

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**

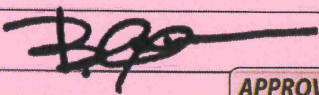
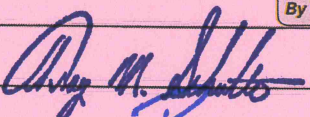
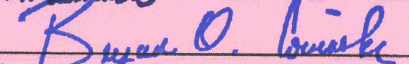
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20574

Sponsor(s): Charlie Franklin

Date: December 7, 2020

<b>SUBJECT</b>	<p>Action Requested  <input checked="" 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 Doors and Restroom Partitions Repair, Replacement, Maintenance and Associated Services for use by Various County Departments to DH Pace Company (dba: Overhead Door Company of Kansas City) of Olathe, Kansas under the terms and conditions of Invitation to Bid No. 63-20.</u></p>																																							
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:85%;">Amount authorized by this legislation this fiscal year:</td> <td style="width:15%; 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><b>OTHER FINANCIAL INFORMATION:</b></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: Various County Departments                      Estimated Use: \$65,000.00</p> <p>This RLA only approves the Term and Supply Contract; the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of the contract value.</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:	\$																													
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date):          Prior resolutions and (date): 17638, August 1, 2011; 18910, August 24, 2015</p>																																							
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Katelyn Edgar, Buyer, 816-881-3292</p>																																							
<b>REQUEST SUMMARY</b>	<p>Various County Departments require a Term and Supply Contract for the furnishing of Doors and Restroom Partitions, Repair, Replacement, Maintenance and Associated Services. The Purchasing Department issued Invitation to Bid No. 63-20 in response to those requirements.</p> <p>A total of forty-two notifications were distributed and one response was received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;">No.</th> <th style="width:75%;">Description</th> <th style="width:20%;">DH Pace Overland Park, KS</th> </tr> </thead> <tbody> <tr> <td></td> <td>Hourly Rates for Services</td> <td></td> </tr> <tr> <td>01</td> <td>Doors: Rate per Hour for Normal Working Hours</td> <td style="text-align: right;">\$75.00</td> </tr> <tr> <td>02</td> <td>Doors: Rate per Hour for Over Time Hours</td> <td style="text-align: right;">\$104.00</td> </tr> <tr> <td>03</td> <td>Restroom Partitions: Rate per Hour for Normal Working Hours</td> <td style="text-align: right;">\$75.00</td> </tr> <tr> <td>04</td> <td>Restroom Partitions: Rate per Hour for Over Time Hours</td> <td style="text-align: right;">\$104.00</td> </tr> <tr> <td>05</td> <td>Electronic Work: Rate for Hour for Normal Working Hours</td> <td style="text-align: right;">\$75.00</td> </tr> <tr> <td>06</td> <td>Electronic Work: Rate for Hour for Over Time Hours</td> <td style="text-align: right;">\$104.00</td> </tr> <tr> <td>07</td> <td>Construction of New Openings: Rate per Hour for Normal Working Hours</td> <td style="text-align: right;">\$75.00</td> </tr> <tr> <td>08</td> <td>Project Management: Rate per Hour for Normal Working Hours</td> <td style="text-align: right;">\$75.00</td> </tr> <tr> <td></td> <td>Discount on List Price</td> <td></td> </tr> <tr> <td>09</td> <td>Replacement Doors and Parts</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>10</td> <td>Restroom Partitions and Parts</td> <td style="text-align: right;">30%</td> </tr> </tbody> </table>	No.	Description	DH Pace Overland Park, KS		Hourly Rates for Services		01	Doors: Rate per Hour for Normal Working Hours	\$75.00	02	Doors: Rate per Hour for Over Time Hours	\$104.00	03	Restroom Partitions: Rate per Hour for Normal Working Hours	\$75.00	04	Restroom Partitions: Rate per Hour for Over Time Hours	\$104.00	05	Electronic Work: Rate for Hour for Normal Working Hours	\$75.00	06	Electronic Work: Rate for Hour for Over Time Hours	\$104.00	07	Construction of New Openings: Rate per Hour for Normal Working Hours	\$75.00	08	Project Management: Rate per Hour for Normal Working Hours	\$75.00		Discount on List Price		09	Replacement Doors and Parts	30%	10	Restroom Partitions and Parts	30%
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	<p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends award of the furnishing of Doors, Restroom Partitions, Repair, Replacement, Maintenance and Associated Services to DH Pace Company (dba: Overhead Door Company of Kansas City) of Olathe, KS; under the terms and conditions of Invitation to Bid No. 63-20.</p> <p>This award is made on an "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.</p>		
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)		
COMPLIANCE	<input checked="" type="checkbox"/> MBE Goals 9.5% <input checked="" type="checkbox"/> WBE Goals 11.5% <input checked="" type="checkbox"/> VBE Goals 9.5% CUP has been accepted by Compliance Review; Goals are being met as stated.		
ATTACHMENTS	The Abstract of Bids, the Award Recommendations from the Using Departments, and the pertinent pages of DH Pace Company's bid documents.		
REVIEW	Department Director: 	Date: 11-30-2020	
	Finance (Budget Approval): <i>If applicable</i>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>APPROVED</b>  By Mark Lang at 4:04 pm, Nov 30, 2020 </div>	Date:
	Division Manager: 	Date: 12-3-20	
	County Counselor's Office: 	Date: 12-3-20	

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.

ABSTRACT OF BIDS

NO	DESCRIPTION	UNIT	QTY	DH Pace		Overhead		Door		Olathe, KS	
				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	Doors: Rate per Hour for Normal Working Hours	Hour	1	75.00							
2	Doors: Rate per Hour for Over Time Hours	Hour	1	104.00							
3	Restroom Partitions: Rate per Hour for Normal Working Hours	Hour	1	75.00							
4	Restroom Partitions: Rate per Hour for Over Time Hours	Hour	1	104.00							
5	Electronic Work: Rate per Hour for Normal Working Hours	Hour	1	75.00							
6	Electronic Work: Rate per Hour for Over Time Hours	Hour	1	104.00							
7	Construction of New Openings: Rate per Hour for Normal Working Hours	Hour	1	75.00							
8	Project Management: Rate per Hour for Normal Working Hours	Hour	1	75.00							
9	Discount on List Price - Replacement Doors and Parts			30%							
10	Discount on List Price - Restroom Partitions and Parts			30%							

CERTIFICATION OF BID OPENING  
 BIDS WERE PUBLICLY  
 OPENED AND RECORDED  
 ON: November 17, 2020 BY  
[Signature]  
 CLERK OF THE LEGISLATURE  
[Signature]  
 PURCHASING

NOV 17 PM 2:02



**JACKSON COUNTY**  
**Facilities Management Division**

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Jackson County Courthouse  
415 East 12th Street, Third Floor Mezzanine  
Kansas City, Missouri 64106  
jacksongov.org

(816) 881-3258  
Fax: (816) 881-3583

**MEMORANDUM**

**From:** Rick Gerla, Facilities Management Administrator

**To:** Katelyn Edgar, Buyer, Purchasing Department

**Date:** 11/23/2020

**Subject:** Bid 63-20 Door and Restroom Parts, Term and Supply Contract Recommendation

Katelyn,

This memorandum is being prepared and submitted in response to your request for feedback regarding the above contract being awarded by Jackson County for the 20 Door and Restroom Parts on a Term and Supply basis.

The Facilities Division would like to recommend moving forward with Overhead Door (DH Pace), a vendor who applied for this contract. Annual spend will be around \$65,000.00.

Thank you,

A handwritten signature in blue ink that reads "R Gerla".

Rick Gerla  
Facilities Management Administrator  
816.881.3748 (desk)  
816.217.9310 (mobile)

4.8.5 Various other buildings located within Jackson County, Missouri.

**5.0 REQUIRED SUBMITTALS**

- 5.1 Written documentation on the Facility, Equipment and Personnel designated to perform maintenance, repairs, modifications, and new installations under any resulting Contract.
- 5.2 Written documentation on Personnel designated to perform Project Management under any resulting Contract.
- 5.3 If your company is not located in the Greater Kansas City Metropolitan Area, how do you intend to perform the work detailed herein.
- 5.4 Response time from initial call for service for repairs and maintenance.
- 5.5 Failure to include the Required Submittals with your bid will result in the REJECTION of your bid.

**6.0 EVALUATION PROCESS**

- 6.1 All bids received that are responsive to the General Conditions, Specifications, and other provisions of this Invitation to Bid will be evaluated.
- 6.2 An Evaluation Committee made up of Jackson County, Missouri personnel will evaluate bids and make recommendations.
- 6.3 Jackson County, Missouri shall be the sole judge of the bids submitted and its decision shall be final.

**7.0 QUESTIONS**

- 7.1 All questions regarding this Invitation to Bid must be in writing and emailed as detailed under General Conditions, Item 5 on Page 9 of this Invitation to Bid by 5:00pm CST on November 10, 2020.
- 7.2 Point of Contact is Katelyn Edgar; email address is [kedgar@jacksongov.org](mailto:kedgar@jacksongov.org).
- 7.3 All questions will be answered in the form of Addenda and posted on the Jackson County, Missouri website.
- 7.4 Failure to follow this procedure MAY result in the REJECTION of your bid.

**8.0 QUOTATIONS**

- 8.1 For the purposes of this Invitation to Bid, Normal Working Hours are Monday through Friday, 8:00am to 5:00pm, Over Time Hours would be any other hours outside of Normal Working Hours.
- 8.2 Rate per Hour is for Repairs, Replacements, Maintenance and Associated Services.

No.	Description	Pricing/Discount
	Hourly Rates for Services	
01.	Doors: Rate per Hour for Normal Working Hours	\$ 75
02.	Doors: Rate per Hour for Over Time Hours	\$ 104
03.	Restroom Partitions: Rate per Hour for Normal Working Hours	\$ 75
04.	Restroom Partitions: Rate per Hour for Over Time Hours	\$ 104
05.	Electronic Work: Rate per Hour for Normal Working Hours	\$ 75
06.	Electronic Work: Rate per Hour for Over Time Hours	\$ 104
07.	Construction of New Openings: Rate per Hour for Normal Working Hours	\$ 75
08.	Project Management: Rate per Hour for Normal Working Hours	\$ 75
	Discount on List Price	
09.	Replacement Doors and Parts	30 %
10.	Restroom Partitions and Parts	30 %

<b>Bidder's Name</b>	Overhead Door Company of Kansas City A Division of D.H. Pace Company, Inc.
<b>Authorized Representative</b>	Mark L. Tropansky
<b>Title</b>	Vice President Commercial Operations
<b>Signature</b>	
<b>Phone Number</b>	(816) 221-0072
<b>Fax Number</b>	(816) 221-2488
<b>Cell Number</b>	(816) 985-3408
<b>Email Address</b>	Mark.Tropansky@dhpac.com
<b>Web Address</b>	<a href="http://www.overheaddoorkansascity.com">http://www.overheaddoorkansascity.com</a>