

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20145

Sponsor(s): Crystal Williams

Date: April 23, 2019

<p>SUBJECT</p>	<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 Printing and Mailing Declarations, Assessment Notices and Envelopes for use by the Assessment Department to Strahm Automation and Mailing of Kansas City, Missouri under the terms and conditions of Invitation to Bid No. 2-19</u></p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="324 588 1461 777"> <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:</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: Assessment Department Estimated Use: \$200,000.</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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Amount budgeted for this item * (including transfers):											
Source of funding (name of fund) and account code number:											
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date): 18674, November 24, 2014</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>										
<p>REQUEST SUMMARY</p>	<p>The Assessment Department requires a Term and Supply Contract for the furnishing of Printing and Mailing Declarations, Assessment Notices and Envelopes. The Purchasing Department issued Invitation to Bid No. 2-19 to meet these requirements.</p> <p>Sixty-one notifications were distributed and one response was received and evaluated as follows: Strahm Automation and Mailing of Kansas City, Missouri; Quotation Page from Invitation to Bid No. 2-19 attached.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Assessment and the Director of Finance and Purchasing recommend the award of a Thirty-Six Month Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Printing and Mailing Declarations, Assessment Notices and Envelopes For the Assessment Department to Strahm Automation and Mailing of Kansas City, Missouri as the lowest and best bid received.</p>										
	<p><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)</p>										
<p>COMPLIANCE</p>	<p><input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals - No Goals Assigned <input type="checkbox"/> VBE Goals</p>										
<p>ATTACHMENTS</p>	<p>The Abstract of Bids Received, the Award Recommendation from the Assessment Department and the pertinent pages of Strahm's response to the Invitation to Bid.</p>										

REVIEW	Department Director: <i>Deputy Joseph Bunches II</i>	Date: 4/10/2017
	Finance (Budget Approval): <i>If applicable</i>	Date: 4/10/17
	Division Manager:	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.

ABSTRACT OF BIDS

Invitation to Bid No. 2-19 Printing and Mailing Declarations March 26, 2019 2:00 PM, CDT			Strahm KCMO	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	Base Bid			<i>see bid</i>				
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: March 26, 2019 BY
Blair Bono
 CLERK OF THE LEGISLATURE
Jarrod Carmona
 PURCHASING



ASSESSMENT DEPARTMENT

(816) 881-3239
Fax: (816) 881-1388

JACKSON COUNTY

JACKSON COUNTY COURTHOUSE
415 EAST 12TH STREET, FIRST FLOOR MEZZANINE
KANSAS CITY, MISSOURI 64106
WWW.JACKSONGOV.ORG

FROM: Jeph BurroughsScanlon, Deputy Director of Assessment
TO: Bob Crutsinger, Director of Finance and Purchasing
CC: Barbara Casamento, Purchasing Administrator
Gail McCann Beatty, Director of Assessment
DATE: April 4, 2019
RE: ITB 2-19: Printing/Mailing Services

The Assessment Department has a yearly need to obtain printing/mailing services for nearly every unit of the department. Items that regularly need to be printed and mailed in bulk (tens of thousands or hundreds of thousands at a time) include; IPP Declarations, BPP Declarations and Real Property Value Change Notices.

The results of the publically posted open bid process returned to us with a single qualified vendor. We have considered this vendor and their references including a review of our own previous service experience with this vendor.

The vendor reviewed was **Strahm Automation and Mailing**. The references we contacted provided positive feedback. It is apparent to us that Strahm has the experience, resources and customer service acumen to serve the current needs of the Assessment Department and to handle our scope of work in regard to the printing and mailing services needed.

Using Strahm as our vendor, we would expect to place a contract for \$200,000 for the 2019 year for these printing and mailing services for the Assessment Department. It will be most convenient if we are able to set up the contract with the maximum number of annual extensions as possible.

5.0 REQUIRED SUBMITTALS

- 5.1 If the bidder's company is not located in the Greater Kansas City Metropolitan Area, please explain how bidder intends to perform the services detailed herein.
- 5.2 All forms signed and notarized where necessary.
- 5.3 Quote Sheet

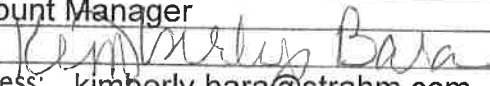
6.0 QUESTIONS

- 6.1 All questions regarding this Invitation to Bid must be in writing and emailed as detailed under General Conditions, Item Number Five on Page 7 of this Invitation to Bid by 5:00 PM, CDT on March 19, 2019.
- 6.2 Point of Contact for this Invitation to Bid is Barbara Casamento, email address is bcasamento@jacksongov.org.
- 6.3 All questions will be answered in the form of Addenda and published on the County's website. It is the Bidder's responsibility to check the website for Addenda prior to submitting their bid.
- 6.4 Bidders and their agents (including subcontractors, employees, consultants or anyone else acting in their behalf, must follow this procedure. Bidders or their agents **may not contact any other County employees** regarding matters covered by this Invitation to Bid during the solicitation and evaluation process. Inappropriate contacts are grounds for REJECTION of bidder's submission.

7.0 QUOTATIONS

No.	Description	Number in Specifications	Pricing
	Declarations, Notices & Envelopes		Printing, Stuffing & Mailing Price per Thousand
	Business Personal Property Declarations		
7.1	1 st Business Personal Property Declaration December 2019	4.1.1	\$ 98.68
7.2	Blank Business Personal Property 1 st Declarations	4.1.2	\$78.68
7.3	2 nd Business Personal Property Declaration March 2019 and March 2020	4.1.3	\$98.68
7.4	Business Personal Value Notices	4.1.4	\$ 50.48
7.5	Mailing Envelope, 6 ½ " x 9 ½" Business Personal Property Declarations	4.1.5.1	\$ 61.01
7.6	Return Envelope, 6" x 9", Business Personal Property Declarations	4.1.5.2	\$ 40.19
7.7	Mailing Envelope, #10 for Business Personal Value Notices	4.1.5.3	\$ 34.08
7.8	Business Personal Property E-Filing Insert	4.1.9	\$5.00
	Personal Property Declarations		
7.9	Personal Property Declarations, January 2019, 1st	4.2.1	\$56.40
7.10	Mailing Envelope, #10, Standard Window, Personal Property Declarations	4.2.2.1	\$21.99
7.11	Return Envelope, #9, Personal Property Declarations	4.2.2.2	\$ 14.82
7.12	Personal Property E-Filing Insert	4.2.4.1	\$ 5.00
7.13	Personal Property Declarations, March 2019, 2nd	4.2.3	\$ 56.40
7.14	Mailing Envelope #10, Standard Window, Personal Property Declarations		

	FINAL NOTICE	4.2.2.1	\$ 22.85
	Business Personal Notices		
7.15	Business Personal Notices, May 2019	4.3.1	\$ 50.48
7.16	Mailing Envelope, #10, Standard Window, Business Personal Notices	4.3.2	\$34.08
7.17	Notice Letter	4.3.3	\$ 50.48
7.18	2 nd Notice Letter	4.3.4	\$50.48
	Real Estate Notices		
7.19	Real Estate Notices, April 2019	4.4.1	\$ 81.04
7.20	Real Estate Notices, May 2019	4.4.2	\$81.04
7.21	Real Estate Assessed Value Change Notices April 2020	4.4.3	\$ 50.48
7.22	Mailing Envelope, #10 Standard Window, Real Estate Notices	4.4.4	\$ 22.14
	Declarations & Notices sent out with Return Envelopes & Inserts in Mailing Envelopes Listed	Effective 1/27/19	Estimated Postage Price per Piece
7.23	1 st Business Personal Property Declaration December, 2019		\$ 0.383
7.24	2 nd Business Personal Property Declaration March 2019 and March 2020		\$0.383
7.25	Personal Property Declarations April 2019		\$0.383
7.26	Personal Property Declarations, May 2019		\$0.383
7.27	Business Personal Notices, May 2019 MAIL FIRST CLASS		\$ 0.383
7.28	Real Estate Notices, April 2019 MAIL FIRST CLASS		\$0.383
7.29	Real Estate Notices, May 2019 MAIL FIRST CLASS		\$ 0.383
7.30	Real Estate Assessed Value Change Notices, April 2020 MAIL FIRST CLASS		\$0.383
7.31	Real Estate Notice Envelope		0.383
	Bonding Costs		Once time cost for Bond
7.32	Performance, Labor and Materials Bond If Requested		\$1500.00

Company Name: Strahm Automation and Mailing	Date: March 26, 2019
Company Address: 1700 Broadway	Phone: 816-756-2733
Name: Kimberly Bara	Cell: 816-678-4832
Title: Account Manager	Fax: 816-756-0028
Signature: 	
Email Address: kimberly.bara@strahm.com	