

REQUEST FOR LEGISLATIVE ACTION

EXECUTIVE OFFICE

Version 6/10/19

Completed by County Counselor's Office:



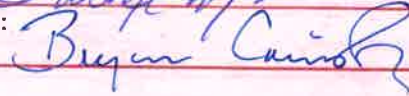
Res/Ord No.: 20304

Sponsor(s): Ronald E. Finley

Date: November 18, 2019

NOV 13 2019

SUBJECT	<p>Action Requested <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with One Twelve Month Option to Extend for the furnishing of Hydraulic Systems Parts and Repair Services for use by the Public Works Department to Calibrated Products, Inc. of Blue Springs, MO under the terms and conditions of Invitation to Bid 52-19.</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>\$</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 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</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:	\$										
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:	\$										
PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date):</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Katie Bartle, Senior Buyer, 816-881-3465</p>										
REQUEST SUMMARY	<p>The Pubic Works Department requires a term and supply contract for parts and repair services for the hydraulic systems in use by the Road and Bridge Division. The Purchasing Department issued Invitation to Bid 52-19 in response to this requirement.</p> <p>Ten notifications were distributed, and one response was received and evaluated as follows:</p> <table border="1"> <thead> <tr> <th>Respondent</th> <th>Repair Services – Regular Time Per Hour</th> <th>Repair Services – Emergency Per Hour</th> </tr> </thead> <tbody> <tr> <td>Calibrated Products Blue Springs, MO</td> <td>\$75.00</td> <td>\$112.50</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Twelve Month Term and Supply Contract with One Twelve Month Option to Extend for the furnishing of Hydraulic Systems Parts and Repair Services for use by the Public Works Department to Calibrated Products, Inc. of Blue Springs, MO under the terms and conditions of Invitation to Bid 52-19 as the lowest and best bid received.</p>	Respondent	Repair Services – Regular Time Per Hour	Repair Services – Emergency Per Hour	Calibrated Products Blue Springs, MO	\$75.00	\$112.50				
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Calibrated Products Blue Springs, MO	\$75.00	\$112.50									
CLEARANCE	<p><input checked="" 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)</p>										
COMPLIANCE	<p><input type="checkbox"/> MBE Goals</p>										

	<input type="checkbox"/> WBE Goals N/A	
	<input type="checkbox"/> VBE Goals	
ATTACHMENTS	Abstract of Bids Received, Recommendation Memo from Public Works, pertinent pages of the bid from Calibrated Products	
REVIEW	Department Director: 	Date: 11.12.2019
	Finance (Budget Approval): <i>If applicable</i>	Date: 11/12/19
	Division Manager: 	Date: 11-13-19
	County Counselor's Office: 	Date: 11/14/19

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: Katie Bartle, Senior Buyer, Finance and Purchasing Department
FROM: Matt Willier, Assistant Road and Bridge Administrator, Public Works Department
DATE: October 24, 2019
SUBJECT: Recommendation for Vendor: Calibrated Products

Please consider Calibrated Products be awarded term and supply vendor for bid No. 52-19 Hydraulic Systems Parts & Repair Services to County Road and Bridge division. Calibrated Products was the only vendor that submitted a bid for bid No. 52-19, Hydraulic Systems Parts & Repair Services.

It is estimated that the County could spend approximately \$25,000.00 annually with Calibrated Products.

For the reasons above, it has been requested that Calibrated Products be awarded the term and supply contract for bid No. 52-19, Hydraulic Systems Parts & Repair Services.

Thank you for your consideration,

Thank you,

Matt Willier

Jim Evans: Road & Bridge Administrator

A handwritten signature in black ink, appearing to read "Matt Willier".

A handwritten signature in black ink, appearing to read "Jim Evans".

ABSTRACT OF BIDS

NO	DESCRIPTION	UNIT	QTY	Calibrated Products	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Repair Services	Hour	1		75.00				
2.0	Repair Services - Emergency	Hour	1		112.50				

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: October 23, 2019, BY
Melissa Rowland
 CLERK OF THE LEGISLATURE

 PURCHASING

STATEMENT OF CONTRACTOR'S QUALIFICATIONS
 (Complete in full, Use attachments if necessary)

Name of Bidder: <u>Calibrated Products Inc</u>	
Address with Zip Code: <u>604 SW 10th Street BSMO 64015</u>	
Federal Tax I.D. Number: <u>43-1900470</u>	
Check One: Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/>	
If SOLE PROPRIETORSHIP , state name, address and phone number of owner:	
If CORPORATION :	
Date of Incorporation: <u>2000</u>	Name of State(s) in which incorporated: <u>MO</u>
President's Name: <u>Richard Riddle</u>	Vice-President's Name: <u>Sandra Rynne</u>
Secretary's Name: <u>Richard Riddle</u>	^{VP} Treasurer's Name: <u>Scott Heimsoth</u>
If PARTNERSHIP :	
Is the Partnership: General <input type="checkbox"/> Limited <input type="checkbox"/> Association <input type="checkbox"/> (Check one)	
Date of Organization:	
Name and addresses of all partners:	
1. Rich Riddle	
2. Chris Osborn	
3.	
GENERAL INFORMATION:	
Percent of work to be done under the proposed contract by your own staff: <u>100</u>	
No. of Permanent Employees: <u>16</u>	Geographical Limits of Operation: <u>200 MILE RADIUS</u>
No. of years in business: <u>19</u>	
Have you ever done business under a different name: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Check one)	
If Yes, give Name and Location:	
Has contractor ever withdrawn or defaulted on a contractual obligation: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Check one)	
If Yes, state where and why:	

STATEMENT OF CONTRACTOR'S QUALIFICATIONS - Continued

Has Contractor ever been sued for breach of any contract? Yes (No) (Check one)

If Yes, Explain:

List Completed Contracts within the Past Three Years, Including Amount of Each:

Jackson County Blanket PO initially 250k
 City of Columbia Blanket PO, no limit

List of Current Contracts, Including Amount of Each:

Jackson County

Customer Reference (state name, address, and phone number):

Superior Bowen - Danny Jackson (816) 921-8296
 Vance Brothers - Earl Goad (816) 499-8140

List each subcontractor you plan to use if awarded the contract. If no, so state.

SUBCONTRACTOR'S NAME & PHONE #	ITEM OF WORK	\$ AMOUNT OF CONTRACT	MBE/WBE
N/A			

State any other relevant information concerning Contractor's history, credentials, responsibility and capabilities (If none, so state):

DBE STATUS Indicate status claimed:

- Minority Owned Business (MBE) YES ___ NO
 African American ___ Latino ___ Native American ___ Asian ___ Pacific Islander ___
- Woman Owned Business (WBE) YES ___ NO
- Small Business YES ___ NO

For consideration as an MBE, WBE or Small Business, a copy of any governmental entity or Minority Supplier Council certification must be attached.

Prepared by (print or type): Sandra Payne

Title: Operations VP

Signature: Sandra Payne

Date: 10/25/19

8.0 QUOTATION

4.1 PRICING

Hourly labor rate for repair services: \$ 75.00 /Hour

Emergency hourly labor rate for repair services: \$ 112.50 /Hour

Provide the percentage discount off of the Manufacturer's Suggested Retail Price for the items below. The discount will be applied to the current price list or catalog submitted with this bid package.

NO.	DESCRIPTION	PERCENTAGE DISCOUNT OFF MSRP
1.0	CHAR-LYNN MOTORS	25 %
2.0	COMMERCIAL SHEARING PUMPS	Same as %
3.0	COMMERCIAL SHEARING MOTORS	%
4.0	COMMERCIAL SHEARING VALVES	%
5.0	SUNSTRAND PUMPS	%
6.0	SUNSTRAND MOTORS	%
7.0	SUNSTRAND VALVES	%
8.0	VICKERS PUMPS	%
9.0	VICKERS MOTORS	%
10.0	VICKERS VALVES	%
11.0	PARKER/GERSEN PUMPS	%
12.0	PARKER/GERSEN VALVES	%
13.0	PARKER/GERSEN FILTERS	%
14.0	LENZ ACCESSORIES	%
15.0	MUNCIE POWER - TAKE-OFF	%
16.0	CHELSEA POWER - TAKE-OFF	%

Mark upon sale price all

4.2 HOURS OF OPERATION: State the service hours with applicable days per week and point of contact for service calls.

Normal Service Hours Available:
 Mon - Fri 8:00 AM - 4:30 PM

Emergency Service Hours Available:

Contact Name: Scott Heimsath Phone: 816) 217-8612

4.3 **DELIVERY SERVICES:** State the delivery notification, schedule, and minimum order requirements

Advance notice required prior to delivery: _____

Normal delivery schedule: _____

Minimum order amount: \$ _____

4.4 **AWARD REQUIREMENTS**

For how many years has your company been in business providing services as outlined in this Invitation to Bid? 19 years.

Are you a stocking distributor and do you have a supplier for rapid restocking? No / yes

SIGNATURE: <u>Sandra Payne</u>	DATE: <u>10/25/19</u>
NAME (PRINT): <u>Sandra Payne</u>	PHONE: <u>(816) 220-9898</u>
TITLE (PRINT): <u>Operations VP</u>	CELL:
COMPANY NAME (PRINT) <u>Calibrated Products Inc</u>	FAX: <u>(816) 220-9797</u>
E-MAIL ADDRESS (PRINT) <u>spayne@calibratedproductsinc.com</u>	
E-MAIL ADDRESS FOR PO'S (PRINT)	
URL (PRINT):	