

# REQUEST FOR LEGISLATIVE ACTION

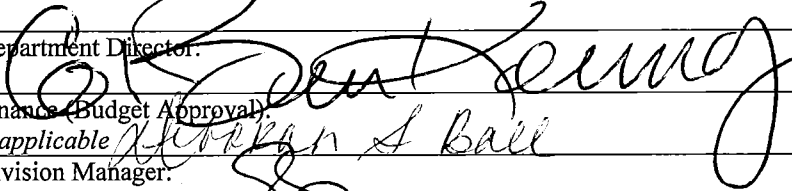
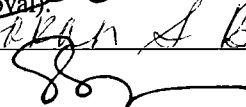
Completed by County Counselor's Office:

Res/Ord No.: 4574

Sponsor(s): James D. Tindall

Date: September 30, 2013

SUBJECT	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance                  Project/Title: <u>Appropriating \$20,675.00 from the Undesignated Fund Balance of the 2013 Special Road and Bridge Fund and Authorizing the Purchase of a License Plate Reader for use by the Sheriff's Office from Elsad North America of Greensboro, North Carolina in the amount of \$20,831.23 under the terms and conditions of GSA Contract No. GS 07F 0004Y, an existing government contract.</u></p>																								
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$20,675.00</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>\$20,675.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$20,675.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: FROM: 004-2810 Special Road &amp; Bridge, Sheriff's Office</td> <td>\$20,675.00</td> </tr> <tr> <td>TO: 004-4201-58170 Special Road &amp; Bridge, Sheriff's Office, Other Equipment</td> <td>\$20,675.00</td> </tr> <tr> <td>004-4201-58170 Special Road &amp; Bridge, Sheriff's Office, Other Equipment</td> <td>\$20,831.23</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:  <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>Prior Year Budget (if applicable):                  Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$20,675.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$20,675.00	Amount budgeted for this item * (including transfers):	\$20,675.00	Source of funding (name of fund) and account code number: FROM: 004-2810 Special Road & Bridge, Sheriff's Office	\$20,675.00	TO: 004-4201-58170 Special Road & Bridge, Sheriff's Office, Other Equipment	\$20,675.00	004-4201-58170 Special Road & Bridge, Sheriff's Office, Other Equipment	\$20,831.23										
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PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date):																								
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253																								
REQUEST SUMMARY	<p>The Sheriff's Office had a License Plate Reader damaged beyond repair in a motor vehicle accident on December 12, 2012 and the owner of the responsible vehicle paid restitution through American Family Insurance Check No. 0000776250 dated May 29, 2013 in the amount of \$20,675.00. The cost of the new License Plate Reader is \$20,831.23 and the additional \$156.23 is already in place in 004-4201-58170.</p> <p>Pursuant to Section 1030.4 of the Jackson County Code, the Director of Finance and Purchasing recommends the purchase of a License Plate Reader for the Sheriff's Office from Elsad North America of Greensboro, North Carolina under the terms and conditions of GSA Contract No. GS 07F 0004Y, an existing government contract. The Director of Finance and Purchasing recommends the purchase be made under this contract due to the higher volume discounts offered to larger entities.</p> <p>The Director of Finance and Purchasing also requests approval of the following appropriation:</p> <table border="1"> <thead> <tr> <th>DEPARTMENT/DIVISION</th> <th>CHARACTER/DESCRIPTION</th> <th>FROM</th> <th>TO</th> </tr> </thead> <tbody> <tr> <td>Special Road &amp; Bridge Fund 004 Sheriff's Office</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>47040 Increase Revenues</td> <td>\$20,675.00</td> <td></td> </tr> <tr> <td>2810</td> <td>Undesignated Fund Balance</td> <td></td> <td>\$20,675.00</td> </tr> <tr> <td>2810</td> <td>Undesignated Fund Balance</td> <td>\$20,675.00</td> <td></td> </tr> <tr> <td>4201 Sheriff's Office</td> <td>58170 Other Equipment</td> <td></td> <td>\$20,675.00</td> </tr> </tbody> </table>	DEPARTMENT/DIVISION	CHARACTER/DESCRIPTION	FROM	TO	Special Road & Bridge Fund 004 Sheriff's Office					47040 Increase Revenues	\$20,675.00		2810	Undesignated Fund Balance		\$20,675.00	2810	Undesignated Fund Balance	\$20,675.00		4201 Sheriff's Office	58170 Other Equipment		\$20,675.00
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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)	
ATTACHMENTS	Quote from Elsas North America and the pertinent pages of GSA Contract No. GS 07F 0004Y	
REVIEW	Department Director: 	Date: <del>9-17-13</del>
	Finance (Budget Approval): If applicable <i>William A Ball</i>	Date: 9-20-13
	Division Manager: 	Date: 9/26/13
	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:
2810	Undesignated Fund Balance	\$20,675.00

- 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.

## Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: September 20, 2013

ORD # 4574

Department / Division	Character/Description	From	To
<b>Special Road and Bridge - 004</b>			
	47040 - Increase revenues	20,675	
2810	Undesignated Fund Balance		20,675
2810	Undesignated Fund Balance	20,675	
4201 - Sheriff's Department	58170 - Other Equipment		20,675

### Fiscal Note:

This expenditure was included in the Annual Budget.

PC# \_\_\_\_\_

Date: September 20, 2013

RES # \_\_\_\_\_

Department / Division	Character/Description	From	To
<b>Speical Road and Bridge - 004</b>			
4201 - Sheriff's Department	58170 - Other Equipment		20,832
			Not to Exceed

*Alexander A Ball* 9-20-13  
Budgeting

# Quotes



205 - H Creek Ridge Road  
 Greensboro, NC 27406  
 Duns # 196140821  
 FED TAX ID# 800119568  
 Tel: 1.877-77-ELSAG(35724)  
 Fax: 1.336.272.7181

Prepared by: Malt Maxwell  
 Phone: 937-572-9014

Please include the quote number on your purchase orders and email them to sales@elsag.com for processing.

Quote#: 2013-2799  
 Funding Source:  
 Grant Details:  
 Payment Method:  
 Terms: Net 30 days from date of shipment. If installation is required then Net 30 days from the Installation Date. ELSAG agrees not to ship equipment until an Installation Date is agreed upon by the Parties. All orders shipped FOB Greensboro.

Quote Date: 07/24/2013  
 Quote Expiry Date: 10/22/2013  
 Scheduled Install Date:  
 Rate Sheet: GSA

Contracts: - GSA Schedule 84 Contract #GS07F0004Y

Comment:

Bill To:	Jackson County Sheriff's 3310 NE Rennau Drive Lees Summit, MO 64064 United States Phone:(816) 881-3267	Ship To:	Jackson County Sheriff's 3310 NE Rennau Drive Lees Summit, MO 64064 United States Phone:(816) 881-3267
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Product Qty	Product /Service	Unit Price	Amount
1	MPH-900 MS3 (140003) Three camera mini split mobile system. Installation Type: Transportable Trunk Mount Camera1: 16mm 740nm Hedley Mount Transportable 12 ft Camera2: 25mm 740nm Hedley Mount Transportable 12 ft Camera3: 25mm 740nm Hedley Mount Transportable 12 ft Power Cable: Permanent Power Trunk Box Mount: Floor Mount Protocol: MO	18,186.40	18,186.40
1	Installation Support (210002)	1,360.20	1,360.20
1	ELSAG Operations Center (EOC) License Fee (410322)	1,284.63	1,284.63
Subtotals	Goods & Services Sub-total (Pre-Tax): Contract Items		20,831.23
	Goods & Services Sub-total (Pre-Tax): Non Contract Items		0.00
Upfront	Goods & Services Sub-total (Pre-Tax):		20,831.23
Tax	Tax Exempt		0.00
Total	Goods & Services Total:		20,831.23

*\*This Quote constitutes the entire offer and understanding between the parties and supersedes and replaces any prior offer, quote, agreement, understanding or arrangement whether written or oral between the parties. If there is a discrepancy, please contact your account manager for correction.*

\* Training and 24 Hour Telephone Support are in your purchase at no additional cost and will continue throughout your warranty period.



## GSA Greater Southwest Region

September 14, 2011

Attn: Nathan Maloney  
ELSAG North America LLC  
412 Clock Tower Commons  
Brewster NY, 10509-4060

Dear GSA Contract Partner:

Congratulations on receiving your GSA Multiple Award Schedule Contract. A copy of your awarded pricing/commercial catalog and/or price list, a copy of the approved commercial subcontracting plan, which are accepted by the Government, along with a copy of your contract, number GS-07F-0004Y, effective October 1, 2011 for the ELSAG brand products awarded under solicitation 7FCI-L3-03-0084B, is enclosed.

The following clauses in your contract require your immediate attention:

- I-FSS-600 - Contract Price Lists. This clause provides instructions for preparing your paper and electronic Federal Supply Schedule catalog price lists, as well as instructions for printing paper price lists and distributing paper price lists.
- 552.238-71 – Submission and Distribution of Authorized FSS Schedule Price Lists. In accordance with this clause, you are required to submit your electronic catalog data for inclusion in GSA Advantage! **This data, at a minimum, must contain a text file that reflects the information shown on your award document, SF 1449, beginning on page 1B (or the page following the award signature page) through point 26.** For instructions on submitting your data, log on to our Vendor Support Center (VSC) web site at <http://vsc.gsa.gov> to download the latest version of the Schedule Input Program (SIP). If you prefer to use Electronic Data Interchange (EDI), the latest sample for the 832, Transaction Set, can be found at the same web site. You must submit your electronic catalog file to GSA within 6 months from the date of this contract award. Once submitted, your electronic catalog will appear on our on-line shopping service (<http://www.gsaadvantage.gov/>). Enclosed is an instructional package entitled "Vendor Start-Up Kit" for preparation and transmission of your electronic file for inclusion in GSA Advantage! Reference clause I-FSS -599 – Electronic Commerce, for additional information.

Note: Failure to submit your electronic catalog data within 6 months from date of contract award may result in cancellation of your contract.

- 552.238-74 – Industrial Funding Fee (IFF) and Sales Reporting. This clause provides instructions for reporting sales electronically to the FSS 72A web site. You must contact the VSC immediately to register your contract information. This may be done via telephone by calling toll free 877-495-4849, or electronically on the 72A website (<http://72a.fss.gsa.gov>). Also, this clause provides instructions for remitting a fee based on your sales reports, as required by your contract. We have enclosed a flyer of guidelines to assist you in submitting your payments.

Please note that this is the proper address for submitting your IFF payment:

General Services Administration  
Industrial Funding Fee (IFF)/SIFT  
P. O. Box 979017  
St. Louis, MO 63197-9017

Did you know that you can pay your IFF online? GSA is pleased to provide you with the option of paying online via electronic check (direct debit) or credit card. It's fast, it's easy, and it's secure. The new system eliminates the expense and administrative burden of processing paper checks, delays that are inherent in sending checks through the mail, and the need for post payment research.

The 72A website has a link to a user's guide, which gives detailed instructions.

Your contract is subject to the Equal Opportunity Clause 52.222-26. The Equal Opportunity Clause requires that the enclosed Equal Employment Opportunity (EEO) poster be displayed in a conspicuous place available to employees and applicants for employment. Subcontractors must similarly display the EEO poster. Prime contractors and subcontractors are required to file the Equal Employment Opportunity EEO-1 Survey in accordance with the instructions found at <http://www.eeoc.gov/eo1survey/>.

Most modifications to your contract may be submitted electronically after first obtaining a digital certificate. Two certificates per DUNS number are available to you at no cost. A digital certificate overview, as well as the link to bypass the payment information, can be accessed at <http://eoffer.gsa.gov>. If additional certificates are needed beyond the 2 free ones, follow the links at that website to gain current information on purchases.

**Modification Requests:** The Greater Southwest Acquisition Center's Schedule 84 program will only accept contractor initiated modification requests via the GSA eMod system effective immediately. The eMod system is a web based application that allows contractors to electronically prepare and submit modification requests. Modification requests are received, reviewed and tracked with greater efficiency and oversight when using the eMod system. The documentation required to support a modification request will remain unchanged. Please note that contractor initiated modifications transmitted by means other than through the eMod system will be rejected. If you receive an error concerning authorized negotiators when you input the first eMod, please contact your contracting officer for assistance with the initial input.

Information and training relating to the eMod system is located in the GSA Vendor Support Center and eOffer websites. Consistent with current practices, modification requests initiated

via the eMod process must be submitted by an authorized contract representative. Under this new process, your authorized contract representative must obtain a digital certificate before initiating an eMod. A digital certificate is an electronic credential that identifies you, your organization and your web browser. You will not be able to enter a modification request into the eMod system without a current digital certificate. If you receive an error concerning authorized negotiators when you input the first eMod, please contact your contracting officer for assistance with the initial input.

The following link will provide guidance on utilizing the eMod system, obtaining digital certificates, and using the eMod training guide.

<http://eoffer.gsa.gov>

If additional certificates are needed beyond the 2 free ones, follow the links at that website to gain current information on purchases.

The following link reflects the location of where to find post award documents that will be required for you submit modification requests for changes to the Schedule 084 GSA contract number GS-07F-0004Y:

<http://www.gsa.gov/portal/content/213721>

We look forward to developing a business partnership and a mutually satisfying relationship with you. Excellence in acquisition is a priority for GSA, and we provide several training and marketing tools to assure the proper use of GSA contracts. We strongly encourage you to review and consider these tools when doing business with your government customers.

**Training** -- GSA recognizes the need for quality training and offers the GSA Center for Acquisition Excellence which is free of charge for customers, contractors, and the general public. We encourage you to make a difference and help your customers understand how to properly use and understand the GSA Schedules program by directing them to this free training website or including the following statement in your Contract Price List and publications: Free training on the use of the GSA Schedules program can be accessed through various links on the [gsa.gov/schedules](http://gsa.gov/schedules) Information page or directly at:

<https://cae.gsa.gov/>

Recommended viewing for all of the people in your company who will be administering any part of the contract is the **Contractor Orientation Webcast** which has been developed to provide you with critical information on contract requirements and contractor responsibilities. This is a beneficial tool to help contractors comply with contract terms and conditions, and will help you in generating business and fulfilling customers' needs. The presentation can be accessed at any time by simply going through the **Vendor Support Center** website and clicking on the **Trainings Tab** on the left.

**Marketing** -- GSA occasionally host or participates in industry supply and service expositions or other marketing activities that may be of interest to you. To receive notifications about these opportunities, please provide your company's corporate marketing point of contact to the GSA Contracting Officer and to the FSS Office of Marketing,

Communications Division (FMC), 2200 Crystal Drive, Crystal Plaza 4, Room 200, Arlington, Virginia 22202-4502, within 15 days from the date of this letter.

The Federal Procurement Data System (FPDS-NG) at <https://www.fpds.gov> is the



Government's central repository of statistical information on federal contracting. The FPDS database is a searchable system that can provide customer-focused sales reports to aid in your marketing efforts. The FPDS reports identify customer information, such as the procuring agency, a description of what was purchased, from which contractors, for how much, when and where.

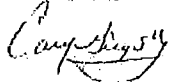
Please visit [www.gsa.gov/market2feds](http://www.gsa.gov/market2feds) for help in marketing your products to the Federal Government.

**Logo** -- You may use the "GSA Schedule Contract Star Mark" and other authorized logos to identify your Schedule contract to the Federal community. The design is flexible, allowing you space to insert your Contract Number. Guidelines for the proper use of the GSA logo and Schedule Contract Star Mark are provided at [gsa.gov/logo](http://gsa.gov/logo). Use of these designs does not eliminate the requirements that a contractor comply with the provisions of the General Services Administration Acquisition Manual (GSAM), Clause 552.203-71, Restriction on Advertising. It is appropriate to use the designs in an advertisement directed to federal government contract users, provided that the advertisement does not state or imply that the product or service is endorsed or preferred by the government.

**GSA Schedules** -- We invite you to visit the GSA Schedules web site at [gsa.gov/schedules](http://gsa.gov/schedules) for up to date information on the GSA Schedules program. Your firm will be listed as a GSA contractor under the "Schedules e-Library." You may search this site by contractor Name, Contract Number, GWAC Number, or keywords.

If you should have any questions, please do not hesitate to contact me on (Contracting Officer's phone number). Again, we look forward to working with you.

Sincerely,



Contracting Officer

(12 Enclosures)

1. Commercial Catalog and/or Price List
2. Contract
3. Industrial Funding Fee Payment Misidentification
4. EEO "The Law"
5. WH Publication 1088, Federal Minimum Wage
6. WHD Publication 1313, Employee Rights on Government Contracts
7. GSA Contract Checklist
8. GSA Advantage Start-Up Kit
9. GSA SmartPay Brochure
10. Notice to Employees
11. Modification checklist
12. AI Solutions Approved Subcontracting Plan