

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18801

Sponsor(s): Frank White, Jr.

Date: April 27, 2015

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty Four (24) Month Term and Supply Contract with Three Twelve Month Options to Extend for the furnishing of Concessions for the Parks + Rec Department to St. Joseph Tobacco Co D/B/A Saint Joe Distributing of St. Joseph, MO under the Terms and Conditions of Invitations to Bid No. 10-15.</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> <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; FROM / TO</td> <td>FROM ACCT</td> <td></td> </tr> <tr> <td></td> <td>TO ACCT</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: Department: Parks + Rec Estimated Use: \$69,000.00*</p> <p>Prior Year Budget (if applicable): \$130,000.00 Prior Year Actual Amount Spent (if applicable): \$149,497.00 *Concessions will be split between Two (2) Term & Supply Contracts Total Estimated usage \$124,000.00</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; FROM / TO	FROM ACCT			TO ACCT	
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date): 18135, April 1, 2013; 18134, April 1, 2013; 18133, April 1, 2013 & 18143, April 8, 2013</p>																		
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Cassandra Cheek, Senior Buyer, 881-3265</p>																		
<p>REQUEST SUMMARY</p>	<p>The Parks + Rec Department requires a Term and Supply contract for the furnishing of Paper Products, Candy, Snacks, Deli Sandwiches, Chips, Meats & Cheeses, Condiments and Juices for Resale at its' Concession Operations. Purchasing issued Invitation to Bid No. 10-15 in response to those requirement.</p> <p>A total of 49 notifications were distributed with two responses received and evaluated as follows on the attached recap. Not all items were awarded because Purchasing has found a Cooperative Contract that offers Competitive Pricing for several items listed on this bid.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of a Twenty Four Month Term and Supply contract for the furnishing of Paper Products, Candy, Snacks, Deli Sandwiches, Chips, Meats & Cheeses, Condiments for Resale at the Parks + Rec Department's Concession Operations to St. Joseph Tobacco Co D/B/A Saint Joe Distributing of St. Joseph, Missouri as the lowest and best bid received.</p> <p>This award is made on an "As Needed" basis and does not obligate Jackson County to pay any specific amount.</p> <p>The availability of fund for specific purchases is subject to annual appropriations.</p>																		

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Recap from Bid 10-15, Memorandums from Bob McMillin & Tina Spallo from the Parks + Rec Department.	
REVIEW	Department Director: <i>Michael Brown</i>	Date: 4-6-15
	Finance (Budget Approval) <i>If applicable</i>	Date: 7/6/15
	Division Manager: <i>N/A Mary Rasmussen</i>	Date: 4/21/15
	County Counselor's Office: <i>Mary Lou Brown</i>	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.