

Request for Legislative Action

Ord. No.: 5523
Sponsor: Theresa Cass Galvin
Date: June 21, 2021

Completed by County Counselor's Office

Action Requested:	Ordinance	Res.Ord No.:	5523
Sponsor(s):	Theresa Galvin	Legislature Meeting Date:	6/21/2021

Introduction

Action Items: ['Appropriate', 'Award']

Project/Title:

Awarding a Twelve-Month Term and Supply Contract with One Twelve Month Option to Extend for the furnishing of Services to Post Notice of Foreclosure on properties in Delinquent Land Tax Sale for use by Collection Department to All Pro Monitoring of Kansas City, MO under the terms and conditions of Invitation to Bid No. 32-21; and authorizing transfer of funds.

Request Summary

Collection Department requires a Term and Supply Contract for the furnishing of Services to Post Notice of Foreclosure on properties in the Delinquent Land Tax Sale. The Purchasing Department issued Invitation to Bid No. 32-21 in response to those requirements.

One response was received and evaluated as follows:

Per parcel cost: \$24.00

Mileage: \$.56/mile

Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends award of the furnishing of Services to Post Notice of Foreclosure to All Pro Monitoring of Kansas City, MO under the terms and conditions of Invitation to Bid No. 32-21.

Estimated 2021 usage is \$49,856 based on 6/9/21 parcel count. 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.

Collection department is requesting authorization of transfer of funds from 040-9999-32810-999-9999-9999-21 & will need to be transferred to: \$47,856 to 040-1403-56786-999-9999-9999-21 for services and \$2,000 to 040-1403-56120-999-9999-9999-21 for mileage.

Contact Information

Department:	Collections	Submitted Date:	6/8/2021
Name:	Karey A. Schulze	Email:	KSchulze@jacksongov.org
Title:	Posting Foreclosure Notice	Phone:	816-881-3038

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Budget Information			
Amount authorized by this legislation this fiscal year:			\$49,856
Amount previously authorized this fiscal year:			\$ 0
Total amount authorized after this legislative action:			\$49,856
Is it transferring fund?			Yes
Transferring Fund From:			
Fund:	Department:	Line Item Account:	Amount:
040 (CARES Act)	9999 (*)	32810 (Undesignated Fund Balance)	\$49,856
Transferring Fund To:			
Fund:	Department:	Line Item Account:	Amount:
040 (CARES Act)	1403 (Collections)	56786 (Tax Sale Posting Services)	\$47,856
040 (CARES Act)	1403 (Collections)	56120 (Mileage Reimbursement)	\$2,000

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Formal Bid
Core 4 Tax Clearance Completed:	Yes
Certificate of Foreign Corporation Received:	Yes
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals are waived - insufficient MBE or WBE firms available	
MBE:	.00%

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	WBE:	.00%
	VBE:	.00%
Prevailing Wage		
Not Applicable		

Fiscal Information	
<ul style="list-style-type: none">Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab.	

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History

Karey A. Schulze at 6/8/2021 12:23:07 PM - [Submitted | Once awarded, the vendor must have all postings completed before 14 days prior to the sale of the property to be in compliance with County Code 2128.1]

Department Director: Whitney S. Miller at 6/8/2021 12:45:25 PM - [Approved |]

Finance (Purchasing): Barbara J. Casamento at 6/8/2021 12:57:20 PM - [Approved |]

Audit: Jaime Guillen at 6/8/2021 2:23:13 PM - [Returned for more information | Estimated usage exceeds \$50,000. Should have been reviewed for goals.]

Submitter: Karey A. Schulze at 6/9/2021 10:01:22 AM - [Submitted | updated amounts based on new parcel counts as of 6/9/21]

Department Director: Whitney S. Miller at 6/9/2021 11:33:19 AM - [Returned for more information | Please add goals document.]

Submitter: Karey A. Schulze at 6/9/2021 11:58:20 AM - [Submitted | Added Goals form-new est amt will be under \$50 but still close]

Department Director: Whitney S. Miller at 6/9/2021 12:13:05 PM - [Approved |]

Finance (Purchasing): Barbara J. Casamento at 6/9/2021 2:21:32 PM - [Approved |]

Audit: Jaime Guillen at 6/9/2021 3:20:13 PM - [Approved |]

Finance (Budget): Mark Lang at 6/9/2021 4:30:17 PM - [Returned for more information | The funding cannot be transferred out of fund 040. Please change your "to" accounts to fund 040 as well.]

Submitter: Karey A. Schulze at 6/9/2021 4:42:33 PM - [Submitted | corrected fund #s fr 001 to 040]

Department Director: Whitney S. Miller at 6/10/2021 7:11:27 AM - [Approved |]

Finance (Purchasing): Barbara J. Casamento at 6/10/2021 3:44:57 PM - [Approved |]

Audit: Katie M. Bartle at 6/11/2021 9:20:31 AM - [Approved |]

Finance (Budget): Mark Lang at 6/11/2021 12:10:50 PM - [Returned for more information | On the "Subject" tab, under "Action", please also select "Appropriate".]

Submitter: Karey A. Schulze at 6/14/2021 8:02:08 AM - [Submitted | also checked "Appropriate"]

Department Director: Whitney S. Miller at 6/14/2021 8:10:44 AM - [Approved |]

Finance (Purchasing): Barbara J. Casamento at 6/14/2021 9:08:40 AM - [Approved |]

Audit: Katie M. Bartle at 6/14/2021 11:17:12 AM - [Approved |]

Finance (Budget): Mark Lang at 6/14/2021 12:53:46 PM - [Approved | The fiscal note has been attached.]

Executive: Troy Schulte at 6/14/2021 1:09:43 PM - [Approved |]

Legal: Elizabeth Freeland at 6/17/2021 11:15:10 AM - [Approved |]

Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: June 14, 2021

Ord # 5523
eRLA ID #: 119

Org Code/Description	Object Code/Description	From	To
040 CARES Act			
9999 -	32810 Undesignated Fund Balance	\$ 49,856	\$ -
1403 Collections	56786 Tax Sale Posting Services		47,856
1403 Collections	56120 Mileage Reimbursement		2,000
		<u>\$ 49,856</u>	<u>\$ 49,856</u>

APPROVED
By Mark Lang at 12:51 pm, Jun 14, 2021

Budget Office



JACKSON COUNTY

Collection Department – Kansas City

415 East 12th Street, Suite 100
Kansas City, Missouri 64106
www.jacksongov.org

(816) 881-3232
Fax: (816) 881-3142

MEMORANDUM

To: Craig Reich, Senior Buyer, Purchasing
Barbara Casamento, Purchasing Administrator, Purchasing

From: Karey Schulze, Office Administrator, Collections

Date: June 7, 2021

Subject: Recommendation for Posting Notice of Foreclosure – RFP 32-21
Term and Supply Contract

We have reviewed the information provided on the above referenced bid. Collection recommends All Pro Monitoring for Posting Notice of Foreclosure services.

In evaluating the submitted information, we find that All Pro Monitoring, as the sole responder, can meet all of our stated requirements. This company scored 85 out of 100 possible on our evaluation.

We therefore recommend All Pro Monitoring. The Collection Department estimates the usage to be \$51,250 for this contract. It will be funded from 040-9999-32810-999-9999-9999-21 & will need to be transferred to: \$49,250 to 040-1403-56786-999-9999-9999-21 for services and \$2,000 to 040-1403-56120-999-9999-9999-21 for mileage.

Thank you for your time and attention.

Karey Schulze
Office Administrator
Collection Department

Frank White Jr., County Executive



ALL PRO MONITORING

APMUSA

4042 Central, KC MO 64111

(816) 805-3477

www.apmusa.com

5.6 COVER LETTER

Dear Craig Reich:

We are pleased to submit our proposal in response to Request for Proposal 32-21.

All Pro Monitoring is located at 4042 Central Street, Kansas City, MO 64111. Should you have any questions, you may contact Amber Ledbetter, Executive Director at (816) 805-3477 (amber@apmusa.com).

All Pro Monitoring is an electronic monitoring company with 40+ years of experience within Jackson County, Missouri and is very familiar with the areas within the County and will be able to fully complete the tasks required.

Amber Ledbetter

Executive Director

(816) 805-3477

amber@apmusa.com



ALL PRO MONITORING

APMUSA

4042 Central, KC MO 64111

(816) 805-3477

www.apmusa.com

5.6.5 All Pro Monitoring understands they must submit personnel qualifications.

5.6.6 All Pro Monitoring understands that the references shall include the following information:

5.6.6.1 Name of business, contact name, telephone number and email address

5.6.6.2 The Description of of services performed

5.6.6.3 The Length of time services were performed

5.6.7 All Pro Monitoring understands they must provide proof of financial responsibility.

5.6.8 All Pro Monitoring is submitting a quote of \$24.00 per parcel with the data correctly entered. All Pro Monitoring understands that parcels redeemed prior to posting and therefore not requiring a posting, as well as parcels which require posting due to incomplete or incorrect entries, will not be paid. All Pro Monitoring understands that mileage shall be reimbursed for actual mileage properly documented at the rate set by the Division Manager of Finance, and will be reviewed annually and based on the Internal Revenue Service (IRS) rates. All Pro Monitoring understands that the current rate for 2021 is set at \$.56/mile.

5.7 All Pro Monitoring understands that failure to provide this information, organized in this manner, with the appropriate number of copies, may be grounds for the REJECTION of the proposal, or a reduction of Evaluation Criteria.

6.0 EVALUATION CRITERIA

6.1 All Pro Monitoring understands that all proposals received that are responsive to the General Conditions, Scope of Services and other provisions of the Request for Proposal will be evaluated.

6.2 All Pro Monitoring understands that any Evaluation Criteria of weighing of criteria is used by the County as a tool to assist the County in selecting the best proposal for the County. All Pro Monitoring understands that evaluation scores or ranks alone do not create a right or expectation to a Contract with the County and that ultimately the County may choose to contract with any Respondent regardless of rank or score.

Jackson County, Missouri MBE/WBE/VBE Contract Form			
Contracting Department		Date	
Collections		6/9/2021	
Project Number		Project Name	
32-21		Posting Notice of Foreclosuress	
Estimated Contract Value	Proposed Solicitation Date	Proposed Project Start Date	Estimated Contract End Date
\$51,000.00	6/9/2021	6/16/2021	7/31/2021

Estimated Contract Value			
Scopes of Work	Dollar Amount	# of MBE available	# of WBE available
Total Must Equal Est Contract \$	\$	-	*Add more lines if needed

Goals: Compliance Review Office			
<input type="checkbox"/>	Goals for Project have been set at		
	% MBE		%WBE
	% VBE		
<input type="checkbox"/>	Goals for Project are <u>WAIVED</u> because contract is:		
<input type="checkbox"/>	With another governmental agency		
<input type="checkbox"/>	For Real Property		
<input type="checkbox"/>	An Emergency Contact		
<input type="checkbox"/>	For purposes of borrowing money, bonds or other notes		
<input type="checkbox"/>	Sole Source		
<input checked="" type="checkbox"/>	Insufficient in terms of MBE or WBE firms available		
Signed: Jaime Guillen Date: 6/9/2021			

CUP: Compliance Review Office			
To be completed after bidding, in conjunction with review of CUP submitted by contracting Department			
<input type="checkbox"/>	Proposed utilization matches goals set above		
<input type="checkbox"/>	Proposed utilization differs from goals. This modification is acceptable		
	MBE/WBE/VBE participation on this project will be:		
	% MBE		% WBE
	% VBE		
<input type="checkbox"/>	Proposed utilization differs from goals. Modification is NOT acceptable		
	Good faith effort documentation will be requested of contractor.		
Signed: Date:			

AFFIDAVIT

STATE OF Missouri)
) SS.
COUNTY OF Jackson)

_____ of the City of Kansas City
County of Jackson State of Missouri being duly sworn on her or his oath, deposes and says;

1. That I am the Executive Director (Title of Affiant) of All Pro Monitoring (Name of Respondent) and have been authorized by said Respondent to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.
2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Respondent is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of respondent).
3. If Respondent were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.
4. Either Respondent is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Respondent did not have on December 31, 2020 any property subject to taxation by the County and if respondent is duly listed and assessed on the tax rolls of Jackson County, Missouri, respondent agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.
5. Respondent has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.
6. Respondent certifies and warrants that Respondent or Respondent's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties.
7. Respondent certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.
8. Respondent certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

All Pro Monitoring (Name of Respondent)

By: Amber Ledbetter (Signature of Affiant)

Executive Director (Title of Affiant)

Subscribed and sworn to before me this 9th day of June, 2021

Samantha Paige Backhus

NOTARY PUBLIC in and for the County of JACKSON (SEAL)

State of Missouri

My Commission Expires: 9/2/2023

