


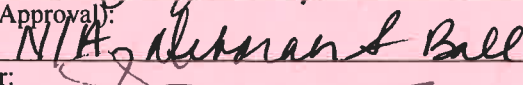


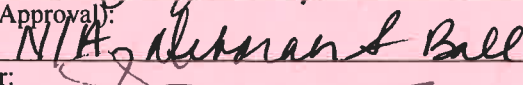


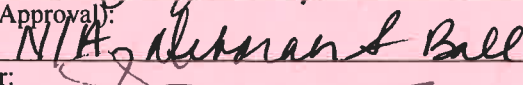

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18604

Sponsor(s): Theresa Garza Ruiz

Date: September 15, 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 to provide Parking Lot Management of County Owned Lots for Sprint Center and Downtown Events to Diamond Executive Services, LLC of Parkville, Missouri under the terms and conditions of Invitation to Bid No. 54-14.</u></p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width: 100%;"> <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 checked="" type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____</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:											
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Amount budgeted for this item * (including transfers):											
Source of funding (name of fund) and account code number:											
PRIOR LEGISLATION	<p>Prior ordinances and (date): _____ Prior resolutions and (date): 17343, August 9, 2010</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>										
REQUEST SUMMARY	<p>During Sprint Center and Downtown Events, the County rents spaces in the County Parking Lots commonly referred to as Lots B and C to the general public attending the events. The Purchasing Department issued Invitation to Bid No. 54-14 for management of these lots for those events.</p> <p>A total of six notifications were distributed and two responses were received, one of which was rejected as being non-responsive to the terms and conditions of the Invitation to Bid. Diamond Executive Services, LLC of Parkville, Missouri is being recommended as the best bid received, offering to give the County 81% of all fees collected and retaining 19% for their services.</p> <p>Pursuant to Section 1054.6 of the Jackson County code, the Director of Finance and Purchasing recommends the award for the furnishing of Parking Lot Management to Diamond Executive Services of Parkville, Missouri as providing the best bid. This will be a revenue generating contract for the County.</p>										
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
ATTACHMENTS	<p>The Abstract of Bids and the pertinent pages of Diamond Executive's bid response</p>										
REVIEW	<table border="1" style="width: 100%;"> <tr> <td>Department Director: </td> <td>Date: 9/9/14</td> </tr> <tr> <td>Finance (Budget Approval): If applicable N/A </td> <td>Date: 9-9-14</td> </tr> <tr> <td>Division Manager: </td> <td>Date: 9/9/14</td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table>	Department Director: 	Date: 9/9/14	Finance (Budget Approval): If applicable N/A 	Date: 9-9-14	Division Manager: 	Date: 9/9/14	County Counselor's Office:	Date:		
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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.

ABSTRACT OF BIDS

BID NO: 54-14
 DATE: 08/05/14
 COMMODITY: Parking Lot Management of
 County Owned Lots For Sprint Center Events

NO	DESCRIPTION	UNIT	QTY	Diamond Executive Services, LLC AMOUNT	SP + Municipal Services AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	Percentage Fee retain by Contractor Per Event			19% \$215.00	62% \$400.00			
2	Fee for Snow Removal, Lot B			\$80.00				
3	Fee for Snow Removal, Lot C				\$300.00			

Res. 18604

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED

ON: 8/5/2014 BY
 Silvia Rizzo
 CLERK OF THE LEGISLATURE
 Barbara Cavarni

ABSTRACT OF BIDS

BID NO: 54-14 DATE: 08/05/14 COMMODITY: Parking Lot Management of County Owned Lots For Sprint Center Events							
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT
	PURCHASING						
				Diamond Executive Services, LLC	SP + Municipal Services		
				AMOUNT	AMOUNT	AMOUNT	AMOUNT

Res. 18604



Res. 18604

PURCHASING DEPARTMENT

415 East 12th Street
Kansas City, Missouri 64106

816-881-3267
Fax 816-881-3268

MEMORANDUM

August 7, 2014

TO : SANDY MAYER
COUNTY EXECUTIVE'S OFFICE

FROM : BARBARA CASAMENTO *BC*
PURCHASING SUPERVISOR

REFERENCE : INVITATION TO BID NO. 54-14
PARKING LOT MANAGEMENT SERVICES

The above referenced Invitation to Bid opened on August 5, 2014. Six notifications were distributed and two bids were received, one of which was Rejected as being "Non-Responsive".

I have attached a copy of the one responsive bid received from Diamond Executive Services for your review.

Please return a copy of this Memorandum or your own Memorandum with your recommendation **AS SOON AS POSSIBLE**. If you have any questions, please email me @ bcasamento@jacksongov.org or call me at 881-3253. Thank you.

I am pleased to recommend continuing to work with Diamond Executive Services.

BC/bjc *They have provided excellent service and
Attachments always easy to reach and very responsive.*

Sandy Mayer

- 4.8 Successful Contractor shall be responsible for the cleaning of the lots after they become empty after each event.
- 4.9 Optional Services: Successful Contractor may be required to remove snow prior to an event to accommodate the attendees for the event.

5.0 REQUIRED SUBMITTALS

- 5.1 The bidder must have no less than five (5) years experience in Parking Lot Management similar to this project. A list of References, with previous project similar to this one, including the Company Name, Point of Contact, Address, Telephone Number and Email Address shall be provide with your bid. List the number of years your company has been in business on this list.

6.0 EVALUATION PROCESS

All bids received that are responsive to the General Conditions, Specifications, and other provisions of this Invitation to bid will be evaluated. An Evaluation Committee made up of Jackson County, Missouri personnel will evaluate bids and make recommendations. Jackson County, Missouri shall be the sole judge of the bids submitted and its decision shall be final.

7.0 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 July 31, 2014. Point of Contact for the Purchasing Department is Barbara Casamento, email address: bcasamento@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.

8.0 QUOTATION

No.	Description	Amount
01.	Percentage Fee retain by Contractor Per Event	19 %
02.	Fee for Snow Removal, Lot B	\$ 275.00
03.	Fee for Snow Removal, Lot C	\$ 80.00

SIGNATURE: 		DATE: 7/28/2014
NAME: Douglas P. Dinkel	(Print or Type)	PHONE: 913-403-8700
TITLE: Member	(Print or Type)	CELL: 913-226-8470
COMPANY NAME: Diamond Executive Services, LLC	(Print or Type)	FAX: 816-436-7784
EMAIL ADDRESS: doug@diamondexecutiveservices.com	(Print or Type)	
WEB ADDRESS: www.diamondexecutiveservcices.com	(Print or Type)	