



Jackson County
Public Works Department-Facilities Management Division

303 West Walnut Street
Independence MO 64050
Jacksongov.org

MEMORANDUM

TO: Doug Trahern, Purchasing
CC: Monsherry Terrell, Purchasing Administrator
FROM: Robert Rives, Facilities Management
DATE: February 27, 2026
Re: Control Products Inc. (Spence Engineering)

Doug,

Control Products Inc. (Spencer Engineering) is the vendor that the Facilities Management Department uses annually for HVAC specialty supplies that are not available through a Term and Supply Vendor. With the large number of buildings within the Jackson County Facilities Division that require HVAC upkeep, we will be over the \$5,000 rule to continue properly functioning systems. We estimate the annual expenditure to be around \$65,000.

With the ongoing maintenance of these facilities, the Facilities Management Division has identified Control Products as the solitary regional distributor and manufacturer of these Spence types of equipment and are willing and able to ship them for next-day installation.

This letter is for a request that you consider Control Products Inc. (Spence Engineering) to be a sole source vendor for HVAC material and equipment.

Your consideration in this matter is greatly appreciated.

Thank you,

Robert Rives

Facilities Management Administrator

Phil LeVota, County Executive