


# REQUEST FOR LEGISLATIVE ACTION

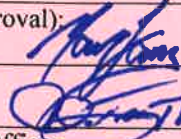
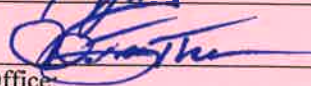
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19575

Sponsor(s): Crystal Williams

Date: September 11, 2017

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Thirty-Six Month Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Professional Mortuary Services to Muelbach Mortuary Inc. dba Muelbach Funeral Care of Kansas City, MO under the Terms and Conditions of Request for Proposal No. 34-17.</u></p>															
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="332 535 1461 703"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td></td> <td>\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> <td>\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> <td></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: \$98,250.00</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:		
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:																
PRIOR LEGISLATION	<p>Prior ordinances and (date):          Prior resolutions and (date): 17748, November 28, 2011; 17535, March 3, 2011; 17465, January 18, 2011; 17279, June 28, 2010</p>															
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Katie Bartle, Senior Buyer, 816-881-3465</p>															
REQUEST SUMMARY	<p>The County requires a Term and Supply Contract for the furnishing of Professional Mortuary Services to bury or cremate decedents who die in Jackson County and are without sufficient means available to provide for the expense of cremation or burial.</p> <p>A total of Thirty-Four notices were distributed and one response was received. An Evaluation Team from the County Counselor's Office evaluated the proposals according to the following criteria: Experience and Qualifications 10%, Ability to meet all Requirements 20%, References 10%, Pricing 60%.</p> <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 Professional Mortuary Services to Muehlebach Mortuary Inc., dba Muehlebach Funeral Care of Kansas City, MO under the terms and conditions of Request for Proposal No. 34-17 as the lowest and best proposal received.</p> <p>This award is 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.</p>															
CLEARANCE	<p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input checked="" type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>															
ATTACHMENTS	<p>The Abstract of Bids Received, the Recommendation Memorandum from Mr. Michael Wells, County Counselor's Office and the pertinent pages of Muehlebach Funeral Care's proposal.</p>															
REVIEW	<p>Department Director:  Date: 8/29/17</p>															

Finance (Budget Approval): <i>If applicable</i>		Date: 8/24/17
Division Manager:		Date: 9/6/17
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.

ABSTRACT OF BIDS

NO	DESCRIPTION	UNIT	QTY	Muelebach Funeral Care AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Mortuary Services	Each	1	See bid			

BID: 34-17  
 DATE: 7-11-17  
 COMMODITY: Professional Mortuary Services

CERTIFICATION OF BID OPENING  
 BIDS WERE PUBLICLY  
 OPENED AND RECORDED  
 ON: July 11, 2017, BY  
[Signature]  
 CLERK OF THE LEGISLATURE  
Katie Barto  
 PURCHASING

**From:** Michael A. Wells Sr.  
**Sent:** Friday, August 11, 2017 12:54 PM  
**To:** Katie M. Bartle  
**Cc:** Jay D. Haden; Tedi H. Rowland  
**Subject:** Proposal 34-17 for Mortuary Service

Katie:

Review of the proposal for Professional Mortician Services submitted by Muehlebach Funeral Care finds they appear satisfactory in each of the areas necessary to satisfy our minimal requirements. Since there was unfortunately only one bid to consider, an ordinate ranking under the customary weigh factors in the 4 areas – experience, ability to meet requirements, references and cost are all somewhat meaningless and simply the ability to perform and reasonable costs dictate that Muehlebach appears appropriate for consideration. Notably, the costs ascribed to services are below the current expenditures for the same services

Respectfully,

*Michael A. Wells*

**Mental Health Claims Examiner  
Office of the County Counselor  
415 E. 12<sup>th</sup> St. – Second Floor  
Kansas City, MO 64106**

**816-881-3146**

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**MUEHLEBACH**  
**FUNERAL CARE**  
*Established and Family Owned Since 1954*

July 11, 2017

Katie Bartle  
Jackson County Purchasing Department  
415 E. 12<sup>th</sup> St.  
Kansas City, MO 64106

Dear Ms. Bartle:

We are interested in being considered for RFP No. 34-17, Professional Mortuary Services and are pleased to submit the enclosed proposal. We are proud to be one of the few remaining family-owned funeral homes in the Kansas City area and are very experienced in providing the services outlined in the RFP.

Our contact information is:

Respondent Name:	Muehlebach Mortuary Inc. dba Muehlebach Funeral Care
Respondent Address:	6800 Troost Ave., Kansas City, MO 64131
Respondent Telephone Number:	816-444-2060
Contact Person Name:	Steve Pierce
Contact Person Title:	President
Contact Person Telephone Number:	816-719-4124
Contact Person E-mail Address:	<a href="mailto:SPierce@MuehlebachChapel.com">SPierce@MuehlebachChapel.com</a>

Please let me know if you have any questions or require additional information. Thank you for your consideration.

Sincerely,



Steve Pierce  
President

Enclosure

*Email:* [directors@muehlebachchapel.com](mailto:directors@muehlebachchapel.com)  
*Phone:* 816-444-2060 • *Fax:* 816-444-4042  
6800 Troost Avenue • Kansas City, Missouri 64131  
[www.MuehlebachChapel.com](http://www.MuehlebachChapel.com)

QUOTATION PAGE

Pricing to provide complete Mortuary Services and Burial Services as described herein for each Indigent Person:

\$ 2180.00 /Each Burial, including casket, cemetery plot and all related costs

\$ 585.00 /Each Cremation, including all costs

Does the crematorium typically used have a weight limit? Y/N ✓ If yes, what is the weight limit? 300 lbs.

\$ 1.50 per pound /Each additional charge for transport and cremation of a body exceeding the weight limit

Pricing must be firm for the first Thirty-Six Months of any resulting Contract.

Pricing for 4<sup>th</sup> Year of Contract:

\$ 2455.00 /Each Burial, including casket, cemetery plot and all related costs

\$ 655.00 /Each Cremation, including all costs

\$ 1.50 per pound /Each additional charge for transport and cremation of a body exceeding the weight limit

Pricing for 5<sup>th</sup> Year of Contract

\$ 2555.00 /Each Burial, including casket, cemetery plot and all related costs

\$ 675.00 /Each Cremation, including all costs

\$ 1.50 per pound /Each additional charge for transport and cremation of a body exceeding the weight limit

Regular Business Hours: 8:30 am - 5:00 pm

Emergency Contact: 816-444-2060 phone is answered 24/7.

Distance from your business to the Medical Examiner's Office: 7 miles

Would you be willing to extend the pricing, terms and conditions of any resulting Contract to any Municipal, County, Public Utility, Hospital or Education Institution located within the Greater Kansas City Metropolitan Trade Area?

Check one: ✓ Yes        No

SIGNATURE: <i>Stephen L. Pierce</i>	DATE: 7.11.17
NAME (PRINT): Stephen L. Pierce	PHONE: 816-444-2060
TITLE (PRINT): President	CELL: 816-719-4124
COMPANY NAME (PRINT): Muehlebach Funeral Care	FAX: 816-444-4042
E-MAIL ADDRESS (PRINT): spierce@muehlebachchapel.com	
URL (PRINT): www.muehlebachchapel.com	