

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18525

Sponsor(s): Fred Arbanas

Date: May 19, 2014

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the Award of Contract for the Installation and Removal of Outdoor Stage, Audio, Lighting and Video for Jackson County's Fourth of July Celebration for the Parks + Rec Department to Sound Check Enterprises of Kansas City, Missouri under the terms and conditions of Invitation to Bid No. 37-14 in an amount not to exceed \$27,050.00</u></p>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$27,050.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$27,050.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$27,050.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$27,050.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO 300-1670-56080 Park Enterprise, Special Events, Other Professional Services</td> <td>\$27,050.00</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 type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>*Increased of cost is due to the addition of Video Screen in the scope of work for 2014</p> <p>Prior Year Budget (if applicable): \$16,000 Prior Year Actual Amount Spent (if applicable): \$16,000</p>	Amount authorized by this legislation this fiscal year:	\$27,050.00	Amount previously authorized this fiscal year:	\$27,050.00	Total amount authorized after this legislative action:	\$27,050.00	Amount budgeted for this item * (including transfers):	\$27,050.00	Source of funding (name of fund) and account code number; FROM / TO 300-1670-56080 Park Enterprise, Special Events, Other Professional Services	\$27,050.00
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PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): N/A</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Cassandra Cheek, Senior Buyer, 881-3265</p>										
REQUEST SUMMARY	<p>The Parks + Rec Department has requested the services of a company to install and remove an Outdoor Stage with audio, lighting and video for their Fourth of July Celebration. The Purchasing Department issued Invitation to Bid No. 37-14 in responses to that request.</p> <p>A total of 8 notifications were distributed and one response was received and evaluated as follows:</p> <table border="1"> <tr> <td></td> <td>Sound Check Enterprises</td> </tr> <tr> <td>Cost for Installation and Removal of Outdoor Stage, Audio, Lighting and Video Equipment for Jackson County's Fourth of July Celebration at Shelter 12 at Longview Lake Park</td> <td>\$27,050.00</td> </tr> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the Contract Award for the Installation and Removal of Outdoor Stage, Audio, Lighting and Video to Sound Check Enterprises of Kansas City, MO as the lowest and best proposal received.</p>		Sound Check Enterprises	Cost for Installation and Removal of Outdoor Stage, Audio, Lighting and Video Equipment for Jackson County's Fourth of July Celebration at Shelter 12 at Longview Lake Park	\$27,050.00						
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CLEARANCE	<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>										

ATTACHMENTS	Memo from Marcy Caldwell Event Coordinator with Jackson County Parks + Rec, Pertinent pages from Bid No.37-14	
REVIEW	Department Director: <i>Michael Newman</i>	Date: <i>5-12-14</i>
	Finance (Budget Approval): <i>If applicable</i> <i>Andrews Ball</i>	Date: <i>5-13-14</i>
	Division Manager:	Date:
	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.

Fiscal Note:

This expenditure was included in the Annual Budget.

PC# _____

Date: May 13, 2014

~~ORD~~/RES # 18525

Department / Division	Character/Description	Not to Exceed
300 - Park Enterprise		
1670 - Special Events	56080 - Other Professional Services	27,050
Total		27,050

Alexander S Ball 5-13-14
 Budgeting

Cassandra L. Cheek

From: Marcy L. Caldwell
Sent: Wednesday, May 07, 2014 4:21 PM
To: Cassandra L. Cheek
Subject: RE: Results for Bid No. 37-14

Thank you Cassandra! We recommend Sound Check Enterprises for this event. Let me know if anything else is needed.

Enjoy the day off tomorrow! ☺

Marcy Caldwell
Event Coordinator
Jackson County Parks + Rec
22807 Woods Chapel Road
Blue Springs, Missouri 64015
Office: 816-503-4831
Cell: 913-568-8593
Email: mcaldwell@jacksongov.org
Web: www.MakeYourDayHere.com



From: Cassandra L. Cheek
Sent: Tuesday, May 06, 2014 3:02 PM
To: Marcy L. Caldwell
Subject: Results for Bid No. 37-14

Marcy,
We received one bid for the Fourth of July Event, I have attached their bid and their quote sheet please send me your recommendation and I will get the RLA ready!

Thank you

Cassandra Cheek

Senior Buyer & Office Services Coordinator
Jackson County Courthouse
Finance & Purchasing Department
415 East 12th ST, RM G-1
Kansas City, MO 64106
816-881-3265 (p)
816-881-3268 (f)

From: purchasingscans@jacksongov.org [<mailto:purchasingscans@jacksongov.org>]
Sent: Tuesday, May 06, 2014 2:58 PM
To: Cassandra L. Cheek
Subject: Attached Image

ABSTRACT OF BIDS

NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
BID NO: 37-14	DATE: 5/6/14			Sound Check Enterprises					
COMMODITY: Outdoor Stage									
Cost for Installation & Removal of Outdoor Stage, Audio, Lighting & Video Equip. for Jackson County's 4th of July Celebration at Shelter 13 at Longview Lake Park				27,050.00					

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED

ON: May 6, 2014 BY: [Signature]

CLERK OF THE LEGISLATURE

[Signature]
 PURCHASING

Jackson County Missouri Invitation to Bid No. 37-14
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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 March ___ 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 QUOTATION

Cost for Installation and Removal of Outdoor Stage, Audio, Lighting and Video Equipment for Jackson County's 4th of July Celebration at Shelter 13 at Longview Lake Park \$ 27,050.00

SIGNATURE: <i>Charlotte A Long</i>		DATE: <i>4/28/14</i>
NAME: <i>Charlotte Long</i>	(Print or Type)	PHONE: <i>816-966-1520</i>
TITLE: <i>office mgr / corp secretary</i>	(Print or Type)	CELL: <i>816-516-2270</i>
COMPANY NAME: <i>Sound Check Enterprises</i>	(Print or Type)	FAX: <i>816-966-1514</i>
EMAIL ADDRESS: <i>info@soundcheckenterprises.com</i>	(Print or Type)	
WEB ADDRESS: <i>www.soundcheckenterprises.com</i>	(Print or Type)	