

# REQUEST FOR LEGISLATIVE ACTION

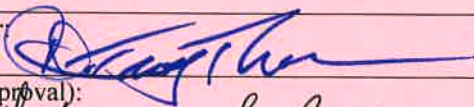


Completed by County Counselor's Office:

Res/Ord No.: 18613

Sponsor(s): Theresa Garza Ruiz

Date: September 22, 2014

<b>SUBJECT</b>	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve-Month Term and Supply Contract with Four 12-Month Extensions for the furnishings of OFFICE PAPER for County Wide Use to Clayton Paper &amp; Distributing of St. Joseph, MO; under the Terms and Conditions of the MARC/KCRPC Contract No. 68, an existing government contract.</u></p>																																																																								
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Amount authorized by this legislation this fiscal year:</td> <td style="width: 20%;"></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><b>OTHER FINANCIAL INFORMATION:</b></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:</p> <p>Department: _____ Estimated Use: \$ _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Assessment</td><td style="text-align: right;">\$ 5,000.00</td></tr> <tr><td>BOE</td><td style="text-align: right;">\$ 546.00</td></tr> <tr><td>Collections</td><td style="text-align: right;">\$ 5,000.00</td></tr> <tr><td>Combat</td><td style="text-align: right;">\$ 1,500.00</td></tr> <tr><td>Communications</td><td style="text-align: right;">\$ 1,000.00</td></tr> <tr><td>Corrections</td><td style="text-align: right;">\$15,000.00</td></tr> <tr><td>County Counselors</td><td style="text-align: right;">\$ 1,500.00</td></tr> <tr><td>DTF</td><td style="text-align: right;">\$ 1,000.00</td></tr> <tr><td>Executive Office</td><td style="text-align: right;">\$ 500.00</td></tr> <tr><td>Facilities</td><td style="text-align: right;">\$ 500.00</td></tr> <tr><td>Family Support</td><td style="text-align: right;">\$ 9,000.00</td></tr> <tr><td>Finance/Purchasing</td><td style="text-align: right;">\$ 3,000.00</td></tr> <tr><td>Human Resources</td><td style="text-align: right;">\$ 950.00</td></tr> <tr><td>Legislators/Auditors</td><td style="text-align: right;">\$ 500.00</td></tr> <tr><td>Medical Examiners</td><td style="text-align: right;">\$ 1,600.00</td></tr> <tr><td>MIS/GIS</td><td style="text-align: right;">\$ 560.00</td></tr> <tr><td>Municipal Court</td><td style="text-align: right;">\$ 400.00</td></tr> <tr><td>Parks &amp; Rec – Golf Course &amp; Marinas</td><td style="text-align: right;">\$ 800.00</td></tr> <tr><td>Parks &amp; Rec – Outdoor Rec &amp; Museum</td><td style="text-align: right;">\$ 700.00</td></tr> <tr><td>Parks &amp; Rec – Parks Director</td><td style="text-align: right;">\$ 2,400.00</td></tr> <tr><td>Parks &amp; Rec – Recreation Division</td><td style="text-align: right;">\$ 250.00</td></tr> <tr><td>Populations Control</td><td style="text-align: right;">\$ 1,500.00</td></tr> <tr><td>Prosecuting Attorney</td><td style="text-align: right;">\$16,000.00</td></tr> <tr><td>Public Administrators</td><td style="text-align: right;">\$ 600.00</td></tr> <tr><td>Public Works – Engineering Division</td><td style="text-align: right;">\$ 1,400.00</td></tr> <tr><td>Public Works – Environmental Health</td><td style="text-align: right;">\$ 400.00</td></tr> <tr><td>Public Works – Planning &amp; Development</td><td style="text-align: right;">\$ 350.00</td></tr> <tr><td>Public Works – Road &amp; Bridge</td><td style="text-align: right;">\$ 1,200.00</td></tr> <tr><td>Recorder of Deeds</td><td style="text-align: right;">\$ 900.00</td></tr> <tr><td>Sheriffs</td><td style="text-align: right;">\$ 5,000.00</td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>\$79,056.00</b></td></tr> </table>	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:		Assessment	\$ 5,000.00	BOE	\$ 546.00	Collections	\$ 5,000.00	Combat	\$ 1,500.00	Communications	\$ 1,000.00	Corrections	\$15,000.00	County Counselors	\$ 1,500.00	DTF	\$ 1,000.00	Executive Office	\$ 500.00	Facilities	\$ 500.00	Family Support	\$ 9,000.00	Finance/Purchasing	\$ 3,000.00	Human Resources	\$ 950.00	Legislators/Auditors	\$ 500.00	Medical Examiners	\$ 1,600.00	MIS/GIS	\$ 560.00	Municipal Court	\$ 400.00	Parks & Rec – Golf Course & Marinas	\$ 800.00	Parks & Rec – Outdoor Rec & Museum	\$ 700.00	Parks & Rec – Parks Director	\$ 2,400.00	Parks & Rec – Recreation Division	\$ 250.00	Populations Control	\$ 1,500.00	Prosecuting Attorney	\$16,000.00	Public Administrators	\$ 600.00	Public Works – Engineering Division	\$ 1,400.00	Public Works – Environmental Health	\$ 400.00	Public Works – Planning & Development	\$ 350.00	Public Works – Road & Bridge	\$ 1,200.00	Recorder of Deeds	\$ 900.00	Sheriffs	\$ 5,000.00	<b>Total</b>	<b>\$79,056.00</b>
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	<p>*Increase in requested use is due to the increased cost of paper</p> <p>Prior Year Budget (if applicable): \$60,000.00          Prior Year Actual Amount Spent (if applicable): \$61,589.34</p>					
PRIOR LEGISLATION	<p>Prior ordinances and (date):          Prior resolutions and (date): 17108 December 7, 2009</p>					
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Cassandra Cheek, Senior Buyer, 881-3265</p>					
REQUEST SUMMARY	<p>All County Departments require a Term and Supply Contract for the purchase of OFFICE PAPER.</p> <p>Pursuant to Section 1030.4 of the Jackson County Code, the Director of Finance and Purchasing recommends the awards of term and supply contracts for the furnishing of OFFICE PAPER for use by All County Departments from the following existing competitively bid government contract:</p> <table border="0"> <tr> <td>RECOMMENDED VENDOR</td> <td>CONTRACT NUMBER</td> </tr> <tr> <td>Clayton Paper &amp; Distributing, St. Joseph, Missouri</td> <td>MARC/KCRPC Contract No. 68</td> </tr> </table> <p>The Director of Finance and Purchasing recommends the approval of this contract due to a higher volume discount offered to larger entities and purchasing groups.</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>		RECOMMENDED VENDOR	CONTRACT NUMBER	Clayton Paper & Distributing, St. Joseph, Missouri	MARC/KCRPC Contract No. 68
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Clayton Paper & Distributing, St. Joseph, Missouri	MARC/KCRPC Contract No. 68					
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)</p> <p><input checked="" type="checkbox"/> Business License Verified (Purchasing &amp; Department)</p> <p><input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>					
ATTACHMENTS	<p>MARC/KCRPC Contract No. 68</p>					
REVIEW	<p>Department Director: </p> <p>Finance (Budget Approval):  <i>If applicable</i>  N/A</p> <p>Division Manager: </p> <p>County Counselor's Office:</p>	<p>Date: 9/15/14</p> <p>Date: 9-16-14</p> <p>Date: 9/18/14</p> <p>Date:</p>				

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.



Res. 18613

**MARC/KCRPC YEARLY CONTRACT for OFFICE PAPER**

**BID NO.: 68**

This CONTRACT, by and between Mid-America Regional Council/Kansas City Regional Purchasing Cooperative, hereinafter referred to as "MARC/KCRPC", and Clayton Paper & Dist., Inc. hereinafter referred to as "Contractor" is effective this 1<sup>st</sup> day of October, 2014.

**WITNESSETH:**

WHEREAS, MARC/KCRPC does hereby accept, with modifications, if any, the bid of: Clayton Paper & Dist., Inc. The bid document and any contract modifications issued, is made a part of this contract.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

**1. SCOPE OF SERVICES**

Provide paper as a one year contract for Participants, and any Non-Participants wanting to utilize this contract, on an as needed basis. All items ordered under this contract shall be shipped FOB Destination, NEXT DAY, INSIDE DELIVERY, to any area of Jackson County, Missouri; Cass County, Missouri; Platte County, Missouri; Clay County, Missouri; Ray County, Missouri; Johnson County, Kansas; Leavenworth County, Kansas; and Wyandotte County, Kansas; and Douglas County, Kansas as called for on the purchase order.

The contract includes administrative fees of 1.5%, which was built into the quoted pricing. The contractor will be responsible for tracking all sales made against this contract, and submit a monthly detailed report, along with payment of any administrative fees due to MARC.

Participants on initial contract include: Bonner Springs, Ks., Gardner, Ks., Independence, Mo., Jackson County, Mo., Liberty, Mo., Little Blue Valley Sewer District, Mo., MARC, Overland Park, Ks., Pleasant Hill, Mo., and Riverview Health Services in Kansas City Ks. Additional Participants will be added by issuance of contract modification.

**2. CONTRACT TIME**

Contract is effective from October 1, 2014 to September 30, 2015 with the option to renew for four (4) additional one-year periods.

**3. INVOICES**

Invoices shall be prepared and submitted in triplicate to the ordering Participant or Non-Participant. Invoices shall contain the following information: Contract Number (Bid Number), Purchase Order number, Item Number; contract description of supplies or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the ordering Participant. Any delay in receiving invoices, or errors and omissions, on statement or invoices will be considered just cause for withholding settlement without losing discount privileges.

**4. TERMINATION**

This contract may be terminated by either party upon sixty (60) calendar days prior notice in writing to the other party. The MARC/KCRPC and Participants may terminate this contract immediately, under breach of contract, if the Contractor fails to perform in accordance with the terms and conditions. In the event of any termination of contract by the Contractor, the Participants may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Contractor will be liable for all costs in excess of the established contract pricing.

**5. CHANGES AND ADDITIONAL SERVICES**

The MARC/KCRPC may at any time, by written order, without notice to any surety, make changes or additions, within the general scope of this contract in or to specifications, instructions for work, methods of shipment or packing or place of delivery. If any such change causes an increase or decrease in the cost of or in the time required for performance of this contract or purchase order, the Contractor shall notify MARC/KCRPC in writing immediately and an appropriate equitable adjustment will be made in the price or time of performance, or both, by written modification of the contract. Any claim by the Contractor for such adjustment must be

asserted within 30 days, or such other period as may be agreed upon in writing by the parties, after the Contractor's receipt of notice of the change. Nothing herein contained shall excuse the Contractor from proceeding with the contract as changed.

**6. CONFLICTS OF INTEREST**

The Contractor, by acceptance of any purchase order resulting from this bid, certifies that to the best of their knowledge or belief, no elected or appointed official of any Participant is financially interested, directly or indirectly, in the purchase of the goods or services specified on this order.

**7. COMPLIANT WITH APPLICABLE LAWS**

The Contractor warrants it has complied with all applicable laws, rules and ordinances of the United States, or any applicable state, municipality or any other Governmental authority or agency in the manufacture or sale of the items covered by this order, including but not limited to, all provisions of the Fair Labor Standards Act of 1938, as amended.

**8. NOTICES**

Any notice to any Contractor from MARC/KCRPC relative to any part of this contract will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the said Contractor at his last given address or delivered in person to said Contractor or his authorized representative.

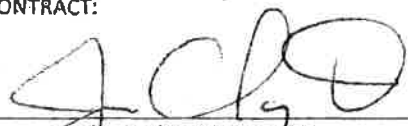
IN WITNESS WHEREOF, the parties hereto have signed this CONTRACT:

By:



David A. Warm  
Executive Director  
Mid-America Regional Council  
600 Broadway Suite 200  
Kansas City, Mo., 64105-1659

By:



Authorized Representative  
Clayton Paper & Distribution, Inc.  
1302 S 58<sup>th</sup> St., St Joseph, Mo. 64507  
P. 816-364-0220 F. 816-364-0086  
Email: jimc@claytonpaper.com

President

Title:

Date:

8/29/2014

Date:

08-20-14

**Distribution:**

Originals (2): Contractor  
KCRPC Program Coordinator  
Copies to: Participants  
Attachment: Price List

**MARC/KCRPC Contact:**

Rita Parker, KCRPC Program Coordinator  
816-246-5083  
Email: [rita.parker@kcrpc.com](mailto:rita.parker@kcrpc.com)



**MARC/KCRPC Bid #68 Office Paper**

**Effective: 10/01/14 to 09/30/15 with 4 one-year renewal options**

**Res. 18613**

**CLAYTON PAPER:**

#	Content	Descr	Size	Weight	Color:	PCW %	Brightness	Reams per Case	Unit \$	Brand	Mill	Product / Catalog #
1	Virgin	Letter	8.5 x 11	20	White	0%	92	10	\$ 29.00	Spectrum	GP	GP999705
2	Virgin	Letter - 3 hole Punch	8.5 x 11	20	White	0%	92	10	\$ 36.90	Spectrum	GP	GP999813
3	Virgin	Letter	8.5 x 11	20	Pastels	0%	N/A	10	\$ 47.90	Fireworx	Boise	BCMP2201-xx
4	Computer Paper	Greenbar, one part, DK240, 1/2" greenbar.	14 7/8 x 8 1/2		Greenbar				\$ 48.20		Domtar	141107 (20#) 2700/case
5	Recycled	Letter	8.5 x 11	20	White	30%	92	10	\$ 36.40	Spectrum 30	GP	GP999916
6	Recycled	Legal	8.5 x 14	20	White	30%	92	10	\$ 54.90	Spectrum 30	GP	GP999918
7	Recycled	Large	11 x 17	20	White	30%	92	5	\$ 44.75	Spectrum 30	GP	GP999919
8	Recycled	Letter	8.5 x 11	20	Pastels	20%	N/A	10	\$ 47.90	Fireworx	Boise	BCMP2201-xx

Payment terms: Net 30 1% Net 10  
 Off shelf offered: 18% discount  
 Delivery/Inside: Order by noon for delivery next business day  
 Online ordering: Yes  
 Govt ProCards: Yes  
 Restocking charge: 15% for any non-stock special order item  
 for refused delivery  
 on authorized PO:

Orders: Angie Osborn Phone: 800-364-0228 Fax: 816-364-0086 Email: [angieo@claytonpaper.com](mailto:angieo@claytonpaper.com)  
 Remittance: Mary Jo Buntan Phone: 800-364-0228 Fax: 816-364-0086 Email: [marvio@claytonpaper.com](mailto:marvio@claytonpaper.com)  
 Tax ID: 43-1593248  
 Web: [www.claytonpaper.com](http://www.claytonpaper.com)

1302 S 58th Street St Joseph MO 64507  
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