

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:  
 Res/Ord No.: 18796  
 Sponsor(s): Scott Burnett  
 Date: April 13, 2015

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract, with Three Twelve Month Options to Extend, for the furnishing of Janitorial Supplies and Equipment for use by Various County Departments to Controlled Environmental Products of Kansas City, Missouri and Clayton Paper of St. Joseph, Missouri under the terms and conditions of Invitation to Bid No. 3-15.</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></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><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)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr><th>Department</th><th>Estimated Use</th></tr> </thead> <tbody> <tr><td>Corrections</td><td>\$250,000.00</td></tr> <tr><td>Facilities Management</td><td>\$ 80,000.00</td></tr> <tr><td>Parks + Rec</td><td>\$ 36,500.00</td></tr> <tr><td>Public Works</td><td>\$ 15,000.00</td></tr> <tr><td>Sheriff's Office</td><td>\$ 3,500.00</td></tr> <tr><td>Drug Task Force</td><td>\$ 1,500.00</td></tr> <tr><td><b>Total</b></td><td><b>\$386,500.00</b></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): \$313,550.00          Prior Year Actual Amount Spent (if applicable): \$320,010.00</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	Corrections	\$250,000.00	Facilities Management	\$ 80,000.00	Parks + Rec	\$ 36,500.00	Public Works	\$ 15,000.00	Sheriff's Office	\$ 3,500.00	Drug Task Force	\$ 1,500.00	<b>Total</b>	<b>\$386,500.00</b>
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																										
Corrections	\$250,000.00																										
Facilities Management	\$ 80,000.00																										
Parks + Rec	\$ 36,500.00																										
Public Works	\$ 15,000.00																										
Sheriff's Office	\$ 3,500.00																										
Drug Task Force	\$ 1,500.00																										
<b>Total</b>	<b>\$386,500.00</b>																										
<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date):          Prior resolutions and (date): 17541, March 14, 2011</p>																										
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>																										
<b>REQUEST SUMMARY</b>	<p>The Department of Corrections, Facilities Management, Parks + Rec, Public Works, Sheriff's Office and the Drug Task Force, along with other County Departments require a Term and Supply Contract for the furnishing of Janitorial Supplies and Equipment. The Purchasing Department issued Invitation to Bid No. 3-15 in response to those requirements.</p> <p>A total of seventy-two notifications were distributed and six responses were received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr><th>Vendor and Location</th><th>Total of Items 01 – 46</th><th>Total Items Bid</th></tr> </thead> <tbody> <tr><td>Controlled Environmental Products, KCMO**,***</td><td>\$2,192.09</td><td>44</td></tr> <tr><td>Clayton Paper, St. Joseph, MO</td><td>\$ 991.64</td><td>33</td></tr> <tr><td>Royal Paper, Lenexa, KS</td><td>\$1,281.95</td><td>38</td></tr> <tr><td>Nu-Life, Prairie Village, KS</td><td>\$ 661.73</td><td>21</td></tr> <tr><td>Central Poly, Linden, NJ</td><td>\$ 118.18</td><td>5</td></tr> <tr><td>Interboro Packaging, Montgomery, NY**,***</td><td>\$ 51.76</td><td>4</td></tr> <tr><td>Tronex, Mount Olive, NJ**</td><td>\$ 21.60</td><td>1</td></tr> </tbody> </table>	Vendor and Location	Total of Items 01 – 46	Total Items Bid	Controlled Environmental Products, KCMO**,***	\$2,192.09	44	Clayton Paper, St. Joseph, MO	\$ 991.64	33	Royal Paper, Lenexa, KS	\$1,281.95	38	Nu-Life, Prairie Village, KS	\$ 661.73	21	Central Poly, Linden, NJ	\$ 118.18	5	Interboro Packaging, Montgomery, NY**,***	\$ 51.76	4	Tronex, Mount Olive, NJ**	\$ 21.60	1		
Vendor and Location	Total of Items 01 – 46	Total Items Bid																									
Controlled Environmental Products, KCMO**,***	\$2,192.09	44																									
Clayton Paper, St. Joseph, MO	\$ 991.64	33																									
Royal Paper, Lenexa, KS	\$1,281.95	38																									
Nu-Life, Prairie Village, KS	\$ 661.73	21																									
Central Poly, Linden, NJ	\$ 118.18	5																									
Interboro Packaging, Montgomery, NY**,***	\$ 51.76	4																									
Tronex, Mount Olive, NJ**	\$ 21.60	1																									

	<p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends a Split Award for Janitorial Supplies and Equipment between Controlled Environmental Products of Kansas City, Missouri and Clayton Paper of St. Joseph, Missouri as the lowest and best bids 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><b>** MBE Vendor; *** WBE Vendor</b></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; Recap of Recommended Award Items and Memorandums from the Using Departments	
REVIEW	Department Director:	Date: 3/31/2015
	Finance (Budget Approval): If applicable	Date: 3/31/15
	Division Manager:	Date: 4/8/15
	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.

**Jackson County Department of Corrections  
MEMO**



**To: Barbara Casamento, Purchasing Supervisor**  
**CC: Marvin Walker, Support Services Supervisor**  
**Date: 3/12/2015**  
**From: L.J. Scott, Asst Director of Administration**  
**Subject: Bid 3-15 Janitorial Supplies & Equipment – Rescinds Memo 3/2/15**

Support Services Supervisor, Marvin Walker and I completed the review of bids for this contract. To accommodate the lowest and best bids, Corrections agrees with Purchasing that a split bid should be awarded. Clayton Paper will be awarded Items 1 through 4; 9; 25; and 37. CEP will be awarded all remaining bids.

In 2014 Corrections purchased \$227,459 via this contract. With the KCPD expansion in May, Corrections anticipates spending approximately \$18,000 more. 2015 needs for janitorial supplies and equipment are approximately \$245,459.



## PURCHASING DEPARTMENT

415 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106

816-881-3267  
Fax 816-881-3268

### MEMORANDUM

February 23, 2015

TO : KANDI BROOK, MEDICAL EXAMINER'S OFFICE  
SCOTT GEORGE, PUBLIC WORKS  
DIANNE KIMZEY, PARKS + REC  
BRYAN NOLTE, FACILITIES MANAGEMENT ✓  
ROYCE RICHBERG, SHERIFF'S OFFICE  
MARVIN WALKER, DOC

FROM : BARBARA CASAMENTO *BC*  
PURCHASING SUPERVISOR

REFERENCE : INVITATION TO BID NO. 3-15  
JANITORIAL SUPPLIES & EQUIPMENT

The above referenced Invitation to Bid opened on February 17, 2015. Seventy-two notifications were distributed and seven bids were received and evaluated.

I have attached a Recap of Bids Received (shaded areas do not meet specifications) and a Recap of Recommended Awards. Please review this information and let me know if you concur with the recommendations. I will also need to know how much your department will spend annually on catalog purchases (Items 47 – 53).

Please return a copy of this Memorandum or your own Memorandum with your recommendation **AS SOON AS POSSIBLE**. If you have any questions, please email me @ [bcasamento@jacksongov.org](mailto:bcasamento@jacksongov.org) or call me at 881-3253. Thank you.

*Fin up me.*

BC/bjc

Attachments



**JACKSON COUNTY  
Parks and Recreation**

22807 Woods Chapel Road  
Blue Springs, Missouri 64015  
www.jacksongov.org

*Administration  
Historic Sites  
Ranger Station  
Leisure Services  
(816) 503-4800  
Fax (816) 795-1234*

*Kemper Outdoor  
Education Center  
(816) 229-8980*

*Fred Arbanas  
Golf Course at  
Longview Lake  
(816) 761-9445*

*Blue Springs Marina  
(816) 795-1112*

*Jacomo Marina  
(816) 795-8888*

*Longview Marina  
(816) 966-0131*

*Special Population  
Services  
(816) 763-5130*

**MEMORANDUM**

**TO:** Barbara Casamento, Purchasing Supervisor  
**FROM:** Wayne Shipley, Utilities & Special Project Coordinator  
**DATE:** March 12, 2015  
**SUBJECT:** Invitation To Bid No. 3-15 Janitorial Supplies & Equipment

The Parks Department would like to split the award between CEP and Clayton Paper as the overall lowest and best bid.

Our **projected usage** during the next twelve months is \$36,500.

300 – 1654 – 57130 - \$5,500  
300 – 1606 – 57130 - \$900  
003 – 1682 – 57130 - \$5,000  
300 - 1666 - 57130 - \$4,500  
300 – 1653 – 57130 - \$6,500  
300 – 1652 – 57130 - \$8,000  
003 – 1603 – 57130 - \$2,900  
003 – 1602 – 51730 - \$3,200

*Michael D. Sanders, County Executive*

**Res. 18796**

**Cassandra L. Cheek**

---

**From:** Barbara J. Casamento  
**Sent:** Tuesday, March 10, 2015 3:36 PM  
**To:** Cassandra L. Cheek  
**Subject:** FW: Bid #3-15 Janitorial Supplies and Equipment

**From:** Dale I. Covey  
**Sent:** Tuesday, March 10, 2015 11:10 AM  
**To:** Barbara J. Casamento  
**Subject:** Bid #3-15 Janitorial Supplies and Equipment

Barb,

I have reviewed the information you sent regarding BID #3-15 Janitorial Supplies and Equipment. The Sheriff's Office does concur with your findings and recommendations. The Sheriff's Office expects to spend \$3,500.00 on catalog purchases in 2015.

**Sgt. Dale L. Covey #29**  
**Executive Officer**

***Jackson County Sheriff's Office***

4001 NE Lakewood Court  
Lee's Summit, MO 64064  
Ph#816.524.4302 (Ext. 72237)

BID NO: 3-15		DATE: 2/17/2015		COMMODITY: Janitorial Supplies		Central Poly Corp.		Tronex International		Nu-Life Labs Inc.		Interboro Packaging Corporation		AMOUNT		AMOUNT		CEP	
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
Paper Products																			
1	Georgia Pacific #89480 enMotion High Capacity Roll Towel, Brown 800' 6 rolls/Case No Alternates or Comparables			No bid	No bid														44.50
2	Georgia Pacific #23504 Envision Singlefold Paper Towels, Brown, 250/Pkg, 16 Pkgs/Case No Alternates or Comparables																		15.75
3	Georgia Pacific # 26301 Envision High Capacity Roll Paper Towel, Brown, 800' 6 Rolls/Case No Alternates or Comparables																		19.00
4	Georgia Pacific #19378 Compact Coreless High Capacity 2-Ply Bathroom Tissue, 1,500 Sheets per Roll, 18 Rolls/Case No Alternates or Comparables																		30.50
5	Roses Southwest Papers #8863942156 2 Ply Toilet Paper, 96 Rolls/Case																		26.29
6	Atlas Green Heritage #235 Recycled 2 Ply Toilet Tissue, 96 Rolls/Case																		31.79
7	Hospeco HOS HG-5000 Health Gards Toilet Seat Cover, 250/Pkg, 20 Pkgs/Case																		24.99
8	WindoSoft WIN 2360 Two-Ply Facial Tissue, 12 Boxes/Case																		17.48
Soaps and Detergents																			
9	Georgia Pacific #42711 enMotion Foam Soap with Moisturizers 1200 mL/Each 2 Each/Case No Alternates or Comparables																		No bid
10	Dial #8103 Foam Antibacterial Soap, 800 mL/Each, 8 Each/Case																		31.77
11	Dial #00184 Antibacterial bar Soap, .64oz Bar, 1000 Bars/Case																		72.99
12	GOJO #9656-06 Purell Hand Sanitizer, 800mL/Each, 8 Eaches/Case																		48.00
13	Kimberly Clark #KCC91298 Skin Cleanser W/PCMX, Antibacterial, 800ml Refill																		No bid




ABSTRACT OF BIDS

BID NO: 3-15 DATE: 2/17/2015 COMMODITY: Janitorial Supplies		Interboro Packaging Corporation	Nu-Life Labs Inc.	Tronex International	Central Poly Corp.	CEP
NO	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
14	Premium Hand Cleanser - Soluble @ 75° F for Kitchen Use	no bid	no bid	no bid	no bid	no bid
	Trash Can Liners					
	Berry Plastics #BER-PG63858XB, 38x58 Black Linear Low Density 1 Mil Can Liner, 60 Gallon Capacity, 100 Each/Case	13.68	17.38		17-10	18.56
15	Jaguar Plastics #L2423L, Small Trash Bags, Black, 24" x 23", .35mil thick, 10 Gallon, 500 Each/Case	8.84	14.77		9.20	14.20
16	Tyco #PG63858XB Large Trash Liner, Black, 38" x 58", 1.0 Mil thickness 100 bags/case	13.72	17.81		16.90	18.56
	Gloves				no bid	
17	Prime Source #75006220X Hands Off, Vinyl Gloves, Latex Free, All Sizes, 100/Box, 8 Boxes/Case	15.52	24.79	21.60		23.00
18	Kleenguard G-10 Powder-Free Latex Gloves, Beaded Cuff, Textured Fingertips, 9.5" Length, 6.7 mils thick, 19 Sizes Medium - Extra Large, 100/Box	no bid	no bid	no bid		91.80
	Brooms/Mops/Brushes/Pads/Sponges					
19	Tolco # 280128 Yellow Cellulose Sponge - Small, 6.25" L x 3.375" W x 1" H, 48 Each/Case					52.00
20	Zephyr #13524 Cotton Dustmop Head, 5 X 24in. 6/Case		27.61			46.00
21	Unisan #2016C, Mop Head, # 16 Cotton, 12 Each/Case		7.97			27.50
22	Premiere Pads #196 Medium Duty Scour Pad, 9" Length x 6" Width, Green, 20 Each/Box		7.98			4.65
23	Unisan #636, Handle, 60 Inch, Fiberglass, Black, Sold Individually		10.81			7.32
24	Impact Plastics #84, Handle, Plastic Speed Change, Orange, 64" Long, Sold Individually		no bid			10.14
25	Floor Care					
26	Johnson Diversey #5116002 Floor Science Floor Stripper, Gallon Bottle, 4 Bottles/Case		44.37			39.05

ABSTRACT OF BIDS

NO	DESCRIPTION	Interboro Packaging Corporation		Nu-Life Labs Inc.		Tronex International		Central Poly Corp.		CEP
		AMOUNT	UNIT	AMOUNT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
BID NO: 3-15 DATE: 2/17/2015 COMMODITY: Janitorial Supplies										
27	Johnson Diversey #98931 Floor Science Finisher, 1 Gallon Bottle, 4 Bottles/Case	No bid		65.89		No bid		No bid		63.58
Personal Hygiene Products										
28	Oraline #4199 Toothpaste, Clear tube, 3.0 Oz Tube, 76 Tubs/Case No Alternates or Comparables			No bid						64.68
29	Oraline #9002 Toothbrush, Clear, Anti-Shank, 76 Each/Case No Alternates or Comparables									118.50
30	Oraline #6002 Deoderant, Clear, 2.2 Oz/Each, 76 Each/Case No Alternates or Comparables									104.00
31	Oraline #6001 Shampoo, Clear, 4.0 Oz/Each, 76 Each Case No Alternates or Comparables									80.22
32	Oraline #0012 Razors, 1 Blade, Anti-Shank, 100 Each/Box, 10 Boxes/Case No Alternates or Comparables									111.90
33	Hospesco #MT40 Sanitary Napkins, Maxithins #4, 250/Case									27.75
Disinfectants										
34	Diversey #2902593 Cleaner, All Purpose, Whistle 32 Oz. Bottle 12 Bottles/Case									49.48
35	Dymon #23332 Liquid Alive, 32 oz. 12 Bottles/Case			47.39						48.12
36	3M #70-0711-6225-2 HB Quat Disinfectant Clnr Conc 25L, Twist'nFill			No bid						234.08
37	Lysol #REC 04650 Disinfectant Spray, Original Scent, 19 oz. Aerosol Can, 12 Cans/Case			69.99						64.08
38	3M #70071592045 3M Glass Cleaner Concentrate 1L, Twist'nFill, 6 Bottles/Case			No bid						213.96
39	Chicopee #8507 Wet Wipe, Chix Competitive, Pink, 200 Towels/Case			21.49						22.14
40	King #CLIP PERC Clippercide, Aerosol, 12 Oz. 12 Cans/Case			No bid						57.50
41	Clorox #35306 Cleaner/Degreaser, 409, 32 Oz. 12 Bottles/Case			34.11						32.78

ABSTRACT OF BIDS

BID NO: 3-15 DATE: 2/17/2015 COMMODITY: Janitorial Supplies		UNIT	QTY	DESCRIPTION	Interboro Packaging Corporation	Nu-Life Labs Inc.	Tronex International	Central Poly Corp.	CEP
NO					AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
42				Citrus-Kleen # NCL-1095-29 Non-Butyl Cleaner Degreaser, 1 gal, 4 Gals/Case	No bid	No bid	No bid	No bid	36.00
43				Sodium Hypochlorite 5.25% Chlorine Bleach used for sanitation (kitchen)					10.00
44				Quarternary Ammonia Sanitizer - Soluble @ 75° F - 44 Second Rinse - Auto-Chlor Sanitizing Solution					No bid
				Miscellaneous					
45				Krystal EHTS72MAN Eco-Fresh Hang Tags, Mango 12 Each/Case		13.87			13.25
				Hospital Specialty Co. Metered Aerosol Can, Assorted Scents, Delivers up to 3,400 metered sprays, 12 Cans/Case		No bid			34.00
46				Catalog Discounts: Paper Products					30%
47				Catalog Discounts: Trash Bags & Plastic Items	50%				30%
48				Catalog Discounts: Cleaners, Deoderizers and Aerosols				5%	30%
49									30%
CERTIFICATION OF BID OPENING BIDS WERE PUBLICLY OPENED AND RECORDED ON: <u>February 17, 2015</u> , BY  CLERK OF THE LEGISLATURE									
					PURCHASING				

Clayton Paper & Distribution Inc.	Royal Papers Inc.
AMOUNT	AMOUNT
42.53	47.82
15.40	20.77
17.89	22.05
28.39	35.23
26.47	32.94
26.79	36.64
29.97	28.23
No bid	21.47
No bid	
30.79	33.82
49.94	54.92
No bid	No bid
]	51.55
	27.82

Clayton Paper & Distribution Inc.	Royal Papers Inc.
AMOUNT	AMOUNT
no bid	43.17
20.09	32.32
19.44	17.56
19.02	28.61
no bid	
19.74	25.70
32.30	10.82
no bid	
42.79	28.65
30.29	3.18
22.21	3.95
4.19	6.83
7.94	7.48
9.83	12.64
no bid	
39.90	11.87

Clayton Paper & Distribution Inc.	Royal Papers Inc.
AMOUNT	AMOUNT
62.90	19.20
	<del>No</del> bid
	No bid
	No bid
	No bid
	No bid
	No bid
29.95	62.23
26.97	20.10
36.00	52.09
36.25	58.10
61.90	32.47
45.35	32.81
19.44	30.76
No bid	No bid
34.40	24.58

Clayton Paper & Distribution Inc.	Royal Papers Inc.
AMOUNT	AMOUNT
45.35	7.07
no bid	6.90
no bid	no bid
24.29	16.70
31.90	43.10
no bid	no bid

Item Number(s)	Recommended Vendor	Justification
01 – 04	Clayton Paper	Low Bid
05 – 08	CEP	Lowest Bid Meeting Specifications
09	Clayton Paper	Low Bid
10	CEP	Low Bid
11	CEP	2 <sup>nd</sup> Low Bid – low bid did not warrant split of contract
12 – 13	CEP	Lowest Bid Meeting Specifications
14	No Award	Only one bid – did not meet specifications
15 – 24	CEP	Lowest bid Meeting Specifications
25	Clayton Paper	Low Bid
26	CEP	Low Bid
27	CEP	Lowest Bid Meeting Specifications
28 – 33	CEP	Low Bid
34 – 36	CEP	Lowest Bid Meeting Specifications
37	Clayton	Low Bid
38 – 39	CEP	Lowest Bid Meeting Specifications
40	CEP	Low Bid
41 – 43	CEP	Lowest Bid Meeting Specifications
44	No Award	No Bids
45	CEP	Lowest Bid Meeting Specifications
47 – 53	CEP	Best Discounts Offered