

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18674

Sponsor(s): Theresa Garza Ruiz

Date: November 24, 2014

SUBJECT	<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 Two Twelve Month Options to Extend for the furnishing of Printing and Mailing Declarations, Assessment Notices & Envelopes for use by the Assessment Departments to Strahm Automation of Kansas City, MO under the Term and Conditions of Bid No. 74-14.</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:70%;">Amount authorized by this legislation this fiscal year:</td> <td style="width:10%;"></td> <td style="width:10%; text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></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: Assessment Estimated Annual Use: \$105,000</p> <p>Requesting approval by the Legislature of the Term and Supply contract; the funds were already appropriated through the annual budget adoption. Estimated use figures are for informational purposes only.</p> <p>Prior Year Budget (if applicable): \$65,645.50 Prior Year Actual Amount Spent (if applicable): \$80,000.00*</p> <p>*Amount spent was caused by increase Postage costs & additional assessment notices distributed</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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Source of funding (name of fund) and account code number:																		
PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date): 17417, November 2010																	
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Cassandra Cheek, Senior Buyer, 881-3265																	
REQUEST SUMMARY	<p>The Assessment Department requires a Term and Supply contract for the furnishing of Printing & Mailing Declarations, Assessment Notices & Envelopes; Purchasing issued Invitation to Bid No. 74-14 in response to those requirements.</p> <p>A total of 47 notifications were distributed with 2 responses received, the following is a summary of the 2 responses evaluated:</p> <table style="width:100%; margin-top: 20px;"> <thead> <tr> <th style="width:20%;"></th> <th style="width:30%;"></th> <th style="width:20%; text-align: center;">STRAHM KANSAS CITY, MO</th> <th style="width:20%; text-align: center;">HENRY WURST NORTH KANSAS CITY, MO</th> </tr> </thead> <tbody> <tr> <td style="width:20%;"></td> <td style="width:30%;"></td> <td style="width:20%; text-align: center;">Printing, Stuffing & Mailing</td> <td style="width:20%; text-align: center;">Printing, Stuffing & Mailing</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Price Per Thousand</td> <td style="text-align: center;">Price Per Thousand</td> </tr> </tbody> </table>					STRAHM KANSAS CITY, MO	HENRY WURST NORTH KANSAS CITY, MO			Printing, Stuffing & Mailing	Printing, Stuffing & Mailing			Price Per Thousand	Price Per Thousand			
		STRAHM KANSAS CITY, MO	HENRY WURST NORTH KANSAS CITY, MO															
		Printing, Stuffing & Mailing	Printing, Stuffing & Mailing															
		Price Per Thousand	Price Per Thousand															

No.	Declarations, Notices & Envelopes		
4.1.1	1st Business Personal Property Declaration, Dec 2014	\$110.80	\$127.13
4.1.2	2 nd Business Personal Property Declaration, March 2015	\$110.80	\$174.20
4.1.3.1	Mailing Envelope, 6 ½" x 9 ½", Business Personal Property Declarations	\$60.56	\$76.40
4.1.3.2	Return Envelope, 6" x 9", Business Personal Property Declarations	\$38.23	\$44.00
4.1.4.1	3,000 Blank Business Personal property 1 st Declarations	\$110.80	\$156.33
4.1.7.1	Business Personal Property E-Filing Insert	\$9.00	\$76.40
4.2.3	Personal Property Declarations, Jan 2015	\$66.80	\$68.56
4.2.2.1	Mailing Envelope, #10, Standard Window, Personal Property Declarations	\$20.35	\$24.39
4.2.2.2	Return Envelope, #9, Personal Property Declarations	\$14.82	\$21.37
4.2.4.1	Personal Property E-Filing Insert	\$9.00	\$7.75
4.2.4.2	Quad Pay Insert	\$9.00	\$7.75
4.2.5	Personal Property Declarations, April 2015	\$66.80	\$ 75.44
4.2.5.1	Insert No. 1 Text	\$9.00	\$12.94
4.2.6.1	Mailing Envelope, #10, Standard Window, Personal Property Declarations – FINAL NOTICE	\$26.17	\$24.92
4.3.1	Business Personal Notices, May 2015	\$48.80	\$88.73
4.3.2	Mailing Envelope, #10 standard window, Business Personal Notices	\$32.94	\$51.23
4.4.1	Real Estate Notices, May 2015	\$100.80	\$101.12
4.4.2	Real Estate Notices, June 2015	\$100.80	\$161.60
4.4.3	Real Estate Assessed Value Change Notices, May 2016	\$ 48.80	\$141.46

4.4.4	Mailing Envelope, #10 standard window, Real Estate Notices	\$20.88	\$24.24

STRAHM
KANSAS CITY,
MO

HENRY
WURST
NORTH
KANSAS CITY,
MO

		Estimated Postage Price Per Piece	Estimated Postage Price Per Piece
No.	Description		*rates may vary
	Declarations & Notices sent out with Return Envelopes & Inserts in Mailing Envelopes Listed	\$0.381	0.217*
4.1.1	1st Business Personal Property Declaration, Dec 2014	\$0.381	0.217*
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4.3.1	Business Personal Notices, May 2015 – MAIL FIRST CLASS	\$0.381	0.381*
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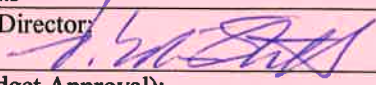

It has come to our attention that per USPS regulation that all assessment notifications will go out as FIRST CLASS MAIL @ .381

Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of a Twenty-Four term and Supply contract for the furnishing of Printing & Mailing Declarations, Assessment Notices & Envelopes 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 specific purchase is subject to annual appropriations.

CLEARANCE

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)	
ATTACHMENTS	Bid Abstract, Recap of the Bids Received, Memo from the Assessment Department, and pertinent pages from bid documents	
REVIEW	Department Director: 	Date: 11/21/14
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: 	Date: 11/21/14
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

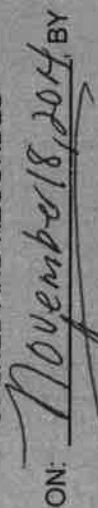
- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury 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	UNIT	QTY	Henry Wurst Inc.		Strahm Automation		AMOUNT
				AMOUNT	AMOUNT	AMOUNT	AMOUNT	
BID NO: 74-14 DATE: 11/18/2014 COMMODITY: Print & Mail Declarations Assessment Notices & Envelopes								
Declaration Notices and Envelopes								
	1st Business Personal Property Declaration, Dec 2014			127.13	110.80			
	2nd Business Personal Property Declaration, March 2015			174.20	110.80			
	Mailing Envelope, 6 1/2" x 9 1/2", Business Personal Property Declarations			76.40	60.56			
	Return Envelope, 6" x 9", Business Personal Property Declarations			44.00	38.23			
	3,000 Blank Business Personal Property 1st Declarations			156.33	110.80			
	Business Personal Property E-Filing Insert			76.40	9.00			
	Personal Property Declarations, Jan 2015			68.53	66.80			
	Mailing Envelope, #10, Standard Window, Personal Property Declarations			24.39	20.35			
	Return Envelope #9, Personal Property Declarations			21.37	14.82			
	Personal Property E-Filing Insert			7.75	9.00			
	Quad Pay Insert			7.75	9.00			
	Personal Property Declarations, April 2015			75.44	66.80			
	Insert No. 1 Text			12.94	9.00			
	Mailing Envelope, #10, Standard Window, Personal Property Declarations - FINAL NOTICE			24.92	26.17			
	Business Personal Notices, May 2015			88.73	48.80			
	Mailing Envelope, #10, standard window, Business Personal Notices			51.23	32.94			
	Real Estate Notices, May 2015			101.12	100.80			
	Real Estate Notices, June 2015			141.60	100.80			
	Real Estate Assessed Value Change Notices, May 2016			141.46	48.80			
	Mailing Envelope, #10 Standard window, Real Estate Notices			24.24	20.88			
	Declarations & Notices sent out with Return Envelopes & Inserts in Mailing Envelopes Listed							
	1st Business Personal Property Declaration, Dec 2014			217	381			

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NO	DESCRIPTION	UNIT	QTY	Henry Wurst Inc.		Strahm Automation		AMOUNT	
				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
	BID NO: 74-14 DATE: 11/18/2014 COMMODITY: Print & Mail Declarations Assessment Notices & Envelopes								
	2nd Business Personal Property Declaration, March 2015			.217	.381				
	Personal Property Declarations, Jan 2015			.217	.381				
	Personal Property Declarations, April 2015			.217	.381				
	Business Personal Notices, May 2015 - MAIL FIRST CLASS			.381	.381				
	Real Estate Notices, May 2015 - MAIL FIRST CLASS			.381	.381				
	Real Estate Notice, June 2015 - MAIL FIRST CLASS			.381	.381				
	Real Estate Assessed Value Change Notices, May 2016 - MAIL FIRST CLASS			.381	.381				
CERTIFICATION OF BID OPENING BIDS WERE PUBLICLY OPENED AND RECORDED ON: <u>November 18, 2014</u> BY  CLERK OF THE LEGISLATURE Barbara Casamendi PURCHASING									

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STRAHM HENRY WURST
 KANSAS CITY, NORTH KANSAS
 MO CITY, MO

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V. EDWIN STOLL

DEPUTY CHIEF ADMINISTRATIVE OFFICER

415 East 12th Street, Suite 100
Kansas City, Missouri 64106
(816) 881-3187
Fax: (816) 881-3200
www.jacksongov.org

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MEMORANDUM

To: Cassandra Cheek

From: V. Edwin Stoll, Deputy Chief Administrative Officer

Date: November 20, 2014

Re: Invitation to bid no. 74-14

I have reviewed the information provided on the above referenced bid. I recommend Strahm Automation.

In evaluating the submitted information I find that the bid of Henry Wurst North Kansas City, MO was the highest bid and is therefore unacceptable.

I therefore recommend Strahm Automation which after careful review we find capable of fulfilling our referenced requirements, providing local customer support and meeting our schedule requirements. Based on Strahm Automation's bid price provided (not including postage) we estimate usage for 2015 and 2016 at \$209,209.

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A TERM AND SUPPLY CONTRACT for the furnishing of PRINTING AND MAILING DECLARATIONS, ASSESSMENT NOTICES & ENVELOPES for use by the Assessment Department.

A Contract between Jackson County Missouri ("County") and the undersigned ("Contractor"), collectively referred to as the "parties". The term "offer" as used herein refers to Contractor's offer made in response to this Bid Number. The parties agree as follows in consideration of the mutual covenants contained herein.

This Contract shall be binding when it is signed by the County's Purchasing Officer and shall run from such date until the end of the 24th consecutive month from the month during which it first took effect unless it is sooner terminated in accord herewith.

This Contract consists of: (1) Contractor's offer, including those papers which Contractor submitted with or expressly incorporated in its offer as a part thereof, to the extent the terms of such papers were expressly or impliedly accepted by the County, or were modified in writing with the express or implied consent of the parties; (2) written modification to this Contract signed by the County's Purchasing Officer and consented to expressly or impliedly by Contractor. This Contract represents the entire agreement between the parties in regard to this Bid Number. All modifications to this Contract must be in writing signed by the County's Purchasing Officer.

The laws of the State of Missouri and Jackson County, Missouri govern this Contract. This Contract shall be binding upon and to the benefit of the successor and assignees of the parties. The Contractor shall not assign this Contract or any monies payable hereunder without the prior written consent of the County. Contractor is an independent contractor of the County and shall indemnify the County for loss, damage or liability which the County incurs to the extent that such results proximately from the negligence or violation of Contractor or its employees, agents or subcontractors.

In regard to any goods which are included in the sale hereunder, Contractor makes to the County the warranties provided in Article Two of the Uniform Commercial Code of the State of Missouri to the extent that they apply by the terms thereof.

The County gives each of its employees an employee identification card having thereon a photograph of the employee. The County will not pay for any goods and/or services delivered by Contractor to any persons who did not present to Contractor at the time of delivery their County Identification Cards and who were not in fact authorized to receive delivery.

The County reserves the right to terminate this Contract for any reason upon at least 14 days written notice to Contractor.

The parties may annually extend this Contract beyond its original term for a time, not to exceed 24 month extensions, from the last day of the original term provided that the County's consent to such an extension and the extension does not involve changes in the specifications, terms and conditions, or increase in prices unless such changes or increases are provided for in said specifications, terms or conditions in effect at the expiration of the original term has been approved by the County Legislature.

The County will pay to Contractor the applicable pricing quoted by Contractor in its offer for any goods and/or services whose purchase was ordered by the County's Purchasing Officer in consequence of the County's acceptance of Contractor's offer. The County will make good faith effort to make payment within thirty (30) days after the latest of: (1) the date of proper delivery to the County; (2) the date of acceptance by the County; (3) the date when the receiving department has received from the Contractor a correct and complete invoice showing the pertinent County Purchase Order Number(s). Payment may be withheld by the County to protect itself from actual or potential loss which has resulted or may result from the Contractor's non-performance of any of its duties required hereunder.

Contractor warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this contract. If the County awarded this Contract, would the Contractor sell under the prices and terms of this Contract to any Municipal, County, Public Utility, Hospital, or Educational Institution having membership in the Mid-America Council of Public Purchasing and located within the greater Kansas City Metropolitan Trade Area? (All deliveries are to be F.O.B. Destination and there shall be no obligation on the part of any member of such Council to utilize this Contract).

(Check one) Yes No Initials KT Minimum order, if applicable \$ _____
ALL PAGES OF THIS INVITATION TO BID ARE EXPRESSLY MADE A PART OF THIS CONTRACT. The format of this Contract has been approved by the County Counselor's Office. Signature of vendor as indicated below MUST BE COMPLETED before contract can be awarded.

CONTRACTOR'S NAME: Stahm Automation PHONE NO: 816-756-2733
 ADDRESS: 1700 Broadway KC, MO 64108 FAX NO: 816-756-0028
 NAME OF AUTHORIZED AGENT (print or type): Kimberly Farley DATE: November 14, 2014
 SIGNATURE OF AUTHORIZED AGENT: Kimberly Farley TITLE: Account Manager
 EMAIL ADDRESS OF AUTHORIZED AGENT: kimberly.farley@stahm.com
 FEDERAL ID NO: 431 701 496 and OF SOCIAL SECURITY NO: _____
 SPECIFY: MINORITY OWNED (MBE): _____ WOMAN OWNED (WBE): _____ (Check If Applicable)

JACKSON COUNTY MISSOURI BY Q. TROY THOMAS, DIRECTOR OF FINANCE AND PURCHASING

SIGNATURE OF Q. TROY THOMAS: _____ DATE: _____

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- 4.8 Jackson County will only pay printing and mailing costs for actual quantities printed and mailed. Overruns are not acceptable.
- 4.9 Written proof approval required on all items by the Director of Assessment or by the Director's written designee before printing declarations, notices, and envelopes.

5.0 REQUIRED SUBMITTALS

- 5.1 If the bidder's company is not located in the Greater Kansas City Metropolitan Area, please explain how you intend to perform the services detailed herein.
- 5.2 All forms signed and notarized where necessary.
- 5.3 Quote Sheet

6.0 QUESTIONS

All questions regarding this Invitation to Bid must be in writing and emailed as detailed under the General conditions, Item Number Five on Page 10 of this Invitation to Bid by 5:00 PM, CST on November 13, 2014. Point of Contact for the Purchasing Department is Cassandra Cheek, email address: ccheek@jacksongov.org. All questions will be answered in the form of Addenda on the Jackson County, Missouri website. Failure to follow this procedure **MAY** result in the **REJECTION OF YOUR BID**.

7.0 QUOTATIONS

No.	Description	Printing, Stuffing & Mailing Price Per Thousand
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4.2.4.1	Personal Property E-Filing Insert	\$ 9.00
4.2.4.2	Quad Pay Insert	\$ 9.00
4.2.5	Personal Property Declarations, April 2015	\$ 66.80
4.2.5.1	Insert No. 1 Text	\$ 9.00
4.2.6.1	Mailing Envelope, #10, Standard Window, Personal Property Declarations - FINAL NOTICE	\$ 26.17

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4.3.1	Business Personal Notices, May 2015	\$ 48.80
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4.4.1	Real Estate Notices, May 2015	\$ 100.80
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4.4.1	Real Estate Notices, May 2015 – MAIL FIRST CLASS	\$ 0.381
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4.4.3	Real Estate Assessed Value Change Notices, May 2016 – MAIL FIRST CLASS	\$ 0.381

SIGNATURE: Kimberly Tarpley	DATE: 11/17/2014
NAME: Kimberly Tarpley (Print or Type)	PHONE: 816-756-2733
TITLE: Account Manager (Print or Type)	CELL: 816-678-4832
COMPANY NAME: Steakum Automation (Print or Type)	FAX: 816-756-0028
EMAIL ADDRESS: Kimberly.Tarpley@Steakum.com (Print or Type)	
WEB ADDRESS: www.steakum.com (Print or Type)	