

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:
 Res. Ord No.: 19030
 Sponsor(s): Scott Burnett
 Date: January 4, 2016

<p>SUBJECT</p>	<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 Four Twelve Month Options to Extend, for the furnishing of Temporary Clerical Services for use by Various County Departments to Penmac Staffing Services, Inc. of Lee's Summit, MO under the terms and conditions of Request for Proposals No. 70 - 15.</u></p>																						
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td></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></td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></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) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget)</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Estimated Use</th> </tr> </thead> <tbody> <tr> <td>Assessment Department</td> <td>\$ 20,000.00</td> </tr> <tr> <td>Collections Department</td> <td>\$ 30,000.00</td> </tr> <tr> <td>COMBAT</td> <td>\$ 25,000.00</td> </tr> <tr> <td>Finance & Purchasing Department</td> <td>\$ 10,000.00</td> </tr> <tr> <td>TOTAL</td> <td>\$ 85,000.00</td> </tr> </tbody> </table> <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): \$450,000.00 Prior Year Actual Amount Spent (if applicable): \$122,713.37</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	Assessment Department	\$ 20,000.00	Collections Department	\$ 30,000.00	COMBAT	\$ 25,000.00	Finance & Purchasing Department	\$ 10,000.00	TOTAL	\$ 85,000.00
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date): 17434, 12/06/10</p>																						
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Jessica Johnson, Senior Buyer, 881-3253</p>																						
<p>REQUEST SUMMARY</p>	<p>The Assessment Department, Collections Department, Finance & Purchasing Department and COMBAT along with other County Departments require a Term and Supply Contract for the furnishing of Temporary Clerical Services. The Purchasing Department issued Request for Proposals No. 70-15 in response to those requirements.</p> <p>A total of thirty-two (32) notifications were distributed and one response was received and evaluated by a three person committee consisting of persons representing the Finance & Purchasing Department, Collections & Assessment Departments and COMBAT. Pricing negotiations ensued with an amicable conclusion.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends Award for Temporary Clerical Services to Penmac Staffing Services, Inc. of Lee's Summit, MO as the lowest and best bid meeting specifications.</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>																						
<p>CLEARANCE</p>	<p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A</p>																						

	<input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Abstract of Bids, Email and Memo from using departments; Proposal Recap; Pertinent pages from Penmac Staffing Services, Inc.'s proposal.	
REVIEW	Department Director: <i>[Signature]</i>	Date: <i>12/17/15</i>
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: <i>[Signature]</i>	Date: <i>12/21/15</i>
	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.

ATTACHMENT 1

RESPONDENT'S QUOTATION
For
JACKSON COUNTY, MISSOURI REQUEST FOR PROPOSAL NO. 70-15

ITEM AND SPECIFICATION	QUOTE* Buy Rate	NUMBER OF AVAILABLE CLIENTS Bill Rate
SEASONAL CLERK	\$ 9.50	12.35
TAXPAYER SERVICES RECEPTIONIST	\$ 10.00	13.00
TAXPAYER SERVICES CLERK	\$ 10.50	13.65
TAXPAYER SPECIALIST	\$ 10.50	13.65
DATA ENTRY CLERK	\$ 9.50	12.35
EXECUTIVE ASSISTANT	\$ 10.50	13.65
ACCOUNT	\$ 9.50	12.35

*ALL QUOTES SHOULD BE AN ALL-INCLUSIVE HOURLY RATE.

CERTIFICATION

SIGNATURE: <i>Toni Abramowitz</i>	DATE: Dec 14-2015
NAME: <i>Toni Abramowitz</i> (Print or Type)	PHONE: <i>816-524-5442</i>
TITLE: <i>Area Manager</i> (Print or Type)	MOBILE: <i>816-682-4299</i>
COMPANY NAME: <i>Penma</i> (Print or Type)	FAX: <i>816-524-1998</i>
EMAIL ADDRESS: <i>Toni.Abramowitz@penma.com</i> (Print or Type)	

Proposal No: 70-15 Commodity: Temporary Clerical Services Evaluator:	Evaluation Criteria	Penmac Staffing	References & Qualification (Max 25)	Penmac Staffing
Bid Recap - Required Submittals				
Original plus 5 Copies		YES		
Affidavit		YES		
Compliance Review or Certificate of Compliance	Past Performance (Max 25)	YES		
Acknowledgement of Receipt of Addenda		YES		
Exceptions		YES		
Contractor's Utilization Plan	Pricing (Max 50)	N/A		
Cover Letter		YES		
Executive Summary		YES		
Experience		YES		
Past Projects		YES		
References		YES		
Key Personnel		YES		
Additional Material		YES		
Pricing		YES		
	TOTAL POINTS			
Comments:				
NO EXCEPTIONS REQUESTED.				