

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a twelve-month term and supply contract with four twelve-month options to extend for the printing and mailing of joint government tax bills, paid tax receipts, inserts, and envelopes for use by the Collection Department to Strahm Automation of Kansas City, MO, under the terms and condition of Invitation to Bid No. 70-12.

RESOLUTION #17973, September 10, 2012

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, the Director of Finance and Purchasing has solicited formal written bids on Invitation to Bid No. 70-12 for the printing and mailing of joint government tax bills, paid tax receipts and envelopes for use by the Collection Department; and,

WHEREAS, a total of fifteen notifications were distributed and seven responses were received, with the three lowest bids as follows:

<u>BIDDER</u>	<u>TOTAL BASE BID</u>
Strahm Automation Kansas City (Jackson County), MO	\$63,655.00
The Masters Touch Spokane, WA	\$71,913.20
Quest Mark Information Management Houston, TX	\$77,567.80

WHEREAS, the Director of Financing and Purchasing recommends that award be made to

Strahm Automation of Kansas City, MO, under the terms and conditions of Invitation to Bid No. 70-12 as the lowest and best bidder; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Director of Finance and Purchasing, and that the Director be and hereby is authorized to execute for the County any documents necessary to the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the contract, to the extent that sufficient appropriations to the using spending agency are contained in the then current Jackson County budget.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

[Signature]
Chief Deputy County Counselor

[Signature]
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17973 of September 10, 2012, was duly passed on September 17, 2012 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 7

Nays 0

Abstaining 0

Absent 2

9-17-12
Date

[Signature]
Mary Jo Spino, Clerk of Legislature

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.

9/5/12
Date



[Signature] Asst
Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 17973
 Sponsor(s): Scott Burnett
 Date: Sept. 10, 2012

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with Four Twelve Month Options to Extend for the furnishing of Printing, and Mailing Joint Governmental Tax Bills, Paid Tax Receipts, Inserts, and Envelopes for use by the Collections Department to Strahm Automation (Jackson County) of Kansas City, Missouri under the Terms and Conditions of Invitation to Bid No. 70-12.</u>										
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>\$</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; FROM / TO</td> <td>FROM ACCT TO ACCT</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 checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Collections Estimated Use: \$63,655.00</p> <p>The 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): \$69,700.00 Prior Year Actual Amount Spent (if applicable): \$69,700.00</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; FROM / TO	FROM ACCT TO ACCT
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Amount budgeted for this item * (including transfers):	\$										
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PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date): 16714, September 22, 2008										
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Teddy Ballard, Senior Buyer, 881-3465										
REQUEST SUMMARY	<p>The Collections Department requires a Term and Supply Contract for the furnishing of printing and processing tax bills, paid tax receipt, inserts, and printing the envelopes. The Purchasing Department issued Invitation to Bid No. 70-12 in response to these requirements</p> <p>A total of Fifteen notifications were distributed and seven responses were received and evaluated as follows:</p> <table> <thead> <tr> <th>BIDDER</th> <th>TOTAL BASE BID</th> </tr> </thead> <tbody> <tr> <td>Strahm Automation (Jackson County), Kansas City</td> <td>\$63,655.00</td> </tr> <tr> <td>The Masters Touch, Spokane, WA</td> <td>\$71,913.20</td> </tr> <tr> <td>Quest Mark Information Management, Houston, TX</td> <td>\$77,567.80</td> </tr> <tr> <td>AB Data, Milwaukee, WI</td> <td>\$86,193.60</td> </tr> </tbody> </table> <p>High Cotton USA of Birmingham, AL; Cash Cycle Solutions of Charlotte, NC; and LetterLogic of Nashville, TN; are considered non-responsive for failure to meet minimum specifications. High Cotton failed to include a plan to provide hard copy proofs as required. Cash Cycle Solutions requested to utilize electronic samples instead of the hard copy proofs required. LetterLogic failed to include performance bond costs in their total base bid.</p>	BIDDER	TOTAL BASE BID	Strahm Automation (Jackson County), Kansas City	\$63,655.00	The Masters Touch, Spokane, WA	\$71,913.20	Quest Mark Information Management, Houston, TX	\$77,567.80	AB Data, Milwaukee, WI	\$86,193.60
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	<p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award for the furnishing of Printing, and Mailing Joint Governmental Tax Bills, Paid Tax Receipts, Inserts, and Envelopes for use by the Collections Department to Strahm Automation (Jackson County) of Kansas City, Missouri, as the lowest and best bid received.</p> <p>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 any specific purchase is subject to annual appropriations.</p>	
CLEARANCE	<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)	
ATTACHMENTS	The Abstract of Bids, Recap of Prices, Recommendation Memo from Mr. Ed Stoll of the Collections Department, and the pertinent pages of Strahm Automation's bid.	
REVIEW	Department Director: 	Date: 8/30/12
	Finance (Budget Approval): If applicable <i>Alberan S Ball</i>	Date: 8-31-12
	Division Manager: 	Date: 9/31/12
	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.



V. EDWIN STOLL

DEPUTY CHIEF ADMINISTRATIVE OFFICER

415 East 12th Street, Suite 100
Kansas City, Missouri 64106
(816) 881-3187
Fax: (816) 881-3200
www.jacksongov.org

MEMORANDUM

To: Teddy Ballard

From: V. Edwin Stoll, Deputy Chief Administrative Officer *VES*

Date: August 23, 2012

Re: Invitation to bid no. 70-12

I have reviewed the information provided on the above referenced bid. I recommend Strahm Automation.

In evaluating the submitted information I find that the bids of AB Data, Quest Mark Information Management, and The Masters Touch were the three highest bids and are therefore unacceptable.

In reading through the bid information for High Cotton USA they propose to operate from Birmingham, AL. Their bid did not address a plan for delivering hard copies of proofs of the Tax Bills and Receipts to Collection staff for approval prior to creation and mailing (as mentioned in addendum #2). Therefore the bid is unacceptable.

Cash Cycle Solutions proposes to print and mail our tax bills from Charlotte, NC. Their bid includes an internet based Mail Manager to track the job from file submission to mail drop. They propose using electronic samples of our tax bills and receipts from this software in lieu of hard copy proofs. Addendum #2 states No Exceptions to hard copy proofs, therefore the bid is unacceptable.

I therefore recommend Strahm Automation which after careful review we find capable of fulfilling our referenced requirements, providing local customer support and meeting our schedule requirements. Strahm Automation provided a bid price (not including postage) of \$63,655.00 per year, which is less than the amount budgeted by the Collection Department for such services for 2012.

QUOTATION

SECTION 1

DO NOT INCLUDE POSTAGE COSTS IN YOUR QUOTATION ON SECTION 1.

NO	DESCRIPTION	PRICE PER THOUSAND	TOTAL PRICE
1.	Tax Bills - Printing and processing Tax Bills, <u>not postage</u> ; Estimate: 500,000	\$ 61.80	\$ 30,900
2.	Paid Tax Receipt - Printing and processing Paid Tax Receipt, <u>not postage</u> ; Estimate: 220,000	\$ 56.15	\$ 12,353
3.	#10 Envelope for Tax Bill and Tax Receipt - Printing size #10 window envelopes, recycled, 24#, white wove or comparable, reflex blue ink; Estimate: 500,000 for Tax Bills and 220,000 for Tax Receipts	\$ 18.94	\$ 11,858
4.	#9 Envelope for Tax Bill Return - Printing size #9 window return envelope, recycled, 24#, white wove or comparable, black ink; Estimate: 500,000 for Tax Bills	\$ 17.09	\$ 8544
SECTION 1 GRAND TOTAL			\$ 63,655

SECTION 2 - ADDITIONAL PRINTING REQUIRED

If additional Tax Bills and/or Paid Receipts are required due to low estimated quantities, please provide per thousand pricing in Section 2.

DO NOT INCLUDE POSTAGE COSTS IN YOUR QUOTATION ON SECTION 2.

NO	DESCRIPTION	PRICE PER THOUSAND
5.	Tax Bills (including inserts) - Printing and processing Tax Bills, <u>not postage</u> ; to be applied to total contract price if actual quantities vary from estimates.	\$ 61.80
6.	Paid Tax Receipt - Printing and processing Paid Tax Receipts, <u>not postage</u> .	\$ 56.15

SECTION 3 - POSTAGE COSTS - Indicate here the actual postage cost per piece to be billed the County:

- a) Tax Bills - actual postage cost per piece to be billed the County: \$.350-.374 / per piece
 b) Paid Receipts - actual postage cost per piece to be billed the County: \$.350-.374 / per piece

SIGNATURE:		DATE: <u>8-12-12</u>
NAME: <u>Brian Dicker</u>	(Print or Type)	PHONE: <u>81756-2733</u>
TITLE: <u>Pres</u>	(Print or Type)	FAX: <u>756-0028</u>
COMPANY NAME: <u>Stahm</u>	(Print or Type)	
WEB ADDRESS: <u>stahm.com</u>	(Print or Type)	
E-MAIL ADDRESS: <u>brian@stahm.com</u>	(Print or Type)	