

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord.No.: 5097
 Sponsor(s): Alfred Jordan
 Date: May 14, 2018

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance Project/Title: <u>Requesting the Transfer of \$33,458 and Authorizing the Purchase of Carpet Installation at the Sheriff's Office Headquarters to RD Mann of Kansas City, Kansas under the Terms and Conditions of Invitation to Bid No. 6-18.</u>														
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$33,457.48</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 style="text-align: right;">\$33,457.48</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$33,457.48</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>Transfer From: 048-2810 County Sheriff Revolving Fund, Undesignated Fund Balance</td> <td style="text-align: right;">\$33,458</td> </tr> <tr> <td>Transfer To: 048-4201-58020 County Sheriff Revolving Fund, Sheriff's Office, Building and Improvements</td> <td style="text-align: right;">\$33,458</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>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$33,457.48	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$33,457.48	Amount budgeted for this item * (including transfers):	\$33,457.48	Source of funding (name of fund) and account code number:		Transfer From: 048-2810 County Sheriff Revolving Fund, Undesignated Fund Balance	\$33,458	Transfer To: 048-4201-58020 County Sheriff Revolving Fund, Sheriff's Office, Building and Improvements	\$33,458
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PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date): N/A														
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Kyle Brack, Sr. Buyer, 881-3265														
REQUEST SUMMARY	<p>The Sheriff's Office requires the Supply and Installation of Carpet for capital improvements due to deterioration and collapsing of the floors. In response to this requirement, the Purchasing Department issued Invitation to Bid No. 6-18.</p> <p>A total of fifteen (15) notifications were distributed and four (4) responses were received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S&A Entity</th> <th>Scissor-Tailed</th> <th>Complete Carpet & Flooring</th> <th>RD Mann</th> </tr> </thead> <tbody> <tr> <td>\$39,529.00</td> <td>\$37,495.00</td> <td>\$50,805.04</td> <td>\$33,457.48</td> </tr> </tbody> </table> <p>RD Mann quoted two projects to give the Sheriff's Office an additional option to re-carpet the stairs. Project #1 (\$31,011.60) included carpeting for the stairs, while Project #2 (\$33,457.48) included rubber tread for the stairs. The Sheriff's Office selected Project #2 to improve traction, reduce wear, and improve appearance.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Contract for the Supply and Installation of Carpet to RD Mann of Kansas City, Kansas as the lowest and best bid evaluated.</p>	S&A Entity	Scissor-Tailed	Complete Carpet & Flooring	RD Mann	\$39,529.00	\$37,495.00	\$50,805.04	\$33,457.48						
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	The Director of Finance and Purchasing also request the transfer of \$33,458 within the Sheriff's Revolving Fund as follows:	
	FROM:	TO:
	048-2810 Sheriff Revolving Fund, Undesignated Fund Balance	\$33,458
	048-4201-58020 Sheriff Revolving Fund, Sheriff's Office, Building & Improvements	\$33,458
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	<input type="checkbox"/> MBE Goals N/A <input type="checkbox"/> WBE Goals N/A <input type="checkbox"/> VBE Goals N/A	
ATTACHMENTS	Abstract of Bids Received, Recommendation Memo from Sheriff's Office, and RD Mann's quotation sheet	
REVIEW	Department Director:	Date:
	Finance (Budget Approval): If applicable	Date: 4/25/18
	Division Manager:	Date:
	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	\$33,458

- 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: April 25, 2018

Ord # 5097

<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
048 Sheriff Revolving Fund			
2810 Undesignated Fund Balance	-	\$ 33,458	-
4201 Sheriff	58020 Buildings & Improvements		33,458
		\$ 33,458	\$ 33,458



 Budget Officer

ITB No. 6-18		DATE: 3/27/18		COMMODITY: Purchase & Install of Carpet			
NO	DESCRIPTION	UNIT	QTY	S&A Entity AMOUNT	Scissor-Tailed AMOUNT	Complete Carpet & Flooring AMOUNT	R.D. Mann Flooring AMOUNT
1.0	Purchase, Removal, & Installation of Carpet	ea	1	\$ 39,529.00	\$ 37,495.00	\$ 50,805.00	\$ 31,011.60
2.0							
3.0							
4.0							
5.0							
6.0							
7.0							
8.0							

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: March 27, 2018, BY
M. J. [Signature]
 CLERK OF THE LEGISLATURE
[Signature]
 PURCHASING



OFFICE OF THE
JACKSON COUNTY
SHERIFF

TO: Kyle Brack

FROM: Captain Scott Goodman

DATE: 04-19-18

SUBJECT: Carpet Award Bid

Sir,

In 2017, we discovered that the flooring in the Training Room area of our headquarters was collapsing. To repair the floor, the carpet had to be removed. The floor plan of our building is such that we cannot just replace a section of carpeting. Further, the carpeting is original to the building and matching colors was going to be impossible. We needed to replace all the carpeting. Per Jackson County Rules, the project went out for bid.

We are requesting that you award the bid to RD Mann Commercial Carpet Company. They were the lowest bidder and met all specifications.

We are choosing the second option of the bid (which is still the lowest bid). The rubber tread on the stairs will be an improvement over carpeting in the following areas:

1. Improved traction on the stairs
2. Less wear on high traffic areas
3. Easier to maintain and clean.

The total cost on the project is **\$33,457.48**.

We are requesting that **\$33,458.00** be transferred from the Sheriff's Office Revolving Fund 048 Undesignated Fund Balance 2810 to Buildings and Improvements 048-4201-58020.

Captain Scott Goodman
Jackson County Sheriff's Office
Staff Services Commander

R.D. MANN COMMERCIAL CARPET
3200 South 24th Street
Kansas City, Kansas 66101
(913) 261-6800 ~ (913) 261-6881



3/27/2018

Attention: Kyle Brack

RE: Sheriff Facility Headquarters
4001 NE Lakewood Court
Lee's Summit, MO 64064

Bid For: Remove remaining old carpet, cover floor vents in training room. New carpet installation in 8 offices, back open office, traffic office, office hallway, conference room, training room, reception office, and reception waiting room.

Option one: Carpet on stairway and landing

Option two: Rubber stair treads on stairway with rubber tile on landing

Material: Mohawk 24"X 24" Carpet Tile
Collection: Bending Earth
Style: Datum
Color: 7688 Ore

Cove Base

Material: Roppe 4 1/2" Rubber with toe.
Color: To be determined.

Stairway and landing carpet option:

Material: Mohawk
Style: In the Loop
Color: To be determined

Cost Option One: \$ 31,011.60

Cost Option Two: \$ 33,457.48

- All work bid during normal working hours.
- Minor floor prep is figured into job.
- Price is good for One Hundred Twenty (120) days.
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Disclaimer: R.D. Mann cannot be held legally, financially or professionally responsible for existing substrate conditions (such as excessive moisture content, high PH, slab unevenness, foundation/existing flooring deficiencies or things that could directly/indirectly affect the new flooring's performance).