

# REQUEST FOR LEGISLATIVE ACTION



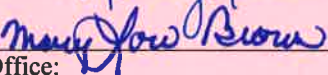
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19017

Sponsor(s): Scott Burnett

Date: November 30, 2015

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract, with Four Twelve Month Options to Extend, for the furnishing of Vehicle Rental Services for use by Various County Departments to Enterprise Leasing Company of Kansas, LLC of Merriam, KS under the terms and conditions of Request for Proposals No. 61 -15.</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>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><b>OTHER FINANCIAL INFORMATION:</b></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)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Department</td> <td>Estimated Use</td> </tr> <tr> <td>Anti-Drug Task Force</td> <td>\$ 85,000.00</td> </tr> <tr> <td>Sheriff's Office</td> <td>\$ 15,840.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$ 100,840.00</b></td> </tr> </table> <p>This RLA only approves the Term and Supply Contract; the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of the contract value.</p> <p>Prior Year Budget (if applicable): \$86,000.00          Prior Year Actual Amount Spent (if applicable): \$118,717.87</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:		Department	Estimated Use	Anti-Drug Task Force	\$ 85,000.00	Sheriff's Office	\$ 15,840.00	<b>Total</b>	<b>\$ 100,840.00</b>
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Department	Estimated Use																		
Anti-Drug Task Force	\$ 85,000.00																		
Sheriff's Office	\$ 15,840.00																		
<b>Total</b>	<b>\$ 100,840.00</b>																		
<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date):          Prior resolutions and (date):</p>																		
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Jessica Johnson, Senior Buyer, 881-3253</p>																		
<b>REQUEST SUMMARY</b>	<p>The Sheriff's Office, Anti-Drug Task Force along with other County Departments require a Term and Supply Contract for the furnishing of Vehicle Rental Services. The Purchasing Department issued Request for Proposals No. 61-15 in response to those requirements.</p> <p>A total of six notifications were distributed and two responses were received and evaluated by a three person committee consisting of persons representing the Sheriff's Office, Anti-Drug Task Force and Risk Management as follows:</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Evaluation Criteria</th> <th>Enterprise Leasing Company of KS, LLC</th> <th>Lifestyle Leasing Inc.</th> </tr> </thead> <tbody> <tr> <td><b>References &amp; Qualifications (Max 40 points)</b></td> <td>38</td> <td>33</td> </tr> <tr> <td><b>Additional Insurance Options (Max 30 points)</b></td> <td>28</td> <td>12</td> </tr> <tr> <td><b>Pricing (Max 30 points)</b></td> <td>17</td> <td>27</td> </tr> <tr> <td><b>Total</b></td> <td><b>83</b></td> <td><b>72</b></td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends</p>	Evaluation Criteria	Enterprise Leasing Company of KS, LLC	Lifestyle Leasing Inc.	<b>References &amp; Qualifications (Max 40 points)</b>	38	33	<b>Additional Insurance Options (Max 30 points)</b>	28	12	<b>Pricing (Max 30 points)</b>	17	27	<b>Total</b>	<b>83</b>	<b>72</b>			
Evaluation Criteria	Enterprise Leasing Company of KS, LLC	Lifestyle Leasing Inc.																	
<b>References &amp; Qualifications (Max 40 points)</b>	38	33																	
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<b>Pricing (Max 30 points)</b>	17	27																	
<b>Total</b>	<b>83</b>	<b>72</b>																	

	Award for Vehicle Rental Services to Enterprise Leasing Company of Kansas, LLC of Merriam, KS as the lowest and best bid meeting specifications.	
	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.	
CLEARANCE	<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)	
ATTACHMENTS	Memos from using departments with supporting evaluation documentation; Proposal Recap; Pertinent pages from Enterprise Leasing Company of Kansas, LLC's proposal.	
REVIEW	Department Director: 	Date: 11/18/2015
	Finance (Budget Approval): <i>If applicable</i> 	Date: 11/18/15
	Division Manager: 	Date: 11/23/15
	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.



## JACKSON COUNTY DRUG TASK FORCE Inter-Departmental

Date: November 11, 2015

TO: Jessica Johnson, Senior Buyer, Jackson County, Mo. Purchasing Department

FROM: Dan Cummings, Officer in Charge, Jackson County Drug Task Force

SUBJECT: 2016 Vehicle Lease Contract, Request for Proposal NO. 61-15

This correspondence is in reference to Jackson County Request for Proposal 61-15, a twelve month term & supply contract to furnish vehicle rental services for use by various County Departments to include the Jackson County Drug Task Force.

After review of the proposals submitted by Lifestyle Leasing Inc. and Enterprise Rent-A-Car the Jackson County Drug Task Force would request that Enterprise Rent-A-Car be awarded the contract to furnish vehicle rentals for the Jackson County Drug Task Force.

Please let me know if you have any further questions.

A handwritten signature in black ink, appearing to read "Dan Cummings".

Dan Cummings, Officer-in-Charge  
Jackson County Drug Task Force  
816-503-4725 - desk  
816-935-4367 - cell  
dcummings@jcdtf.com

**JACKSON COUNTY SHERIFF'S OFFICE**

**INTER-OFFICE MEMO**

**DATE: 11-10-2015**

**FROM: Sgt. Dale L. Covey #29**

**TO: Q. Troy Thomas, Director of Finance and Purchasing**

**SUBJECT: Vehicle Rental Services (BID #61-15)**

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**DETAILS:** First, I want to thank you for allowing me to be a part of the evaluation process regarding this bid. I have had the opportunity to use rental vehicles while I was with the Drug Task Force, and I am still aware of our use of rental vehicles, as I am responsible for the DEA and HIDTA grants used by the Sheriff's Office. Here are my findings:

Although there are similarities in many areas of the proposed contracts by Enterprise Leasing and Lifestyle Leasing, my focus and concern would be on safety and availability. Because of my experience, I lean toward Enterprise Leasing.

We used Lifestyle Leasing when I was with the Drug Task Force. We got our vehicles directly from Mr. Brennan. However, Mr. Brennan is not always the easiest person to get hold of when vehicles need to be replaced or there is a problem. Lifestyle Leasing indicates that they service a wide variety of agencies, including Jackson County Drug Task Force, DEA, HIDTA, KCPD, etc. However, they rotate the same vehicles from agency to agency. What DEA drives this month may be the same vehicle given to the Drug Task Force next month. This creates a very dangerous situation for the officers, if the vehicle is in continued use with drug sales and/or surveillance. Also, Lifestyle Leasing does have a limited number and type of vehicles.

I have never used Enterprise Leasing, however, they do appear to be more readily available, with different locations, and the ability to provide a wider variety of vehicles. Accessibility is important, from the law enforcement standpoint. The recent trend has been for non-law abiding citizens to use rental vehicles when committing crimes, so our officers would simply "fit in".

I'm sure my views are biased due to my experience, but hopefully I have been of some help.

  
Sgt. Dale L. Covey #29  
Executive Officer

**From:** dcummings@jcdtf.com  
**Sent:** Tuesday, November 17, 2015 10:13 AM  
**To:** Jessica Johnson  
**Subject:** Re: 2015 RLA's

I prefer \$300,000. The \$1,000,000 pricing option will create staffing reductions in order to have funds to pay the increased costs.  
 Thanks, Dan

Sent from my Verizon 4G LTE Smartphone

----- Original message-----

**From:** Jessica Johnson  
**Date:** Tue, Nov 17, 2015 9:07 AM  
**To:** 'Danny Cummings';  
**Subject:** RE: 2015 RLA's

Dan, Thank you! I have just one question. Which pricing option do you recommend; the \$300,000 or \$1,000,000? v/r Jessica M. Johnson Senior Buyer Jackson County, MO Purchasing Department 816-881-3465  
**From:** Danny Cummings [mailto:dcummings@jcdtf.com] **Sent:** Monday, November 16, 2015 4:44 PM  
**To:** Barbara J. Casamento **Cc:** Jessica Johnson **Subject:** RE: 2015 RLA's  
 Jessica, Barbara, See attached memo and evaluation form in reference to Request for Proposal No. 61-15. Let me know if you need anything else. Thanks, Dan Cummings  
**From:** Barbara J. Casamento [mailto:BCasamento@jacksongov.org] **Sent:** Monday, November 16, 2015 9:39 AM  
**To:** Marvin J. Walker; Laura J. Scott; Joseph Piccinini; Craig A. Mosher; Dianne L. Kimzey; Earnest E. Jones; Earl J. Newill; Brian Gaddie; Celestine I. Williams; 'Danny Cummings'; 'Sarah Matthes' **Cc:** Tedi H. Rowland; Mary Rasmussen **Subject:** 2015 RLA's  
 Good Morning: The Purchasing Department has nine remaining RLA's for Fiscal Year 2015 remaining. I am trying to give everyone a heads up that we need to have these completed and to the County Counselor's Office first thing Friday morning (11/20/15). These are the projects we have and their status:

Bid No.	Description	Status
57-15	Maintenance on Radios	DOC Evaluating
64-15	Body Scanner	DOC Evaluating
60-15	Plumbing Services	DOC & Parks Memos
61-15	Rental Vehicles	DTF Evaluating
67-15	Laundry & Chemicals	DOC Evaluating
59-15	Vehicle Liability Insurance	Bid Opens 11/17/15
68-15	Electronic Flush Valves	Bid Opens 11/17/15
69-15	Cell Door Renovation	Bid Opens 11/17/15

If we do not receive your evaluations by the deadlines given above, we cannot guarantee they will make the Agenda for the final 2015 meeting and will have to wait until January, 2016 to be awarded. Jessica is having problems with her email; if you need to email her something you can send it to my email address or call her at 13465. Please let me know if you have any questions. BJC

**From:** Dale I. Covey  
**Sent:** Monday, November 16, 2015 4:03 PM  
**To:** Jessica Johnson  
**Subject:** RE: 61-15 - Rental Vehicle Services

Jessica,

The Sheriff's Office would opt for \$300,000 CSL coverage.

Covey

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**From:** Jessica Johnson  
**Sent:** Monday, November 16, 2015 3:41 PM  
**To:** 'Sarah Matthes'; Celestine I. Williams; Dale I. Covey  
**Subject:** 61-15 - Rental Vehicle Services  
**Importance:** High

Good Day all! It was unanimous across the board recommendation for Enterprise Leasing.

Enterprise proposed pricing options for \$300,000 CSL coverage and \$1,000,000 CSL coverage. Attached is the pricing sheet with the two options. Which pricing option does the committee recommend?

I will need an **ANSWER BY NOON TOMORROW.**

Please let me know if you have any questions and Thank you for your participation!

v/r  
Jessica M. Johnson  
Senior Buyer  
Jackson County, MO  
Purchasing Department  
816-881-3465

**From:** Celestine I. Williams  
**Sent:** Tuesday, November 17, 2015 11:20 AM  
**To:** Jessica Johnson; 'Sarah Matthes'; Dale I. Covey  
**Subject:** RE: 61-15 - Rental Vehicle Services

Hello all,

My recommendation is \$1,000,000 in coverage, because if we exceed the \$300,000 amount the County is automatically responsible for the next \$250,000. I am looking at history and know that we have exceeded this amount on more than one occasion.

Sometimes it is better to pay little more up front and get better coverage, so that we don't end up paying more in the end. Insurance is for just in case and that is why good coverage is so important.

Thank you.

Celestine I. Williams  
Audit Procedures Analyst/Risk Manager  
Jackson County  
415 East 12th Street  
Kansas City, MO 64106  
816-881-3202-Telephone  
816-881-3877-Fax

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Please let me know if you have any questions and Thank you for your participation!

v/r  
Jessica M. Johnson  
Senior Buyer  
Jackson County, MO  
Purchasing Department  
816-881-3465



<b>Proposal No: 61-15</b> <b>Commodity: Vehicle Rental Services</b> <b>Evaluator: #3 ADTF</b>	<b>Bid Recap - Required Submittals</b>		<b>Enterprise</b> <b>Leasing</b>	<b>Enterprise</b> <b>Points</b>	<b>Evaluation Criteria</b>	<b>Enterprise</b> <b>Points</b>	<b>Lifestyle Leasing</b> <b>Points</b>
Original plus 3 Copies	Yes	Yes	Yes	40	References & Qualification (Max 40)	40	40
Cover Letter	Yes	Yes	Yes	30	Additional Insurance Options (Max 30)	30	0
Executive Summary	Yes	Yes	Yes	15	Pricing (Max 30)	15	30
Company name, address, phone, fax, email	Yes	Yes	Yes				
Year company est.	yes	yes	Yes				
Name, title and phone of primary contact	yes	yes	Yes				
company 24 hr customer service number	yes	yes	Yes				
History	yes	yes	Yes				
3 References	No	No	No				
Affidavit (pg 2)	Yes	Yes	Yes				
Compliance Review (pg 3-4)	Yes	Yes	yes				
Certificate of Compliance	n/a	n/a	n/a				
Acknowledgement of Receipt of Addenda (Pg 6)	yes	yes	yes				
Bidder's Exceptions (Pg 22)	yes	yes	yes				
Contractor's Utilization Plan (Pg 24-28)	yes	yes	yes				
Company's Location Listing	yes	yes	Yes				
Blank Rental Form	yes	yes	Yes				
Additional Insurance options	yes	yes	Yes				
Pricing (pg 23)	yes	yes	Yes				
<b>TOTAL POINTS</b>				85		70	

Comments:

Proposal No: 61-15 Commodity: Vehicle Rental Services Evaluator: # 1 Sheikh's Office	Enterprise Points	Lifestyle Leasing	Evaluation Criteria	Enterprise Points	Lifestyle Leasing Points
Bid Recap - Required Submittals					
Original plus 3 Copies	Yes	Yes	References & Qualification (Max 40)	35	20
Cover Letter	Yes	Yes	Additional Insurance Options (Max 30)	25	25
Executive Summary	Yes	Yes	Pricing (Max 30)	20	20
Company name, address, phone, fax, email	Yes	Yes			
Year company est.	yes	Yes			
Name, title and phone of primary contact	yes	Yes			
company 24 hr customer service number	yes	Yes			
History	yes	Yes			
3 References	No	No			
Affidavit (pg 2)	Yes	Yes			
Compliance Review (pg 3-4)	Yes	yes			
Certificate of Compliance	n/a	n/a			
Acknowledgement of Receipt of Addenda (Pg 6)	yes	yes			
Bidder's Exceptions (Pg 22)	yes	yes	TOTAL POINTS	80	65
Contractor's Utilization Plan (Pg 24-28)	yes	yes			
Company's Location Listing	yes	Yes			
Blank Rental Form	yes	Yes			
Additional Insurance options	yes	Yes			
Pricing (pg 23)	yes	Yes			

Comments: SEE ATTACHED

<b>Proposal No:</b> 61-15 <b>Commodity:</b> Vehicle Rental Services Risk Mgt. <b>Evaluator:</b> #2 Staff's Office JMW		Enterprise	Lifestyle Leasing	Evaluation Criteria		Enterprise Points	Lifestyle Leasing Points
Bid Recap - Required Submittals							
Original plus 3 Copies	Yes	Yes	Yes	References & Qualification (Max 40)	40	40	
Cover Letter	Yes	Yes	Yes	Additional Insurance Options (Max 30)	30	10	
Executive Summary	Yes	Yes	Yes	Pricing (Max 30)	15	30	
Company name, address, phone, fax, email	Yes	Yes	Yes				
Year company est.	Yes	Yes	Yes				
Name, title and phone of primary contact	Yes	Yes	Yes				
company 24 hr customer service number	Yes	Yes	Yes				
History	Yes	Yes	Yes				
3 References	No	No	Yes				
Affidavit (pg 2)	Yes	Yes	Yes				
Compliance Review (pg 3-4)	Yes	Yes	Yes				
Certificate of Compliance	n/a	n/a	n/a				
Acknowledgement of Receipt of Addenda (Pg 6)	Yes	Yes	Yes				
Bidder's Exceptions (Pg 22)	Yes	Yes	Yes	<b>TOTAL POINTS</b>	<b>85</b>	<b>80</b>	
Contractor's Utilization Plan (Pg 24-28)	Yes	Yes	Yes				
Company's Location Listing	Yes	Yes	Yes				
Blank Rental Form	Yes	Yes	Yes				
Additional Insurance options	Yes	Yes	Yes				
Pricing (pg 23)	Yes	Yes	Yes				
Comments:							

## 5.3.7 Attachment 1 Quotation Form

RESPONDENT'S QUOTATION FOR  
JACKSON COUNTY, MISSOURI REQUEST FOR PROPOSAL NO. 61-15

## Special rates for the Greater Kansas City Area with CDW and \$300,000 CSL

Vehicle Class	Daily Rates	Weekly Rates	Monthly Rates
<b>Economy/Compact</b>	\$37.00	\$199.00	\$476.00
<b>Standard</b>	\$42.00	\$219.00	\$645.00
<b>Full-Size</b>	\$43.00	\$229.00	\$669.00
<b>Premium</b>	\$56.00	\$259.00	\$689.00
<b>Luxury</b>	\$69.00	\$269.00	\$689.00
<b>Minivan</b>	\$69.00	\$269.00	\$675.00
<b>Medium SUV</b>	\$69.00	\$269.00	\$689.00
<b>Standard Truck</b>	\$69.00	\$269.00	\$679.00
<b>Full-Size Truck</b>	\$69.00	\$269.00	\$689.00
<b>15-Passenger Van</b>	\$99.00	\$594.00	\$2376.00
<b>Cargo Van</b>	\$59.00	\$354.00	\$1416.00

## Special rates for the Greater Kansas City Area with CDW and \$1,000,000 CSL

Vehicle Class	Daily Rates	Weekly Rates	Monthly Rates
<b>Economy/Compact</b>	\$40.00	\$219.00	\$626.00
<b>Standard</b>	\$45.00	\$239.00	\$795.00
<b>Full-Size</b>	\$46.00	\$249.00	\$819.00
<b>Premium</b>	\$59.00	\$279.00	\$839.00
<b>Luxury</b>	\$72.00	\$289.00	\$839.00
<b>Minivan</b>	\$72.00	\$289.00	\$825.00
<b>Medium SUV</b>	\$72.00	\$289.00	\$839.00
<b>Standard Truck</b>	\$72.00	\$289.00	\$829.00
<b>Full-Size Truck</b>	\$72.00	\$289.00	\$839.00
<b>15-Passenger Van</b>	\$102.00	\$614.00	\$2526.00
<b>Cargo Van</b>	\$62.00	\$374.00	\$1566.00

<b>Proposal No: 61-15</b> <b>Commodity: Vehicle Rental Services</b> <b>Evaluator:</b>	Enterprise		Evaluation Criteria	Enterprise Points	Lifestyle Leasing Points
	Enterprise	Lifestyle Leasing			
Bid Recap - Required Submittals					
Original plus 3 Copies	Yes	Yes	References & Qualification (Max 40)		
Cover Letter	Yes	Yes			
Executive Summary	Yes	Yes			
Company name, address, phone, fax, email	Yes	Yes	Additional Insurance Options (Max 30)		
Year company est.	yes	Yes			
Name, title and phone of primary contact	yes	Yes	Pricing (Max 30)		
company 24 hr customer service number	yes	Yes			
History	yes	Yes			
3 References	No	No			
Affidavit (pg 2)	Yes	Yes			
Compliance Review (pg 3-4)	Yes	yes			
Certificate of Compliance	n/a	n/a			
Acknowledgement of Receipt of Addenda (Pg 6)	yes	yes			
Bidder's Exceptions (Pg 22)	yes	yes	TOTAL POINTS		
Contractor's Utilization Plan (Pg 24-28)	yes	yes			
Company's Location Listing	yes	Yes			
Blank Rental Form	yes	Yes			
Additional Insurance options	yes	Yes			
Pricing (pg 23)	yes	Yes			
Comments:					