

REQUEST FOR LEGISLATIVE ACTION




Completed by County Counselor's Office:

Res/Ord No.: 20028

Sponsor(s): Crystal Williams

Date: October 29, 2018

SUBJECT	<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 a Twenty-Four Month Option to Extend for an Internet Provider to Host On Line Food Handler Training Programs for the Jackson County, Missouri Public Works Environmental Health Division to Food Service Operators Training Achievement Program dba: TAPS Series of Westlake Village, California under the terms and conditions of Request for Proposal No. 53-18</u></p>																										
BUDGET INFORMATION <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%;"></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 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>This will be a revenue generating contracts for the Public Works Environmental Health Division.</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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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____ Prior resolutions and (date): 18606, September 15, 2014</p>																										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																										
REQUEST SUMMARY	<p>The Environmental Health Division of the Public Works Department requires an Internet Provider/Vendor to host an On Line Food Handler Training Program. In response to these requirements the Purchasing Department issued Request for Proposal No. 53-18,</p> <p>A total of eight notifications were distributed and six responses were received, one of which was rejected as being non-responsive to the terms and conditions of the Request for Proposal. The remaining five responses were evaluated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Respondent Name and Location</th> <th style="width: 15%;">Evaluation Points</th> <th style="width: 15%;">Total Fee</th> <th style="width: 30%;">Amount Returned to County</th> </tr> </thead> <tbody> <tr> <td>TAPS Series, Westlake Village, CO</td> <td>100</td> <td>\$24.95</td> <td>\$21.00</td> </tr> <tr> <td>State Food Safety, Orem, UT</td> <td>97</td> <td>\$24.95</td> <td>\$17.00</td> </tr> <tr> <td>ServSafe, Chicago, IL</td> <td>95</td> <td>\$24.95</td> <td>\$12.00</td> </tr> <tr> <td>Premier Food Safety, Fullerton, CA</td> <td>90</td> <td>\$25.00</td> <td>\$15.00</td> </tr> <tr> <td>Responsible Training, Austin, TX</td> <td>84</td> <td>\$25.00</td> <td>\$10.00</td> </tr> </tbody> </table> <p>There will be no cost to the County for this program and it will generate revenue for the Environmental Health Division.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award for the furnishing of On Line Food Handler Training Program for the Environmental Health Division of the Public Works Department to TAP Series of Westlake Village, California as the best proposal received.</p>			Respondent Name and Location	Evaluation Points	Total Fee	Amount Returned to County	TAPS Series, Westlake Village, CO	100	\$24.95	\$21.00	State Food Safety, Orem, UT	97	\$24.95	\$17.00	ServSafe, Chicago, IL	95	\$24.95	\$12.00	Premier Food Safety, Fullerton, CA	90	\$25.00	\$15.00	Responsible Training, Austin, TX	84	\$25.00	\$10.00
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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)	
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals No goals assigned <input type="checkbox"/> VBE Goals	
ATTACHMENTS	The Abstract of Bids Received, an Award Recommendation Memorandum from Deb Sees, the Environmental Health Administrator and the pertinent pages of TAP's proposal documents.	
REVIEW	Department Director: 	Date: 10/15/12
	Finance (Budget Approval): <i>If applicable</i> 	Date: 10/16/12
	Division Manager: 	Date: 10/18/12
	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.