

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19390

Sponsor(s): Dennis Waits

Date: February 13, 2017

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with Two Twelve Month Options to Extend, for Jackson County, Missouri Legislature for Video Production Services to SB Productions of Overland Park, KS under the terms and conditions of Request for Qualifications No. 3-17</u></p>																				
<b>BUDGET INFORMATION</b> <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> <td>\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> <td>\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></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: Jackson County Legislature Estimated Use: \$27,600.00</p> <p>Prior Year Budget (if applicable):          Prior Year Actual Amount Spent (if applicable):</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:							
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date):          Prior resolutions and (date): Resolution No. 17016, September 28, 2009</p>																				
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>																				
<b>REQUEST SUMMARY</b>	<p>The Jackson County, Missouri Legislature requires a qualified firm to provide Video Production Services for the taping of the weekly Committee and Legislative sessions.</p> <p>The Purchasing Department issued Request for Qualifications No. 3-17 to meet these requirements. A total of 15 notifications were distributed and 3 responses were received and evaluated as follows:</p> <table border="1"> <thead> <tr> <th>Respondent</th> <th>Experience and Capacity – 60%</th> <th>Key Personnel 25%</th> <th>References 15%</th> <th>Total 100%</th> </tr> </thead> <tbody> <tr> <td>29 Pixel Studios, Leavenworth, KS</td> <td>51%</td> <td>19%</td> <td>13%</td> <td>83%</td> </tr> <tr> <td>SB Productions, Overland Park, KS</td> <td>57%</td> <td>25%</td> <td>14%</td> <td>96%</td> </tr> <tr> <td>Tico Productions Kansas City, MO</td> <td>34%</td> <td>20%</td> <td>10%</td> <td>64%</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Term and Supply Contract for Video Productions Services to SB Productions of Overland Park, KS as the best proposal received. After the selection of the best proposal, pricing was negotiated and is included in the Award Recommendations</p>	Respondent	Experience and Capacity – 60%	Key Personnel 25%	References 15%	Total 100%	29 Pixel Studios, Leavenworth, KS	51%	19%	13%	83%	SB Productions, Overland Park, KS	57%	25%	14%	96%	Tico Productions Kansas City, MO	34%	20%	10%	64%
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<b>CLEARANCE</b>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>																				

ATTACHMENTS	Abstract of Bids Received, Award Recommendation Memorandum from the Crissy Wooderson, Legislative Auditor and the pertinent pages of SB Production's proposal.	
REVIEW	Department Director: <i>Crissy Wooderson</i>	Date: <i>2/7/2017</i>
	Finance (Budget Approval): <i>If applicable</i> <i>N/A</i>	Date:
	Division Manager: <i>N/A</i>	Date:
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- 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 AUDITOR  
JACKSON COUNTY, MISSOURI**

**Res. 19390**

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**CRISSY WOODERSON  
COUNTY LEGISLATIVE AUDITOR**

auditor@jacksongov.org  
415 E. 12th Street, 2nd Floor  
Kansas City, Missouri 64106

To: Barbara Casamento, Purchasing  
From: Crissy Wooderson, Legislative Auditor *CW*  
CC: Mary Jo Spino, County Clerk  
Date: February 7, 2017  
RE: RFQ 3-17 Video Production Services

Request for Qualifications 3-17 issued at the direction of the Jackson County Legislature sought proposals to provide Video Production Services for videotaping of the Jackson County Legislature's weekly Committee and Legislative sessions.

Three proposals were received and evaluated as shown below.

	Experience & Capacity 60%	Key Personnel 25%	References 15%	<b>Total 100%</b>
29 Pixel Studios, LLC	51	19	13	<b>83</b>
SB Productions, Inc	57	25	14	<b>96</b>
Tico Productions, LLC	34	20	10	<b>64</b>

The evaluation demonstrated SB Productions, Inc. as the most qualified respondent offering the experience, capacity and understanding of the scope of services with the ability to begin immediately.

It is recommended SB Productions, Inc be awarded the contract for RFQ 3-17 at annual cost of \$27,600 per attached quote. Off-site meetings will incur an additional expense of \$1,850 per meeting. Sufficient funds are budgeted in 001-0112-6790.



SB Productions, Inc.

Price Quote

2-3-2017

1. SB Productions will document the Jackson Legislative meetings as covered in the proposal at a cost of \$575.00 a meeting.
2. SB Productions will document any extra meetings whether evening, morning or weekend at the same cost.
3. Off-site meetings will be documented at a cost of \$1,850.00 a meeting.

48 meetings @ \$575.00    Total: \$27,600.00

Equipment SB Productions will provide for off-site meetings.

3 Panasonic HVX200 HD cameras

3 Tripods

Intercom system

12 Mics

Audio Board (Mackie 12 Channel)

DFS500 Switcher

All necessary cabling

Abekas Character Generator

Miscellaneous equipment