



**JACKSON COUNTY**  
**Finance Department**

415 East 12<sup>th</sup> Street, Suite 105  
Kansas City, Missouri 64106  
www.jacksongov.org

Administration  
(816) 881-3126  
Fax (816) 881-3877

Accounting/Pension  
(816) 881-3180

Accounts Payable  
(816) 881-3270

Budget  
(816) 881-3851

Grants Management/  
Risk Management  
(816) 881-3202

Office Services  
(816) 881-3265

Payroll  
(816) 881-3201

Purchasing  
(816) 881-3253

Tax Refund/Distribution  
(816) 881-3358

Treasury  
(816) 881-1320

MEMORANDUM

February 4, 2025

TO : Keith Allen  
Senior Buyer  
Purchasing Department

FROM : Barbara Casamento *BC*  
Purchasing Department

REFERENCE : Invitation to Bid No. 24-079  
Bottled Water

Good Afternoon, after reviewing the three bids that were received: Primo Water, Metro Pure and Quench – Primo Water provides the best prices and should save the County some money.

*\$500*

If you have any questions, please let me know.

BJC/bc



# Office of the JACKSON COUNTY SHERIFF

---

Sheriff Darryl Forté

---

## INTER-OFFICE MEMO

---

**TO:** Purchasing  
**FROM:** Beth Money, Office Administrator  
**RE:** Recommendation Memo 24-079 – Bottled Water and Dispenser Services  
**Date:** January 21, 2025

---

The Sheriff's Office has an ongoing need for a vendor to provide bottled water and dispenser services. We have reviewed the bids submitted and recommend awarding the contract to DS Services dba Primo Water. They offer acceptable pricing, and their services will meet our needs.

The Sheriff's Office will spend approximately \$1,200 annually using this contract via line item 001-4201-56165 General Fund – Sheriff's Office – Coffee & Water Service.



**ASSESSMENT DEPARTMENT**  
1300 WASHINGTON STREET  
KANSAS CITY, MO 64105

[www.jacksongov.org](http://www.jacksongov.org)  
(816) 881-3263

January 21, 2025

TO WHOM IT MAY CONCERN:

I recommend DS Services of America dba Primo Water North America. They have a good Background and References. The pricing was very low for the hot & cold rentals.

Estimated spend \$10,000.00  
Assessment Fund 045  
Cost Center 1902  
Spend Category 56165

***Cynthia Ramos***

Assessment Office Administrator  
1300 Washington Street  
Kansas City, MO 64105  
[cramos@jacksongov.org](mailto:cramos@jacksongov.org)  
**Work Cell (816) 419-0886**  
Office (816) 881-3263

2/4/2025 & 9:26:28 AM



## **JACKSON COUNTY Public Works Department**

Jackson County Technical Center  
303 West Walnut Street  
Independence, Missouri 64050  
jacksongov.org

(816) 881-4530  
Fax: (816) 881-4448

### MEMORANDUM

TO: Keith Allen, Finance and Purchasing Department

FROM: Kristi Miller, Public Works Department

DATE: January 31, 2025

SUBJECT: ITB No. 24-079 Bottled Water & Dispenser Services

Please consider Metro Pure Water LLC to be awarded term and supply vendor for bid No.24-079 Bottled Water & Dispenser Services for Jackson County Public Works. There were three vendors that submitted a bid for bid No. Bottled Water & Dispenser Services. This vendor seems to have knowledge of our equipment and needed services with the best overall pricing.

It is estimated that the Jackson County Public Works could spend approximately \$3000 annually.

For the reasons above, it has been requested that Metro Pure Water LLC be awarded the term and supply contract for bid Bottled Water & Dispenser Services.

Department Budgeted Fund Account: 004-1501-56165, 004-1502-56165, 004-1204-56165, 004-1504-56165

Thank you for your consideration,

Thank you,

Kristi Miller, Office Administrator, Jackson County Public Works

*Frank White, Jr., County Executive*



## **PURCHASING DEPARTMENT**

---

415 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106

816-881-3267  
Fax 816-881-3268

### **Recommendation Memo**

TO: Keith Allen, Sr. Buyer, Finance  
FROM: Deloris Wells- Deputy Director of Administration  
DATE: January 31, 2025  
RE: Recommendation Memo-Bottled Water & Dispenser Services

I have completed reviewing the proposals for Bottled Water and Dispenser Services. It is essential that we have a professional bottled water service that offers consistent, cost-effective delivery of quality drinking water. I am recommending the contract be awarded to DS Services of America DBA Primo Water North. They were by far the lowest and best bid.

The Jackson County Sheriff's Office Detention Center will spend approximately \$20,000.00 annually on bottled water and dispenser services. The funding for this service will be allocated in Account:001-2701-56165.

D. Wells

*Deloris Wells*



## HUMAN RESOURCES DEPARTMENT

JACKSON COUNTY COURTHOUSE  
415 E. 12<sup>TH</sup> STREET, 1st FLOOR  
KANSAS CITY, MO 64106

(816) 881-3135  
FAX (816) 881-3474

### MEMORANDUM

TO: Keith Allen, Senior Buyer

From: Rebecca Byrne, Human Resources Office Administrator

**Subj; Bottled Water and Dispenser Services Recommendation – ITB 24-079**

Date: February 4, 2025

Human Resources was invited to participate in the Proposal Evaluation Process for ITB 24-079, Bottled Water and Dispenser Services. Our department reviewed submissions from 3 different vendors. Our reviews and evaluations were based on each vendor's qualifications, pricing and exceptions.

We have recommended awarding the contract to Metro Pure Water LLC as they offer acceptable pricing with services that meet our needs.

The Human Resources Department will spend approximately \$1,000 annually using this contract via Spend Category 56165 - Coffee & Water Service.



## RECORDER OF DEEDS

### JACKSON COUNTY COURTHOUSE

415 EAST 12TH STREET, ROOM 104  
KANSAS CITY, MISSOURI 64106-2706

816-881-3191  
Fax: 816-881-3719

February 4, 2025

Re: Recorder of Deeds Bottles Water & Dispenser Services Recommendation - Bid No. 101-22

To Whom It May Concern:

In reviewing the 3 bids, the Recorder of Deeds recommends DS Services of America dba Primo Water North America for bottled water & dispenser services.

Annual spend currently budgeted for this service is \$500.00.

Please ensure that the Historic Truman Courthouse is listed as a location for service, as it is not listed on the bidder quotation sheet.

Sincerely,

Diana Smith

Recorder of Deeds Director





## MEMORANDUM

TO: Keith E. Allen, Purchasing  
CC: Vince Ortega, Director  
FROM: Dawna J. Shumate, Deputy Director  
DATE: January 28, 2025  
SUBJECT: Term & Supply Bottled Water Recommendation

COMBAT desires to have bottled water service and has reviewed the bids submitted by Quench USA, Metro Pure Water, and DS Services of America dba Primo Water of North America.

We recommend awarding the contract to DS Service of America dba Primo Water of North America, as they do not require a water source, which best suits the needs of our office.

COMBAT will spend approximately \$350 annually using this contract.

**57010-Office Supplies**

**4401-COMBAT Office**