. Equipment
- \_\_\_\_\_ d. Supplies
- \_\_\_\_\_ e. Furniture

**Lighting**

- \_\_\_\_\_ a. Supplies

**Locker/Parts**

- \_\_\_\_\_ a. Hall
- \_\_\_\_\_ b. P.E.

**Machine Shop**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies

**Mailroom**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies

**Office**

- \_\_\_\_\_ a. Supplies
- \_\_\_\_\_ b. Furniture
- \_\_\_\_\_ c. Equipment

**Paint**

- \_\_\_\_\_ a. Supplies
- \_\_\_\_\_ b. Equipment

**Paper Products**

- \_\_\_\_\_ a. Office/copy paper
- \_\_\_\_\_ b. Colored Copy Paper
- \_\_\_\_\_ c. Disposable (plates, cups, napkins, etc.)

**Plumbing**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Water Fountains

**Printing**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Service
- \_\_\_\_\_ c. Supplies

**Roof**

- \_\_\_\_\_ a. Materials
- \_\_\_\_\_ b. Supplies

**Safety Equipment**

- \_\_\_\_\_ a. Fire Alarm System
- \_\_\_\_\_ b. Fire Extinguishers
- \_\_\_\_\_ c. **Maintenance/Services**
- \_\_\_\_\_ d. Supplies

**Security**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Fire Alarm Systems
- \_\_\_\_\_ c. Intercoms
- \_\_\_\_\_ d. Services/Repairs
- \_\_\_\_\_ e. Supplies

**Special Education**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Services

**Sprinklers**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Parts
- \_\_\_\_\_ c. Supplies
- \_\_\_\_\_ d. Service/Repairs

**Tractors**

- \_\_\_\_\_ a. Equipment

- \_\_\_\_\_ b. Parts
- \_\_\_\_\_ c. Supplies
- \_\_\_\_\_ d. **Maintenance/Repairs**
- \_\_\_\_\_ e. Tires

**Trophies/Awards**

- \_\_\_\_\_ a. Trophies
- \_\_\_\_\_ b. Awards

**Two Way Radios**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Parts
- \_\_\_\_\_ d. Service/Repairs

**Water Treatment**

- \_\_\_\_\_ a. Water Treatment
- \_\_\_\_\_ b. Services

**Welding**

- \_\_\_\_\_ a. Equipment
- \_\_\_\_\_ b. Supplies
- \_\_\_\_\_ c. Service

**Other**