

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19113

Sponsor(s): Dennis Waits

Date: March 28, 2016

SUBJECT	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Maintenance Agreements, Repairs and Modifications/Improvements of Elevators for use by Various County Departments under the terms and conditions of Invitation to Bid No. 9-16.</u></p>																						
<p>BUDGET INFORMATION</p> <p><i>To be completed By Requesting Department and Finance</i></p>	<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 style="text-align: right;">\$</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></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 checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:</p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Department:</td> <td>Estimated Use:</td> </tr> <tr> <td>Facilities Management</td> <td>\$31,278.90</td> </tr> <tr> <td>Department of Corrections</td> <td>\$27,302.00</td> </tr> <tr> <td>Sheriff's Office</td> <td>\$ 1,650.00</td> </tr> <tr> <td>Parks + Rec Department</td> <td>\$ 1,245.00</td> </tr> <tr> <td>Total</td> <td>\$61,475.90</td> </tr> </table> <p>This RLA only approves the term and supply contract. The funds were appropriated through the annual budget adoption. Figures included in the Budget Information section are for informational purposes to provide an estimate of the contract value.</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:		Department:	Estimated Use:	Facilities Management	\$31,278.90	Department of Corrections	\$27,302.00	Sheriff's Office	\$ 1,650.00	Parks + Rec Department	\$ 1,245.00	Total	\$61,475.90
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:																							
Department:	Estimated Use:																						
Facilities Management	\$31,278.90																						
Department of Corrections	\$27,302.00																						
Sheriff's Office	\$ 1,650.00																						
Parks + Rec Department	\$ 1,245.00																						
Total	\$61,475.90																						
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): 17863, March 19, 2012</p>																						
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>																						
REQUEST SUMMARY	<p>The County requires a Term and Supply Contract for the furnishing of Maintenance Agreements, Repairs and Modifications/Improvements for the Elevators in the Jackson County, Missouri facilities. To meet these requirements the Purchasing Department issued Invitation to Bid No. 9-16.</p> <p>A total of nine bids were distributed and two responses were received and evaluated as follows:</p> <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">MEI Kansas City, KS</th> <th style="text-align: center;">Kone Kansas City, MO</th> </tr> </thead> <tbody> <tr> <td>Maintenance Agreements</td> <td style="text-align: right;">\$61,475.90</td> <td style="text-align: right;">\$63,720.00</td> </tr> <tr> <td>Hourly Rate – Regular Time</td> <td style="text-align: right;">\$ 125.00</td> <td style="text-align: right;">\$ 192.62</td> </tr> <tr> <td>Hourly Rate – Overtime</td> <td style="text-align: right;">\$ 195.00</td> <td style="text-align: right;">\$ 368.12</td> </tr> <tr> <td>Mark-Up on Parts and Equipment</td> <td style="text-align: center;">25%</td> <td style="text-align: center;">35%</td> </tr> </tbody> </table> <p>Items 07 and 26 were not awarded as the equipment has been declared obsolete and is not used.</p>		MEI Kansas City, KS	Kone Kansas City, MO	Maintenance Agreements	\$61,475.90	\$63,720.00	Hourly Rate – Regular Time	\$ 125.00	\$ 192.62	Hourly Rate – Overtime	\$ 195.00	\$ 368.12	Mark-Up on Parts and Equipment	25%	35%							
	MEI Kansas City, KS	Kone Kansas City, MO																					
Maintenance Agreements	\$61,475.90	\$63,720.00																					
Hourly Rate – Regular Time	\$ 125.00	\$ 192.62																					
Hourly Rate – Overtime	\$ 195.00	\$ 368.12																					
Mark-Up on Parts and Equipment	25%	35%																					

	<p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Term and Supply Contract for the furnishing of Maintenance Agreements, Repairs and Modifications/Improvements for Elevators to MEI (Minnesota Elevator, Inc.) of Kansas City, Kansas as the lowest and best bid received.</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) 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	Abstract of Bids Received, Recommendation Memorandums from Using Departments and the pertinent pages of MEI's bid documents.	
REVIEW	Department Director:	Date: 3/14/16
	Finance (Budget Approval): If applicable	Date: 3/16/16
	Division Manager:	Date: 3/23/16
	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.



FACILITIES MANAGEMENT

JACKSON COUNTY COURTHOUSE

303 W. WALNUT
INDEPENDENCE, MO 64050

PHONE: 816-881-3258
FAX: 816-881-4525

DATE: March 15, 2016

TO: Barbara Casamento
Purchasing Dept.

FROM: Marilyn Scothorne
Facilities Management

RE: Recap of Bids, # 9-16 Elevator Maintenance

Facilities Management recommends that MEI continue to provide our elevator maintenance service. We have an Otis Elevator that is proprietary and no other company can work on it because it requires special tools so a split award would not work for us.

Our estimated budget for the next twelve months is \$28,000 for the Kansas City Courthouse and \$5,000 for the Eastern Jackson County Courthouse. These estimates cover their monthly maintenance fees plus extra for needed repairs that are outside of the maintenance agreement. The total is \$33,000.00.

Please call 881-3258 if you have any questions.

Thank you.



Res. 19113

**JACKSON COUNTY DEPT. OF CORRECTIONS
1300 CHERRY
KANSAS CITY, MISSOURI 64106**

TO: Barbara Casamento,
FROM: Craig Mosher, Facility Administrator
DATE: March 11, 2016
RE: Elevator Service Contract

Department of Corrections recommends award of Invitation to Bid No.9-16 Elevator Maintenance to MEI. The recommendation is due to lowest cost for service. It is estimated that \$27,302 will be spent in 2016 for the services included in the contract.

OFFICE OF JACKSON COUNTY, MISSOURI
SHERIFF
INTER-OFFICE MEMORANDUM

TO: Barbara Casamento

FROM: Captain David Epperson

DATE: 03/14/2016

SUBJECT: Elevator evaluation

Ms. Casamento,

I am submitting this memorandum to inform you of our desire to stay with MEI for our elevator service contractor. MEI is familiar with our elevator and maintenance concerns and I believe they have done a competent job of keeping our equipment up and running. With that being said I do not anticipate any additional costs this year, other than our maintenance agreement. I estimate our agency will spend about \$2,000 for the calendar year.

From: Gordon D. Julich
Sent: Friday, March 11, 2016 7:59 AM
To: Barbara J. Casamento; Joseph Tomlinson; Gary J. Hayes; Craig A. Mosher; Norman R. Dennison II; David D. Epperson
Subject: RE: Evaluation of Invitation to Bid No. 9-16 Elevator Maintenance

Hi Barbara,

I have had no issues with MEI. We did however have one situation where the phone system in our Kone elevator had to be replaced. Kone apparently would not sell the part to MEI which I believe resulted in MEI to work out a non-OEM fix which probably was slightly higher than what might have normally been available.

In working with Kone on the installation of the Fort's hydraulic elevator I do know at times they were not the easiest company to work with although we have been very satisfied with their product and installation.

Hope this helps-

Gordon

From: Barbara J. Casamento
Sent: Thursday, March 10, 2016 1:06 PM
To: Joseph Tomlinson; Gary J. Hayes; Craig A. Mosher; Norman R. Dennison II; David D. Epperson; Gordon D. Julich
Subject: Evaluation of Invitation to Bid No. 9-16 Elevator Maintenance

Good Afternoon:

Attached is a Recap of the Bids received for Invitation to Bid No. 9-16 Elevator Maintenance and the documentation for the apparent low bidder MEI.

While evaluating, please consider the following:

Kone's bid was submitted with major exceptions, one of them was that theirs was an "all or nothing" offer; meaning that while they may be low on some of the maintenance agreements, there is not the possibility of a split award.

Please complete your evaluations and send me a Memorandum on your department's letterhead with your recommendations and your estimated budget for the next twelve months. The present contract expires on March 27th, so I would like to have your recommendations next week so I can proceed with an RLA.

Let me know if you have any questions.

BJC

5.0 EVALUATION PROCESS

- 5.1 All bids received that are responsive to the General Conditions, Specifications and other provisions of this Invitation to Bid will be evaluated'
- 5.2 An Evaluation Committee made up of Jackson County, Missouri personnel will evaluate the bids and make recommendations;
- 5.3 Jackson County, Missouri will be the owner of all bids submitted'
- 5.4 Jackson County, Missouri shall be the sole judge of the bids submitted and its decision shall be final.

6.0 QUESTIONS

- 6.1 All questions regarding this Invitation to Bid must be emailed to Barbara Casamento, email address bcasamento@jacksongov.org as detailed under General Conditions, Item Number 5, Page 10 of this Invitation to Bid, by 5:00 PM, CST on March 1, 2016.
- 6.2 All questions will be answered in the form of Addendum posted on the Jackson County, Missouri website at www.jacksongov.org.
- 6.3 Failure to follow the Question procedure as outlined herein may result in the Rejection of your bid.

7.0 QUOTATION FORM

Number	Description	Annual Cost
	Maintenance Agreements	
01	JCCH Montgomery No. 76266	\$ 3,711.65
02	JCCH Montgomery No. 76271	\$ 3,711.65
03	JCCH Montgomery No. 76267	\$ 3,711.65
04	JCCH Montgomery No. 76268	\$ 3,711.65
05	JCCH Montgomery No. 76269	\$ 3,711.65
06	JCCH Montgomery No. 76270	\$ 3,711.65
07	JCCH Otis No. 14496 "Removed"	\$ 1,245.00
08	JCCH Montgomery No. 76265	\$ 2,181.00
09	DOC Montgomery No. 4252	\$ 2,181.00
10	DOC Esco X-50	\$ 2,133.00
11	DOC Dover No. 4355	\$ 1,995.00
12	DOC Dover No. 4356	\$ 1,995.00
13	DOC Dover #3 Inmate Elevator	\$ 2,133.00
14	DOC Dover No. 4357	\$ 1,960.00
15	DOC Dover No. 4358	\$ 1,960.00
16	DOC Dover No. 4359	\$ 1,960.00
17	DOC Dover No. 4360	\$ 1,225.00
18	DOC Dover No. 4361	\$ 1,225.00
19	DOC Dover No. 4362	\$ 1,225.00
20	DOC Dover No. 4363	\$ 1,225.00
21	DOC Dover Logic Master #1 Visitor Annex	\$ 1,225.00
22	DOC Dover Logic Master #2 Visitor Annex	\$ 1,215.00
23	DOC Dover Logic Master #1 Inmate Annex	\$ 1,215.00
24	DOC Dover Logic Master #2 Inmate Annex	\$ 1,215.00
25	DOC Dover Logic Master Service Annex	\$ 1,215.00
26	EJCCH Refiner No. 46277 "Removed"	\$ 1,215.00
27	EJCCH Dover No. E35326	\$ 1,393.00
28	EJCCH Schindler No. 22467	\$ 1,215.00
29	112 W. Lexington Otis Gen 2	\$ 2,995.00
30	215 N. Liberty Esco/Eeco Hydro	\$ 1,225.00

31	107 Osage Kone MX	\$ 1,245.00
32	Sheriff's Westinghouse No. 3343	\$ 1,650.00
	Non-Maintenance Repairs and Modifications, Additions, Enhancements or Improvements	
33	Hourly Labor Rate - Regular Hours	\$ 125.00
34	Hourly Labor Rate - Overtime Hours	\$ 195.00
35	Mark-Up Percentage on Parts and Equipment - include additional sheets if needed	25 %

Total Annual Cost:
 \$63,935.90
 without Removal
 \$61,475.90

Bidder's Name	Minnesota Elevator, INC
Authorized Representative	Billy Mitchell
Title	Account Manager
Signature	<i>Billy Mitchell</i>
Phone Number	816-221-3778
Fax Number	816-221-4254
Cell Number	913-568-6068
Email Address	Billy.Mitchell@meielevator.com
Web Address	www.meielevator.com