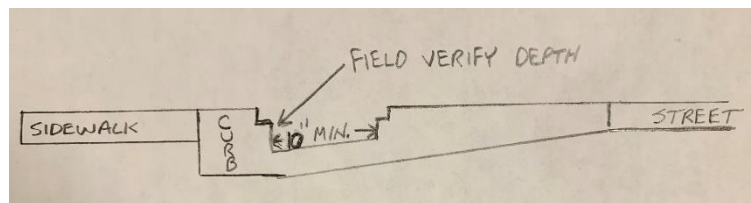


Westphalia Driveway Repairs Assistance Program

Below is the City of Westphalia's protocol for funding requests related to driveway repairs:

1. Property owner must submit their driveway repair requests in writing to the City of Westphalia, P. O. Box 36, Westphalia, MO 65085, or Email: westphaliainfo@gmail.com, detailing the driveway repair specifications.
2. If not previously done, a Westphalia Council member will meet with the property owner to ensure the request is for the driveway entrance and any sidewalk repairs needed. Anything on the owner's property side of the sidewalk will NOT be included in the funding request to the City of Westphalia.
3. The established practice is that whenever applicable and appropriate, all driveway entrances will include a grated driveway entrance. A uniform scope of work for grated driveway entrances will include:
 - A) Grating (Galvanized preferred) 1¼" x ¼"
 - B) Angle Iron - 1 ½" x 1 ½" x ¼"
 - C) ½" Nelson Studs – 4" long (at 12" on center-minimum)
 - D) 5 ½ bag Concrete mix (6" thickness minimum)
 - E) Compaction fill 1" limestone aggregate. Vibrator plate compaction.
 - F) Maximum of 12" to 15" span on 1¼" x ¼" bar grating.
If span is wider than 15", heavier grating must be used. (ie: 2" x ¼")
 - G) Positive drainage
 - H) Smooth transitions
 - I) Sidewalk to remain on even plane

Depiction:



4. The property owner will obtain 2-3 bids for any project under \$5,000 and at least 3 bids for any project over \$5,000. The bids must include the detailed driveway repair specifications with a grated driveway entrance and a completion timeline indicating the start and finish dates of the project. If the project is for both driveway entrance and sidewalk repairs, the bids must show these two items separately. Any contractor bidding and/or completing the work project will be required to be insured and bonded. Bids must be received within 15 days, unless an extension has been approved by the City of Westphalia Council.

5. Once the bids are received, the Westphalia Council members will review all bids to ensure the driveway construction will be uniform in structure and appearance and then approve those bids that align with the above-described scope of work. Once the bids have been accepted, the Westphalia Council will then notify the property owner of the approved contractors for the project. The property owner will have final say on selecting from the approved bids, which contractor they would like to use.

Westphalia Driveway Repairs Assistance Program

6. The property owner will inform the Westphalia Council of the selected contractor and inform the contractor that they are the approved contractor for the project. The property owner will also inform any contractors not selected for the project that they have not been selected for this project.
7. Once the project is completed, the contractor and subcontractors are to forward all the completed invoices to the property owner. If the invoices and bid differ in the total amount, the property owner is responsible to discuss the differences with the contractor. The property owner is responsible for paying all invoices in full.
8. When the project is completed and all invoices have been paid in full, the property owner will provide a letter, to the City of Westphalia, P. O. Box 36, Westphalia, MO 65085, indicating the project is complete and all invoices have been paid in full by the property owner. A copy of all paid invoices must be included with the letter. If there are any questions, a Westphalia Council member will then contact the property owner to discuss the invoices, as well as satisfaction of the project prior to payment.
9. The Westphalia Council members agree to pay one-half of the total bid amount, which includes materials and labor, with a cap amount of \$2,500 per project.
10. The Westphalia Council members also clarify that the property owners are responsible for the cleaning of the sidewalks in front of their property, and the City of Westphalia is responsible for any sidewalk repairs.