

EXECUTIVE ACTION
REQUEST FOR PROPOSAL

OCT 26 2018

Completed by County Counselor's Office:

Res/Ord No.: 20033

Sponsor(s): Dennis Waits

Date: November 5, 2018

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Thirty-Six Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Lock Box Services for the Collections Department to UMB Bank of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 58-18.</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:</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: Collections Estimated Use: \$31,000</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:	
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:											
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date): 17976 September 10, 2012</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 Collections Department requires a Bank Lock Box Term and Supply Contract to process tax payments. The Purchasing Department issued Request for Proposal No. 58-18 in response to those requirements.</p> <p>Twenty-eight notifications were distributed and four responses were received, three of which were "no bids", and the following response was evaluated as follows:</p> <p>UMB Bank of Kansas City, Missouri Estimated Annual Amount: \$31,000</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the Award of a Thirty-Six Month Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Lockbox Services for the Collections Department to UMB Bank of Kansas City, Missouri as the best proposal received.</p>										
<p>CLEARANCE</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 were assigned on this RFP <input type="checkbox"/> VBE Goals</p>										
<p>ATTACHMENTS</p>	<p>The Abstract of Bids Received, the Award Recommendation Memorandum from Whitney Miller, Director of Collections and the pertinent pages of UMB's proposals</p>										

REVIEW	Department Director: <i>[Signature]</i>	Date: 10/26/18
	Finance (Budget Approval): <i>If applicable</i>	Date: 10/26/18
	Division Manager: <i>[Signature]</i>	Date: 10/26/18
	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.

NO	DESCRIPTION	UMB Bank AMOUNT	Equinn Bank Equity AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Lockbox Services, per RFP 58-18	<i>see bid</i>	<i>No Bid</i>			

Bid No: 58-18
 Date: 9/25/18
 COMMODITY: Lockbox Services

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: *September 25, 2018*, BY
Mauro Spino
 CLERK OF THE LEGISLATURE
Katie Benter
 PURCHASING



JACKSON COUNTY
Collection Department – Kansas City

415 East 12th Street, Suite 100
Kansas City, Missouri 64106
www.jacksongov.org

(816) 881-3232
Fax: (816) 881-3142

MEMORANDUM

To: Barbara Casamento, Purchasing Administrator
From: Whitney S. Miller, Director of Collection *WSM*
Date: October 15, 2018
Subject: Recommendation for Lockbox Services – Bid 58-18 Term and Supply Contract

I have carefully reviewed the sole vendor proposal provided to us on the above referenced bid. I am recommending UMB Bank, n.a..

In evaluating the submitted information, I find that UMB meets all of our requirements. This company has had our contract in prior years.

I therefore recommend UMB. The Collection Department estimates the annual usage to be \$31,100 for this contract with the new proposed pricing.

Thank you for your time and attention.

Whitney S. Miller, Director of Collection

Frank White Jr., County Executive

Request for Proposals



Jackson County Lockbox Services Pricing/Cost

415 East 12th Street
Kansas City, Missouri 64106
September 25, 2018

Lanie Sedlacek
VP, Treasury Management
UMB Bank, n.a.

1010 Grand Blvd | Kansas City, MO 64106
T: (816)-860-1879
Lanie.Sedlacek@umb.com

UMB is pleased to offer Jackson County the following pricing proposal on Lockbox Services.

Lockbox Processing	Per Item Cost
LX Monthly Maintenance	\$ 120.00
LX Hi-spd Matched Single OCR	0.17
LX Hi-spd Unmtchd Single OCR	0.19
LX Lo-spd Mtchd Sgl OCR Bar Cd	0.20
LX Lo-spd Unmtchd Sgl OCRBarCd	0.24
LX Multiples OCR Bar Code	0.28
LX Check Only	0.25
Unprocessable-Corr Only	0.08
LX Document Capture-per image	0.01
LX Deposit	0.45
Cash Transaction Handling Fee	1.00
Incoming Express Mail Pkgs	2.75
Data-IMG File TRANS Maint	100.00
Data-IMG File TRANS-per rec	0.005
Lockbox CD	50.00
Lockbox Address Changes	0.27
Outgoing PKG Pre-return per ITEM	0.15

*UMB Bank charges on a monthly basis for FDIC Insurance.

Should Jackson County require or use any services not identified or noted with the RFP or the services requested are different than described upon implementation UMB reserves the right to modify/change the pricing for the Service. UMB will make every effort to understand the services needed and the process required to support them. If such a situation does arise, UMB will work with the County to make every effort to arrive at a price that is agreeable to both parties. UMB does charge for Deposit Assessment (FDIC) as well as a charge for negative collected balance on a monthly basis.