

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19819

Sponsor(s): Alfred Jordan

Date: April 9, 2018

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|--|--|---|----------|--|--|--|----------|--|----------|--|----------|
| SUBJECT | <p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the Finance and Purchasing Department to sign Vehicle Leases for the Sheriff's Office from Marple Leasing of Broomall, PA as a Sole Source</u></p> | | | | | | | | | | |
| BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i> | <table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$12,015</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>\$12,015</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$12,015</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 004-4201-56630 Special Road & Bridge Fund, Sheriff's Office, Vehicle Rental</td> <td>\$12,015</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 type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department Estimated Use</p> <p>\$12,015 is for April – December 2018; the remaining lease payments will be subject to appropriation of the Sheriff's budget. (\$445.00 per month x 9 months = \$4,005 x 3 vehicles = \$12,015)</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p> | Amount authorized by this legislation this fiscal year: | \$12,015 | Amount previously authorized this fiscal year: | | Total amount authorized after this legislative action: | \$12,015 | Amount budgeted for this item * (including transfers): | \$12,015 | Source of funding (name of fund) and account code number: 004-4201-56630 Special Road & Bridge Fund, Sheriff's Office, Vehicle Rental | \$12,015 |
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| PRIOR LEGISLATION | <p>Prior ordinances and (date): Prior resolutions and (date): N/A</p> | | | | | | | | | | |
| CONTACT INFORMATION | <p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p> | | | | | | | | | | |
| REQUEST SUMMARY | <p>The Sheriff's Office requires a two year lease for three vehicles for their Specialty Unit Officers. The vehicles would cost \$445.00 per month per vehicle.</p> <p>The Finance and Purchasing Department and the Sheriff's Office are seeking Legislative approval due to the indemnification language in the Lease Agreements.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Finance and Purchasing Department and the Sheriff's Office recommend the approval of two year Vehicle Leases for the Specialty Unit Officers from Marple Leasing of Broomall, PA as a Sole Source purchase due to the officer safety issues outlined in the attached Memorandum from Sgt, Dale Covey of the Sheriff's Office</p> | | | | | | | | | | |
| CLEARANCE | <p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A</p> | | | | | | | | | | |
| COMPLIANCE | <p><input type="checkbox"/> MBE Goals – N/A <input type="checkbox"/> WBE Goals – N/A <input type="checkbox"/> VBE Goals – N/A</p> | | | | | | | | | | |
| ATTACHMENTS | <p>Memorandum from Sgt. Dale Covey of the Sheriff's Office.</p> | | | | | | | | | | |

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| REVIEW | Department Director: <i>[Signature]</i> | Date: <i>4/1/18</i> |
| | Finance (Budget Approval): <i>If applicable</i> <i>Mary Rasmussen</i> | Date: <i>4/4/18</i> |
| | Division Manager: | Date: |
| | 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.

Fiscal Note:

This expenditure was included in the Annual Budget.

PC# _____

Date: April 4, 2018

RES # 19819

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004 Special Road & Bridge Fund

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|-----------------|----------------------|----|--------|
| 4201 Sheriff | 56630 Rent - Auto | \$ | 12,015 |
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\$ 12,015

Mary Rasmussen
Budget Officer