

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a twenty-four month term and supply contract, with two twelve-month options for extension, for the printing and mailing of business and individual personal property declaration forms, assessment notices, and envelopes for use by the Assessment Department to Strahm Automation & Mailing of Kansas City, MO, under the terms and conditions of Electronic Solicitation No. BB201023.

RESOLUTION #17417, November 22, 2010

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, the Director of Finance and Purchasing has solicited bids on Electronic Solicitation No. BB201023 for the printing and mailing of business and individual personal property declaration forms, assessment notices, and envelopes for use by the Assessment Department; and,

WHEREAS, a total of twenty (20) solicitations were distributed and three (3) responses were received thereon from the following:

<u>VENDOR</u>	<u>TOTAL BASE BID</u>
Action Mailing Liberty (Clay County), MO	\$ 120,375.00
Strahm Automation and Mailing Kansas City (Jackson County), MO	\$ 131,291.00
Brenn-Park d/b/a Moonlight Bend, OR	\$ 177,047.00

and,

WHEREAS, following evaluation of bids submitted, the Director of Finance and Purchasing concurs with the recommendation of the Assessment Department that award be made to

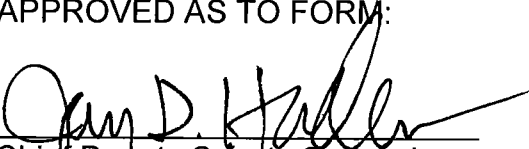
Strahm Automation and Mailing of Kansas City, MO, for the reason that, after taking into consideration part performance of County contracts by both Strahm and Action Mailing, Strahm, while not the lowest bidder, has submitted the lowest and best bid; now therefore,

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 to the accomplishment of the award; and,

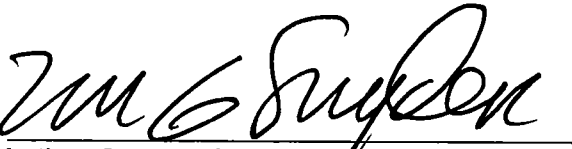
BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the contracts, to the extent that sufficient appropriations to the using spending agency have heretofore been made in the current Jackson County budget.

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

APPROVED AS TO FORM:



Chief Deputy County Counselor



Acting County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17417 of November 22, 2010, was duly passed on November 29, 2010 by the Jackson County Legislature. The votes thereon were as follows:

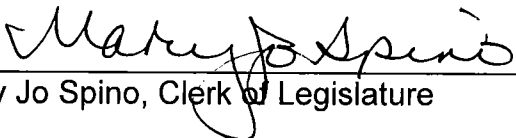
Yeas 7

Nays 0

Abstaining 0

Absent 2

11.29.10
Date



Mary Jo Spino, Clerk of Legislature

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.

November 17, 2010
Date



Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 17417

Sponsor(s): Scott Burnett

Date: November 22, 2010

<p>SUBJECT</p>	<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 2 Twelve-Month Extension Options, for the furnishing of PRINT & MAIL DECLARATIONS, ASSESSMENT NOTICES AND ENVELOPES for use by the Assessment Department to Strahm Automation & Mailing (Jackson County) of Kansas City, Missouri; under the term and conditions of Electronic Solicitation No. BB201023.</u></p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<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)</p> <p><input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Assessment Estimated Use: \$65,700.00</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 the contract value.</p> <p>Prior Year Budget (if applicable): \$78,500.00 Prior Year Actual Amount Spent (if applicable): \$77,000.00</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
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										
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): N/A Prior resolutions and (date): 16072, 11/13/06</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Teddy Ballard, Senior Buyer, 881-3465</p>										
<p>REQUEST SUMMARY</p>	<p>Assessment requested a bid for the production and distribution of Declarations and Assessment Notices. Purchasing issued Electronic Solicitation No. BB201023.</p> <p>A total of 20 notifications were distributed. The following three response was received:</p> <table border="0"> <tr> <td></td> <td style="text-align: right;">2-YEAR TOTAL COST ESTIMATE</td> </tr> <tr> <td>BIDDERS</td> <td></td> </tr> <tr> <td>Brenn-Park dba Moonlight, Bend, OR</td> <td style="text-align: right;">\$177,047</td> </tr> <tr> <td>Action Mailing (Clay County), Liberty, MO</td> <td style="text-align: right;">\$120,375</td> </tr> <tr> <td>Strahm Automation (Jackson County), Kansas City</td> <td style="text-align: right;">\$131,291</td> </tr> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of a Twenty-Four Month Term and Supply Contract with 2 Twelve-Month Extension</p>		2-YEAR TOTAL COST ESTIMATE	BIDDERS		Brenn-Park dba Moonlight, Bend, OR	\$177,047	Action Mailing (Clay County), Liberty, MO	\$120,375	Strahm Automation (Jackson County), Kansas City	\$131,291
	2-YEAR TOTAL COST ESTIMATE										
BIDDERS											
Brenn-Park dba Moonlight, Bend, OR	\$177,047										
Action Mailing (Clay County), Liberty, MO	\$120,375										
Strahm Automation (Jackson County), Kansas City	\$131,291										

	<p>Options, for the furnishing of PRINT & MAIL DECLARATIONS, ASSESSMENT NOTICES AND ENVELOPES for use by the Assessment Department to Strahm Automation of Kansas City (Jackson County), Missouri; under the terms and conditions of Electronic Solicitation No. BB201023, as the best bidder.</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 specific purchases is subject to annual appropriations.</p>	
CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Abstract of Bids Received, Recap of Prices, and Evaluation Memo from Mr. Curtis Koons	
REVIEW	Department Director: <i>C. Moors</i> <i>By</i> <i>Bob Pettit</i>	Date: <i>11-17-10</i>
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: <i>Joseph Bumpkins</i>	Date: <i>11-17-10</i>
	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.



CURTIS KOONS
Director of Assessment
JACKSON COUNTY, MISSOURI

JACKSON COUNTY COURTHOUSE
415 East 12th Street
Kansas City, Missouri 64106
www.JacksonGov.org

TO: Purchasing
ATTN: Teddy Ballard
DATE: November 5, 2010

SUBJECT: Strahm Printing Bid

The printing bid for the Assessment Dept for 2011 and 2012 compares on a two year cost basis as follows:

Vendor	Bid	Price per Item
Brent	\$177,047	\$.1411 per item for 2011 and 2012
Action	\$120,375	\$.0959 per item for 2011 and 2012
Strahm	\$131,291	\$.1046 per item for 2011 and 2012

The Assessment Department has used both Action and Strahm in past years. Strahm produced and mailed the Personal Property declarations in 2008 and 2009, they also produced and mailed the new, more complex Real Estate Reassessment Notice in 2009. In addition to information regarding the prior and current assessed, Senate Bill 711 required the Real Estate Reassessment Notice to include an estimation of the tax impact for each taxing jurisdiction. As a result, in 2009 the Assessment Dept and Strahm used for the first time a much more complex data extraction and printing process. Strahm produced and printed the new 2009 notices on time and in exactly the manner requested. The Assessment dept staff that deals with the production and mailing of notices and declarations all concur that Strahm has done an excellent job in every facet of the work they have done for Jackson County.

Action produced and mailed the Personal Property declarations in 2006. Our Department had a number of problems with the production and mailing process used by Action that year. Those problems included:

1. Inability to produce declarations from a single database extract provided to them. The Assessment Dept had to provide multiple data extracts to Action. This requirement increased the likelihood of error in the printing of the forms and increased the internal costs to Jackson County. With the new, very complex requirements of SB711 that demand multiple data extracts for real estate notices in 2011, the quality of prior performance by Action in dealing with multiple data extracts should be considered.
2. Stuffing multiple forms in a single envelope. In 2006 our office received dozens of phone calls and letters commenting and complaining that taxpayers received their declaration along with the declaration intended for deliver to other taxpayers. Some of our own staff

received multiple declarations in 2006. This problem has been observed in other years, but never to the degree experienced in 2006.

3. Response to questions and requests from the Assessment Dept. In 2006 our department contacted Action many times by phone and e-mail with questions and requests. The staff at Action exhibited a pattern of not responding to our communications.

The Assessment Department's recommendation is to award the contract to Strahm Automation as the best bidder.

RECAP ELECTRONIC SOLICITATION NO. BB201023
 PRINT AND MAIL DECLARATIONS, ASSESSMENT NOTICES AND ENVELOPES

		BRENN-PARK dba MOONLIGHT, Bend, OR	ACTION MAILING, Liberty, MO	STRAHM AUTOMATION, KCMO
NO	DESCRIPTION	PRICE PER THOUSAND TO PRINT, STUFF, & MAIL	PRICE PER THOUSAND TO PRINT, STUFF, & MAIL	PRICE PER THOUSAND TO PRINT, STUFF, & MAIL
A. DECLARATIONS AND NOTICES				
1	1st Business Personal Property Declarations, Dec 2010	55.09	98.52	136.49
2	2nd Business Personal Property Declarations, March 2011	55.09	98.52	136.49
3	Personal Property Declarations, Jan 2011	41.34	49.39	71.69
4	Personal Property Declarations, April 2011	41.34	49.39	75.74
5	Business Personal Notices, May 2011	45.86	62.56	51.44
6	Real Estate Notices, May 2011	72.52	80.44	53.46
7	Real Estate Notices, June 2011	72.52	80.44	53.46
8	Real Estate Assessed Value Change Notices, May 2012	41.02	62.71	51.44
9	Personal Property E-Filing Insert	31.15	8.22	4.05
B. BLANK FORMS AND ENVELOPES				
		TOTAL COST	TOTAL COST	TOTAL COST
10	3,000 each blank Business Personal Property 1st Declarations	60.00	281.00	567.07
C. ENVELOPES				
		PRINTING COST PER THOUSAND	PRINTING COST PER THOUSAND	PRINTING COST PER THOUSAND
11	Mailing Envelope, 6-1/2" x 9-1/2", Business Personal Property Declarations	83.00	53.44	42.90
12	Return Envelope, 6" x 9", Business Personal Property Declarations	45.00	38.77	20.92
13	Mailing Envelope, #10 standard window, Personal Property Declarations	51.00	15.63	16.87
14	Mailing Envelope, #10 standard window, Personal Property 2nd Declarations	52.00	15.63	16.87
15	Return Envelope, #9, Personal Property Declarations	23.50	12.69	13.02
16	Mailing Envelope, #10 standard window, Business Personal Notices	51.00	15.63	17.62
17	Mailing Envelope, #10 standard window, Real Estate Notices	51.00	15.63	17.77



Jackson County Missouri
 Purchasing Department
 415 East 12th Street, Room G1
 Kansas City, MO 64106

LUMP SUM Abstract of Responses for Solicitation #BB201023 - 02							
Click here to attach a post award file to this solicitations header. This file will be viewable by vendors from the abstract solicitation view after award.							
Solicitation Optional Title:				Print and Mail Declarations, Assessment Notices, & Envelopes			
NIGP Nbr: 96600			Abbreviated Desc: 24-Month Term & Supply Contract - Jackson County, Missouri is seeking bids for a				
Start of Service Date	Email Date	Due Date	Solicitation Line Items			Requisition Nbr	
Tue Nov 30 2010 00:00:00	Mon Oct 11 2010 08:55:42	Tue Oct 19 2010 14:00:00	1 TOTAL			RR201023	
Estimated Price: 0							
Agency Attachments		Line Item View		Assign/Manage pCard		Federal Excluded Parties List	
Vendor Response Tracking				Bottom Of Page			
Toggle All Switches							
Award /	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price NLAB: +0	Trans Date	Trans Time
Zero dollars response to Item(s): 001							
Award: <input type="radio"/>	\$0.00	0		0.00	0.00	Mon Oct 18 2010	14:51:58
Vendor:	STRAHM AUTOMATION & MAILING P00000048682					FedID:	XX-XXXX496
						IP Addr:	174.46.165.60
Line Item Prices:	001: 0 (0.00)						
Recycle Status:	001: Recyclable						
Vendor Comments:							
Attached Files:	Item: 001 BB201023_dclrtns_asmt_ntcs_bidpriceschedule.xls						
Buyer Comments:							
Manufacturer Info:	Item:	001	Name:	Strahm Automation			
	Manuf Nbr:		Retail:	0.00			
	Part ID:		Part Nbr:				
	URL:						
Solicitation: BB201023							

Award /	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price NLAB: +0	Trans Date	Trans Time
Zero dollars response to Item(s): 001.							
Award: C	\$0.00	0		0.00	0.00	Thu Oct 14 2010	10:21:03
Vendor:	ACTION MAILING CORP. P00000075798					FedID: IP Addr:	XX-XXXX386 70.136.129.130
Line Item Prices:	001: 0 (0.00)						
Recycle Status:	001: Recyclable						
Vendor Comments:							
Attached Files:	Item: 001 BB201023 dclrtns_asmt_ntcs_bidpriceschedule.AMC.xls						
Buyer Comments:							
Solicitation: BB201023							
Award /	Price	Pymt Terms	Pymt Text	Discount Price	LABP Price NLAB: +0	Trans Date	Trans Time
Zero dollars response to Item(s): 001							
Award: C	\$0.00	0		0.00	0.00	Tue Oct 19 2010	10:33:59
Vendor:	BRENN-PARK, INC P00000095545					FedID: IP Addr:	XX-XXXX654 66.220.103.18
Line Item Prices:	001: 0 (0.00)						
Recycle Status:	001: Not applicable						
Vendor Comments:	Item #001 Cmnt: Please see attached and completed bid/price schedule as requested						
Attached Files:	Item: 001 MOONLIGHT BPO BID BB201023.xls						
Buyer Comments:							
Manufacturer Info:	Item:	001			Name:		
	Manuf Nbr:				Retail:	0	
	Part ID:				Part Nbr:		
	URL:						
Solicitation: BB201023							
No Vendor Submitted A Response to this Solicitation							

An temporary Excel format document has been written. [Click here](#) to access it.

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- agency_buyer_AbstractLS Machine: prodappv7a IP: 67.52.252.218 - Tue, 19 Oct 2010
Agency ID: A00000000004 Dept ID: AGENCY User ID: tgroat

OCT 19 10 2010

CERTIFICATION OF BID OPENING
BIDS WERE PUBLICLY OPENED AND
RECORDED ON October 19, 2010 BY

[Signature]
CLERK OF THE LEGISLATURE

[Signature]
PURCHASING MANAGER