



JACKSON COUNTY
Finance Department

415 East 12th Street, Suite 105
Kansas City, Missouri 64106
www.jacksongov.org

Administration
(816) 881-3126
Fax (816) 881-3877

Accounting/Pension
(816) 881-3180

Accounts Payable
(816) 881-3270

Budget
(816) 881-3851

Grants Management/
Risk Management
(816) 881-3202

Office Services
(816) 881-3265

Payroll
(816) 881-3201

Purchasing
(816) 881-3253

Tax Refund/Distribution
(816) 881-3358

Treasury
(816) 881-1320

MEMORANDUM

February 4, 2025

TO : Keith Allen
Senior Buyer
Purchasing Department

FROM : Barbara Casamento *BC*
Purchasing Department

REFERENCE : Invitation to Bid No. 24-079
Bottled Water

Good Afternoon, after reviewing the three bids that were received: Primo Water, Metro Pure and Quench – Primo Water provides the best prices and should save the County some money.

\$500

If you have any questions, please let me know.

BJC/bc



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

INTER-OFFICE MEMO

TO: Purchasing
FROM: Beth Money, Office Administrator
RE: Recommendation Memo 24-079 – Bottled Water and Dispenser Services
Date: January 21, 2025

The Sheriff's Office has an ongoing need for a vendor to provide bottled water and dispenser services. We have reviewed the bids submitted and recommend awarding the contract to DS Services dba Primo Water. They offer acceptable pricing, and their services will meet our needs.

The Sheriff's Office will spend approximately \$1,200 annually using this contract via line item 001-4201-56165 General Fund – Sheriff's Office – Coffee & Water Service.



ASSESSMENT DEPARTMENT
1300 WASHINGTON STREET
KANSAS CITY, MO 64105

www.jacksongov.org
(816) 881-3263

January 21, 2025

TO WHOM IT MAY CONCERN:

I recommend DS Services of America dba Primo Water North America. They have a good Background and References. The pricing was very low for the hot & cold rentals.

Estimated spend \$10,000.00
Assessment Fund 045
Cost Center 1902
Spend Category 56165

Cynthia Ramos

Assessment Office Administrator
1300 Washington Street
Kansas City, MO 64105
cramos@jacksongov.org
Work Cell (816) 419-0886
Office (816) 881-3263



JACKSON COUNTY Public Works Department

Jackson County Technical Center
303 West Walnut Street
Independence, Missouri 64050
jacksongov.org

(816) 881-4530
Fax: (816) 881-4448

MEMORANDUM

TO: Keith Allen, Finance and Purchasing Department

FROM: Kristi Miller, Public Works Department

DATE: January 31, 2025

SUBJECT: ITB No. 24-079 Bottled Water & Dispenser Services

Please consider Metro Pure Water LLC to be awarded term and supply vendor for bid No.24-079 Bottled Water & Dispenser Services for Jackson County Public Works. There were three vendors that submitted a bid for bid No. Bottled Water & Dispenser Services. This vendor seems to have knowledge of our equipment and needed services with the best overall pricing.

It is estimated that the Jackson County Public Works could spend approximately \$3000 annually.

For the reasons above, it has been requested that Metro Pure Water LLC be awarded the term and supply contract for bid Bottled Water & Dispenser Services.

Department Budgeted Fund Account: 004-1501-56165, 004-1502-56165, 004-1204-56165, 004-1504-56165

Thank you for your consideration,

Thank you,

Kristi Miller, Office Administrator, Jackson County Public Works

Frank White, Jr., County Executive



PURCHASING DEPARTMENT

415 East 12th Street
Kansas City, Missouri 64106

816-881-3267
Fax 816-881-3268

Recommendation Memo

TO: Keith Allen, Sr. Buyer, Finance
FROM: Deloris Wells- Deputy Director of Administration
DATE: January 31, 2025
RE: Recommendation Memo-Bottled Water & Dispenser Services

I have completed reviewing the proposals for Bottled Water and Dispenser Services. It is essential that we have a professional bottled water service that offers consistent, cost-effective delivery of quality drinking water. I am recommending the contract be awarded to DS Services of America DBA Primo Water North. They were by far the lowest and best bid.

The Jackson County Sheriff's Office Detention Center will spend approximately \$20,000.00 annually on bottled water and dispenser services. The funding for this service will be allocated in Account:001-2701-56165.

D. Wells

Deloris Wells



HUMAN RESOURCES DEPARTMENT

JACKSON COUNTY COURTHOUSE
415 E. 12TH STREET, 1st FLOOR
KANSAS CITY, MO 64106

(816) 881-3135
FAX (816) 881-3474

MEMORANDUM

TO: Keith Allen, Senior Buyer

From: Rebecca Byrne, Human Resources Office Administrator

Subj; Bottled Water and Dispenser Services Recommendation – ITB 24-079

Date: February 4, 2025

Human Resources was invited to participate in the Proposal Evaluation Process for ITB 24-079, Bottled Water and Dispenser Services. Our department reviewed submissions from 3 different vendors. Our reviews and evaluations were based on each vendor's qualifications, pricing and exceptions.

We have recommended awarding the contract to Metro Pure Water LLC as they offer acceptable pricing with services that meet our needs.

The Human Resources Department will spend approximately \$1,000 annually using this contract via Spend Category 56165 - Coffee & Water Service.



RECORDER OF DEEDS

JACKSON COUNTY COURTHOUSE

415 EAST 12TH STREET, ROOM 104
KANSAS CITY, MISSOURI 64106-2706

816-881-3191
Fax: 816-881-3719

February 4, 2025

Re: Recorder of Deeds Bottles Water & Dispenser Services Recommendation - Bid No. 101-22

To Whom It May Concern:

In reviewing the 3 bids, the Recorder of Deeds recommends DS Services of America dba Primo Water North America for bottled water & dispenser services.

Annual spend currently budgeted for this service is \$500.00.

Please ensure that the Historic Truman Courthouse is listed as a location for service, as it is not listed on the bidder quotation sheet.

Sincerely,

Diana Smith

Recorder of Deeds Director





MEMORANDUM

TO: Keith E. Allen, Purchasing
CC: Vince Ortega, Director
FROM: Dawna J. Shumate, Deputy Director
DATE: January 28, 2025
SUBJECT: Term & Supply Bottled Water Recommendation

COMBAT desires to have bottled water service and has reviewed the bids submitted by Quench USA, Metro Pure Water, and DS Services of America dba Primo Water of North America.

We recommend awarding the contract to DS Service of America dba Primo Water of North America, as they do not require a water source, which best suits the needs of our office.

COMBAT will spend approximately \$350 annually using this contract.

57010-Office Supplies

4401-COMBAT Office