

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a thirty-six month term and supply contract with two twelve-month options to extend for the furnishing of professional mortuary services to Charter Funerals of Missouri, LLC, of Grandview, Missouri, under the terms and conditions of Request for Proposal No. 28-11.

RESOLUTION #17748, November 28, 2011

INTRODUCED BY Theresa Garza Ruiz, County Legislator

WHEREAS, pursuant to section 205.630, RSMo, the County is required to provide a reasonable sum, as determined by the County, to provide burial services for individuals who die within the County and have no means of paying a funeral expense; and,

WHEREAS, the Director of Finance and Purchasing has solicited bids on Request for Proposals No. 28-11 for the furnishing of professional mortuary services; and,

WHEREAS, a total of twenty-seven notifications were distributed and five responses were received; and,

WHEREAS, an evaluation team made up of representatives from the County Executive's Office, the County Counselor's Office, and the Medical Examiner's Office ranked the responses, with the four best proposals, as follows:

<u>BIDDER</u>	<u>EVALUATION POINTS</u>	<u>BURIAL</u>	<u>CREMATION</u>
Charter Funerals Grandview, MO	90	\$2,500.00	\$695.00
Seraph's Way Kansas City (Jackson County), MO	82	\$1,785.00	\$515.00
Reflections Memorial Services Kansas City (Jackson County), MO	75	\$1,995.00	\$595.00
Lawrence A. Jones & Sons Kansas City (Jackson County), MO	70	\$3,295.00	\$795.00

and,

WHEREAS, the Director of Finance and Purchasing recommends that award be made to Charter Funerals of Grandview, MO, as the bidder submitting the lowest and best bid; and,

WHEREAS, this award is made on an as needed basis and does not obligate the County to pay any specific amount; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Director of Finance and Purchasing and that the Director be, and is hereby, authorized to execute for the County any documents necessary for the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing be and hereby

is authorized to make all payments, including final payment on the contracts, to the extent that sufficient appropriations to the using spending agency have been made in the then current Jackson County budget.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

Jim D. Harder
Chief Deputy County Counselor

W. Stephen Nicks
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17748 of November 28, 2011, was duly passed on December 6, 2011 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 7

Nays 0

Abstaining 0

Absent 2

12.6.11
Date

Mary Jo Spino
Mary Jo Spino, Clerk of Legislature

This award is made on an as needed basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.

11/22/11
Date

A. Terry Thomas by J. Bly, Asst
Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

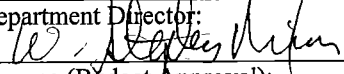
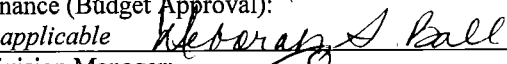


Completed by County Counselor's Office:

Res/Ord No.: 17748

Sponsor(s): Theresa Garza Ruiz

Date: Nov. 28, 2011

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Thirty-Six Month Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Professional Mortuary Services to Charter Funerals of MO LLC of Grandview, MO under the Terms and Conditions of Request for Proposal No. 28-11.</u></p>																								
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT TO ACCT</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$ County Counselor's Office \$80,000.00</p> <p>The RLA only approves the term and supply contract; the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of contract value.</p> <p>Prior Year Budget (if applicable): \$54,770.00 Prior Year Actual Amount Spent (if applicable): \$49,750.00</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT TO ACCT														
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PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date): 17279, 5/20/2010																								
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253																								
REQUEST SUMMARY	<p>The County requires a Term and Supply Contract for the furnishing of Professional Mortuary Services to bury or cremate decedents who die in Jackson County and are without sufficient means available to provide for the expense of cremation or burial.</p> <p>A total of Twenty-Seven notifications were distributed and five responses were received. An Evaluation Team from the County Executive's Office, the County Counselor's Office and the Medical Examiner's Office ranked the responses as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Evaluation Points</th> <th>Burial</th> <th>Cremation</th> </tr> </thead> <tbody> <tr> <td>Charter Funerals of Grandview, MO***</td> <td>90 Points</td> <td>\$2,500.00</td> <td>\$ 695.00</td> </tr> <tr> <td>Seraph's Way of Kansas City, MO***</td> <td>82 Points</td> <td>\$1,735.00</td> <td>\$ 515.00</td> </tr> <tr> <td>Reflections Memorial Services of Kansas City, MO***</td> <td>75 Points</td> <td>\$1,995.00</td> <td>\$ 595.00</td> </tr> <tr> <td>Lawrence A. Jones & Sons of Kansas City, MO*,***</td> <td>70 Points</td> <td>\$3,295.00</td> <td>\$ 795.00</td> </tr> <tr> <td>Cremation Center of Shawnee Mission, KS</td> <td>53 Points</td> <td>N/B</td> <td>\$ 613.00</td> </tr> </tbody> </table>		Evaluation Points	Burial	Cremation	Charter Funerals of Grandview, MO***	90 Points	\$2,500.00	\$ 695.00	Seraph's Way of Kansas City, MO***	82 Points	\$1,735.00	\$ 515.00	Reflections Memorial Services of Kansas City, MO***	75 Points	\$1,995.00	\$ 595.00	Lawrence A. Jones & Sons of Kansas City, MO*,***	70 Points	\$3,295.00	\$ 795.00	Cremation Center of Shawnee Mission, KS	53 Points	N/B	\$ 613.00
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	<p>Proposals were evaluated according to the following Evaluation Criteria: Experience and Qualifications 10 points; Ability to Meet Requirements 20 points; References 10 points; and Pricing 60 points.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award for the furnishing of Professional Mortuary Services to Charter Funerals of Grandview, MO under the terms and conditions of Request for Proposal No. 28-11 as the lowest and best proposal received.</p> <p>This award is on an "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.</p> <p>*MBE Vendor; ** WBE Vendor; *** Jackson County, Missouri Vendor</p>	
CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	The Abstract of Bids Received; the Recommendation Memorandum from Mr. Michael Wells, County Counselor's Office and the pertinent pages of Charter Funerals proposal.	
REVIEW	Department Director:  Finance (Budget Approval): If applicable  Division Manager:  County Counselor's Office: 	Date: 11/17/2011 Date: 11-17-11 Date: 11/17/11 Date: 11/17/2011

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



OFFICE OF THE COUNTY COUNSELOR

JACKSON COUNTY COURTHOUSE
415 EAST 12TH STREET
KANSAS CITY, MISSOURI 64106

816-881-3355
Fax: 816-881-3398

August 4, 2011

Barbara Casamento,

The County Counselors' Office recommends the contract be given to Charter based on the highest score of the proposals.

Michael Wells
Chairman of the Proposal Committee

QUOTATION PAGE

Pricing to provide complete Mortuary Services and Burial Services as described herein for each Indigent Person:

\$ 2500.00 /Each Burial, including casket, cemetery plot and all related costs

\$ 695.00 /Each Cremation, including all costs

Pricing must be firm for the first Thirty Six Months of any resulting Contract.

Pricing for 4th Year of Contract:

\$ 2700.00 /Each Burial, including casket, cemetery plot and all related costs

\$ 795.00 /Each Cremation, including all costs

Pricing for 5th Year of Contract:

\$ 3000.00 /Each Burial, including casket, cemetery plot and all related costs

\$ 895.00 /Each Cremation, including all costs

Respondent Name: Charter Funerals of MO, LLC

Contact Person: Bridget Anaya

Address: 1512 Main Street

City, State and Zip Code: Grandview, MO 64030

Telephone Number: 816-921-5555 Fax Number: 913-671-7177

Web Site Address: Charterfunerals.com Email Address: banaya@charterfunerals.com

Regular Business Hours: 8:30 - 5:00 M-F

Emergency Contact: Bridget Anaya

Distance from your Business to the Medical Examiner's Office: < 10 miles

Would you be willing to extend the pricing, terms and conditions of any resulting Contract to any Municipal, County, Public Utility, Hospital or Education Institution located within the Greater Kansas City Metropolitan Trade Area?

Check one: Yes No