

# REQUEST FOR LEGISLATIVE ACTION



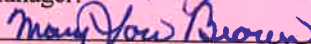
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19261

Sponsor(s): Greg Grounds

Date: September 26, 2016

<p><b>SUBJECT</b></p>	<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 three twelve month options to extend for the furnishing of Snow Control Services for Parking Lots for the Public Works Department to Martin Underground Construction of Lee's Summit, Missouri under the terms and conditions set forth in the City of Lee's Summit, Missouri's Contract No. 2015-010/1R, an existing government contract.</u></p>										
<p><b>BUDGET INFORMATION</b>  <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 style="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:</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 approved in the annual budget); estimated value and use of contract:          Department: Public Works                      Estimated Use: \$25,000.00</p> <p>This RLA only approves the term and supply contract, the funds were 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):          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:	
Amount authorized by this legislation this fiscal year:	\$										
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Source of funding (name of fund) and account code number:											
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):          Prior resolutions and (date):</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>										
<p><b>REQUEST SUMMARY</b></p>	<p>The Public Works Department requires a Term and Supply Contract for the furnishing of Snow Control Services for Parking Lots on an "as needed" basis and would like to utilize the City of Lee's Summit, Missouri's Contract.</p> <p>Pursuant to Section 1030.4 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Term and Supply Contract for the furnishing of Snow Control Services for Parking Lots for use by the Public Works Department under the terms and conditions of the City of Lee's Summit, Missouri's Contract No. 2015-010/1R, an existing government contract.</p> <p>The Director of Finance and Purchasing recommends the approval of this contract as a competitively bid government contract.</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 specific purchases is subject to annual appropriation.</p>										
<p><b>CLEARANCE</b></p>	<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	A memorandum from Jim Evans, Road and Bridge Administrator for Public Works, and the pertinent pages of the City of Lee's Summit, Missouri's contract.	
REVIEW	Department Director: 	Date: 9.12.2016
	Finance (Budget Approval): <i>If applicable</i> 	Date: 9/13/2016
	Division Manager: 	Date: 9/21/16
	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.



Jackson County  
Public Works Department

ROAD MAINTENANCE 34900 E. Old US 40 Hwy, P.O. Box 160  
Grain Valley, Missouri 64029  
(816) 847-7050 *phone*  
(816) 847-7051 *fax*

MEMORANDUM

TO: Barbara Casamento, Purchasing  
FROM: Jim Evans, Road & Bridge Administrator   
DATE: September 12, 2016  
SUBJECT: Martin Underground

Barbara, we would like to use the contract for Martin Underground because they do snow removal for the county parking lots downtown, downtown parking garage, medical examiner parking lot. The Jackson County parking lots in Independence which consists of the courthouse back parking lot @ 303 W Walnut, courthouse parking lot, Election Board, My Arts, and the Tech Center. Enclosed are maps of the parking lots that are done.

We will spend an annual estimated amount of \$25,000.00



# LEE'S SUMMIT MISSOURI

## INTEROFFICE MEMORANDUM CONTRACT DOCUMENT

DATE: September 29, 2015

TO: Key Purchasing Personnel

FROM: Procurement and Contract Services

RE: Snow Control Services for Parking Lots  
Bid # 2015-010/1R

Vendor	Martin Underground Construction Inc. 606 NW Dunlap Lee's Summit, MO 64063
Phone & Fax	816-830-4305 (office) 816-278-9455 (fax)
Contact Person	Jeff Martin
Ordering Instructions	<ul style="list-style-type: none"> <li>o Using Department to enter a requisition in the Lawson System for a Purchase Order to be issued.</li> <li>o Requisition must include each item as a separate line item.</li> <li>o Invoices will be paid against Lawson System Receiver and Purchase Order.</li> </ul>
Terms/Discounts	Net 30
Delivery	Destination
Pricing	See Attached Pricing Sheet
Response Time	As specified
Effective Dates	November 14 <sup>th</sup> , 2015 through November 13 <sup>th</sup> , 2016

cc: Bid File- Original memo  
Intranet



Res. 19261

# LEE'S SUMMIT MISSOURI

## NOTICE TO PROCEED - RENEWAL

September 29, 2015

Martin Underground Construction Services, Inc.  
606 NW Dunlap St  
Lee's Summit, MO 64063

Re: Award of Yearly Contract for Snow Removal Services for Parking Lots  
Bid #2015-010/1R

Dear Mr. Martin:

I am pleased to inform you the above referenced contract has been renewed with your company. The contract period will be November 14, 2015 through November 13, 2016 with three (3) possible renewal periods. A copy of the contract documents is enclosed.

The using departments will place orders with your company using a Purchase Order number. This Purchase Order number must be referenced on all invoices, delivery tickets, and all associated paperwork.

To ensure prompt payment, all invoices must be sent to Accounts Payable at [ap@cityofls.net](mailto:ap@cityofls.net), via fax at 816-969-1113, or by US Mail to Attention Accounts Payable, City of Lee's Summit, 220 S.E. Green Street, Lee's Summit, MO 64063. Payment will be made within 30 days after receipt of the invoice.

I look forward to doing business with your company during this contract period. Please do not hesitate to contact me if any questions or concerns arise at 816-969-1087.

Thank you,

DeeDee Tschirhart, CPPB  
Senior Procurement Officer

cc: Bid file  
Accounts Payable

Procurement and Contract Services

220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1080 | F: 816.969.1081 | [cityofls.net](http://cityofls.net)