

WO #	Location	Description	Priority	Status	Requestor	Requested Or Requested Cc		
8270	MC	TV in the conference room needs to be taken down	1. High	Approved	Dana Waldrop	4/29/2025	5/1/2025	2833235
8188	MC	The automatic door at the library isn't working. The manual door is unlocked, so we do not think there is an issue with the automatic locks.	1. High	Approved	Alyson Quinn	4/7/2025		2804547
		We have a student that was assigned two student numbers. She has already accessed and logged in with an email that actually needed to be removed. Mckenzie J. Austin 00069279 should be using maustin4@my.athens.edu for her credentials. Please use maustin3@my.athens.edu as an alias if possible. Her number of 00121909 will be removed once files have been transferred completely to 00069279.						
6445	MC	I had overlooked sending a work order to return the popcorn machine and cooler back to room 110 student activities. Also, the large cooler with ice is returned back to your area.	1. High	OnHold	Tracy Raby	3/7/2024		2251514
8343	MC		1. High	Approved	Necedah Henderson	5/20/2025		2861221

8287 MC	<p>We just noticed mold inside the cabinets indicating that there has been a slow leak under or behind the cabinets in the break room on the warehouse side of the building.</p> <p>I already spoke with Will so he knows to install the mirror from the president's home over the fireplace in Founders Hall tomorrow (Thursday) - I just thought I should be in an official work order.</p>	1. High	Approved	Trey Rose	5/1/2025	2837190
8135 MC	<p>thank you! Lisa</p> <p>I'm attaching a photo of where I've put the brackets, and you can see they are not holding. Can someone help with this? I expect by the time everyone returns from spring break, the whole rod and everything might be down, but that's ok. If I'm not in my office, please go ahead and mount these if possible. Thank you. Ronda Kelly S 100 A 256.233.6504 ronda.kelly@athens.edu</p>	1. High	Approved	Lisa Hoffman	3/19/2025	2779467
8154 MC	<p>u</p>	1. High	Approved	Ronda Kelly	3/25/2025	2787453

8231 MC	<p>Lionel Holguin called and reported loose railing on the east side exit of Sandridge Hall going down the steps- leaving from the Bear Cave. His report indicated a potential fall hazard from this. Could we please check into this ASAP. Thanks, Donald reached out to let us know that there has been a leak at the Sandridge Ballroom and that some of the tiles need replacement prior to the inauguration event scheduled in there this Friday</p>	1. High	Approved	Chadwick Kyle	4/16/2025	4/18/2025	2818419
8252 MC	<p>4/25/25. thanks,</p>	1. High	Approved	Chadwick Kyle	4/22/2025	4/24/2025	2824569
8271 MC	<p>Jerry Crabtree reported that the manual front door of the library is not latching and remaining unsecured. Can we please check on this.</p>	1. High	Approved	Chadwick Kyle	4/29/2025	5/1/2025	2833376

I have received an order from Walker Display Hanging Systems that we will install permanently in locations at Kares Library and the 3rd floor of McCandless for the purposes of hanging artwork. Chad has the hardware at Facilities. We will be installing a moulding (picture included) at ceiling height. This system then allows for me to rotate artwork without damaging walls. We will need to do this the week of May 5 so that I can hang artwork May 12. I will need to be present with you and show you how many and where to install them.

8292 MC

1. High

Approved

Lisa Hoffman

5/1/2025

2837575

the time to re-scaning
pedestals that were
made by carpentry for
the bronze sculptures
(per Donald) to be used
on McCandless Hall 3rd
floor for the re-
installation of the
bronzes. Emily Lee is
showing me some in
storage in Carter Gym
next Tuesday, May 6
and Donald will also
look for them around
campus. I will need to
have them painted, or
touched up painted, to
make them useable for
display. The current
color is fine, as long as
they are all consistent.
Attached is a sample of
one of the pedestals I
have in Art Storage. I'LL
NEED TO HAVE THEM
COMPLETED AND
MOVED TO 3RD FLOOR
MCCANDLESS NO LATER
THAN MAY 12.

8293	MC	1. High	Approved	Lisa Hoffman	5/1/2025		2837604
8321	MC	1. High	Approved	Chadwick Kyle	5/8/2025	5/10/2025	2846109
8323	MC	1. High	Approved	Darryl O'Donnell	5/8/2025	5/10/2025	2846531

UNCOMPLETED WORKORDERS
In gym, left side of the
stage closest to the
ramp is coming apart
and needs attention
before an event
scheduled for Monday.

8349 MC	<p>Alyson Sparks in Publications reported that water had come in somewhere from the outer window and is under her desk. Can we check to see if we can fix where the water is coming in. Thanks,</p>	1. High	Approved	Chadwick Kyle	5/21/2025	5/23/2025	2862752
8186 MC	<p>President Wehlburg requested that the vinyl letters and images on the doors and windows of the Sports Museum in Carter Gym be removed. This room may be used for the inauguration events, hence the request.</p> <p>Thank you!</p> <p>Ann with Alabama Cleaning reported that the carpet was wet from the rain this weekend on the North Side door close to Brad Lewis's office. AMSTI requested for us to look at the door for a</p>	1. High	Approved	Lisa Hoffman	4/3/2025		2800720
8189 MC	<p>possible leak.</p>	1. High	Approved	Chadwick Kyle	4/7/2025	4/9/2025	2804604

8333 MC	<p>Good morning, please provide moving boxes for the following individuals and place the boxes in their offices: Dave Ragsdale (Founders Hall Room 231), Katia Maxwell (Waters Hall Room S103C) and Maria Garner (Founders Hall Room 233). They will be moving offices so they may need several boxes each. If you have any questions, please contact me.</p>	1. High	Approved	Pam Clark	5/15/2025		2855117
8338 MC	<p>MONDAY, MAY 19. GYM. Need 2. Leave 15 round tables with 8 chairs each, up for Town hall meeting TUESDAY morning. Thanks Please leave doors to the Sandridge Annex unlocked from 4:30 pm-7:30 pm on May 30, 2025.</p>	1. High	Approved	Donald Evans	5/19/2025	5/18/2025	2859055
8347 MC	<p>MONDAY, MAY 19. Ballroom can be broken down to bare floor for cleaning. Annex can be setup to normal operations.</p>	1. High	Approved	Amy Garrison	5/21/2025	5/20/2025	2862565
8337 MC	<p>Please remove brackets at northside windows, McCain Room 112, and give them to Katie Holm in room 204. Also, Room 112 will need to be prepped and painted. Thank you.</p>	2. Medium	Approved	Donald Evans	5/19/2025	5/19/2025	2859050
8280 MC	<p>Please remove brackets at northside windows, McCain Room 112, and give them to Katie Holm in room 204. Also, Room 112 will need to be prepped and painted. Thank you.</p>	2. Medium	Approved	Julie Barnett	4/30/2025		2835731

8295 MC	Please move the tables and chairs from Sandridge 102 back into the Bear cave by 5/3/25.	2. Medium	Approved	Amy Garrison	5/1/2025	2837647
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Please hang the bulletin board in Facilities receiving at Chasteen Hall for CEED.

Please see location from Dr. Turner White---

Based on what was stated when looking at the walls in CEED, the bulletin board has to go in the wall closest to the door to CEED.

8212 MC		2. Medium	Approved	Chadwick Kyle	4/11/2025	4/13/2025	2811785
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Surplus:

Hello! There was some confusion and my student worker told the pickup crew not to take the old water purifier. However, we DO want the Rios, Milli-Q, and Millipore tank removed from N306B, please! Thank you!

From: Sara Cline
Sent: Wednesday, April 16, 2025 4:33 PM
To: 'maintenance@athens.edu'
<maintenance@athens.edu>
Subject: Water Purifier Surplus

Hello! This was donated some time ago and evaluated at less than tagging value because of the condition it was

8261 MC

2. Medium Approved

Sara Cline

4/25/2025

4/27/2025

2829284

The painter has completed office S 100 A. I am requesting an electric screwdriver for brackets to go back into wall, a water hose to connect to Waters Hall spigot so I can wash the clear chair mat, and one large nail or hanger to hang a large picture back onto wall. Thank you. Ronda Kelly X6504

8101 MC

2. Medium Approved

Ronda Kelly

3/10/2025

2767209

8156 MC	Please install purchased hose holder on the brick wall above the outside spigot. The plastic hose holder is on the wall just above the spigot. remove TV mount and white board from office 101. Both are attached to the wall so tools will be needed.	2. Medium	Approved	Alyson Gill	3/30/2025	2793113
8183 LOCATION		2. Medium	Approved	Kim Dunnavant	4/3/2025	2800576

In the below links are 17
Signed by Director of
Client Services Lynn
Frank inventory
documents—
I will forward these links
over to Maintenance
via; a work order for a
services pickup—
If you have any
questions please reply
to this email or call x
6695—
Emily Lee asked that the
items be take to the
extra room down from
the Gov Deal room.

Thank you!!

PdB

Thank you!!

8210 MC		2. Medium	Approved	Pamelia Bridges	4/11/2025	2811594
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Next week, starting Tuesday (May 20), I will be installing art in President's office. I will just need some spackle and touch up paint if you could please deliver to me - then I can handle removing screws, nails and doing touch up. I also need to remove screws and do touch up in the hallway outside President's Office. I may need your help installing a few moulding tracks in the Conference Room to hang the academic flags.

8332 MC

2. Medium Approved

Lisa Hoffman

5/15/2025

2855071

ACS inadvertently hit the wall in Sandridge when moving the floor machine. It is located on the ramp between the bear cave and the ballroom. Can we possibly patch this?

8339 MC

2. Medium Approved

Chadwick Kyle

5/19/2025

5/21/2025

2859080

Thanks,

Sanders Picture Hanging
Request for Assistant
Dean:
Hello,

Dr. Lovelace would like
for someone to come
hang her pictures from
her old office into her
new office. She would
like for someone to
come while she is in
office between 8:00am
and 3:00pm.

Thanks,

Whitney

[cid:image001.jpg@01D
BC998.F1D3C080]

8345 MC

2. Medium Approved

Whitney Michael

5/20/2025

5/19/2025

2861750

entrance foyer - has two inset bulletin boards with frames (I've attached pictures). We will be removing these and repairing the wall and chair rail molding. This is to prepare for two large-scale paintings that will be installed in those spaces. This work is best performed during the month of June when there will be no Fiddlers Concerts. I checked with Julie Martin and the only other event to be aware of is June 20 Staff Senate meeting from 10 - 11. I will be out of office quite a bit during June - so it would be good for me to meet with carpentry in the space sometime in May to go over the project.

8298 MC	Thank you!	2. Medium Approved	Lisa Hoffman	5/2/2025	2838678
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Will and I spoke about the potential for wet floors in the basement of McCandless. Will said he could get me some 2 x 4 wood scraps about 24" long that I can use to elevate the paintings off the floor. I could use about 10 of them.

8318 MC	Thank you! Lisa	2. Medium Approved	Lisa Hoffman	5/7/2025	2844972
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Please meet with Amy Garrison and measure the requested area in order to get a quote from Lowe's for window blinds in the new office area that they have moved to. Please also verify their preference of blind type and color for this. Chad K. will order the req once we get the quote.

8284 MC	<p>thanks,</p> <p>Shelf:</p> <p>I am needing a shelf built for my office at some point. I do not have the dimensions, but I know where it needs to go so I can show the carpenters for more information.</p> <p>Thanks in advance,</p> <p>[cid:image001.png@01DBBA8B.458FE400]</p>	2. Medium	Approved	Chadwick Kyle	5/1/2025	5/3/2025	2836979
8291 MC	<p>Please install the replacement pavers that arrived and are located on a pallet in Facilities receiving. Please see the attached list of where the pavers are located.</p>	2. Medium	Approved	Mallory Bauer	5/1/2025	4/30/2025	2837339
8160 MC	<p>Mike requested for RM 317 in Founders to be rekeyed due to Chandler moving from this office. Asked for Will to follow up with him on this. Thanks,</p>	2. Medium	Approved	Chadwick Kyle	4/1/2025	4/3/2025	2796148
8164 MC	<p>him on this. Thanks,</p>	2. Medium	Approved	Chadwick Kyle	4/1/2025	4/3/2025	2796789

8181 MC	From Chelsea Green-- I was in the Risk Management & Safety Committee meeting yesterday morning, and there's a few things at the Gray House that need to be addressed. I've attached photos for your review.-The wood on the front porch has started to chip away and rot. please see attached picture. Can fix this possibly? Thanks,	2. Medium	Approved	Chadwick Kyle	4/3/2025	4/5/2025	2800147
	Can we check the metal rails outside of the library entrance going up the steps to see if they can be made more sturdy or tightened to limit the shifting upon holding the rails.	2. Medium	Approved	Chadwick Kyle	3/24/2025	3/26/2025	2784927
8152 MC	Jerry Crabtree asked that the white house that is north of the library be checked and the doors secured to prevent anyone from going in the building.	2. Medium	Approved	Chadwick Kyle	3/25/2025	3/27/2025	2786514
8153 MC							

College of Business
Property Transaction
Forms:
Please see the attached
property transaction
forms. We need some
furniture moved and
some taken away due to
Dean/Assistant Dean
changes.

Thanks,

Whitney

[cid:image001.jpg@01D
BC57E.32CFC530]

8334 MC	2. Medium Approved	Whitney Michael	5/15/2025	5/14/2025	2855118
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Office Relocation & Key
Request Forms:
Please see attached
office relocation and
key request forms
approved by the
Provost for the new
changes for the Dean of
Colleges and Assistant
Dean of the College of
Business.

Thanks,

Whitney

[cid:image001.jpg@01D
BC5A4.25B32F10]

8335 MC	2. Medium Approved	Whitney Michael	5/15/2025	5/14/2025	2855639
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8342 MC	<p>Please move the mentioned furniture in the property transfer form from McCandless 307 to Surplus Gym 108. Jackie Gooch is POC for move. Thank you!</p> <p>requesting help to move, Carry: Hello!</p>	2. Medium Approved	Emily Lee	5/20/2025	5/22/2025	2861136
8346 MC	<p>Could I have a couple of people help me get the large box out of the mailroom in Waters Hall and up to the 3rd floor, room N306b? there should be a clear space on the counter for it to be placed next to the sink. Thank you! I can't quite get it onto a cart by myself.</p> <p>Take Care, Sara G. Cline, Ph.D.</p> <p>S303A Waters Hall Athens State University Department of Mathematical, Computer and Natural Sciences 300 N. Beaty Street Athens, AL 35611</p>	2. Medium Approved	Sara Cline	5/20/2025	5/22/2025	2861850

Please move two of the bookshelves (the left and middle one) out of Classroom Building 206A, closet in room 205, and move to AMSTI. Emily Byrd and Clint Vandiver are POCs. They will tell you where it needs to go.

8348 MC	<p>Please move the last bookshelf into Surplus Gym 110. Thank you!!</p> <p>Please move the old water purifier from Sara Cline's area in Waters Hall to the Old Maintenance Building Gov Deal area. (A previous work order was sent to get it disconnected and moved)</p>	2. Medium	Approved	Emily Lee	5/21/2025	5/23/2025	2862725
8350 MC		2. Medium	Approved	Emily Lee	5/21/2025	5/23/2025	2862912
8352 MC	<p>S303 and 305, founders 231 and 233:</p> <p>Good afternoon!</p> <p>Please ask the cleaning crew to give s303, s305 and founders 231 and 233 and good cleaning. We've been moving things around and kicked up dust and dirt.</p> <p>Sincerely, Maria Garner</p>	2. Medium	Created	Maria Garner	5/21/2025	5/21/2025	2863655

We would like to remove the rest of the carpet in 143 E. Pryor (on the stairs and upstairs) which will decrease spider habitats and also allow us to have bare floors as the carpet is old and stained. There is no furniture at all in these areas and nothing to

7328 LOCATION move.	2. Medium Created	Alyson Gill	8/2/2024	2466391
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The Conference Room Waters S200 - no internet for the phone. I have plugged into a keystone blue ethernet cable with a purple cable. This runs to a POE adapter which then runs a black ethernet out to the phone. I don't know if there was a phone before, but since the new conference phones do not have ethernet passthrough for the computer, the blue keystone cabled may need to be turned on if possible. If it will run POE, then the POE adapter will not be necessary. Thanks!

8091 MC	2. Medium Approved	Adam Mason	3/7/2025	2764297
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McCandless Hall handrails in the balcony of the theater are loose and need tightening. Sandridge Hall handrail closest to the cafe is loose at the ramp section going towards the Bear Cave.

8129 MC	2. Medium Approved	Chadwick Kyle	3/19/2025	3/21/2025	2779260
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8131 MC	2. Medium Approved	Chadwick Kyle	3/19/2025	3/21/2025	2779268
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8132 MC	Smith House--the stair railing going to the 2nd floor is loose, appearance of mold on the a/c vent upstairs (should or could this be replaced since we have replaced the window beside this?).	2. Medium	Approved	Chadwick Kyle	3/19/2025	3/21/2025	2779275
8133 MC	Grey House (Foundation House)- North side stair rail at the outside steps is loose. Anchor is pulled out of brick.	2. Medium	Approved	Chadwick Kyle	3/19/2025	3/21/2025	2779279
7452 MC	Pull a new data line and add a new phone line for a student worker work station please. We need help to put 3 pictures on the wall. Pictures attached.	2. Medium	Approved	Derrek Smith	9/3/2024		2512556
8100 MC	Thank you!	2. Medium	Approved	Nathalia Owens	3/10/2025		2767139
8213 MC	Please repair the window blind upstairs	2. Medium	Approved	Dana Waldrop	4/11/2025	4/13/2025	2811855
8235 MC	Please move all pavers behind the Hargrove House** to the fenced in area behind the Old Maintenance Building. Chad Adams might need to clear some space for this. Thanks! Will Little can show you what needs moving.	2. Medium	Approved	Emily Lee	4/17/2025	4/19/2025	2819668

Will Little can show you
what needs moving.

Thank you!!

The week of May 12, I will be re-curating the President's Office and 3rd floor McCandless. I will have a need to rearrange some cabinets and furniture. I do not know which day, but if you can please be on call for me that would be great. Billy has my cellphone and can text me on this. 231-343-5472. Emily Lee is handling the property transaction forms for the bronzes that will be moved to the third floor. REMINDER: I have to be present when the bronzes are moved.

2. Medium Approved

2. Medium Approved

Chadwick Kyle

2/11/2025

2/13/2025

2729799

8002 MC

8294 MC

8319 MC	<p>In Classroom Building room #205 there is a closet as soon as you walk in on the right (Room #206a). Everything in the closet needs to go to surplus or possibly scrap except the lectern. There are three shelving units and a filing cabinet that can all go. The old office supply items can be thrown away. Please leave the lectern on wheels (ASU #21750). I didn't see tag numbers on the three shelving units or on the filing cabinet.</p>	2. Medium	Approved	Grayson Simmons	5/7/2025	2845158
8320 MC	<p>Need to have a large cooler of iced down bottled water, one long white table and move our popcorn supplies and machine to McCandless for Concert Series on May 15, 2025. Next week (May 20 - 22), we will be re-arranging furniture in the President's Office - 3rd floor McCandless. I'm not sure which day, but it will not be</p>	2. Medium	Approved	Necedah Henderson	5/7/2025	2845179
8328 MC	<p>Monday.</p>	2. Medium	Approved	Lisa Hoffman	5/12/2025	2850806

	Can we get the remaining 3-storm window frames that are on the windows at Launchbox taken down and placed with the other broken storm window frames? We have the PO for the replacement and Athens Glass can accept them Monday the 24th or Tuesday the 25th.						
8107 MC	Thanks, remove siding, trim, insulate walls, new windows to be installed, hardie board will be used for siding	2. Medium	Approved	Chadwick Kyle	3/11/2025	3/13/2025	2769107
6286 MC	replace siding on north gable with hardi board and trim Did we get the materials for this yet? Thanks, Kerry	3. Low	Approved	Bill Baker	2/15/2024	4/29/2024	2224785
6366 MC	Remove and lay new carpet in 126 Banquet room in Sandridge. Carpet is in the gym match the carpet that is in the fish bowl conference room. Thanks, Kerry	3. Low	Approved	Bill Baker	2/28/2024	12/12/2024	2240465
7635 MC	My key will not lock the server closet room #203 upstairs in the Classroom Building.	3. Low	Approved	Kerry Warren	10/22/2024	12/12/2024	2587239
8025 MC		3. Low	Approved	Grayson Simmons	2/17/2025		2737773

8090 MC	<p>I would like to request that a glass dry erase board be hung in McCandless 305 on the wall next to the computer desk. The board measures approximately 3ft tall by 4ft long. I will be out of the office on Friday, but I will be around Monday, March 10th if guidance is desired.</p> <p>Hi This is Darryl, the light (florescent) above the backstage work are by the rack and the lighting breakers is very intermittent sometimes it comes on sometimes it don't and then sometimes it will just come on and off on its own. Might be good to just have it on its own switch so we can control it just a thought. Also the thresh hold coming from the elevator are to the backstage is coming loose on the floor again the nails are popping out of the metal.</p>	3. Low	Approved	Jeffrey Guenther	3/6/2025		2763243
8279 MC	<p>Thanks Darryl</p> <p>We removed broken glass topper off of the large desk in Security. Please come remove the glass from the office. It is leaned up against the wall in the kitchen.</p>	3. Low	Approved	Darryl O'Donnell	4/30/2025		2835656
8142 MC		3. Low	Approved	Julie Martin	3/20/2025	3/22/2025	2781098

8248 MC	<p>Please rehang the two whiteboards in the office, they both fell off the wall. The 3m velcro didn't have time to 'cure' on the boards before they were hung so they both released and fell to the ground. I wanted to report that our automatic door is making a terrible squeaking noise each time it opens and closes. I think this happened last year after we had a large event where it was used a lot. I can't remember what the solution was,</p>	3. Low	Approved	Amy Garrison	4/22/2025	2823932
8267 MC	<p>however. Please return the two coolers (both blue) in the carter gym classroom to student activities. Please return the blue cooler outside the president's home to student activities.</p>	3. Low	Approved	Alyson Quinn	4/28/2025	2832004
8305 MC	<p>Thanks! I've been informed that the door on the south side (ground floor) of McCandless Hall will not close. Can someone</p>	3. Low	Approved	Amy Garrison	5/6/2025	2842702
8286 MC	<p>check it? Please move metal storage cabinets currently in Bear Cave near sink. Both need to go to the Classroom Building lounge in the</p>	3. Low	Approved	Pam Clark	5/1/2025	2837140
8351 MC	<p>corner. Thanks!</p>	3. Low	Approved	Amy Garrison	5/21/2025	2863174

MAINTENANCE VENDORS

[illegible]

[illegible]

PLANT EXPENDITURES

Transaction Date	Fund	Orgn	Acct	Prog	Transaction Type	Document Number
3/6/2024	1100	72000	605		7 INEI	I0224520
11/14/2023	1100	71500	606		7 INEI	I0223083
11/14/2023	1100	71500	606		7 INEI	I0223093
1/24/2024	1100	71500	606		7 INEI	I0223883
10/5/2023	1100	72000	606		7 INEI	I0222516
10/5/2023	1100	72000	606		7 INEI	I0222523
10/12/2023	1100	72000	606		7 INEI	I0222556
10/16/2023	1100	72000	606		7 INEI	I0222594
10/16/2023	1100	72000	606		7 INEI	I0222611
10/16/2023	1100	72000	606		7 INEI	I0222627
10/20/2023	1100	72000	606		7 INEI	I0222680
10/20/2023	1100	72000	606		7 INEI	I0222682
10/27/2023	1100	72000	606		7 INEI	I0222768
11/1/2023	1100	72000	606		7 INEI	I0222805
11/1/2023	1100	72000	606		7 INEI	I0222809
11/1/2023	1100	72000	606		7 INEI	I0222810
11/7/2023	1100	72000	606		7 INEI	I0222960
11/7/2023	1100	72000	606		7 INEI	I0222973
11/9/2023	1100	72000	606		7 INEI	I0223008
11/9/2023	1100	72000	606		7 INEI	I0223006
11/9/2023	1100	72000	606		7 INEI	I0223007
11/13/2023	1100	72000	606		7 INEI	I0223054
11/16/2023	1100	72000	606		7 INEI	I0223140
11/20/2023	1100	72000	606		7 INEI	I0223194
11/27/2023	1100	72000	606		7 INEI	I0223214
11/29/2023	1100	72000	606		7 INEI	I0223260
11/29/2023	1100	72000	606		7 INEI	I0223261
12/5/2023	1100	72000	606		7 INEI	I0223446
12/5/2023	1100	72000	606		7 INEI	I0223447
1/4/2024	1100	72000	606		7 INEI	I0223577
1/4/2024	1100	72000	606		7 INEI	I0223628
1/5/2024	1100	72000	606		7 INEI	I0223707
1/5/2024	1100	72000	606		7 INEI	I0223730
1/5/2024	1100	72000	606		7 ICEI	I0223707
1/10/2024	1100	72000	606		7 INEI	I0223788
1/10/2024	1100	72000	606		7 INEI	I0223791
1/23/2024	1100	72000	606		7 INEI	I0223830
1/24/2024	1100	72000	606		7 INEI	I0223888
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1/30/2024	1100	72000	641	7 INEI	I0223981
1/30/2024	1100	72000	641	7 INEI	I0223982
2/1/2024	1100	72000	641	7 INEI	I0224018
2/1/2024	1100	72000	641	7 INEI	I0224026
2/1/2024	1100	72000	641	7 INEI	I0224027
2/1/2024	1100	72000	641	7 INEI	I0224028
2/1/2024	1100	72000	641	7 INEI	I0224030
2/1/2024	1100	72000	641	7 ICEI	I0224027
2/6/2024	1100	72000	641	7 INEI	I0224124
2/6/2024	1100	72000	641	7 INEI	I0224125

2/6/2024	1100	72000	641	7 INEI	I0224126
2/6/2024	1100	72000	641	7 INEI	I0224129
2/6/2024	1100	72000	641	7 INEI	I0224130
2/6/2024	1100	72000	641	7 INEI	I0224132
2/6/2024	1100	72000	641	7 INEI	I0224135
2/6/2024	1100	72000	641	7 INEI	I0224138
2/6/2024	1100	72000	641	7 INEI	I0224143
2/8/2024	1100	72000	641	7 INEI	I0224178
2/8/2024	1100	72000	641	7 INEI	I0224179
2/8/2024	1100	72000	641	7 INEI	I0224186
2/12/2024	1100	72000	641	7 INEI	I0224219
2/12/2024	1100	72000	641	7 INEI	I0224220
2/12/2024	1100	72000	641	7 INEI	I0224222
2/12/2024	1100	72000	641	7 INEI	I0224223
2/12/2024	1100	72000	641	7 INEI	I0224224
2/12/2024	1100	72000	641	7 INEI	I0224225
2/12/2024	1100	72000	641	7 INEI	I0224226
2/12/2024	1100	72000	641	7 INEI	I0224231
2/13/2024	1100	72000	641	7 INEI	I0224256
2/13/2024	1100	72000	641	7 INEI	I0224257
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2/13/2024	1100	72000	641	7 ICEI	I0224262
2/13/2024	1100	72000	641	7 INEI	I0224262
2/15/2024	1100	72000	641	7 INEI	I0224272
2/15/2024	1100	72000	641	7 INEI	I0224273
2/15/2024	1100	72000	641	7 INEI	I0224274
2/15/2024	1100	72000	641	7 INEI	I0224290
2/15/2024	1100	72000	641	7 INEI	I0224291
2/15/2024	1100	72000	641	7 INEI	I0224292
2/20/2024	1100	72000	641	7 INEI	I0224311
2/20/2024	1100	72000	641	7 INEC	I0224312
2/20/2024	1100	72000	641	7 INEI	I0224314
2/20/2024	1100	72000	641	7 INEI	I0224318
2/20/2024	1100	72000	641	7 INEC	I0224312
2/20/2024	1100	72000	641	7 ICEC	I0224312
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2/22/2024	1100	72000	641	7 INEI	I0224341
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2/22/2024	1100	72000	641	7 INEI	I0224346

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2/26/2024	1100	72000	641	7 INEI	I0224364	
2/26/2024	1100	72000	641	7 INEI	I0224365	
2/26/2024	1100	72000	641	7 INEI	I0224369	
2/26/2024	1100	72000	641	7 INEI	I0224377	
2/26/2024	1100	72000	641	7 INEI	I0224378	
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2/28/2024	1100	72000	641	7 ICEI	I0224459	
2/29/2024	1100	72000	641	7 INEI	I0224479	
2/29/2024	1100	72000	641	7 INEI	I0224480	
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3/6/2024	1100	72000	641	7 INEI	I0224553	
3/6/2024	1100	72000	641	7 INEI	I0224594	
3/6/2024	1100	72000	641	7 ICEI	I0224518	
3/11/2024	1100	72000	641	7 CNEI		146164
3/11/2024	1100	72000	641	7 CNEI		146164
3/11/2024	1100	72000	641	7 CNEI		146164
3/11/2024	1100	72000	641	7 CNEI		146164
3/11/2024	1100	72000	641	7 CNEI		146164
3/12/2024	1100	72000	641	7 INEI	I0224648	
3/12/2024	1100	72000	641	7 INEI	I0224649	
3/12/2024	1100	72000	641	7 INEI	I0224652	
3/12/2024	1100	72000	641	7 INEI	I0224660	
3/12/2024	1100	72000	641	7 INEI	I0224679	
3/12/2024	1100	72000	641	7 INEI	I0224680	
3/12/2024	1100	72000	641	7 ADEI	I0224681	
3/12/2024	1100	72000	641	7 INEI	I0224681	
3/12/2024	1100	72000	641	7 INEI	I0224682	
3/13/2024	1100	72000	641	7 INEI	I0224695	
3/13/2024	1100	72000	641	7 INEI	I0224698	
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3/13/2024	1100	72000	641	7 INEI	I0224700	
3/13/2024	1100	72000	641	7 INEI	I0224701	
3/13/2024	1100	72000	641	7 INEI	I0224702	
3/13/2024	1100	72000	641	7 INEI	I0224703	
1/5/2024	1100	71500	643	7 INEI	I0223752	
10/27/2023	1100	72000	643	7 INEI	I0222769	
1/5/2024	1100	72000	643	7 INEI	I0223729	

2/1/2024	1100	72000	643	7 INEI	I0224027
2/28/2024	1100	72000	643	7 INEI	I0224459
10/25/2023	1100	72000	645	7 INEI	I0222706
3/6/2024	1100	72000	645	7 INEI	I0224516
3/6/2024	1100	72000	645	7 INEI	I0224548
3/6/2024	1100	72000	645	7 INEI	I0224549
3/6/2024	1100	72000	645	7 INEI	I0224550
1/23/2024	1100	72000	667	7 INEI	I0223860
1/23/2024	1100	72000	667	7 INEI	I0223861
1/23/2024	1100	72000	667	7 INEI	I0223862
2/6/2024	1100	72000	667	7 INEI	I0224154
3/6/2024	1100	72000	667	7 INEI	I0224529
11/9/2023	1100	72000	741	7 INEI	I0223021
11/9/2023	1100	72000	741	7 INEC	I0223032
11/9/2023	1100	72000	741	7 INEI	I0223033
1/25/2024	1100	72000	741	7 INEI	I0223936
3/6/2024	1100	72000	741	7 JE16	J2400248
1/25/2024	1102	72000	741	7 INEI	I0223937
3/6/2024	1102	72000	741	7 JE16	J2400248
10/23/2023	610004	72000	777	7 INEI	I0222690
10/23/2023	610004	72000	777	7 ICEI	I0222690
10/23/2023	610004	72000	777	14 INEI	I0222690
10/23/2023	610004	72000	777	14 ICEI	I0222690
12/6/2023	610004	72000	777	14 INEI	I0223473
11/8/2023	610006	72000	777	7 INEI	I0222996
11/8/2023	610006	72000	777	7 ICEI	I0222996
11/13/2023	610006	72000	777	7 INEI	I0223052
11/13/2023	610006	72000	777	7 ICEI	I0223052
11/8/2023	610006	72000	777	14 INEI	I0222996
11/8/2023	610006	72000	777	14 ICEI	I0222996
11/8/2023	610006	72000	777	14 INEI	I0222996
11/13/2023	610006	72000	777	14 INEI	I0223052
11/13/2023	610006	72000	777	14 INEI	I0223052
11/13/2023	610006	72000	777	14 ICEI	I0223052
1/24/2024	610008	72000	777	14 INEI	I0223880
2/1/2024	610012	72000	777	14 INEI	I0224024
1/23/2024	610013	72000	777	14 INEI	I0223848
2/2/2024	610013	72000	777	14 INEI	I0224071
3/6/2024	610013	72000	777	14 INEI	I0224537
11/8/2023	610018	72000	777	7 INEI	I0222995
11/8/2023	610018	72000	777	7 ICEI	I0222995
1/5/2024	610018	72000	777	7 INEI	I0223710
1/5/2024	610018	72000	777	7 ICEI	I0223710
11/8/2023	610018	72000	777	14 INEI	I0222995
11/8/2023	610018	72000	777	14 INEI	I0222995
11/8/2023	610018	72000	777	14 ICEI	I0222995
12/5/2023	610018	72000	777	14 INEI	I0223422

1/4/2024	610018	72000	777	14 INEI	I0223639
1/5/2024	610018	72000	777	14 INEI	I0223710
1/5/2024	610018	72000	777	14 ICEI	I0223710
1/5/2024	610018	72000	777	14 INEI	I0223710
1/31/2024	610018	72000	777	14 INEI	I0224002
3/6/2024	610018	72000	777	14 INEI	I0224536

Transaction Desc	Transaction Amount
UNITED PARCEL SERVICE	104.93
JOHNSON CONTROLS FIRE PROTECTION LP	3,110.60
STATE SYSTEMS, INC.	3,200.00
CT INTEGRATED SOLUTIONS, INC.	690.00
RANDY NORMAN'S TREE SERVICE	2,000.00
CLEM, INC. DBA: CLEM TIRE COMPANY	85.00
BAILEY'S PEST CONTROL LLC	350.00
SUDDEN SERVICE INC DBA: TAYLOR SUDD	1,595.00
TRIPLE POINT INDUSTRIES	420.66
METRO MECHANICAL SERVICES	7,495.00
EVANS AWNING COMPANY, INC.	1,920.00
ELECTRONIC CONTROLS, INC.	39,735.00
NORTH ALABAMA GLASS	88.58
CONDITIONED AIR SOLUTIONS LLC	6,959.30
MCCLARY TIRE COMPANY	84.90
MCCLARY TIRE COMPANY	84.90
BAILEY'S PEST CONTROL LLC	350.00
MCCLARY TIRE COMPANY	30.00
STATE SYSTEMS, INC.	604.50
STATE SYSTEMS, INC.	697.50
STATE SYSTEMS, INC.	347.50
KEYES & BLACK ENTERPRISES, INC. DBA	145.19
NATIONAL ELEVATOR INSPECTION SERVIC	770.00
CONDITIONED AIR SOLUTIONS LLC	1,776.00
MCCLARY TIRE COMPANY	84.90
ALABAMA DEPARTMENT OF LABOR	600.00
ACADEMY TERMITE & PEST CONTROL, INC	350.00
BAILEY'S PEST CONTROL LLC	350.00
WHITE'S CLOCK & CARILLON	800.00
FULGHAM'S INC	400.00
SUDDEN SERVICE INC DBA: TAYLOR SUDD	450.00
MARLON MEDING DBA: FINE COATINGS PR	3,600.00
STATE SYSTEMS, INC.	4,760.00
MARLON MEDING DBA: FINE COATINGS PR	(3,600.00)
YELLOWHAMMER ROOFING INC.	29,000.00
SUDDEN SERVICE INC DBA: TAYLOR SUDD	596.56
KEYES & BLACK ENTERPRISES, INC. DBA	553.06
TRIPLE POINT INDUSTRIES	420.66
STATE SYSTEMS, INC.	1,787.00
STATE SYSTEMS, INC.	340.00
KELLY LEIGEBER, PETTY CASH FOR ATHE	18.00
KELLY LEIGEBER, PETTY CASH FOR ATHE	18.00
KELLY LEIGEBER, PETTY CASH FOR ATHE	(18.00)
MARLON MEDING DBA: FINE COATINGS PR	3,600.00
ALABAMA DEPARTMENT OF LABOR	400.00

CREDIT CARD	10.00
CREDIT CARD	10.00
CREDIT CARD	12.00
CLEM, INC. DBA: CLEM TIRE COMPANY	469.08
ALABAMA DEPARTMENT OF LABOR	330.00
BAILEY'S PEST CONTROL LLC	350.00
BAILEY'S PEST CONTROL LLC	350.00
ALABAMA DEPARTMENT OF LABOR	400.00
FASTLAP LLC DBA: MCCLARY TIRE COMPA	30.98
CITY OF ATHENS	100.00
CITY OF ATHENS	100.00
CITY OF ATHENS	(100.00)
SOUTHERN SEALING SERVICES, LLC	5,400.00
ACADEMY TERMITE & PEST CONTROL, INC	195.00
ACADEMY TERMITE & PEST CONTROL, INC	300.00
ACADEMY TERMITE & PEST CONTROL, INC	350.00
ACADEMY TERMITE & PEST CONTROL, INC	220.00
ACADEMY TERMITE & PEST CONTROL, INC	185.00
ACADEMY TERMITE & PEST CONTROL, INC	250.00
ACADEMY TERMITE & PEST CONTROL, INC	195.00
ACADEMY TERMITE & PEST CONTROL, INC	375.00
ACADEMY TERMITE & PEST CONTROL, INC	205.00
ACADEMY TERMITE & PEST CONTROL, INC	195.00
ACADEMY TERMITE & PEST CONTROL, INC	185.00
ACADEMY TERMITE & PEST CONTROL, INC	185.00
ACADEMY TERMITE & PEST CONTROL, INC	185.00
ACADEMY TERMITE & PEST CONTROL, INC	150.00
ACADEMY TERMITE & PEST CONTROL, INC	190.00
ACADEMY TERMITE & PEST CONTROL, INC	210.00
ACADEMY TERMITE & PEST CONTROL, INC	220.00
ACADEMY TERMITE & PEST CONTROL, INC	350.00
ACADEMY TERMITE & PEST CONTROL, INC	350.00
ACADEMY TERMITE & PEST CONTROL, INC	180.00
ACADEMY TERMITE & PEST CONTROL, INC	275.00
ACADEMY TERMITE & PEST CONTROL, INC	210.00
ALABAMA DEPARTMENT OF LABOR	(400.00)
BAILEY'S PEST CONTROL LLC	350.00
STATE SYSTEMS, INC.	145.00
STATE SYSTEMS, INC.	10.00
KONE INC.	735.00
KONE INC.	735.00
KONE INC.	735.00
KONE INC.	735.00
KONE INC.	735.00
KONE INC.	735.00
PJH CLEANING, INC DBA:ALABAMA CLEAN	42,876.87
PJH CLEANING, INC DBA:ALABAMA CLEAN	42,876.87

PJH CLEANING, INC DBA:ALABAMA CLEAN	42,876.87
PJH CLEANING, INC DBA:ALABAMA CLEAN	42,876.87
PJH CLEANING, INC DBA:ALABAMA CLEAN	42,876.87
PJH CLEANING, INC DBA:ALABAMA CLEAN	42,876.87
Reclassify WEX Billing for Oct 2023	2,857.38
Reclassify WEX Oct 2023 92950962	(2,857.38)
Reclassify WEX Billing for Oct 2023	(312.87)
Reclassify WEX Oct 2023 92950962	312.87
WEX BANK	312.87
Reclassify WEX Billing for Oct 2023	(312.87)
Reclassify WEX Billing for Oct 2023	2,857.38
WEX BANK	2,209.22
WEX BANK	471.94
WEX BANK	1,039.24
WEX BANK	2,556.39
UNITED SITE SERVICES OF MISSISSIPPI	485.00
UNITED SITE SERVICES OF MISSISSIPPI	485.00
UNITED SITE SERVICES OF MISSISSIPPI	(75.00)
UNITED SITE SERVICES OF MISSISSIPPI	75.00
UNITED SITE SERVICES OF MISSISSIPPI	485.00
ROCKET CITY RENTAL LLC, DBA:ROBIN R	169.50
UNITED RENTALS	(1,496.40)
UNITED RENTALS	3,232.00
LIFT SERVICE INC	762.00
XEROX CORPORATION	7.50
XEROX CORPORATION	(7.50)
XEROX CORPORATION	7.50
BERT DAIN DBA:AERIAL SEWER SERVICE	560.00
ROCKET CITY RENTAL LLC, DBA:ROBIN R	1,119.56
XEROX CORPORATION	92.79
XEROX CORPORATION	100.29
UNITED RENTALS	3,242.00
UNITED RENTALS	46.80
XEROX CORPORATION	110.96
SUDDEN SERVICE INC DBA: TAYLOR SUDD	596.56
SUDDEN SERVICE INC DBA: TAYLOR SUDD	(596.56)
XEROX CORPORATION	110.96
ATHENS UTILITIES	418.00
UNITED RENTALS	1,211.20
UNITED RENTALS	502.70
DAIS INC DBA:REGROUP	10,745.00
STATE SYSTEMS, INC.	6,480.00
Printing Charges-Oct'23	10.69
Printing Charges-Nov'23	22.91
Printing Charges-Feb '24	4.00
WHITTEN APPRAISALS	550.00
SPECTRUM INDUSTRIAL SERVICES, INC.	5,078.20

TERRELL TECHNICAL SERVICES	600.00
TERRELL TECHNICAL SERVICES	4,500.00
HOWMEDICA OSTEONICS CORP DBA: STRYK	410.00
GRAYBAR ELECTRIC	395.04
GRAYBAR ELECTRIC	93.00
GRAYBAR ELECTRIC	131.08
GRAYBAR ELECTRIC CO INC	309.68
GRAYBAR ELECTRIC CO INC	190.90
RESEDA NURSERY & STONE YARD	87.00
FLANAGAN LUMBER COMPANY, INC	999.90
FLANAGAN LUMBER COMPANY, INC	86.79
ARAMARK UNIFORM SERVICES	39.18
ATHENS LOCKSMITH & SAFE CO INC	8.00
FLANAGAN LUMBER COMPANY, INC	2.78
FLANAGAN LUMBER COMPANY, INC	37.35
FLANAGAN LUMBER COMPANY, INC	(30.37)
ARAMARK UNIFORM SERVICES	195.03
THE SHERWIN WILLIAMS CO INC	41.79
WITTICHEN SUPPLY COMPANY	349.63
W. W. GRAINGER, INC.	102.36
ANIXTER	522.64
LIMESTONE FARMERS COOPERATIVE	239.92
ARAMARK UNIFORM SERVICES	39.18
FLANAGAN LUMBER COMPANY, INC	34.58
W. W. GRAINGER, INC.	168.18
SAM'S CLUB	(8.93)
FLANAGAN LUMBER COMPANY, INC	23.99
W. W. GRAINGER, INC.	92.30
KEYES & BLACK ENTERPRISES, INC. DBA	336.54
FLANAGAN LUMBER COMPANY, INC	32.99
RESEDA NURSERY & STONE YARD	420.50
GLOBAL EQUIPMENT COMPANY DBA: GLOBA	98.15
W. W. GRAINGER, INC.	888.85
W. W. GRAINGER, INC.	518.00
ATHENS LOCKSMITH & SAFE CO INC	33.00
W. W. GRAINGER, INC.	(888.85)
B&H FOTO & ELECTRONICS CORP	2,795.00
LIMESTONE FARMERS COOPERATIVE	736.48
ARAMARK UNIFORM SERVICES	39.18
WALMART INC	74.08
WALMART INC	49.97
WALMART INC	6.78
THE SHERWIN WILLIAMS CO INC	10.14
THE SHERWIN WILLIAMS CO INC	57.31
THE SHERWIN WILLIAMS CO INC	11.82
THE SHERWIN WILLIAMS CO INC	12.17
THE SHERWIN WILLIAMS CO INC	38.21

B&H FOTO & ELECTRONICS CORP	119.98
CREDIT CARD	270.98
CREDIT CARD	1,122.00
CREDIT CARD	1,122.00
TRANE U.S. INC.	259.58
THE SHERWIN WILLIAMS CO INC	47.08
THE SHERWIN WILLIAMS CO INC	36.63
FLANAGAN LUMBER COMPANY, INC	51.02
FLANAGAN LUMBER COMPANY, INC	5.59
ARAMARK UNIFORM SERVICES	39.18
ODP BUSINESS SOLUTIONS, LLC	66.00
STATE SYSTEMS, INC.	697.50
STATE SYSTEMS, INC.	347.50
STATE SYSTEMS, INC.	604.50
ANIXTER	176.49
KEYES & BLACK ENTERPRISES, INC. DBA	1,039.98
W. W. GRAINGER, INC.	726.85
LOWE'S	31.34
LOWE'S	100.60
LOWE'S	161.40
LOWE'S	22.79
LOWE'S	220.10
LOWE'S	31.31
LOWE'S	73.96
LOWE'S	126.07
LOWE'S	247.30
LOWE'S	89.66
LOWE'S	137.82
LOWE'S	10.51
LOWE'S	2,208.00
LOWE'S	(2,208.00)
LOWE'S	2,208.00
LOWE'S	20.00
LOWE'S	75.10
LOWE'S	75.10
LOWE'S	36.06
LOWE'S	(75.10)
LOWE'S	227.29
STATE SYSTEMS, INC.	(697.50)
STATE SYSTEMS, INC.	(347.50)
STATE SYSTEMS, INC.	(604.50)
LIMESTONE FARMERS COOPERATIVE	1,163.22
LIMESTONE FARMERS COOPERATIVE	236.00
RESEDA NURSERY & STONE YARD	1,252.50
ATHENS LOCKSMITH & SAFE CO INC	20.00
LINDSAY BROS. NURSERY	255.00
KEYES & BLACK ENTERPRISES, INC. DBA	145.19

GENE'S AUTO SUPPLY	2.70
ARAMARK UNIFORM SERVICES	195.03
KEYES & BLACK ENTERPRISES, INC. DBA	(145.19)
W. W. GRAINGER, INC.	67.52
THE SHERWIN WILLIAMS CO INC	73.95
THE SHERWIN WILLIAMS CO INC	17.41
THE SHERWIN WILLIAMS CO INC	11.12
THE SHERWIN WILLIAMS CO INC	27.26
ARAMARK UNIFORM SERVICES	39.18
THE SHERWIN WILLIAMS CO INC	77.81
GRAYBAR ELECTRIC	222.70
GRAYBAR ELECTRIC	202.80
GRAYBAR ELECTRIC	38.80
GENE'S AUTO SUPPLY	44.08
FLANAGAN LUMBER COMPANY, INC	215.25
ARAMARK UNIFORM SERVICES	39.18
GRAYBAR ELECTRIC	82.95
THE SHERWIN WILLIAMS CO INC	67.81
ODP BUSINESS SOLUTIONS, LLC	13.99
FLANAGAN LUMBER COMPANY, INC	17.87
FLANAGAN LUMBER COMPANY, INC	29.59
FLANAGAN LUMBER COMPANY, INC	15.60
W. W. GRAINGER, INC.	507.08
ARAMARK UNIFORM SERVICES	39.18
FLANAGAN LUMBER COMPANY, INC	53.69
HOME DEPOT U.S.A, INC.	191.72
HOME DEPOT U.S.A, INC.	191.72
HOME DEPOT U.S.A, INC.	996.00
HOME DEPOT U.S.A, INC.	996.00
HOME DEPOT U.S.A, INC.	996.00
HOME DEPOT U.S.A, INC.	(191.72)
HOME DEPOT U.S.A, INC.	(996.00)
HOME DEPOT U.S.A, INC.	(996.00)
GRAYBAR ELECTRIC	222.70
ALABAMA GRAPHICS & ENGINEERING SUPP	596.00
GRAYBAR ELECTRIC	(222.70)
GRAYBAR ELECTRIC	222.70
GRAYBAR ELECTRIC	(222.70)
GRAYBAR ELECTRIC	(222.70)
ODP BUSINESS SOLUTIONS, LLC	43.42
ARAMARK UNIFORM SERVICES	195.03
PARK SUPPLY COMPANY LLC	22.35
GENE'S AUTO SUPPLY	306.37
ARAMARK UNIFORM SERVICES	228.94
ARAMARK UNIFORM SERVICES	(219.95)
FLANAGAN LUMBER COMPANY, INC	24.99
THE SHERWIN WILLIAMS CO INC	33.29

WITTICHEN SUPPLY COMPANY	112.47
ARAMARK UNIFORM SERVICES	39.18
THE SHERWIN WILLIAMS CO INC	32.68
THE SHERWIN WILLIAMS CO INC	85.26
THE SHERWIN WILLIAMS CO INC	540.29
W. W. GRAINGER, INC.	77.64
W. W. GRAINGER, INC.	32.61
W. W. GRAINGER, INC.	114.30
ODP BUSINESS SOLUTIONS, LLC	468.91
LOWE'S	474.80
LOWE'S	13.27
LOWE'S	15.36
LOWE'S	370.50
LOWE'S	189.05
LOWE'S	189.05
LOWE'S	94.70
LOWE'S	20.88
LOWE'S	913.23
LOWE'S	95.51
LOWE'S	12.70
LOWE'S	37.19
LOWE'S	664.05
LOWE'S	21.79
LOWE'S	56.99
LOWE'S	10.89
LOWE'S	111.94
LOWE'S	28.25
LOWE'S	80.72
LOWE'S	16.74
LOWE'S	13.84
KEYES & BLACK ENTERPRISES, INC. DBA	27.96
CONTRACT FLOORING SOLUTIONS, LLC	3,868.00
ARAMARK UNIFORM SERVICES	1,133.53
THE SHERWIN WILLIAMS CO INC	125.37
THE SHERWIN WILLIAMS CO INC	5.59
THE SHERWIN WILLIAMS CO INC	41.79
THE SHERWIN WILLIAMS CO INC	28.89
GENE'S AUTO SUPPLY	153.57
GENE'S AUTO SUPPLY	1,292.00
JUNIOR DAVIS & ASSOCIATES, INC.	1,993.50
JUNIOR DAVIS & ASSOCIATES, INC.	128.46
WITTICHEN SUPPLY COMPANY	146.36
THE SHERWIN WILLIAMS CO INC	28.89
THE SHERWIN WILLIAMS CO INC	41.79
THE SHERWIN WILLIAMS CO INC	5.59
THE SHERWIN WILLIAMS CO INC	125.37
COOK & BOARDMAN LLC DBA: BUILDING S	1,548.73

GENE'S AUTO SUPPLY	34.70
GENE'S AUTO SUPPLY	57.72
GENE'S AUTO SUPPLY	27.40
GENE'S AUTO SUPPLY	113.53
GENE'S AUTO SUPPLY	13.28
H & R AGRIPOWER	1,633.65
GRAYBAR ELECTRIC CO INC	77.22
GRAYBAR ELECTRIC CO INC	1,296.50
THE SHERWIN WILLIAMS CO INC	187.72
LOWE'S	601.70
LOWE'S	191.52
LOWE'S	25.73
LOWE'S	46.21
LOWE'S	82.49
LOWE'S	68.39
LOWE'S	8.76
LOWE'S	40.80
LOWE'S	53.12
THE SHERWIN WILLIAMS CO INC	187.72
KEYES & BLACK ENTERPRISES, INC. DBA	553.06
H & R AGRIPOWER	100.91
GENE'S AUTO SUPPLY	48.70
GENE'S AUTO SUPPLY	7.92
ARAMARK UNIFORM SERVICES	39.18
GRAYBAR ELECTRIC CO INC	593.86
GRAYBAR ELECTRIC CO INC	349.54
KEYES & BLACK ENTERPRISES, INC. DBA	(553.06)
THE SHERWIN WILLIAMS CO INC	51.14
W. W. GRAINGER, INC.	427.92
W. W. GRAINGER, INC.	51.77
W. W. GRAINGER, INC.	2,306.21
FLANAGAN LUMBER COMPANY, INC	44.24
THE SHERWIN WILLIAMS CO INC	79.79
SAM'S CLUB REFUND ADJUSTMENT	(9.10)
FOLLET HIGHER EDUCATION GROUP, INC.	715.50
ARAMARK UNIFORM SERVICES	39.18
GENE'S AUTO SUPPLY	45.48
FLANAGAN LUMBER COMPANY, INC	7.99
FLANAGAN LUMBER COMPANY, INC	14.44
FLANAGAN LUMBER COMPANY, INC	60.75
FLANAGAN LUMBER COMPANY, INC	10.72
B&H FOTO & ELECTRONICS CORP	234.94
ARAMARK UNIFORM SERVICES	195.03
WITTICHEN SUPPLY COMPANY	109.57
B&H FOTO & ELECTRONICS CORP	(234.94)
GRAYBAR ELECTRIC CO INC	8.29
GRAYBAR ELECTRIC CO INC	24,776.33

ROCKET CITY RENTAL LLC, DBA:ROBIN R	3,556.48
WHOLESALE CONTROLS INTERNATIONAL	278.80
THE SHERWIN WILLIAMS CO INC	38.95
THE SHERWIN WILLIAMS CO INC	54.11
ABERNATHY'S MONOGRAMMING AND AWARDS	495.00
GENE'S AUTO SUPPLY	98.68
WOODLAND POWER PRODUCTS INC	4,199.00
W. W. GRAINGER, INC.	210.60
W. W. GRAINGER, INC.	432.52
GRAYBAR ELECTRIC CO INC	763.82
GRAYBAR ELECTRIC CO INC	563.40
ARAMARK UNIFORM SERVICES	39.18
WITTICHEN SUPPLY COMPANY	70.68
GRAYBAR ELECTRIC CO INC	184.56
GRAYBAR ELECTRIC CO INC	17.28
ODP BUSINESS SOLUTIONS, LLC	33.16
ODP BUSINESS SOLUTIONS, LLC	37.39
LIMESTONE FARMERS COOPERATIVE	1,907.96
LOWE'S	12.33
LOWE'S	2.84
LOWE'S	16.09
LOWE'S	227.05
LOWE'S	3.78
LOWE'S	14.42
LOWE'S	11.39
LOWE'S	29.74
LOWE'S	(11.39)
LOWE'S	11.39
GRAYBAR ELECTRIC CO INC	181.16
GENE'S AUTO SUPPLY	120.00
KEYES & BLACK ENTERPRISES, INC. DBA	131.85
GENE'S AUTO SUPPLY	81.48
GRAYBAR ELECTRIC CO INC	276.84
GRAYBAR ELECTRIC CO INC	10.31
W. W. GRAINGER, INC.	57.01
W. W. GRAINGER, INC.	(1,445.50)
ARAMARK UNIFORM SERVICES	39.18
LIMESTONE STEEL	342.00
W. W. GRAINGER, INC.	(1,445.50)
W. W. GRAINGER, INC.	1,445.50
ATHENS LOCKSMITH & SAFE CO INC	18.00
GRAYBAR ELECTRIC CO INC	358.74
GENE'S AUTO SUPPLY	46.26
GENE'S AUTO SUPPLY	22.50
GENE'S AUTO SUPPLY	169.06
GLOBAL EQUIPMENT COMPANY DBA: GLOBA	173.24
H & R AGRIPOWER	256.81

ULINE	1,124.72
W. W. GRAINGER, INC.	93.26
FLANAGAN LUMBER COMPANY, INC	9.97
WITTICHEN SUPPLY COMPANY	593.83
ARAMARK UNIFORM SERVICES	39.18
WITTICHEN SUPPLY COMPANY	8.55
THE SHERWIN WILLIAMS CO INC	69.00
FLANAGAN LUMBER COMPANY, INC	15.99
W. W. GRAINGER, INC.	124.84
WALMART INC	130.00
WALMART INC	756.00
WALMART INC	(756.00)
WALMART INC	9.75
DARRAGH COMPANY	263.90
SITEONE LANDSCAPE SUPPLY LLC	663.25
THE SHERWIN WILLIAMS CO INC	17.24
HOWMEDICA OSTEONICS CORP DBA: STRYK	18,538.08
W. W. GRAINGER, INC.	27.68
GRAYBAR ELECTRIC CO INC	297.00
GRAYBAR ELECTRIC CO INC	7,108.85
ARAMARK UNIFORM SERVICES	195.03
FILTER TECHNOLOGY DBA: FIL TECH INC	1,305.00
THE SHERWIN WILLIAMS CO INC	(17.24)
THE SHERWIN WILLIAMS CO INC	(28.89)
THE SHERWIN WILLIAMS CO INC	(5.59)
THE SHERWIN WILLIAMS CO INC	(125.37)
THE SHERWIN WILLIAMS CO INC	(187.72)
THE SHERWIN WILLIAMS CO INC	(41.79)
FLANAGAN LUMBER COMPANY, INC	4.42
AIRGAS, INC. DBA: AIRGAS USA, LLC	152.43
KEYES & BLACK ENTERPRISES, INC. DBA	14.14
ARAMARK UNIFORM SERVICES	39.65
FLANAGAN LUMBER COMPANY, INC	13.35
GENE'S AUTO SUPPLY	64.94
W. W. GRAINGER, INC.	25.00
W. W. GRAINGER, INC.	1,602.74
W. W. GRAINGER, INC.	140.40
LOWE'S	130.91
LOWE'S	7.59
LOWE'S	15.08
LOWE'S	42.78
LOWE'S	6.05
LOWE'S	150.05
LOWE'S	8.50
B&H FOTO & ELECTRONICS CORP	1,298.09
HOWARD TECHNOLOGY SOLUTIONS	462.00
HOWARD TECHNOLOGY SOLUTIONS	2,270.00

B&H FOTO & ELECTRONICS CORP	234.94
WALMART INC	756.00
W. W. GRAINGER, INC.	888.85
HOME DEPOT U.S.A, INC.	2,988.00
EXEMPLIS LLC DBA:SIT ON IT SEATING,	3,947.94
KRUEGER INTERNATIONAL, INC DBA:KI	627.90
INDIANA FURNITURE INDUSTRIES, INC.	31,813.10
THE NEWS COURIER	30.15
THE NEWS COURIER	31.80
THE NEWS COURIER	30.75
THE NEWS COURIER	31.05
THE NEWS COURIER	30.90
LOWE'S	8,549.05
LOWE'S	(8,549.05)
LOWE'S	8,549.05
STIVERS FORD LINCOLN, INC	36,117.00
3/2024-Adjust Foundation billing	6,647.00
STIVERS FORD LINCOLN, INC	38,647.00
3/2024-Adjust Foundation billing	(6,647.00)
TTL, INC	303.44
TTL, INC	(303.44)
TTL, INC	296.56
TTL, INC	(296.56)
MARTIN & COBEY CONSTRUCTION COMPANY	14,710.00
LATHAN ASSOCIATES ARCHITECTS, PC	432.76
LATHAN ASSOCIATES ARCHITECTS, PC	(432.76)
GKL COMPANIES, INC.	7,541.42
GKL COMPANIES, INC.	(7,541.42)
LATHAN ASSOCIATES ARCHITECTS, PC	873.98
LATHAN ASSOCIATES ARCHITECTS, PC	(873.98)
LATHAN ASSOCIATES ARCHITECTS, PC	1,306.74
GKL COMPANIES, INC.	2,355.83
GKL COMPANIES, INC.	9,897.25
GKL COMPANIES, INC.	(2,355.83)
LATHAN ASSOCIATES ARCHITECTS, PC	1,928.51
LATHAN ASSOCIATES ARCHITECTS, PC	1,338.26
HOLLAND & CLARK INC	25,625.00
LATHAN ASSOCIATES ARCHITECTS, PC	4,290.00
LATHAN ASSOCIATES ARCHITECTS, PC	56,668.18
LATHAN ASSOCIATES ARCHITECTS, PC	437.71
LATHAN ASSOCIATES ARCHITECTS, PC	(437.71)
LATHAN ASSOCIATES ARCHITECTS, PC	328.29
LATHAN ASSOCIATES ARCHITECTS, PC	(328.29)
LATHAN ASSOCIATES ARCHITECTS, PC	340.45
LATHAN ASSOCIATES ARCHITECTS, PC	778.16
LATHAN ASSOCIATES ARCHITECTS, PC	(340.45)
BUILDING CONSTRUCTION ASSOCIATES, I	29,782.50

BUILDING CONSTRUCTION ASSOCIATES, I	61,937.50
LATHAN ASSOCIATES ARCHITECTS, PC	255.34
LATHAN ASSOCIATES ARCHITECTS, PC	(255.34)
LATHAN ASSOCIATES ARCHITECTS, PC	583.63
BUILDING CONSTRUCTION ASSOCIATES, I	43,700.00
BUILDING CONSTRUCTION ASSOCIATES, I	14,600.00

ATHENS STATE UNIVERSITY INTEGRATED FACILITIES MANAGEMENT (IFM) RFP QUESTIONS

1. Will you provide a list of current Maintenance subcontractors? Yes. See the **attached Maintenance Vendors document**.
2. What is the current work order backlog? **See the Uncompleted Work Order document attached**.
3. What is current staffing and wages? **See attached Salary Bands document but please staff and cost at your recommended levels using your productivity rates to meet RFP requirements (APPA Level 2)**
4. How many day porters does Alabama Cleaning Services currently have on campus? **N/A Please staff using your productivity rates and Higher Education (HED) experience to provide a consistent APPA Level 2 quality standard.**
5. How many total custodians does ACS employee on campus? **N/A. Please staff using your productivity rates and experience to provide a APPA Level 2 quality level.**
6. Are there any issues or quality concerns with the current cleaning program? **Athens State is satisfied with current program but there is always room for improvement.**
7. About some of the smaller buildings listed on the campus facility list such as 421 Hargrove St. what are the cleaning requirements or specs for those facilities? **All University owned houses (except for 2) are used for office space and would require the same cleaning schedules as any other office space. Cleaning schedules for the 2 houses occupied as dwellings have a separate cleaning schedule and are developed with input from the tenants.**
8. Was there a decision made on whether Athens St. will maintain the waste management contract, or do we need to include that in pricing? **TBD during contract negotiations along with other contracts. It is assumed that potential Providers may have buying power and national contracts for some services and materials that Athens State could take advantage of potentially, so please include all purchased services in initial pricing.**
9. What systems and assets are included in the scope of POM (e.g., HVAC, plumbing, electrical, fire safety, elevators)? **All inclusive, but ASU reserves the right to maintain and manage contracts independently.**
10. Are any current maintenance contracts in place for critical systems (fire alarms, elevators, generators), and if so, are these expected to continue? **Yes or you can re-negotiate, self-perform or change companies if there are cost savings. See my comment above**
11. Is the provider expected to assume management of these sub-contracts, or will Athens State continue oversight? **Provider will manage regardless of who ends up owning the contract.**
12. Are there any in-house staff expected to be transitioned into POM roles, and if so, will their existing wages and benefits be required to be maintained? **As stated in RFP "ATHENS STATE has notified in-house employees of their intent to outsource. Selected Provider may**

interview current employees following award, and prior to commencement of services, to determine and communicate their status going forward.” It is expected that the Provider include wages and a benefit package that are competitive with the market in order to recruit and maintain the requisite skills and staffing required to provide a APPA Level 2 program.

13. Will the provider be responsible for procuring all materials and parts needed for day-to-day POM? **Yes as well as Custodial and Grounds.**
14. Are any tools, equipment, or vehicles currently available for use by the incoming provider? **As stated in RFP “Following award, successful Provider will be given the opportunity to inventory current tools, equipment and vehicles to determine condition and fair market value. The program cost will be adjusted to take into account assets that can be utilized in Provider’s program.”**
15. Is there a spare parts inventory already in place or is the provider expected to establish one? **There is a current inventory. Selected Provider will be expected to determine proper inventory levels for all services and maintain going forward.**
16. Will Athens State provide access to building plans, utility maps, or historical maintenance data to support CMMS implementation and planning? **Yes to the extent they exist.**
17. What staffing levels (FTEs) are currently used to manage POM **See attached Salary Band document but please staff using your productivity rates and experience for what is required to provide a solid APPA Level 2 program for all services.**
18. Is there an expectation for specific trade licenses or certifications for staff under the provider’s POM team? **Providers staff must hold licenses, accreditations and/or certifications required to ensure compliance with local, state, and federal requirements and to provide APPA Level 2 POM and Grounds programs.**
19. What key performance indicators (KPIs) are expected for POM, and how frequently should they be reported? **There are none in place. Initial KPIs will be developed following award and should be reported on quarterly.**
20. Are routine preventive maintenance schedules already in place, or will these need to be developed by the provider? **To be developed by Provider as stated in RFP.**
21. Is a full Facility Condition Assessment expected from the provider post-award, or will the university rely solely on the 2024 Operational Assessment conducted by R Ledbetter & Associates? **The RL&A Operational Assessment was not a FCA. There is no expectation of Provider performing one at the present time.**
22. Are there any known compliance gaps related to POM (e.g., deferred maintenance, code violations)? **No but as is the case in all of Higher Education there are most certainly some life cycle and deferred maintenance issues.**
23. Is there a current Asset list? **No as was stated in RFP**
24. Is there a current events management software being utilized? If so, will that transfer, or do we need to account for that? **The University uses Espace, an event software developed**

to assist large churches with scheduling events, and to manage space and events. It will remain in place unless selected Provider can recommend a better solution.

25. Could you provide a current maintenance backlog report? **Yes - attached**
26. Could you share a list of preventative maintenance completed versus unplanned maintenance completed over the past two years? **Due to the lack of a CMMS this information is not readily available. As stated in RFP there is no formal preventative maintenance (PM) program in place so any PM's that were accomplished were ad hoc**
27. What is the average number of days worked per year per FTE in both maintenance and grounds (accounting for callouts, time off, etc.)? **Employees are full-time except for the occasional student worker or temp. Currently; there are different levels of vacation and sick time based on seniority. Maintenance and Grounds do not work weekends or Holidays unless there is an Event or emergency requiring them to do so. Currently, we base employees on 260 days at 8 hours/day (2,080 hours/year.)**
28. So that all Contractors (KTR) are providing the same costs in the same format, could R Ledbetter & Associates (RLA or Consultant) provide a Request for Proposal (RFP) Price Sheet spelling out the term of the Contract. On the call on Thursday, 22 May 2025 with Mr. Ledbetter, we were unsure whether we should provide our costs for a firm five (5) years, or costs for one (1) year with four (4) one-year options, or something else like a one (1) year firm and nine (9) one-year options for Athens State University (University). **Please provide the initial guaranteed fixed price annual cost broken down into as much detail as you would like to share. Suggest major categories such as, but not limited to, management salaries, staff wages, benefits, purchased services, supplies, equipment/tools/depreciation, taxes, insurance, misc./other, overhead and profit. Also provide your suggested price escalation method for years two and beyond (CPI – and if so which CPI?, Negotiated? Other?).**
29. What facilities will the University provide for the KTR? **Current Facilities space will be provided.**
30. What are the days/hours the University requires the KTR's personnel on-site. **M-F and as needed for Events and emergencies. Maintenance and Grounds currently work only a Day Shift schedule. Custodial has a night shift as well. Selected provider should review current schedules and work with Athens State if changes are needed for efficiency.**
31. Are there any days where the KTR does not have to be onsite? **Weekends and Holidays except for Events and emergencies.**
32. How do current Facilities Personnel and the Cleaning KTR receive work order? **Via Espace.**
33. What hours does the university expect KTR's personnel to be onsite? **See question 30 but as needed to provide expected service and quality levels (APPA 2).**
34. What are the University's emergency response times to respond to an emergency call? How long to respond on-site? **Needs to be established and depends on emergency.**

35. Please provide a list of and calendars for school related and special events. **Scheduled events to be included in bid proposal include three graduation ceremonies (Fall, Spring, and Summer), the Fiddler's Convention held the first weekend in October each year, the University Homecoming in either July or August, and the Spring Honors and Awards ceremony. Other non-routine events do exist.**
36. Stated in RFP: Furnish all supplies (including consumables) and purchased services required to successfully perform all duties described in the scope of work. Please provide list and cost of current purchased services. **See question 1 plus RFP, Total cost was included in budget information provided with RFP and in more detail in the Plant Expenditures document attached..**
37. Please provide a list of current subcontractors and subcontracted services. **See attached.**
38. How many under \$5,000 occurrences has the University experienced in the past three (3) years for each type of facilities services for POM, Custodial and Grounds Maintenance? **Data is not available due to not having a CMMS in place. Few if any in Custodial and Grounds. Almost all if not all Maintenance work orders are under \$5000. See work order back log report for work order examples.**
39. Since each KTR is providing Firm Fixed Pricing (FFP) for Custodial Services, POM and Grounds Maintenance, please furnish Consultants findings from its previous survey. **Operational Assessment will only be provided to selected Provider.**
40. The *Budget* provided has no costs for Employ Benefits, please provide. **Yes it does in detail.**
41. The *Budget* provided \$57,888.00 for Contract Services for Grounds. What companies were paid and what was the amount paid? **See attached Plant Expenditures document. However, the expectation is that qualified Providers would be able to create an appropriate zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM to include purchased services and supplies/materials/labor for self-performed work. You were provided budget and actual numbers, which is more than what is normally provided in a competitive bid process. We are not looking for business as usual and we are not going to share any more detail at this time but will entertain any concerns and answer any specific questions from the selected Provider during contract negotiations.**
42. The *Budget* provided \$10,000 for Maintenance and Repairs for Administration. What does the \$10,000 consist of and to whom was it paid? What does the \$127,900 consist of and to whom was it paid? **See question 41. The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM to include purchased services and supplies/materials/labor for self-performed work.**
43. What does the Service Contract/Equipment costs of \$5,000 for Administration; consist of? What does the \$25,000 consist of in Facilities? **See question 41. The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM to include purchased services and supplies/materials/labor for self-performed work.**
44. To whom was the \$10,000 paid to for Sanitation? **Again see question 41. The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM to include purchased services and supplies/materials/labor for self-performed work.**

45. What equipment was rented and from whom? The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM to include purchased services and supplies/materials/labor for self-performed work. A list of current equipment was provided so you know what is on campus presently.
46. To whom was the charge of \$75,000 paid and for what Engineering Services? Once again see question 41. The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM to include purchased services and supplies/materials/labor for self-performed work. However, if engineering services are related to new construction projects or major renovations they would be considered a capital expense and be paid for by The University.
47. To whom were the contractual services of \$5,000, 65,000 and \$100,000 paid in Administration, Facilities, and Plant? See 41 above. The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM to include purchased services and supplies/materials/labor for self-performed work.
48. Please provide a break out (whether for PMs or Repairs) of Materials and supplies of \$10,000 in Administration; \$177,900 in Facilities and \$150,000 in Plant. Not available.
49. What are the Technology charges of \$5,000 in Administration; \$5,000 in Facilities? See question 41. The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM to include purchased services and supplies/materials/labor for self-performed work.
50. How many and what were the \$5,000.00 charges for the past two (2) years. Not available. With no CMMS in place all costs (labor and materials) are not tracked back to work orders but will need to be done going forward. Same will be true for repairs that a sub-contractor might complete..
51. Please provide the last two (2) years of Work Orders for POM. Not readily available
52. What are the list of events and the calendar of those events for the past two (2) years? Please refer to item # 35
53. What services were subcontracted in the past two (2) years and the respective costs? See attached and RFP. The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM.
54. What were the set-ups and moves for the past two (2) years and the respective costs? Data is not readily available.
55. The University provided some job descriptions. Please provide all the others. Which ones are missing? Also depending on Providers recommended organization and skill sets new job descriptions will in all likelihood need to be developed by the Provider..
56. Please provide a list of hourly wages, the positions, and the benefits in excel format. We have provided this information in attachments. If you need it in Excel feel free to do so. The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM to include the appropriate staffing with a competitive wage and benefit package to attract and keep a quality work force.
57. What are the normal working hours of the University POM employees? They vary, but they are primarily 7-3:30. A preferred schedule would cover approximately 7 a.m. to 5 p.m.

58. What have been the number and type of after-hour calls for the past two (2) years? **Unsure but limited.**
59. What Work Holidays does the University observe? **New Year's Day, Martin Luther Kind Day, 3-day Spring break, Memorial Day, Juneteenth, Independence Day, Labor Day, 3 day Fall break (usually coincides with Thanksgiving week), Winter Break (typically mid-Dec-Jan 1 but employees work as needed during this time.**
60. The RFP says **NO** athletic activities? However, the "Property Page of the RFP lists Elkton Street Ball Field. Please Explain. **This property is currently leased to a local school, and they perform the routine upkeep. The University is responsible for things such a replacement of lights, etc. This is subject to change --- if the lease were not continued, the University would be responsible for routine upkeep even though the field would not be in use.**
61. Does 119/121 Marion Street have ball or sports fields? **The Marion Street property is downtown, across from the courthouse and currently houses our LaunchBox business incubator.**
62. What is the term of the contract? **Negotiable.**
63. What facilities services have been subcontracted and the amount for the past two (2) years? **Custodial plus see answer 1. Budget and actual information was provided with RFP. Submit your pricing based on your experience and rates and ability to self-perform.**
64. Please provide the vendor sign-in sheet for the site visits at Athens State University **See attached.**
65. Will this be awarded to a single vendor? **That is the plan.**
66. his was mentioned in the Pre-bid meeting, but are all vendors to price in new equipment? **Yes. Price will be adjusted once selected Provider assesses current equipment to determine what can be utilized in their program.**
67. What is current student population ASU, and what percentage are online students? **3000 and almost all students take some courses on-line or portions of courses.**
68. What are your paid time off requirements? Sick time, personal time, paid holidays, other paid time off? **Provider is responsible for PTO so factor in your PTO and benefit plan.**
69. Please provide current rate of pay and organizational charts for all positions. **See attached Salary Bands document, but as previously stated staff using your productivity rates for APPA 2 along with a competitive wage and benefit program.**
70. What are your current retirement benefits? **N/A. Provider is responsible so factor in your benefit plan**
71. What days are the University closed? **See answer above for holiday listing.**
72. The RFP says the custodial services are part of this proposal, but ASU has signed a renewal for the 2025 year. How are we to handle custodial? Do we bid using Alabama Cleanings current cost or do we bid our program in? Do we basically bid custodial starting in March of 2026? **Suggest you cost in to self-perform however The University would have no problem with you negotiating with current Custodial provider and sub-contracting at least initially. Either way you are responsible for managing the service and for the results and cost.**
73. Is multi-level exterior window cleaning part of the scope? If so, how often is exterior window cleaning required? **Yes – once per year**
74. Please provide the total number of current FTE's. **Not looking for a business-as-usual program. See attached Salary Plan document. However the expectation is that qualified**

Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM

75. Please provide the current cleaning contract costs. See question 72 and cost is included in budget and expenditures documents.. The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM
76. What are the custodial expectations for staffing on non-student days? Non-Student days are opportunities for project work, so consideration should be given to having a project crew work some of those days, also as needed for Events and emergencies.
77. Contractors are required to provide supplies, equipment, consumables, and chemicals, are we to provide hand sanitizer? Yes
78. What is the envisioned reporting structure? The Providers on-site Director will report to Athens State's CFO
79. What is your current staffing composition? Please provide an existing Organizational Chart if available. Please indicate position title and license if applicable. i.e., electrician journeyman or masters. See attached Salary Band doc for POM and Grounds. Custodial is unavailable. However – The expectation is that qualified Providers will create a zero-based staffing and budget based on APPA Level 2 and their experience in Higher Ed FM. Not looking for a business-as-usual program.
80. How many position are currently vacant in the custodial, maintenance, or grounds team? 1 Director, 1 Groundskeeper, 1 Plumber/Electrician, 1 Journeyman HVAC/R/Electrician, 1 Carpenter/Painter Supervisor. Not sure if there are any in Custodial.
81. If there is a grandfathered benefits expectation, please provide hire dates of employment for current staff and grandfathered benefits expectation. No expectation except that a competitive benefit plan will be provided.
82. Are there any employees near retirement that will stay on the ASU payroll? Will the position move to the vendor payroll through attrition? The University is not planning to retain any employees.
83. Is there an expectation that all employees make current wage? If so, provide current payroll. See Salary Bands doc but please cost in what you believe is required to meet RFP expectations.
84. In the pre-bid meeting you discussed a need for a CMMS System. Do you have a preference? Non- proprietary.
85. Do you require asset tagging to validate equipment and for preventive maintenance plan Yes.
86. Please provide a list of current 3rd party contract vendors and if possible a copy of the contracts. List of current contract vendors attached. Feel free to contact them for details and pricing.
87. Who should financially handle contracts for special third-party vendors - Provider holds contracts and pays or you hold contracts and chosen contractor manages? Essentially, is it desired that all contract costs to reside with the provider and be invoiced for total monthly all-inclusive service? TBD But - Please cost in to provide all purchased services such as water treatment, pest control, waste, elevators chiller/boiler services, fire alarms etc. Some of

these may remain with The University but we would like to see if you have any buying power/national contracts that might be leveraged locally to reduce cost.

88. Is there an MBE/WBE requirement? If so, what percent? **Not required.**
89. Assuming not all plant or mechanical equipment is in satisfactory running condition, should we include costs to carry out an existing deficiency study to protect all parties or even a Capital Assessment Plan? **While needed, there is no requirement to include in base contract.**
90. Is there an existing capital assessment plan available for review? **No**
91. Please provide the comprehensive operational assessment as referred to in the RFP. Has a recent (in the past 3 Years) Facility Condition Assessment been completed that can be shared? **RL&A's Operational Assessment will be shared with the selected Provider as stated in the RFP. There is no FCA.**
92. Is there any need to include costs or capabilities to manage capital projects? Is there a capital repair and improvement history we can see? **No. Any capital projects above and beyond site teams capabilities will be managed by a 3rd party unless you have that resource available.**
93. Athens State's Capital Vs. Maintenance dollar threshold is set at \$5,000. Regarding repairs, is it desired that the contractor holds a repair threshold line to cover repairs up to \$5,000, what happens if a repair exceeds the threshold? Would the client cover the entire cost, or will the provider still be responsible for the first \$5,000? **For a repair Provider would be responsible for the first \$5000. For a \$5000+ replacement this would be the responsibility of Athens State since it would be considered a recapitalization project.**
94. How are repairs currently handled that exceed the threshold – what is the decision process as this impacts execution. Similarly, if multiple bidding is stipulated then this too affects timely execution. **Since POM is in-house there is no threshold or process currently but going forward the FM Director should discuss with CFO prior to proceeding unless it is an emergency.**
95. Please provide expectations of what our painting obligation is with on-site staff Vs. 3rd party contracts. **Your call as to how much you self-perform or contract. Would expect you to develop a painting plan during start-up.**
96. Should contractors hold a line to cover major project painting, or will this reside in an object within your budget? **Painting projects will be covered by the \$5000 threshold.**
97. Please provide 12-month work order history. Active, Reactive, Preventative, and Corrective **Not available due to lack of a CMMS**
98. How do you currently review, analyze and report utilities - in view of maintaining ongoing energy use data? Will this be under the contractor? Should we include a module to track all utilities? **We would expect Provider to monitor energy usage which is normal when managing an FM operation and work with your technical support team to make recommendations regarding potential energy saving projects and programs.**
99. Can an annual cost and consumption for electricity, gas, oil and water be provided? **Following award. We did not include since you will not be financially responsible for energy-related utilities.**
100. Are there any LEED designations anywhere? **No, there are not.**
101. What is the estimated square feet of beds **Information not available.**

102. What is the estimated current cubic yards of pine bark mulch **Information not available.**
Cost your estimate from what you saw on the tour, your experience and to provide APPA Level 2 quality.

103. What is the estimated current need for flats of annuals spring and fall **Information not available.**
Cost in your estimate from what you saw on the tour, your HED Grounds experience and to provide APPA Level 2 quality.

104. Can you estimate how many pots & planters (lots of them) **Information is not available.**
Cost your estimate from what you saw on the tour and to provide APPA Level 2 quality.

105. Do you have Irrigation in grounds systems (as-builts) or blueprints? **Around Founders Hall and the President's House are irrigated, and plans may be available.**

106. How much of the campus is irrigated Vs. Hand watering. **The majority are hand-watered or manual hook-up watering systems. See # 105.**

107. What is your line-item budget or annual expense for Stone or erosion, drainage issues etc? **Information is not available. Cost your estimate from what you viewed on the tour, your Grounds experience and to provide APPA Level 2 quality.**

108. How Many current Grounds FTEs are you utilizing. Are any of these seasonal? Please include management. **See Salary Bands doc. Grounds staff assist with moves and Events as well. There are seasonal workers.**

109. Do you currently share grounds FTE's with FOM? If so in what capacity? **Grounds staff assist with moves and Events.**

110. What is total count of FTE between FOM and Grounds? **See Salary Bands document**

111. Can you please provide an asset/equipment inventory that the maintenance staff is responsible for? **Complete list not available as stated in RFP.**

112. Can you please confirm that bidders are responsible for all budget line-items in FY 24 Org Chart Actuals? If so, can you please provide more details on Contract Services, Travel, Communications, Subscriptions, Memberships, Engineering & Architectural, Other Contractual Services, and Furniture? **A list of POM vendors is attached as well as a detailed Budget Expenditures document. . All costs are normal and customary for an Integrated Facilities Management program.**

113. Per the RFP, the contractor is to include all university owned events in the base price. Can you please provide more details regarding the current event volume, event type, and the service hours historically required? Regarding the 2023 event document, should bidders include non-university events in the price proposal? **Non- University events can be reimbursed. Please provide your hourly rate for extra services as is requested in RFP. See # 35 for routine ASU Events.**

114. Can you please clarify the \$5,000 maintenance threshold? Is this the first \$5,000 of all repairs, or for the project total? **For a repair Provider would be responsible for the first \$5000 of**

each repair. For a replacement this would be the responsibility of Athens State since it would be considered a recapitalization project.

115. RFP page 23 references Appendix/Attachment E. Personnel Information – can this document please be provided? **See attached Salary Band document**

116. Regarding the Summary of Benefits, can you please confirm that bidders should propose benefits programs aligned with their offerings? **We do not expect you to be able to align your benefit plan with Athens State but do require you offer a competitive plan in order to attract and retain the talent required to provide a quality program on a consistent basis. Please include information regarding your plan with your proposal as is required in RFP to include company/employee contribution %'s.**

117. Are bidders required to offer a Tuition Assistance program? If so, can you please provide additional details regarding this expectation? **No you are not required to do so. If Athens State chooses to do so going forward that would be at their cost unless you choose to do so for your employees.**

118. Please confirm if there is a cost to the contractor for parking, and if so, how much is an annual pass? **No cost**

119. Please confirm if there is a pricing template the contractor should use to disclosure our price. **No, but please provide the initial guaranteed fixed price annual cost broken down into as much detail as you would like. Suggest major categories such as, but not limited to, management salaries, staff wages, benefits, purchased services, supplies, equipment/tools/depreciation, taxes, insurance, misc., overhead and profit. Also provide your suggested price escalation method for years two and beyond (CPI? Negotiated? Other?).**

120. Can we please get a list of the current subcontractors being used? Such as elevator contractor, HVAC, Plumbing, generator testing, roofing etc. and the annual spend with each? **Attached**

121. Can we please get the number of staff, and positions, currently working in the maintenance department as well as grounds? **Attached**

122. Can we please get a list of wages and benefits elections of the existing staff? **Wages provided in attachment. Benefit selections N/A - will depend on your benefit plan.**

123. Will the existing staff be available to hire? **Yes**

124. Is there a minimum wage requirement by the college? **The state minimum wage which is not competitive. ASU currently pays a minimum of \$15/hour.**

125. Will the winning contractor have access to the existing equipment owned by the school including vehicles, or does the winning contractor need to provide all new? **Cost in all new. However as stated in RFP "Following award, successful Provider will be given the opportunity to inventory current tools, equipment and vehicles to determine condition and fair market value.**

The program cost will be adjusted to take into account assets that can be utilized in Provider's program."

126. Are there any camps or large events run during the summer months that would require additional staffing? **Not in the past.**

127. Are there any buildings that will be off-line long enough that they should not be included in the costing? **No.**

128. Should bidders include the following in our price proposals? Consumables (paper supplies, liners, etc.), maintenance supplies (filters, screws, etc.)? **Yes.**

129. Are bidders responsible for grounds supplies such as pesticides, fertilizer, flowers/plantings, etc.? **Yes.**

130. Will the winning contractor be responsible for arborist costs related to the trees on campus? **Yes for all \$5000 and below.**

131. Will the winning contractor be responsible for the testing of the two generators on campus, or is this subcontracted? **Yes but you may sub-contract.**

132. Will you allow extra billing for any weather-related emergencies that requires overtime **Negotiable for extreme situations such as hurricanes or tornados.**

133. Will Athens need day porters and general cleaners? **Please provide appropriate staffing to provide a consistent APPA Level 2 quality program. See RFP for APPA guidelines. We currently have day porters and general cleaners.**

134. Will the contractor have designated office space? **Yes.**

135. Will the contractor have designated storage space for equipment? **Yes. Of course.**

136. Does the contractor need to provide chemicals and consumables? **Yes as stated in RFP.**

137. Is the contractor responsible for pressure washing? **Yes as needed to provide APPA Level 2.**

138. Who is the current custodial provider? What is the contract amount? **See RFP and budget data provided previously.**

139. What is the total scope budget? **Current Budget was provided with RFP.**

140. Asset Inventory - What asset inventory does the University currently maintain (HVAC, electrical, plumbing, kitchen, etc.), and how is it categorized (stationary, rolling, tools, fleet)? If a comprehensive list is not available, what level of detail should we assume we'll need to build during transition? **Limited as stated in RFP. It would be expected that the selected Provider perform a complete asset inventory during their start-up to establish a preventative maintenance and life safety program and in addition be able to track labor and material costs back to individual assets going forward. This will position Athens State to move towards a Total Cost of Ownership approach to managing their assets.**

141. Custodial Services - Given custodial services are under contract through 2026, how would you like us to address this in our proposal? Should we focus solely on transition planning post-2026, or do you envision an operational handoff or oversight component prior to contract expiration? **You will be responsible for all services day one. Self-performing or sub-contracting is up to you. If you decide to self-perform or change contractors obviously there will need to be a transition plan. FYI - University is satisfied with current Custodial Provider but wants to move to an Integrated Facilities Management model.**

142. Event Support Scope -Can you outline the types of events (e.g., graduation, Fiddlers Convention) that typically require IFM support, and what specific support functions are expected from our team (e.g., setup, breakdown, custodial standby, AV, electrical)? Are there known instances where support extends outside normal business hours? **There are not that many summer programs since there are no residence halls. Special events are typical except for Fiddlers Convention. Yes FM is responsible for set-up, breakdown, custodial support, AV and electrical. Yes sometimes Events go beyond normal business hours which is customary and normal in HEd.**

143. Calhoun Campus Expectations -What is the anticipated relationship between the awarded IFM provider and the Calhoun campus? Are there any defined support expectations, including temporary resource sharing, event assistance, or maintenance overflow? **No expectations at present time.**

144. Existing Vendor Landscape -What contracted or preferred vendors does the University currently rely on (e.g., fire alarm/suppression, pest control, elevators, waste management, kitchen equipment)? Which of these relationships do you expect the IFM provider to retain, coordinate, or replace? **See attached list and cost in all FM related purchased services you would utilize.**

145. Current Staffing Model - Can you provide a breakdown of full-time employees currently budgeted for skilled trades, custodial, and groundskeeping? Of those, how many positions are currently filled, and what is the anticipated role of the IFM provider in absorbing or replacing those positions? **POM and Grounds positions are shown in Salary Band doc. See question # 80 for vacancy information. The expectation would be for the Provider to determine appropriate staffing and skill levels for a strong APPA Level 2 program and to maintain this level of staffing.**

146. Kitchen Equipment Scope -What level of responsibility is expected for kitchen and dining equipment (e.g., stoves, ovens, refrigeration units, ice machines)? Is an inventory available, and should we assume preventive maintenance, reactive service, or full responsibility? **Kitchen equipment would be the contractor's full responsibility. A maintenance inventory is not readily available.**

147. Specialty Inspections & Compliance -Which inspections or safety programs (fire safety, lab safety, elevators, etc.) will remain managed by the University versus those the IFM provider will coordinate or oversee? What role is expected of us in compliance documentation and contractor management? **Provider will manage and document all FM related inspections.**

148. Capital Projects & Renovations - What is the University's expectation regarding the IFM provider's involvement in capital projects like the upcoming gym renovation—consultative support, construction management, or operational coordination? Would this fall within base scope or a supplemental service? **Depends. It would be expected that your Director be involved on capital projects as an "Owners Rep" at a minimum and to be able to manage small projects in house. Large projects would be out of scope and handled by a 3rd party unless you have that capability.**

149. Fleet & Equipment Ownership - Based on the current inventory of grounds and maintenance fleet vehicles, mowers, and equipment should we plan to lease, purchase, or provide our own? Is there openness to negotiating the use or transfer of existing assets? **Cost in new. Purchasing or leasing is your call, but as stated in the RFP "Following award, successful Provider will be given the opportunity to inventory current tools, equipment and vehicles to determine condition and fair market value. The program cost will be adjusted to take into account assets that can be utilized in Provider's program."**

150. Site Walk Attendance - Could you please provide a list of firms who attended the site walk? **Yes see Attached**

Name	Company	Phone Number	Email Address
Graeger Stroud	Owens Realty Services	425-328-4425	gstroud@owensrealty.com
Ron Marchble	HES	757-870-4382	RMarchble@HES.com
Chris Dienna	UG2	305-216-6494	cdienna@ug2.com
Alan B. Cristal	Diversified Maint	404-820-9881	ACristal@diversifiedm.com
Cat Merritt	SSC	865-659-6435	Cathines@sscscv.com
Joey Neal	LEE Company	931-639-3139	joeq.neal@LEECompany.com

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Integrated Facilities Management RFP

Site Tour

May 29, 2025

Name	Company	Phone Number	Email Address
Ashley Weaver	Hunt Campus Solution	850 816 8807	aweaver@huntcampussolutions.com
Clark Brady	ABM	901 569 6552	Clark.brady@abm.com
Martin Kaufman	ABM	615 246-8547	Martin.Kaufman@ABM.com
Douglas Mitchell	ABM	347-234-3434	douglas.mitchell@abm.com
Ellis Highy	Mint-CS	678-451-2522	elkies@wccgl.companies.com
Russ Rieske	Hunt CS	404 804-5232	rrieske@cgicompanies.com
Brandon Haley	SSC	205-601-6981	brandon.haley@sscserve.com
Joe Leach	Lee company (Em2)	615-856-9810	Joe.leach@leecompany.com
Chris McFerrin	HCSG	205-999-0752	Chris.McFerrin@hcs Corp.com
Mae Hennesy	ACS	256-301-1338	mhennessy@aces1.biz

# of Positions	Job Title	Salary Band	Minimum	Mid	Maximum
1	Director of Facility Operations	A240	92,161	115,201	138,242
1	Painter	N180	32,000	40,000	48,000
5	Groundskeeper - General Maintenance	N210	32,198	40,248	48,297
2	Carpenter/Painter	N320	41,981	52,476	62,972
2	Plumber/Electrician	N340	48,772	60,965	73,158
1	Groundskeeper Supervisor	P290	42,382	52,977	62,573
1	Journeyman/HVAC/R/Electrician	P490	48,418	61,772	74,127
1	MEP Supervisor	P700	58,914	73,643	88,371
1	Carpenter/Painter Supervisor	P700	58,914	73,643	88,371