

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~/Ord No.: 5106

Sponsor(s): Alfred Jordan

Date: June 18, 2018

SUBJECT	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting an Ordinance appropriating \$100,000 from the Undesignated Fund Balance of the General Fund to cover repairs to the Detention Center elevators as an Emergency Purchase.</u></p>														
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<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> <tr> <td>APPROPRIATE FROM: 001-2810 General Fund, Undesignated Balance</td> <td style="text-align: right;">\$100,000</td> </tr> <tr> <td>APPROPRIATE TO: 001-1210-56510 General Fund, Facility Management Correction, Maintenance and Repairs, Buildings</td> <td style="text-align: right;">\$100,000</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>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:		APPROPRIATE FROM: 001-2810 General Fund, Undesignated Balance	\$100,000	APPROPRIATE TO: 001-1210-56510 General Fund, Facility Management Correction, Maintenance and Repairs, Buildings	\$100,000
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____ Prior resolutions and (date): _____</p>														
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>														
REQUEST SUMMARY	<p>Facilities Management needs to make repairs to the elevators at the Detention Center as quickly as possible. On June 6, 2018 the State of Missouri Elevator Inspector notified Facilities Management that violations on reported on last year's inspection of the Detention Center elevators had not been corrected. The State Inspector halted inspections at the Detention Center to give the County time to make the needed repairs, but indicated that if not made timely, the State of Missouri will shut down all elevator operations at the Detention Center until the violations are repaired.</p> <p>Pursuant to Section 1030.3 of the Jackson County Code, the County Executive has declared these repairs to be an emergency and recommends that MEI Total Elevator Solutions of Kansas City, Kansas proceed with the necessary known repairs of \$68,857 and as a contingency, \$31,143 to cover any unknown repairs that may be necessary.</p> <p>The Facilities Management Department as requests the following appropriations:</p> <table style="width: 100%; margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: right;">FROM:</td> <td style="text-align: right;">TO:</td> </tr> <tr> <td>001-2810 General Fund, Undesignated Balance</td> <td style="text-align: right;">\$100,000</td> <td></td> </tr> <tr> <td>001-1210-56510 General Fund, Facility Management- Corrections, Maintenance and Repairs, Buildings</td> <td></td> <td style="text-align: right;">\$100,000</td> </tr> </table>		FROM:	TO:	001-2810 General Fund, Undesignated Balance	\$100,000		001-1210-56510 General Fund, Facility Management- Corrections, Maintenance and Repairs, Buildings		\$100,000					
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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>														

COMPLIANCE	<input type="checkbox"/> MBE Goals – No goals established <input type="checkbox"/> WBE Goals - No goals established <input type="checkbox"/> VBE Goals – No goals established	
ATTACHMENTS	County Executive's Emergency Declaration; Memorandum from Joe Tomlinson, Facilities Management Administrator, Email from State of Missouri Elevator Inspector; and a Repair Proposal from MEI Total Elevator Solutions	
REVIEW	Department Director: <i>Joseph S. Tomlinson</i>	Date: <i>06/13/18</i>
	Finance (Budget Approval) <i>If applicable</i> <i>[Signature]</i>	Date: <i>6/13/18</i>
	Division Manager: <i>[Signature]</i>	Date: <i>6/13/18</i>
	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:
<i>2810</i>	<i>Unappropriated Fund Balance</i>	<i>\$100,000</i>

- 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.

Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: June 13, 2018

Ord # 5106

Department / Division	Character/Description	From	To
001 General Fund			
2810 Undesignated Fund Balance		\$ 100,000	\$ -
1210 Fac. Mgmt. Correctional Facility	56510 Maint. & Repair - Buildings		100,000
		<u>\$ 100,000</u>	<u>\$ 100,000</u>


6/13/18
 Budget Officer



**JACKSON COUNTY
Finance Department**

415 East 12th Street, Suite 105
Kansas City, Missouri 64106
www.jacksongov.org

MEMORANDUM

Administration
(816) 881-3126
Fax (816) 881-3877

Accounting/Pension
(816) 881-3180

Accounts Payable
(816) 881-3270

Budget
(816) 881-3851

Grants Management/
Risk Management
(816) 881-3202

Office Services
(816) 881-3265

Payroll
(816) 881-3201

Purchasing
(816) 881-3253

Tax Refund/Distribution
(816) 881-3358

Treasury
(816) 881-1320

TO : Frank White, Jr.
County Executive

CC : Edwin Stoll
Chief Administrative Officer

FROM : Barbara Casamento *BC*
Purchasing Administrator

DATE : June 13, 2018

SUBJECT : Request for Authorization for
Emergency Purchase

On June 6, 2018, Facilities Management was notified by State of Missouri Elevator Inspector that the violations the County was notified on last year's inspection of the Department of Corrections elevators had not been corrected. The State Inspector halted inspections at the Department of Corrections to give the County time to make the needed repairs, but indicated that if not made timely, the State of Missouri will shut down all elevator operations at the Detention Center until the violations are repaired.

Since the time required to prepare, issue, receive, analyze and award an Invitation to Bid would take at least six weeks, I am hereby requesting that in accordance with Section 1030.3 of the Jackson County Code, that you declare this an emergency and authorize an Emergency Purchase Order in the amount of \$100,000.00 (\$68,857.00 for attached repair proposal and the balance as a contingency for any unknown repairs that may need to be made as work progresses) to MEI Total Elevator Solutions of Kansas City, Kansas.

Attached is a copy of a Memorandum from Mr. Joe Tomlinson, the Facilities Management Administrator, email from the State Elevator Inspector and the quote from MEI Total Elevator Solutions.

APPROVED:

Frank White, Jr., County Executive

6/13/2018
Date

Barbara J. Casamento

From: Joseph Tomlinson
Sent: Tuesday, June 12, 2018 8:00 AM
To: Barbara J. Casamento
Cc: Brian Gaddie; Mark A. Trosen
Subject: FW: Elevator capitol State inspection requirements
Attachments: Jackson County-capitol State inspection requirments.pdf

Barb,

Attached is a scope of services I received yesterday from MEI regarding the 2017 MO state elevator inspection requirements that were not performed. As you recall, the inspector shut down elevator service to the JCDC Annex until these repairs are made, and MEI has informed me they will not commence this project until the attached document is signed and returned with a PO number. Please let me know how you'd like me to proceed.

Thanks,

Joe

Joseph Tomlinson
Facilities Management Administrator
Jackson County, MO
816.881.3748 (desk)
816.217.9310 (mobile)

From: Billy Mitchell [mailto:billy.mitchell@meiusa.com]
Sent: Monday, June 11, 2018 4:34 PM
To: Joseph Tomlinson
Subject: Elevator capitol State inspection requirements

Joe,

Please find the proposal you requested to provide a PO# so we could start the work. Our schedule is very compact right now and will have to work this into the schedule.

Let me know if you have any questions or concerns regarding this information.

Billy Mitchell
Account Manager

Office: 816-221-3778 | Cell: 913-568-6068
Fax: 816-221-4254



www.meielevatorsolutions.com

Barbara J. Casamento

From: Joseph Tomlinson
Sent: Wednesday, June 06, 2018 2:41 PM
To: Barbara J. Casamento
Subject: FW: JXNCO Detention Center
Attachments: 20180606_100746.jpg

Barb,

Please see below for information regarding the issues discovered by state elevator inspectors and their course of action today. It should be noted FMD Carpenters were able to take care of the machine room door stipulation immediately today after being informed of the problem.

Thanks,

Joe

Joseph Tomlinson
Facilities Management Administrator
Jackson County, MO
816.881.3748 (desk)
816.217.9310 (mobile)

From: Dixon Liljegren [mailto:liljegrend@gmail.com]
Sent: Wednesday, June 06, 2018 11:21 AM
To: Joseph Tomlinson
Subject: Fwd: JXNCO Detention Center

----- Forwarded message -----
From: Dixon Liljegren <liljegrend@gmail.com>
Date: Wed, Jun 6, 2018, 11:19 AM
Subject: JXNCO Detention Center
To: <jtomlinson@jacksongov.com>
Cc: Justin <liljegrenjw@gmail.com>

RE: Elevator Inspections

Mr. Tomlinson,

During this year's annual safety inspections at the Detention Center, it was clear that none of the violations from last year's test have been corrected. The main items are as follows.

1. The machine room door is not able to be opened from the inside, without the use of a key. This is a life safety issue for those working in the machine room. The door must be able to be opened WITHOUT the use of a key, from the inside.

2. The main hoist ropes/cables are undersized, also a life safety issue for any passengers. The hitching points for the ropes on top of the car do not have enough of a "tail" on the dead end, and only one crosby clip each, where two are required.

We have halted the inspections at the detention center for now, until we get verification of the intent to comply, and visual confirmation of repairs/corrections being made. The machine room door is a priority. If no movement is made to correct the issue, all 6 units in the detention center will be taken out of service until corrections are made.

If you have any questions, or require any additional information, please don't hesitate to contact me. My information is below. I have attached a picture of the ropes for you as a visual aid.

ELEVATOR REPAIR PROPOSAL

JOB LOCATION:	<u>Jackson County</u> <u>1300 Cherry/1315 locust</u> <u>Kansas City, MO 64106</u>	SUBMITTED TO:	<u>Jackson County</u>
CONTACT NAME:	<u>Joe Tomlinson</u>	PHONE NO:	<u>816-881-3748</u>
WORK TYPE:	<u>Capitol State Inspection requirements</u>	EMAIL:	<u>jtomlinson@jacksongov.org</u>
ELEVATOR:	<u>A1325-DCL-1, & A1325-DCC1 thru DCC4</u>	PHONE NO:	<u>same</u>
		FAX:	<u></u>
		EMAIL:	<u>same</u>
		QUOTE #:	<u>187032 - Rev 1</u>

We propose here by to furnish material and labor-complete in accordance with specifications below, for the total net sum of:

PRICE: Sixty Eight Thousand Eight Hundred Fifty Seven Dollars \$68,857

Payment to be made: **Initial 40% of quoted amount will be invoiced upon signing and due within 30 days; remaining 60% will be invoiced upon completion of elevator repair work and due within 30 days.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Customer agrees: (i) to submit to a credit review by our credit department as necessary and, if customer is deemed to be a risk for non-payment by our credit department, agree to alternate payment terms acceptable by both parties; (ii) to pay for all labor and materials referenced in this Proposal according to the Terms; (iii) to pay a late charge equal to twelve percent (12%) on any unpaid sums due under this Proposal which are not paid according to the Terms; (iv) to pay all costs of collecting any unpaid balance, including attorney's fees, court costs, filing fees, and all other collection related expenses incurred by MEI; (v) that all actions, claims or proceedings related to this Proposal shall be commenced and maintained exclusively in the State of Minnesota; (vi) irrevocably consents to submit to the personal jurisdiction and venue of Minnesota courts; and (vii) to pay all applicable taxes as prescribed by law. The validity, construction and performance of this Proposal shall be governed by and construed in accordance with Minnesota law.

Billy Mitchell

Billy Mitchell
6/11/2018

SCOPE OF WORK TO BE PERFORMED:

MEI is providing this proposal to correct the capitol state inspection items requirements written up by the State of Missouri.

These inspection items cover elevators A1325-DCL1 judges elevator valve, A1325-DCC1, 2, 3, & 4 the imamate cables.

We will supply all parts, labor, travel, tools, supervision, normal shipping and permitting for these items.

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted.



1144 Booth Street
Kansas City, KS 66103
www.meielevatorsolutions.com
Phone: (816) 221-3778 Fax: (816) 221-4254

You are authorized to do the work as specified herein. Payment will be made as outlined above.

Authorized Signature to Perform: _____

Date of Acceptance: _____

Purchase Order Number: _____

MEI Quote Number: 187032 Rev 1