

REQUEST FOR LEGISLATIVE ACTION


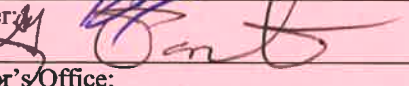
Completed by County Counselor's Office:

Res/Ord No.: 19531

Sponsor(s): Dennis Waits

Date: July 17, 2017

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract with Three Twelve Month Options to Extend, for various County departments for Office Supplies & Equipment to Phoenix Office Products of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 29-17.</u></p>																														
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></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: County-Wide Estimated Use: \$215,000.00</p> <p>Prior Year Budget (if applicable): n/a Prior Year Actual Amount Spent (if applicable): \$214,308.89</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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PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): Resolution No. 17855, March 19, 2012</p>																														
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Kyle Brack, Sr. Buyer, 881-3265</p>																														
REQUEST SUMMARY	<p>Various County Departments require a Term & Supply Contract for the furnishing of Office Supplies & Equipment. The Purchasing Department issued Request for Proposal No. 29-17 in response to this requirement.</p> <p>The Purchasing Department issued Request for Proposal No. 29-17 to meet these requirements. A total of thirty-five (35) notifications were distributed and four (4) responses were received and evaluated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Respondent</th> <th>Experience (20% weight)</th> <th>Past Performance (35% weight)</th> <th>References (10% weight)</th> <th>Pricing (35% weight)</th> <th>Weighted Total Score (out of 10 possible)</th> </tr> </thead> <tbody> <tr> <td>ADOS Office Products Olathe, KS</td> <td>2.4</td> <td>1.8</td> <td>2</td> <td>2.4</td> <td>2.2</td> </tr> <tr> <td>School Specialty Greenville, WI</td> <td>1.4</td> <td>1</td> <td>5</td> <td>1</td> <td>1.5</td> </tr> <tr> <td>Staples Kansas City, MO</td> <td>7.4</td> <td>5</td> <td>6.6</td> <td>7</td> <td>6.3</td> </tr> <tr> <td>Phoenix Office Products Kansas City, MO</td> <td>9.8</td> <td>9.8</td> <td>9.4</td> <td>9.6</td> <td>9.7</td> </tr> </tbody> </table> <p>*Evaluation Committee members scored each criteria on a scale of 1-10. The average score from the Committee members is input into each cell above. The Weighted Total Score is the combined weighted average of all criteria.</p> <p>The Evaluation Committee evaluated all four proposals submitted and determined that Phoenix Office Products is the best respondent, based on the above scoring matrix. Phoenix Office Products offered a 57% discount on supplies, a 45% discount on equipment, and a 35% discount on toner. ADOS Office Products offered a 56.5%</p>	Respondent	Experience (20% weight)	Past Performance (35% weight)	References (10% weight)	Pricing (35% weight)	Weighted Total Score (out of 10 possible)	ADOS Office Products Olathe, KS	2.4	1.8	2	2.4	2.2	School Specialty Greenville, WI	1.4	1	5	1	1.5	Staples Kansas City, MO	7.4	5	6.6	7	6.3	Phoenix Office Products Kansas City, MO	9.8	9.8	9.4	9.6	9.7
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	<p>average discount on supplies, a 40% discount on equipment, and a 31% discount on toner. School Specialty offered a 30% discount for all categories. Staples offered a discount of 57% on supplies, 25% on equipment, and 35% on toner. Staples also took exception to the County's suggested pricing structure, in which many products are excluded from being discounted.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Chief Financial Officer recommends the award of a Term and Supply Contract for Office Supplies & Products to Phoenix Office Products of Kansas City, Missouri as the best proposal received.</p> <p>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 specified purchases is subject to annual appropriations.</p>	
CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Evaluation Scoring Matrix, Abstract of Bids, and Phoenix Office Supply discount page	
REVIEW	Department Director: 	Date: 7/19/17
	Finance (Budget Approval): <i>If applicable</i>	Date: 7/10/17
	Division Manager: 	Date: 7/21/17
	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.