

Request for Legislative Action

Resolution No. 21146
Sponsor: Megan L. Marshall
Date January 30, 2023

Completed by County Counselor's Office			
Action Requested:	Resolution	Res.Ord No.:	21146
Sponsor(s):	Megan L. Marshall	Legislature Meeting Date:	1/30/2023

Introduction
Action Items: ['Award']
Project/Title:
Awarding a split contract for a Twelve (12) Month Term and Supply Contract with One (1) Twelve Month Option to Extend for the furnishing of Office Furniture for use by Various County Departments to Office Products Alliance of Kansas City, MO and Scott Rice Office Works of Lenexa, KS under the terms and conditions of Invitation to Bid No. 109-22

Request Summary
<p>The Various County Departments require a Term and Supply Contract for the furnishing of Office Furniture. The Purchasing Department issued Invitation to Bid No. 109-22 in response to those requirements.</p> <p>A total of 2,394 notifications were distributed, 87 viewed with 5 responses received and evaluated. An Executive Summary of the Invitation to Bid, including the Contractor's Quotations and the using departments Recommendation Memos are attached.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department recommends a split award of a Twelve (12) Month Term and Supply Contract with One (1) Twelve Month Option to Extend for the furnishing of Office Furniture to Office Products Alliance, of Kansas City, MO and Scott Rice Office Works of Lenexa, KS under the terms and conditions of Invitation to Bid No. 109-22. This award is made on as "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds is for specific purchases is subject to annual appropriations.</p> <p>Although exact usage cannot be determined, the County estimates it will spend approximately \$250,000.00 annually on this contract.</p> <p>Additional Information</p> <p>I have attached the recommendation memos of the five departments who were Bonfire Reviewers and evaluated the bids submitted. Both recommended vendors responded with the lowest and best bid meeting the bid specifications that were stated in Section 3 of the bid specifications. All five recommended Office Products Alliance who submitted pricing on the specified manufacturers Global and Hon. The County has an established history of usage with these manufacturers and there is an extensive product base throughout the County. Both Hon and Global have an extensive product offering of systems furniture, freestanding furniture, seating, filing systems and equipment that provides the County a complete product offering from budget to high-end.</p> <p>Three of the five Bonfire Reviewers recommended Scott Rice Office Works who submitted pricing on the flagship manufacturer Steelcase. Steelcase is a well-established, quality furniture manufacturer of casegoods, seating, storage and panel systems, which includes a 24/7 product offering that the County</p>

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relies on.

As both recommended vendors responded with the lowest and best bid meeting the bid specifications, a split award is recommended.

Contact Information

Department:	Finance	Submitted Date:	1/10/2023
Name:	John Konon	Email:	jkonon@jacksongov.org
Title:	Buyer	Phone:	816-881-3292

Budget Information

Amount authorized by this legislation this fiscal year:	\$ 0		
Amount previously authorized this fiscal year:	\$ 0		
Total amount authorized after this legislative action:	\$		
Is it transferring fund?	No		
Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
			!Unexpected End of Formula

Prior Legislation

Prior Ordinances

Ordinance:	Ordinance date:

Prior Resolution

Resolution:	Resolution date:
20527	October 19, 2020
18778	March 30, 2015
17549	March 28, 2011
16153	February 12, 2007

Purchasing

Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Formal Bid
Core 4 Tax Clearance Completed:	Yes
Certificate of Foreign Corporation Received:	Yes
Have all required attachments been included in this RLA?	Yes

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Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals are waived - insufficient MBE or WBE firms available	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none">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.	

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Submitted by Finance requestor: John Konon on 1/10/2023. Comments:

Approved by Department Approver Bob Crutsinger on 1/10/2023 12:28:12 PM. Comments:

Returned for more information by Purchasing Office Approver Barbara J. Casamento on 1/10/2023 2:06:01 PM. Comments: returned for additional information

Submitted by Requestor John Konon on 1/11/2023 10:59:19 AM. Comments: Added additional information in the request summary and added two attachments: a more visible Office Furniture Scoring Summary and the five departmental recommendation memos.

Approved by Department Approver Bob Crutsinger on 1/11/2023 2:44:19 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 1/12/2023 9:31:50 AM. Comments:

Returned for more information by Compliance Office Approver Katie M. Bartle on 1/12/2023 10:23:39 AM. Comments: Office Products needs to renew their Certificate of Compliance. Their 2022 Certificate of Compliance is expired. They can go to <https://jacomocompliance.com/login.php> to renew. KMB

Submitted by Requestor John Konon on 1/13/2023 10:00:26 AM. Comments: Office Products Alliance has updated their Certificate of Compliance

Approved by Department Approver Bob Crutsinger on 1/17/2023 2:54:33 PM. Comments:

Approved by Purchasing Office Approver Craig A. Reich on 1/19/2023 12:08:43 PM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 1/19/2023 12:16:09 PM. Comments:

Approved by Budget Office Approver David B. Moyer on 1/19/2023 12:28:09 PM. Comments:

Approved by Executive Office Approver Sylvya Stevenson on 1/19/2023 1:59:48 PM. Comments:

Approved by Counselor's Office Approver Katherine Henry on 1/26/2023 11:04:58 AM. Comments:



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

INTER-OFFICE MEMO

TO: John Konon, Purchasing
FROM: Beth Money, Office Administrator
CC: Sgt. Eli Postlethwait
RE: Recommendation Memo 109-22 – Office Furniture
Date: December 21, 2022

The Sheriff's Office has an ongoing need for a vendor to provide office furniture. We have reviewed the bids submitted by Office Products Alliance, Scott Rice Office Works, encompass, Kansas City Office Design and Vari Sales Corporation. We recommend awarding a split contract to Office Products Alliance and Scott Rice Office Works as they offer acceptable pricing, and their products will meet our needs.

The Sheriff's Office will spend approximately \$7,500 annually using this contract.



JACKSON COUNTY

Human Resources Department

Jackson County Courthouse
415 East 12th Street, First Floor
Kansas City, Missouri 64106
jacksongov.org

(816) 881-3135
Fax: (816) 881-3474

TO: John Konon, Purchasing

FROM: Maria Leathers, Office Administrator

RE: Recommendation Memo 109-22-Office Furniture

DATE: December 23, 2022

CC: Michelle Chrisman

The Human Resources Department has a need for a vendor to provide office furniture. We have reviewed the bids submitted by all prospective vendors. We recommend awarding the contract to Office Products Alliance as they offer acceptable pricing, and their products meet our needs.

The HR Department will spend approximately between \$10,000.00 to \$30,000.00 for office furniture for the upcoming relocation of our new office.

Frank White, Jr., County Executive

Jackson County Assessment

To: John Konon, Purchasing
From: Cynthia Ramos, Assessment
cc: Nena Bryant
Date: 12/27/22
Re: Office Furniture Recommendation Memo

After reviewing the five vendor submissions we feel that Office Products Alliance-Furniture has submitted the most effective pricing, rates and furniture products that will meet our needs in the Assessment Department.

Assessment will spend approximately \$20,000.00+ annually with this contract.



JACKSON COUNTY Facilities Management Division

Jackson County Courthouse
415 East 12th Street, Third Floor Mezzanine
Kansas City, Missouri 64106
jacksongov.org

(816) 881-3258
Fax: (816) 881-3583

MEMORANDUM

From: Rick Gerla, Facilities Management Administrator

To: John Konon, Buyer, Purchasing Department

Date: 12/2/2022

Subject: Bid 109-22 Office Furniture Memo, Term and Supply Contract Recommendation

John,

This memorandum is being prepared and submitted in response to your request for feedback regarding the above contract being awarded by Jackson County for Office Furniture on a Term and Supply basis.

The Facilities Management Division would like to recommend both Office Product Alliance and Scott Rice Office Works moving forward with both vendors who applied for this contract. Office Products Alliance with the addition of Scott Rice Office Works will provide a side section furniture to cover the Facilities Management Division's needs. Their competitive pricing and experience with both municipal and private customers around Jackson County led me to recommended them both. Annual spend for Facilities will be around \$3,000.00 for each bidder.

Thank you,

A handwritten signature in blue ink that reads "R Gerla".

Rick Gerla
Facilities Management Administrator



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

M E M O R A N D U M

To: John Konon, Buyer

From: Karey Schulze, Office Administrator

Date: January 3, 2023

Subject: Recommendation for Office Furniture – Bid 109-22 Term and Supply Contract

I have reviewed the information provided on the above referenced bid. I recommend a split award for this contract.

In evaluating the 5 submitted proposals, I find that both Office Products Alliance & Scott Rice Office Works meet all our requirements. They both scored in the top 10th percentile above the other proposals.

I therefore recommend Office Products Alliance & Scott Rice Office Works. I estimate the annual usage for the Collection department to be \$2500. There are sufficient funds in the 2023 Collection budget in GL 001-1403-58150-999-9999-9999-23.

Thank you for your time and attention.

Frank White Jr., County Executive



109-22 - Office Furniture Scoring Summary

Active Submissions

Supplier	Total / 100 pts	A - Purchasing Evaluation / 0 pts	A-1 - Term & Supply Contract Page Pass/Fail	A-2 - Affidavit Pass/Fail	A-3 - Copy of Certificate of Compliance Pass/Fail	A-4 - Acknowledgement of Receipt of Addenda Addenda Pass/Fail	A-5 - Greater Kansas City Metropolitan Area Information Memo Pass/Fail	A-6 - Bidders Quotation Sheet Pass/Fail	A-7 - Exhibit F - Bidders Exceptions Pass/Fail	A-8 - Statement of Contractors Qualifications Pass/Fail	B - Department Evaluation / 100 pts	B-1 - Bidders Quotation Sheet / 50 pts	B-2 - Contractors Qualifications / 35 pts	B-3 - Bidders Exceptions / 15 pts
Office Products Alliance	98.2	0	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	98.2	48.4	34.8	15
Scott Rice Office Works	88.6	0	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	88.6	41.8	32	14.8
encompas	73.8	0	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	73.8	34	29	10.8
Kansas City Office Design	55	0	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	55	28	14	13
Vari Sales Corporation	52.2	0	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	52.2	23	22	7.2

1.0 Pricing Sheet - Bid No. 109-22

1.1 This Contract is based on Percentage of Discount off Manufactures Catalog List Prices.

1.2 In the spaces below please provide the Manufacturers Catalog Brand you will be bidding on and the Discount off Manufacturer Catalog List Prices you will be offering Jackson County.

Product Line	Percentage Discount Offered
GLOBAL	58 % off
HON	50 % off
	% off
	% off
	% off
	% off
	% off
	% off
	% off
	% off

1.3 In the spaces below please fill in the rates for installation/set-up, after hours installation/set-up, design services, and storage. If you wish to offer the County additional services provide a list of those services with those prices on your company letterhead and submit it with your bid.

1.3.1 Design can only be charged for System Reconfigurations of existing County property

Additional Services and Solutions	Hourly Rates (a range is acceptable)
Installation	\$ 55 PER HOUR
After Hours Installation	\$ 75 PER HOUR
Design	\$ 135 PER HOUR
	Monthly Fee
Storage	\$ N/A

1.0 Pricing Sheet - Bid No. 109-22

1.1 This Contract is based on Percentage of Discount off Manufactures Catalog List Prices.

1.2 In the spaces below please provide the Manufacturers Catalog Brand you will be bidding on and the Discount off Manufacturer Catalog List Prices you will be offering Jackson County.

Product Line	Percentage Discount Offered
Steelcase Answer	50 % off
Steelcase Coalesse	40 % off
Steelcase Turnstone	50 % off
Global \$1- \$6,000	50 % off
Global \$6,000 +	53 % off
National Office	52 % off
Sit On It Seating	50 % off
Via Seating	50 % off
Sunon	56 % off

1.3 In the spaces below please fill in the rates for installation/set-up, after hours installation/set-up, design services, and storage. If you wish to offer the County additional services provide a list of those services with those prices on your company letterhead and submit it with your bid.

1.3.1 Design can only be charged for System Reconfigurations of existing County property

Additional Services and Solutions	Hourly Rates (a range is acceptable)
Installation	\$ 48 per Hour
After Hours Installation	\$ 72 per Hour
Design	\$ 80 per hour
	Monthly Fee
Storage	\$ 1 per Square Foot