

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/Ord No.: 20325

Sponsor(s): Crystal Williams

Date: December 2, 2019

NOV 25 2019

EXECUTIVE OFFICE

SUBJECT	<p>Action Requested NOV 25 2019</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the County Executive to execute a Contract for the Lease of Office Space for the Family Support Division of the Prosecuting Attorney's Office with CBRE – Oak Tower Building of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 21-19. The term of the lease will be seven years with the option to terminate after five years and no increase in base rent for years six and seven.</u></p>																																														
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;">\$</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;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td style="text-align: right;">\$</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)</p> <p><input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: _____</p> <p>This RLA only approves the Lease; the funds will be appropriated through the annual budget adoption. Figures included in the Budget Information section are for informational purposes to provide an estimate of lease value.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Dates</th> <th>Rent per Square Foot</th> <th>Monthly Rent</th> <th>Annual Rent</th> </tr> </thead> <tbody> <tr> <td>1/1/20 to 12/31/20</td> <td>\$16.67</td> <td>\$22,887.91</td> <td>\$ 274,654.92</td> </tr> <tr> <td>1/1/21 to 12/31/21</td> <td>\$17.26</td> <td>\$23,697.98</td> <td>\$ 284,375.76</td> </tr> <tr> <td>1/1/22 to 12/31/22</td> <td>\$17.76</td> <td>\$24,384.48</td> <td>\$ 292,613.76</td> </tr> <tr> <td>1/1/23 to 12/31/23</td> <td>\$18.28</td> <td>\$25,096.44</td> <td>\$ 301,157.28</td> </tr> <tr> <td>1/1/24 to 12/31/24</td> <td>\$18.81</td> <td>\$25,826.13</td> <td>\$ 309,913.56</td> </tr> <tr> <td>1/1/25 to 12/31/25</td> <td>\$18.81</td> <td>\$25,826.13</td> <td>\$ 309,913.56</td> </tr> <tr> <td>1/1/26 to 12/31/26</td> <td>\$18.81</td> <td>\$25,826.13</td> <td>\$ 309,913.56</td> </tr> <tr> <td>Total, if all extensions fulfilled</td> <td></td> <td></td> <td style="text-align: right;">\$2,082,542.40</td> </tr> </tbody> </table> <p>The funds to pay the rent have been requested in General Fund, Family Support 001-4103</p> <p>Prior Year Budget (if applicable): _____</p> <p>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:	\$	Dates	Rent per Square Foot	Monthly Rent	Annual Rent	1/1/20 to 12/31/20	\$16.67	\$22,887.91	\$ 274,654.92	1/1/21 to 12/31/21	\$17.26	\$23,697.98	\$ 284,375.76	1/1/22 to 12/31/22	\$17.76	\$24,384.48	\$ 292,613.76	1/1/23 to 12/31/23	\$18.28	\$25,096.44	\$ 301,157.28	1/1/24 to 12/31/24	\$18.81	\$25,826.13	\$ 309,913.56	1/1/25 to 12/31/25	\$18.81	\$25,826.13	\$ 309,913.56	1/1/26 to 12/31/26	\$18.81	\$25,826.13	\$ 309,913.56	Total, if all extensions fulfilled			\$2,082,542.40
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____</p> <p>Prior resolutions and (date): 16008, August 28, 2006</p>																																														
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																																														
REQUEST SUMMARY	<p>The existing lease for the Family Support Division of the Prosecuting Attorney's Office is expiring and a new lease is required. The Purchasing Department issued Request for Proposal No. 21-19 in response to these requirements.</p> <p>A total of twenty-six notifications were distributed and two responses were received and evaluated as follows:</p>																																														

Vendor	Compliance with Specifications	Pricing	Total
CBRE, Kansas City, MO	44.5%	47%	91.5%
Novel, Kansas City, MO	18.75%	22%	40.75%

Pursuant to Section 1054.6 of the Jackson County Code, the Family Support Division of the Prosecuting Attorney's Office and the Purchasing Department recommend award of a Seven Year Lease for Office Space to CBRE – Oak Tower Building, Kansas City, Missouri as the lowest and best proposal received. The recommended vendor is the current incumbent for the Family Support Division Offices at 324 East 11th Street, Kansas City, Missouri.

CLEARANCE

Tax Clearance Completed (Purchasing & Department)
 Business License Verified (Purchasing & Department) N/A
 Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)

COMPLIANCE

MBE Goals
 WBE Goals No goals assigned
 VBE Goals

ATTACHMENTS Abstract of Bids, Recommendation Memorandum from Melissa-Mauer-Smith, Director of Family Support and Lease Documents

REVIEW

Department Director: <i>Melissa Mauer-Smith</i>	Date: <i>11-22-2019</i>
Finance (Budget Approval): If applicable <i>[Signature]</i>	Date: <i>11/25/19</i>
Division Manager: <i>[Signature]</i> CAO	Date: <i>11/25/19</i>
County Counselor's Office: <i>Bryan Cowley</i>	Date: <i>11/27/19</i>

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.

Fiscal Note:

This expenditure was included in the Annual Budget.

PC# _____

Date: November 25, 2019

RES # 20325


Department / Division _____ Character/Description _____ Not to Exceed _____

001 General Fund

SUBJECT TO APPROPRIATION IN 2020 & FUTURE YEARS \$ -

_____	_____	_____
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\$ -

 11/25/19

Budget Officer

ABSTRACT OF BIDS

RFP No: 21-19 Date: 5/14/19 COMMODITY: Leased Office Space	Novel	CBRE	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
NO	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Leased Office Space, per RFP 21-19	See Bid	See Bid					

CERTIFICATION OF BID OPENING
BIDS WERE PUBLICLY
OPENED AND RECORDED

ON: May 14, 2019, BY

[Signature]

CLERK OF THE LEGISLATURE

PURCHASING



JEAN PETERS BAKER
Jackson County Prosecuting Attorney

MEMORANDUM

Date: November 21, 2019

To: Barbara Casamento, Purchasing Administrator

From: Melissa Mauer-Smith, Director
Prosecutor's Office - Family Support Division

Re: Evaluation of Request for Proposal 21-19 (Office Space Lease)

The Jackson County Prosecutor's Office - Family Support Division formed an evaluation committee consisting of 4 members. Each member of the Committee independently thoroughly reviewed the RFP and the two responses to RFP 21-19. The committee came to a unanimous decision to recommend the County award the bid to CBRE - Oak Tower Building.

The averaged scoring of the Committee members	<u>CBRE - Oak Tower</u>	<u>Novel – Kessler Bldg.</u>
Compliance with Specifications	44.5%	18.75%
Pricing	47%	22%
Total Score	91.5%	40.75%

The primary reasons for this recommendation are:

1. The Oak Tower proposal was more specific and responsive.
2. The Oak Tower facility meets all primary business needs of the Family Support Division.
3. The proposal is a full service inclusive lease; including all operating expenses: utilities, repairs, supplies, cleaning service.
4. The lease offer includes 20 garage parking spaces included in the lease cost of 1.09 RSF/\$1500 month.
5. Oak Tower proposed substantially less annual rent than the Novel-Kessler proposal.

The negotiated Oak Tower proposal includes an increase to the current 2019 rental rate in the amount of \$33,281.52 for 2020. In The building representative indicated this was due to increases in operating expenses and property taxes. The RFP requested a 5 year/60 month term, after negotiation proposal was changed to include an 84 month lease term, which includes a termination option for the County at the end of year 5 and no increase in the base rent for year 6 and year 7. The base rent schedule is:

January 1, 2020 – December 31, 2020 =	\$16.67 / RSF	\$22,887.91 / month
January 1, 2021 – December 31, 2021 =	\$17.26 / RSF	\$23,697.98 / month
January 1, 2022 – December 31, 2022 =	\$17.76 / RSF	\$24,384.48 / month
January 1, 2023 – December 31, 2023 =	\$18.28 / RSF	\$25,098.44 / month
January 1, 2024 – December 31, 2026 =	\$18.81 / RSF	\$25,826.13 / month

The funds to pay the rent have been requested in the 001- 4103 Family Support 2020 budget.