

REQUEST FOR LEGISLATIVE ACTION


Completed by County Counselor's Office:

Res/Ord No.: 19607

Sponsor(s): Dennis Waits

Date: October 9, 2017

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p><u>Project/Title: Awarding a Twenty-Four Month Term & Supply Contract with Three Twelve Month Options to Extend for the furnishing of Printing and Mailing Tax Bills, Receipts, Inserts, and Envelopes for use by the Collection Department to Strahm Automation of Kansas City, Missouri under the Terms and Conditions of Invitation to Bid No. 64-17.</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 style="width: 80%;">Amount authorized by this legislation this fiscal year:</td> <td style="width: 20%; 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: Collection Estimated Use: \$78,000</p> <p>The RLA only approves the Term and Supply Contract and does not obligate the County to spend any certain amount. The funds were appropriated through the annual budget adoption.</p> <p>Prior Year Budget (if applicable): \$78,000 Prior Year Actual Amount Spent (if applicable): \$72,899.27</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): 17973, September 17, 2012</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Kyle Brack, Sr. Buyer, 881-3265</p>										
REQUEST SUMMARY	<p>The Collection Department requires a Term and Supply Contract for the furnishing of Printing and Mailing Tax Bills, Receipts, Inserts, and Envelopes. The Purchasing Department issued Invitation to Bid No. 64-17 in response to this requirement.</p> <p>A total of twenty two notifications were distributed and three responses were received and evaluated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 60%;">Bidder</th> <th style="width: 40%;">Total Annual Base Bid</th> </tr> </thead> <tbody> <tr> <td>SourceLink (Miamisburg, OH)</td> <td style="text-align: right;">\$60,749.20</td> </tr> <tr> <td>Dove Direct (Atlanta, GA)</td> <td style="text-align: right;">\$62,027.40</td> </tr> <tr> <td>Strahm Automation (Kansas City, MO)</td> <td style="text-align: right;">\$67,648.60</td> </tr> </tbody> </table> <p>Dove Direct and SourceLink, both located outside the Kansas City metro area, are deemed non-responsible as the Collection Department has determined they are not able fully and satisfactorily perform the duties, as stated in Invitation to Bid no. 64-17. The Bid requires the Successful Contractor to provide hard copy proofs prior to approval by the Collection Department. This requirement cannot be performed in a timely manner by Dove Direct or SourceLink. Strahm is fully capable of this and satisfactorily meets the timely performance requirement.</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 the furnishing of Printing and Mailing Tax Bills, Receipts, Inserts, and Envelopes</p>	Bidder	Total Annual Base Bid	SourceLink (Miamisburg, OH)	\$60,749.20	Dove Direct (Atlanta, GA)	\$62,027.40	Strahm Automation (Kansas City, MO)	\$67,648.60		
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	to Strahm Automation of Kansas City, Missouri as the lowest and best bid received.	
	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 any specific purchase is subject to annual appropriations.	
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)	
COMPLIANCE	<input checked="" type="checkbox"/> MBE Goals - no goals assigned to contract <input checked="" type="checkbox"/> WBE Goals - no goals assigned to contract <input checked="" type="checkbox"/> VBE Goals - no goals assigned to contract	
ATTACHMENTS	Bid Abstract sheet, pertinent pages of the Strahm contract, and a recommendation memo from the Collection Department	
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i>	Date: 10/5/17
	Division Manager: 	Date: 10/5/17
	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.