


REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:
 Res/~~Ord~~ No.: 19280
 Sponsor(s): Greg Grounds
 Date: October 17, 2016

| | | | | | | | | | | | | | | | | |
|--|--|---|--|----|--|--|----|--|--|----|--|--|----|---|--|--|
| SUBJECT | <p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Nine Month Term and Supply Contract with four (4) twelve month options to extend for the furnishing of Fabrication, Installation and Repair of New and Existing Truck-Mounted Equipment and Accessories for Various County Departments to American Equipment Compnay of Kansas City, KS; under the Terms and Conditions of the City of Kansas City Contract No. EV2260-1, a competitively bid 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></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></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: Estimated Use: Public Works \$20,000.00 Parks + Rec \$ 600.00</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; FROM / TO | | |
| 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 | | | | | | | | | | | | | | | | |
| PRIOR LEGISLATION | Prior ordinances and (date): Prior resolutions and (date): | | | | | | | | | | | | | | | |
| CONTACT INFORMATION | RLA drafted by (name, title, & phone): Jessica Johnson, Senior Buyer, 881-3265 | | | | | | | | | | | | | | | |
| REQUEST SUMMARY | <p>Various County Departments require a Term and Supply Contract for the furnishing of Fabrication, Installation and Repair of New and Existing Truck-Mounted Equipment and Accessories.</p> <p>Pursuant to Section 1030.4 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Nine Month Term and Supply Contract with Four Twelve Month Options to Extend for the furnishing of Fabrication, Installation and Repair of New and Existing Truck-Mounted Equipment and Accessories to American Equipment Company of Kansas City, KS, under the Terms and Conditions set forth in the City of Kansas City Contract No. EV2260-1, a competitively bid government contract.</p> <p>The Director of Finance and Purchasing recommends the purchase made under this contract due to higher volume discounts offered to larger government entities.</p> <p>This award is made on an "As Needed" basis and does not obligate Jackson County to pay any specific amount.</p> | | | | | | | | | | | | | | | |
| 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 | Pertinent pages of City of Kansas City Contract No. EV2260-1 | | | | | | | | | | | | | | | |
| REVIEW | Department Director:  Date: 10/17/16 | | | | | | | | | | | | | | | |

| | | |
|--|--|----------------|
| | | |
| | Finance (Budget Approval): <i>If applicable</i> | Date: 10/7/16 |
| | Division Manager: <i>Mary Lou Brown</i> | Date: 10/12/16 |
| | 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.



General Services Department

Procurement Services Division

1st Floor, Room 102 W, City Hall
 414 East 12th Street
 Kansas City, Missouri 64106-2793

(816) 513-1161
 Fax: (816) 513-1156

TERM SUPPLY AND SERVICE CONTRACT

The City of Kansas City, Missouri, by authority of the Manager of Procurement Services, does hereby accept, with modifications if any, the following bid:

SUPPLIER: **American Equipment Company**
 (referred to hereafter as the "Supplier")

MBE/WBE GOALS: N/A

CONTRACT NO.: EV2260 -1

EFFECTIVE DATES: From 08-01-16 to 07-31-17

DESCRIPTION: **Fabrication, Installation and Repair of New and Existing Truck-Mounted Equipment and Accessories**

A copy of the Supplier's signed bid is attached; and items not awarded, if any, have been deleted. This bid with **INSTRUCTIONS AND CONDITIONS** and any **ADDENDA** is attached hereto and hereby made a part of this Contract.

No financial obligation shall accrue against the City until the Supplier shall make delivery pursuant to order of the Manager of Procurement Services, and unless such order bears the written statement of the Director of Finance that there is a balance otherwise unencumbered to the credit of the appropriation to which the same is to be charged, and a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made, each sufficient to meet the obligations thereby incurred.

Supplier shall submit a performance bond to the City of Kansas City, Missouri with good and sufficient sureties in the sum of **NONE REQUIRED** for the faithful performance of this Contract. Bond shall be furnished within the time and in the manner prescribed in paragraph 18, Performance Bond Requirements, **INSTRUCTIONS AND CONDITIONS**.

The Manager of Procurement Services for the City of Kansas City, Missouri shall be the sole judge as to the fact of the fulfillment of this Contract, and upon any breach thereof, said Manager shall at his option declare this Contract void, and for any loss or damage by reason of such breach, whether this Contract is annulled or not, said Supplier and the sureties on said bond shall be liable.

The Contract incorporates the following:

| | | | |
|----------------------|--|------------------------|------------------|
| BID NUMBER: | <u>EV2260</u> | NO. OF PAGES: | <u>1 THRU 19</u> |
| CLOSING DATE: | <u>07/14/2016</u> | APPENDICES NO.: | <u>N/A</u> |
| ATTACHMENT: | <u>INSTRUCTIONS AND CONDITIONS, PAGES A-1 thru A-7</u> | | |

Prepared By: Ronnell E. Simpson Sr

Approved By: Renee Medlin


 Senior Procurement Officer


 Procurement Manager

This Day of July 18, 2016



CITY OF KANSAS CITY, MISSOURI

PROCUREMENT SERVICES DIVISION
 1st Floor, Room 102 W, City Hall
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SPECIFICATIONS

Fabrication, Installation and Repair of New and Existing Truck-Mounted Equipment and Accessories

1. SERVICE CALLS

Emergency service may be required twenty-four (24) hours per day, seven (7) days per week. If the supplier should have the inability to perform during certain times, those exceptions must be clearly defined and submitted prior to contract acceptance

2. REPAIR ORDERS

2.1 Authorization of Work

All work performed under this contract must be covered by a purchase order with proper certification of funds and a sufficient fund balance. Under no circumstances will work be performed that is not funded and authorized in advance. Any work performed that is not covered by a purchase order will be at the Supplier's risk and expense.

2.2 Repair Cost Estimates

2.2.1 Prior to commencing work, a work order cost estimate will be prepared and submitted to the department ordering work under the contract. The estimate must be reviewed and approved by a departmental supervisor. The estimate may become a part of a purchase order issued for a single repair work order or be approved as part of a series of work orders issued against a blanket purchase order.

2.2.2 Repair estimates will be as firm and accurate as is possible without equipment disassembly and without delay to secure finite parts price from manufacturers. These costs will be referred to as the target cost.

2.2.3 Repair estimates will contain a ceiling cost. The ceiling cost may not be exceeded without the written authorization of the departmental supervisor. When, during the course of a repair job, it becomes apparent that the ceiling cost will be exceeded, the Supplier will immediately inform the departmental supervisor who approved the estimate, and prepare a new estimate with a revised target cost and a new ceiling cost. The revised estimates must be approved prior to incurring costs beyond the previously agreed ceiling cost.

2.2.4 Labor hour costs will be at the rate shown in this contract or lower

2.2.5 Formal cost estimating will be waived for emergency road services. The Supplier shall work the emergency call per the attached pricing schedule. It is expected that the Supplier shall contact the responsible City supervisor with a courtesy/informal synopsis of damages and verbal estimated costing prior to commencing repairs. The City shall use emergency services only as necessary to make the affected equipment transportable, to facilitate permanent repairs in a shop setting.



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- 2.2.6 Any submitted invoicing related to repair of existing equipment must reference the City's job-assigned OWA (Outside Work Authorization) number.

2.3 New equipment orders

- 2.3.1 New equipment builds shall be awarded taking into account product line, lead time, past Supplier performance and quote pricing. It will be the sole discretion of the of the City's Fleet Services Division to determine which Supplier best serves the particular need the equipment will fill.
- 2.3.2 The City shall provide the Supplier with anticipated unit quantity at the time of quote request to facilitate volume pricing quotations.
- 2.3.3 Equipment quotes submitted to the City in response to these requests shall be firm and fixed per this contract, and shall reference this contract.
- 2.3.4 Parts and components used in the upfit shall be priced on a "cost +" percentage as disclosed on the following schedule.
- 2.3.5 Upfit labor shall be priced as disclosed on the following schedule.
- 2.3.6 Submitted quotes will include component and labor pricing disclosure. Ad Valorem charges (nuts, bolts, wire, assembly lube, spray-paint, misc. wiring, & other small parts), shall be disclosed as a **SHOP CHARGE** line item on the quote

2.4 Stop Work Orders

- 2.4.1 The City reserves the right to order, in writing, that all work cease on the work order.
- 2.4.2 The City will be obligated only for work performed up to the issuance of the stop work order.

3. REPAIR ORDER/INVOICE PAYMENT

- 3.1 A fully itemized work order and/or delivery receipt will be submitted to the department at the time delivery. It will contain detailed labor hours, (per repair line) price list of parts used, repair comments and other costs.
- 3.2 The vendor shall submit a courtesy invoice for all warrantable and 3rd party payable invoices. The invoice will clearly state \$0.00 balance and define the scope of work and repair performed so that we may track the repair.
- 3.2 Final payment will be made only after delivery of the equipment and completion of the final acceptance inspection.



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3.3 Invoices submitted for payment will reference and have attached a copy of the work order or purchase order, as applicable.

3.4 The City is obligated to promptly pay all valid invoices and to take prompt action to resolve any differences in regards to acceptance of work and payment.

4. **WARRANTY**

The Vendor shall provide complete warranty information to the City department on all repair parts and labor repairs whether or not payment is made to the Vendor. For the City to be in compliance with state law concerning maintenance documentation, it is imperative that the City receive copies of all invoices, non-warranty or otherwise.

5. **GUARANTEE**

All work will be guaranteed against any defect due to faulty material and/or workmanship. Replacement of defective parts and performance of additional labor shall be done at no cost to the City.



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| CLASS/ITEM CODES(S) | ITEM NO. | ITEM AND SPECIFICATION | |
|---------------------|----------|---|-------------------------|
| | | <u>PRICING</u> | |
| | | WE HAVE READ THE INSTRUCTIONS & CONDITIONS, AND PROPOSE TO FURNISH GENERAL MOTORS MANUFACTURED VEHICLES REPAIR, MAINTENANCE, PARTS AND SERVICE | |
| | 1. | NEW WORK, FABRICATION AND UPFIT LABOR/SHOP | \$ <u>80.00</u> |
| | 2. | EXISTING EQUIPMENT REPAIR AND MODIFICATION LABOR/SHOP | \$ <u>90.00</u> |
| | 3. | EXISTING EQUIPMENT REPAIR/FIELD RATE | \$ <u>N/A</u> |
| | 4. | SERVICE-CALL CHARGE, IF APPLICABLE, FIELD | \$ <u>N/A</u> |
| | 5. | MILEAGE CHARGE FOR SERVICE CALLS | \$ <u>N/A</u> |
| | 6. | SHOP CHARGE PRICING STRUCTURE (FIXED/PERCENTAGE OR CALCULATED - IF APPLICABLE) | \$ <u>4.50 per hour</u> |
| | 7. | FREIGHT IN (COST PLUS %, IF APPLICABLE, N/A IF NOT) <i>2% over cost of freight</i> | <u>2</u> % |
| | 8. | REPAIR PARTS PRICING DISCOUNT-(COST PLUS %) | <u>30</u> % |
| | 9. | NEW WORK PARTS PRICING (COST PLUS %) | <u>15</u> % |
| | 10. | <i>New Work Whole Goods Pricing (cost plus %)</i> | <u>11</u> % |



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SUPPLIER INFORMATION

1. OTHER ITEM DISCOUNTS

Please state the City contract discount from the Manufacturer's Current Price List.

Percentage Discount: varies % Varies between manufactures and some don't offer List Pricing.

2. HOURS OF OPERATION AND LOCATION

Monday through Friday 7:00 a.m. to 5:00 p.m.

Holidays and Weekends varies a.m. to varies p.m.

Contact Name Ryan Keith

Telephone Number 913-342-1450

Cell Phone Number 816-507-8068

Address of Service Location(s) 3250 Harvester Rd
Kansas City, KS 66115

3. DELIVERY SERVICES

Indicate advance notice required prior to delivery: 24 Hours

State normal delivery schedule: 8:00am - 3:00pm

State minimum order value to qualify for free delivery: \$ 500.00

State cost of delivery if less than minimum order value: \$ varies