

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** awarding a twenty-four (24) month term and supply contract with two (2) twelve (12) month options to extend for the furnishing of parking lot management services for specific County-owned lots during Sprint Center events to Diamond Executive Services, L.L.C., under the terms and conditions of Invitation to Bid No. 30-10.

**RESOLUTION #17343** , August 9, 2010

**INTRODUCED BY** Scott Burnett, County Legislator

WHEREAS, the Director of Finance and Purchasing has solicited bids under the terms and conditions of Invitation to Bid No. 30-10 for the furnishing of parking lot management services during Sprint Center events for County-owned parking lots located in downtown Kansas City commonly referred to as Lots B and C; and,

WHEREAS, a total of five (5) solicitations were distributed, and four (4) bids were received as follows:

<u>VENDOR</u>	<u>PERCENTAGE TO BE RETAINED BY VENDOR</u>
Diamond Executive Services Parkville, MO	15%
Lanier Parking Solutions Atlanta, GA	27%
Premier Parking Services Kansas City (Jackson), MO	28%
Standard Parking Kansas City (Jackson), MO	30%

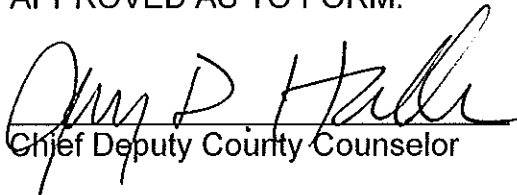
and,

WHEREAS, the Director of Finance and Purchasing has recommended that award be made to Diamond Executive Services of Parkville, MO, for the reason that it has submitted the lowest and best bid; 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 is hereby authorized to execute for the County any documents necessary for the accomplishment of the award.

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

APPROVED AS TO FORM:

  
Chief Deputy County Counselor

  
Acting County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #<sup>17343</sup> of August 9, 2010, was duly passed on August 9, 2010 by the Jackson County Legislature. The votes thereon were as follows:


Yeas 9

Nays 0

Abstaining 0

Absent 0

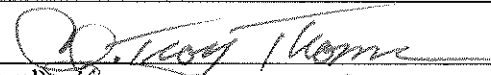



8.10.10  
Date

  
Mary Jo Spino, Clerk of Legislature

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:  
 Res/Ord No.: 17343  
 Sponsor(s): Scott Burnett  
 Date: August 9, 2010

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty Four Month Term and Supply Contract, with two Twelve Month Options to Extend to provide Parking Lot Management of County Owned Lots for Sprint Center events to Diamond Executive Services LLC of Parkville, MO under the terms and conditions of Invitation to Bid No. 30-10.</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 style="width: 80%;">Amount authorized by this legislation this fiscal year:</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</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><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input checked="" 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; FROM / TO	FROM ACCT  TO ACCT
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<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): Barbara Casamento, Purchasing Supervisor, 881-3253</p>										
<b>REQUEST SUMMARY</b>	<p>During Sprint Center and downtown events, the County rents spaces in the County owned lots commonly referred to as Lots B and C to the general public attending the events. Previously, the City of Kansas City, Missouri had managed this service through an agreement between the County and the City. The City has opted not to renew this agreement with the County and the County issued Invitation to Bid No. 30-10 for Management of these lots for Sprint Center and downtown events.</p> <p>A total of five notifications were distributed and four responses were received as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Percentage of Fee Retained by Contractor</th> </tr> </thead> <tbody> <tr> <td>Diamond Executive Services, Parkville, MO</td> <td style="text-align: right;">15%</td> </tr> <tr> <td>Lanier Parking Solutions, Atlanta, GA</td> <td style="text-align: right;">27%</td> </tr> <tr> <td>Premier Parking Services, KCMO (Jackson County)</td> <td style="text-align: right;">28%</td> </tr> <tr> <td>Standard Parking, KCMO (Jackson County)</td> <td style="text-align: right;">30%</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award for the furnishing of Parking Lot Management to Diamond Executive Services of Parkville, MO as providing the lowest and best bid. This will be a revenue generating contract for the County.</p>	Percentage of Fee Retained by Contractor		Diamond Executive Services, Parkville, MO	15%	Lanier Parking Solutions, Atlanta, GA	27%	Premier Parking Services, KCMO (Jackson County)	28%	Standard Parking, KCMO (Jackson County)	30%
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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	The Abstract of Bids and the pertinent pages of Diamond Executive's bid response.	
REVIEW	Department Director: 	Date: 8/4/10
	Finance (Budget Approval): If applicable 	Date: 8/4/10
	Division Manager: 	Date: 8/4/10
	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.

NO	DESCRIPTION	UNIT	QTY	STANDARD PARKING		LANIER PARKING SOLUTION		DIAMOND EXECUTIVE SERVS. LLC		PREMIER PARKING SERVS	
				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT		
1	Percentage of Fee retained by Contractor per event			30%		27%		15%		28%	
2	Fee for Snow Removal, Lot B			150.00		see bid		270.00		250.00	
3	Fee for Snow Removal, Lot C			100.00		see bid		80.00		100.00	

CERTIFICATION OF BID OPENING  
 BIDS WERE PUBLICLY  
 OPENED AND RECORDED  
 ON August 3, 2010 BY  
[Signature]  
 CLERK OF THE LEGISLATURE  
[Signature]  
 PURCHASING

**SPECIFICATIONS, CONTINUED**

**C. Project Requirements, Continued**

02. Expected Gross Revenues Per Event:

If \$20.00 per space is charged:	Lot B 98 Spaces x \$20.00 =	\$1,960.00
	Lot C 30 Spaces x \$20.00 =	\$ 600.00
	Total	\$2,560.00

If \$25.00 per space is charges	Lot B 98 Spaces x \$25.00 =	\$2,450.00
	Lot C 30 Spaces x \$25.00 =	\$ 750.00
	Total	\$3,200.00

**D. Administrative Requirements:**

01. Successful Contractor will have access to keys to the lots and will be responsible for access and egress of parking customers.
02. Successful Contractor shall collect and deposit all parking fees for each event.
03. Successful Contractor will provide the County a monthly report showing all fees collected for each event.
04. Successful Contractor will provide the County with a monthly check, less their quoted management fee per event
05. Successful Contractor shall be responsible for the hiring, supervising and paying of all personnel (all of whom shall be employees or subcontractors of the Successful Contractor) necessary for the proper and professional operation of the parking lots with a view towards maximizing revenues and minimizing expenses.
06. Successful Contractor shall be responsible for obtaining all necessary licenses and permits.
07. Successful Contractor shall be responsible for all installation and maintenance of necessary signage.
08. Successful Contractor shall be responsible for the cleaning of the lots after they become empty after each event.
09. Optional Services: Successful Contract may be required to remove snow prior to an event to accomodate the attendees for the event.

**EVALUATION PROCESS**

All bids received that are responsive to the General Conditions, Specifications and other provisions of this Invitation to Bid will be evaluated.

An Evaluation Committee made up of Jackson County employees will evaluate all responses and make recommendations.

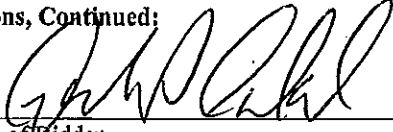
Jackson County shall be the sole judge of the bids submitted for this Invitation to Bid, and it's decision shall be final.

**QUOTATION**

No.	Description	Amount
01	Percentage of Fee retained by Contractor per event	15 %
03.	Fee for Snow Removal, Lot B	\$ 270 <sup>00</sup>
04.	Fee for Snow Removal, Lot C	\$ 80 <sup>00</sup>



Quotations, Continued:

  
Signature of Bidder

Member  
Title of Bidder

Diamond Executive Services, LLC  
Company Name

7900 N. State Route 9  
Parkville, MO 64152  
Company Address

913-226-8470  
Telephone Number

913-814-7677  
Facsimile Number

**QUESTIONS**

All questions will be submitted via email to Barbara Casamento @ [bcasamento@jacksongov.org](mailto:bcasamento@jacksongov.org) at least five (5) business days prior to the ITB Response Deadline. All questions will be answered in the form of an Addenda and will be published on the County's website Failure to adhere to this policy may cause your bid to be REJECTED.