

REQUEST FOR LEGISLATIVE ACTION

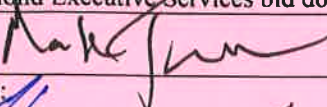

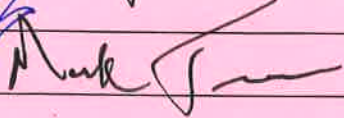
Completed by County Counselor's Office:

Res/Ord No.: 19985

Sponsor(s): Dennis Waits

Date: September 17, 2018

<p>SUBJECT</p>	<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 for the furnishing of Parking Lot Management Services for the County Executive's Office to Diamond Executive Services of Parkville, Missouri under the terms and conditions of Invitation to Bid No. 43-18</u></p>																
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<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:</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 checked="" type="checkbox"/> No budget impact (no fiscal note required) – Vendor Pays County <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:							
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): _____ Prior resolutions and (date): 18604, 9/15/14</p>																
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																
<p>REQUEST SUMMARY</p>	<p>The County Executive's Office requires a Term and Supply Contract for the furnishing of Parking Lot Services for Lots B and C across from the Sprint Center. This Contract provides management and collection of fees for parking from the general public during Sprint Center events. The Purchasing Department issued Invitation to Bid No. 43-18 in response to those requirements.</p> <p>A total of eight notifications were distributed and two bids were received and evaluated as follows:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Diamond Executive Parkville, MO</th> <th>SP Municipal Kansas City, MO</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Percentage of Fee Retained</td> <td>35%</td> <td>48%</td> </tr> <tr> <td>02</td> <td>Snow Removal Lot B</td> <td>\$275.00</td> <td>\$200.00</td> </tr> <tr> <td>03</td> <td>Snow Removal Lot C</td> <td>\$ 80.00</td> <td>\$100.00</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the Award of a Twenty-Four Month Term and Supply Contract with Two Twelve Month Options to Extend, for the furnishing of Parking Lot Services for use by the County Executive's Office to Diamond Executive Services of Parkville, Missouri as the best bid received meeting the terms and conditions of Invitation to Bid No. 43-18.</p>	No.	Description	Diamond Executive Parkville, MO	SP Municipal Kansas City, MO	01	Percentage of Fee Retained	35%	48%	02	Snow Removal Lot B	\$275.00	\$200.00	03	Snow Removal Lot C	\$ 80.00	\$100.00
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03	Snow Removal Lot C	\$ 80.00	\$100.00														
<p>CLEARANCE</p>	<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>																
<p>COMPLIANCE</p>	<p><input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals</p> <p style="text-align: center;">No goals were established for this Contract</p>																

ATTACHMENTS	The Abstract of Bids, an Recommendation Memorandum from Mark Trosen, Deputy Chief Operating Office and the pertinent pages of Diamond Executive Services bid documents	
REVIEW	Department Director: 	Date: 9/10/18
	Finance (Budget Approval): <i>If applicable</i> 	Date: 9/11/18
	Division Manager: 	Date: 9/10/18
	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.

5.0 EVALUATION PROCESS

- 5.1 All bids received in response to this Invitation to Bid that are responsive to the General Conditions, Specifications and other provisions of this Invitation to Bid will be evaluated.
- 5.2 An Evaluation Committee make up of Jackson County, Missouri personnel will evaluate bids and make recommendations.
- 5.3 Jackson County, Missouri shall be the sole judge of bids submitted and its decision shall be final.

6.0 QUESTIONS

- 6.1 All questions regarding this Invitation to Bid must be emailed as described under General Conditions, Item Five of this Invitation to Bid.
- 6.2 The deadline for Questions is 5:00 PM, CDT on August 7, 2018.
- 6.3 Point of Contact for this Invitation to Bid is Barbara Casamento, email address is bcasamento@jacksongov.org.
- 6.4 All Questions will be answered in the form of Addenda and posted on the County's website. It is the Bidder's responsibility to check the website for any Addenda.
- 6.5 Bidders and their agents (including subcontractors, employees, consultants or anyone else acting on their behalf) must follow this procedure. Bidders or agents may not contact any other County personnel regarding matters covered by this Invitation to Bid during the solicitation and evaluation process. Inappropriate contacts are grounds for REJECTION OF YOUR BID.

7.0 QUOTATIONS

No.	Description	Amount
01	Percentage Fee retained by Successful Contractor per event	35 %
02	Fee for Snow Removal, Lot B	\$ 275.00
03	Fee for Snow Removal, Lot C	\$ 80.00

Signature: 	Date: 8/13/18
Name: Douglas P. Dinkel	Phone: 913-403-8700
Title: member	Cell: 913-226-8470
Company Name: Diamond Executive Services, LLC	Fax: 816-436-7784
Company Address: 7900 N. State Route 9 Parkville, MO 64152	Email: doug@diamondexecutiveservices.com

ITB: 43-18
 Date: 8/14/18
 COMMODITY: Parking Lot Management

NO	DESCRIPTION	UNIT	QTY	Diamond Executive Services	Municipal Services	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Percentage Fee retained by Successful Contractor per event								
2.0	Fee for Snow Removal, Lot B			\$ 35.90	48.90				
3.0	Fee for Snow Removal, Lot C			\$ 275.00	\$ 200.00				
				\$ 80.00	\$ 100.00				

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: August 14, 2018 BY
Udi A. Rowland
 CLERK OF THE LEGISLATURE
Katie Barth
 PURCHASING

Barbara J. Casamento

From: Mark A. Trosen
Sent: Friday, August 24, 2018 2:40 PM
To: Barbara J. Casamento
Cc: Brian Gaddie
Subject: Invitation to Bid 43-18 - Parking Lot Management

Good afternoon Barbara,

In reviewing the bids submitted for the above referenced invitation, I recommend that Diamond Executive Services be awarded the contract. Diamond Executive Services' bid was the lowest and best bid.

Furthermore, Diamond is the previous vendor and has provided excellent service in the past and is responsive to our needs.

Please let me know if you need anything else.

Thank you,
Mark

Mark Trosen

**Deputy Chief Operating Officer
415 East 12th Street; 2nd Floor
Kansas City, MO 64106
Phone: (816) 881-1377
Fax: (816) 881-3133
Cell: (816) 200-9018**

mtrosen@jacksongov.org

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