

**REQUEST FOR LEGISLATIVE ACTION**  
~~EXECUTIVE OFFICE~~

JAN 07 2019

Completed by County Counselor's Office:  
 Res/~~Ord~~ No.: 20074  
 Sponsor(s): Crystal Williams  
 Date: January 15, 2019

<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 Temporary Personnel Services for use by Various County Departments to AList, LLC of Olathe, KS, and At Work Personnel Services of Lee's Summit, MO under the terms and conditions of Request for Proposal No. 70 -18.</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 subject to appropriation in the annual budget)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Department</th> <th style="text-align: left;">Estimated Use</th> </tr> </thead> <tbody> <tr> <td>Assessment Department</td> <td>\$ 10,000.00</td> </tr> <tr> <td>Public Administrator</td> <td>\$ 2,500.00</td> </tr> <tr> <td>Facilities</td> <td>\$ 35,000.00</td> </tr> <tr> <td>Sheriff's Office</td> <td>\$ 10,400.00</td> </tr> <tr> <td>Corrections Department</td> <td>\$ 27,000.00</td> </tr> <tr> <td>COMBAT</td> <td>\$ 15,000.00</td> </tr> <tr> <td>Finance &amp; Purchasing Department</td> <td>\$ 7,500.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$ 107,400.00</b></td> </tr> </tbody> </table> <p>This RLA only approves the Term and Supply Contract; the funds are subject to appropriation. 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): \$                  Prior Year Actual Amount Spent (if applicable): \$ 92,318</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	Assessment Department	\$ 10,000.00	Public Administrator	\$ 2,500.00	Facilities	\$ 35,000.00	Sheriff's Office	\$ 10,400.00	Corrections Department	\$ 27,000.00	COMBAT	\$ 15,000.00	Finance & Purchasing Department	\$ 7,500.00	<b>TOTAL</b>	<b>\$ 107,400.00</b>
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date):                  Prior resolutions and (date): 17434, 12/06/10; 19030, 1/14/16</p>																												
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Craig Reich, Senior Buyer, 881-3265</p>																												
<b>REQUEST SUMMARY</b>	<p>Various County Departments require a Term and Supply Contract for the furnishing of Temporary Clerical Services. The Purchasing Department issued Request for Proposals No. 70-18 in response to those requirements.</p> <p>A total of twenty-eight (28) notifications were distributed and two responses were received and evaluated by the Senior Buyer representing the Finance &amp; Purchasing Department.</p>																												

ITEM AND SPECIFICATION	ALIST, LLC	At Work
SEASONAL CLERK	\$ 16.50	\$ 14.97
TAXPAYER SERVICES RECEPTIONIST	\$ 17.25	\$ 16.19
TAXPAYER SERVICES CLERK	\$ 17.25	\$ 18.62
TAXPAYER SPECIALIST	\$ 26.75	\$ 21.11
DATA ENTRY CLERK	\$ 17.25	\$ 16.19
EXECUTIVE ASSISTANT	\$ 16.50	\$ 24.70
ACCOUNTANT	\$ 28.45	\$ 32.47
DATA ENTRY	\$ 17.25	\$ 16.19
ACCOUNTS PAYABLE	\$ 28.45	\$ 23.58

Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends a split Award for Temporary Personnel Services to AList, LLC of Olathe, KS and At Work Personnel Services of Lee's Summit, MO as the lowest and best bids 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.

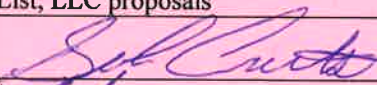


**CLEARANCE**

- Tax Clearance Completed (Purchasing & Department)
- Business License Verified (Purchasing & Department) N/A
- Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)

**ATTACHMENTS**

Abstract of Bids, Email and Memo from using departments; Proposal Recap; Pertinent pages from At Work Personnel Services, and AList, LLC proposals

**REVIEW**

Department Director:		Date: 12-21-2018
Finance (Budget Approval): If applicable		Date: 1/7/19
Division Manager:		Date: 1/8/19
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.