

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**

Completed by County Counselor's Office:

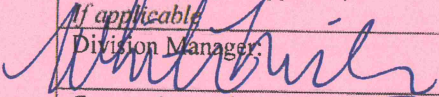
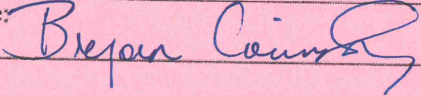
Res/~~Ord~~ No.: 20527

Sponsor(s): Charlie Franklin

Date: October 19, 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 Office Furniture for Various County Departments to Office Product Alliance of Kansas City, MO and Interior Landscapes of Kansas City, MO. Under the Terms and Conditions of Invitation to Bid No. 33-20.</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>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><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:</p> <p style="padding-left: 40px;">Department: Various Departments      Estimated Use: \$250,000.00</p> <p>The 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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Total amount authorized after this legislative action:	\$												
Amount budgeted for this item * (including transfers):	\$												
Source of funding (name of fund) and account code number:	\$												
<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date): N/A                  Prior resolutions and (date): 18778, 3/30/2015; 17549, 3/28/2011; 16153, 2/12/2007</p>												
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Katelyn Edgar, Buyer, 881-3292</p>												
<b>REQUEST SUMMARY</b>	<p>Various County Departments require a Term and Supply Contract for the furnishing of Office Furniture. The Purchasing Department issued Invitation to Bid No. 33-20 to meet those requirements.</p> <p>A total of 32 notifications were distributed with three responses received. The qualifying bids were evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Scott Rice Office Works, Lenexa, KS</th> <th>Office Products Alliance, KCMO</th> <th>Interior Landscapes, KCMO</th> </tr> </thead> <tbody> <tr> <td>Product Line</td> <td>Global and Steelcase</td> <td>Global</td> <td>National Office Furniture and Hon</td> </tr> <tr> <td>Discounts Offered</td> <td>50% off</td> <td>57% off</td> <td>55% off</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County code, the Director of Finance and Purchasing recommends the split award for the furnishing of Office Furniture for Various County Departments to Office Furniture Alliance of Kansas City, MO. and Interior Landscapes of Kansas City, MO. under the Terms and Conditions of Invitation to Bid 33-20.</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>	Description	Scott Rice Office Works, Lenexa, KS	Office Products Alliance, KCMO	Interior Landscapes, KCMO	Product Line	Global and Steelcase	Global	National Office Furniture and Hon	Discounts Offered	50% off	57% off	55% off
Description	Scott Rice Office Works, Lenexa, KS	Office Products Alliance, KCMO	Interior Landscapes, KCMO										
Product Line	Global and Steelcase	Global	National Office Furniture and Hon										
Discounts Offered	50% off	57% off	55% off										



CLEARANCE	<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)		
COMPLIANCE	<input checked="" type="checkbox"/> MBE Goals <input checked="" type="checkbox"/> WBE Goals <input checked="" type="checkbox"/> VBE Goals  No Goals Assigned. Interior Landscapes is a WBE.		
ATTACHMENTS	The Abstract of Bids and the pertinent pages of Office Products Alliance and Interior Landscapes' bid documents.		
REVIEW	Department Director: <a href="mailto:bcrutsinger@jacksongov.org">bcrutsinger@jacksongov.org</a>	<small>Digitally signed by bcrutsinger@jacksongov.org  DN: cn=bcrutsinger@jacksongov.org  Reason: Approved  Date: 2020.09.15 08:12:43 -0500</small>	Date:
	Finance (Budget Approval):	<div style="border: 1px solid black; padding: 2px; text-align: center;"> <b>APPROVED</b>  By Mark Lang at 4:01 pm, Oct 01, 2020 </div>	Date:
	<i>If applicable</i> Division Manager: 		Date: 10/13/20
	County Counselor's Office: 		Date: 10/14/20



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

Invitation to Bid 33-20 Office Furniture Opens: 2:00 PM, CDT on 9/1/2020		DESCRIPTION		UNIT	QTY	Scott Rice Office Works Lenexa, KS	Office Products Alliance KCMO	Interior Landscapes KCMO	ProductLink	AMOUNT	AMOUNT
NO						AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	Product Line:	Global				% Discount Offered 50	% Discount Offered 57	% Discount Offered 55	Nat. Office Furniture		
2	Product Line:	Steel Case				% Discount Offered 50	% Discount Offered N/A	% Discount Offered 65.7	Hon Cubicles		
3	Product Line:	Richelieu Ergonomics				% Discount Offered 46	% Discount Offered N/A	% Discount Offered 56.4	Hon Lateral files & storage		
4	Product Line:	Sit On IT				% Discount Offered 48	% Discount Offered N/A	% Discount Offered 55	Hon Tables Desks etc		
5	Product Line:	SWS Storge				% Discount Offered 15	% Discount Offered N/A	% Discount Offered 55	Education		
6	Product Line:	Claridge				% Discount Offered 50	% Discount Offered N/A	% Discount Offered			
7	Installation					\$ 48. <sup>00</sup>	\$ 45. <sup>00</sup>	\$ 52. <sup>00</sup>			
8	After Hours Installation					\$ 72. <sup>00</sup>	\$ 65. <sup>00</sup>	\$ 78. <sup>00</sup>			
9	Design					\$ 80. <sup>00</sup>	\$ 125. <sup>00</sup>	\$ 40. <sup>00</sup>			
10	Storage					\$ .60 / <sup>29</sup> / <sup>feet</sup>	\$ N/A	\$ 1. <sup>00</sup> / <sup>sq</sup> / <sup>feet</sup>			

CERTIFICATION OF BID OPENING  
BIDS WERE PUBLICLY  
OPENED AND RECORDED

ON: Sept 1, 2020 BY  
Shadi Rowland  
CLERK OF THE LEGISLATURE  
Katlyn Edgar  
PURCHASING

- 4.17 Purchase Orders will be for specific items and quantities against this contract.
- 4.18 Price Increases: The Successful Contractor may increase prices only when the increase applies to the General Public and is stated officially in writing to Jackson County, Missouri. Price Increase shall not take effect against the County until the Successful Contractor has verified the fulfillment of this condition to the reasonable satisfaction of the County's Purchasing Department. No price increases will be allowed in the first twelve (12) months of this contract.

**5.0 REQUIRED SUBMITTALS**

- 5.1 If the Bidder's company is not located in the Greater Kansas City Metropolitan Area, how you intend to perform the services detailed herein.
- 5.2 Manufacturer's Specifications and Warranty Information on the Products being Bid.
- 5.3 Manufacturer's Current Catalog with Price Lists on Products being Bid.
- 5.4 Bidders Return Policy for Furniture.

**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. An Evaluation Committee made up of Jackson County, Missouri personnel will evaluate bids and make recommendations. 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 the General Conditions, Item Number Five on Page 10 of this Invitation to Bid by 5:00 p.m. CST, on August 25, 2020. Point of Contract for the Purchasing Department is Katelyn Edgar, email address: [kedgar@jacksongov.org](mailto:kedgar@jacksongov.org). All questions will be answered in the form of Addenda on the Jackson County, Missouri website. Failure to follow this procedure MAY result in the REJECTION OF YOUR BID.

**8.0 QUOTATION**

- 8.1 This Contract is based on Percentage of Discount off Catalog Prices.
- 8.2 The Percentage of Discount off Catalog Prices cannot change during the course of the contract or any of its extensions.
- 8.3 In the spaces below please provide the Catalog Brand you will be bidding on and the Discount off Catalog Prices you will be offering Jackson County. Please also fill in the rates for installation/set-up, after hours installation/set-up, design services, and storage. If you wish to offer the County additional services provide a list of those services with those prices on your company letterhead and submit it with your bid.

Product Line	Percentage Discount Offered
GLOBAL	57 % off
	% off
	% off
	% off
	% off
	% off

Additional Services and Solutions	Hourly Rates (a range is acceptable)
Installation	\$ 45
After Hours Installation	\$ 65
Design	\$ 125
	Monthly Fee
Storage	\$ N/A

SIGNATURE: <i>Mark Whitlow</i>	DATE: 8-27-20
NAME: MARK WHITLOW (Print or Type)	PHONE: 816-777-2810
TITLE: PRESIDENT (Print or Type)	CELL: 816-863-0414
COMPANY NAME: OFFICE PRODUCTS ALLIANCE (Print or Type)	FAX: 816-777-2811
EMAIL ADDRESS: MARK@OPAKC.COM (Print or Type)	
WEB ADDRESS: OPAKC.COM (Print or Type)	



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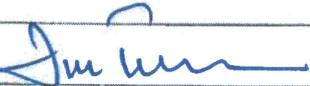
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Product Line	Percentage Discount Offered
National Office Furniture	55 % off
Hon Cubicles	65.7 % off
Hon Lateral Files & Storage	56.4 % off
Hon Tables, Desking, Seating, Casework	55 % off
Education	55 % off
	% off

Additional Services and Solutions	Hourly Rates (a range is acceptable)
Installation	\$ 52
After Hours Installation	\$ 78
Design	\$ 40 if Applicable
	Monthly Fee
Storage	\$ 1.00 per sq. Ft.

SIGNATURE: 	DATE: 9-1-20
NAME: Jim TURNER (Print or Type)	PHONE: 816-842-2120
TITLE: Sales (Print or Type)	CELL: 314-755-2220
COMPANY NAME: Interior Landscapes (Print or Type)	FAX: 816-842-2129
EMAIL ADDRESS: curberger@InterScape.biz (Print or Type)	
WEB ADDRESS: www.InteriorLandscapes.com (Print or Type)	

Christina Urberger