

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a twelve (12) month term and supply contract with three (3) twelve (12) month extension options for the furnishing of mail services for use by the Office Services Division of the Finance and Purchasing Department to Strahm Automation and Mailing Services of Kansas City, MO, under the terms and conditions of Invitation to Bid No. 50-09.

RESOLUTION #17240, April 12, 2010

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, the Office Services Division of the Finance and Purchasing Department has a need for a term and supply contract for mail services; and,

WHEREAS, Invitation to Bid No. 50-09 was issued by the County as a cooperative bid along with the 16th Judicial Court of Jackson County, the City of Kansas City, Missouri and the School District of Kansas City, Missouri; and,

WHEREAS, a total of ten (10) notifications were distributed and four responses received, one of which was deemed nonresponsive, with the three responsive bids evaluated as follows:

	Items 01-31	Evaluation Points
Strahm Automation Kansas City, MO	\$55.25	764
Stampede Mailing Lenexa, KS	\$54.89	642
KC Presort Kansas City, KS	\$56.264	493

WHEREAS, the Director of Finance and Purchasing recommends the award of a twelve (12) month term and supply contract with three (3) twelve (12) month extension options for the furnishing of mail services for use by the Office Services Division of the Finance and Purchasing Department to Strahm Automation and Mailing Services of Kansas City, MO, under the terms and conditions of Invitation to Bid No. 50-09 as the best overall bid; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Director of Finance and Purchasing and that the Director be, and is hereby, authorized to execute for the County any documents necessary for the accomplishment of the award including any and all future extensions; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing be and hereby is authorized to make all payments, including final payment on the contract.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

Pamela Jellin
Deputy/Assistant County Counselor

Jim C. Snyder
Acting County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17240 of April 12, 2010 was duly passed on April 19, 2010 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8

Nays 0

Abstaining 0

Absent 1

4-19-10
Date

Mary Jo Spino
Mary Jo Spino, Clerk of the Legislature

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 is subject to annual appropriation.

April 7, 2010
Date

Steve Thomas
Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION




Completed by County Counselor's Office:

Res./Ord. No.: 17240

Sponsor(s): Scott Burnett

Date: April 12, 2010

<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 Three Twelve Month Options to Extend for the furnishing of Mail Services for the Office Services Division of the Finance and Purchasing Department to Strahm Automation and Mailing Services of Kansas City, MO under the terms and conditions of Request for Proposal No. 50-09.</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; FROM / TO</td> <td>FROM ACCT TO ACCT</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); estimated value and use of contract: Department: Office Services Estimated Use: \$380,000.00</p> <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): \$380,000.00 Prior Year Actual Amount Spent (if applicable): \$215,016.51</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; FROM / TO	FROM ACCT TO ACCT		
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date): 16071</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>												
<p>REQUEST SUMMARY</p>	<p>The Office Services Division requires a Term and Supply Contract for Mail Services. The County, along with the 16th Judicial Court of Jackson County, the City of Kansas City, Missouri and the School District of Kansas City, Missouri joined together for a cooperatively bid contract.</p> <p>A total of ten notifications were distributed and four responses were received; one of which was rejected as non-responsive. The following three responses were evaluated as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Total of Items 01 – 31</th> <th>Evaluation Points (800 points possible)</th> </tr> </thead> <tbody> <tr> <td>Strahm Automation, Kansas City, MO</td> <td>\$ 55.25</td> <td>764</td> </tr> <tr> <td>Stampede Mailing Lenexa, KS</td> <td>\$ 54.89</td> <td>642</td> </tr> <tr> <td>KC Presort Kansas City, KS</td> <td>\$ 56.264</td> <td>493</td> </tr> </tbody> </table>		Total of Items 01 – 31	Evaluation Points (800 points possible)	Strahm Automation, Kansas City, MO	\$ 55.25	764	Stampede Mailing Lenexa, KS	\$ 54.89	642	KC Presort Kansas City, KS	\$ 56.264	493
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	<p>Although Strahm was not the lowest bid on pricing, they did receive the highest score on Evaluation Points. The goal of this joint bid was to obtain a strong, financially stable vendor to provide mail services to all participating entities at a low price. Strahm has been in business since 1913, is bondable and has current contracts with two of the participating entities and has performed very well.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award for the furnishing of Mail Services to Strahm Automation and Mailing Services of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 50-09.</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 checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Abstract of Bids and Evaluation Committee Award Recommendation	
REVIEW	Department Director:  Finance (Budget Approval): <i>if applicable</i>  Division Manager:  County Counselor's Office:	Date: 4/5/10 Date: 4/6/10 Date: 4/6/10 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.

Barbara J. Casamento

From: Barbara J. Casamento
Sent: Friday, March 26, 2010 2:53 PM
To: Cedric Rowan; Renee V Haskin; 'Donna Williford'; Richard Kreitzer; Cary Newsome; 'Joseph Lopez'; 'Rodney.Schonberger@courts.mo.gov'; Susan K. Caruso
Subject: Recommendation of Award for RFP 50-09 Mail Services

Good Afternoon:

I am sending this email to recommend that each participating entity proceed with the award process on Request for Proposal No. 50-09 to Strahm Automation and Mailing Services.

A recap of RFP 50-09's events:

RFP was issued January 7, 2010
 Pre-Proposal meeting was held on January 21, 2010
 Proposals were due on January 28, 2010.

Four proposals were received as follows:

Strahm Automation and Mailing Services, Kansas City, Missouri
 Stampede Mailing Services, Lenexa, Kansas
 KC Presort, Kansas City, Kansas
 Ricoh, West Caldwell, New Jersey

Ricoh's proposal was rejected as non-responsive to the Terms and Conditions of the RFP. The other three proposals were evaluated and scored as follows:

Out of a possible 800 points

Strahm	764
Stampede	642
KC Presort	493

The top two respondents were interviewed by the Evaluation Committee. After these meetings, some follow up questions were asked of Strahm and members of the Evaluation Committee also took a tour of Strahm's facility, the answers to the questions and the tour of the facility were very satisfactory.

The goal of this RFP was to obtain a strong, financially stable vendor to provide mail services to all participating entities at a low price. Strahm meets all the RFP criteria as follows:

- 1 Has been in business since 1913
- 2 Is bondable
- 3 Had current contracts with two of the participating entities and has performed very well
- 4 Has excellent references
- 5 Offered same low pricing to all participating entities
- 6 Meets the MBE/WBE Goals outlined in the RFP

The benefits each of the participating entities will see from this potential contract are as follows:

1. No money will be paid upfront
2. Each participating entity has it's own specifications and job descriptions that the recommended vendor will adhere to
3. Recommended vendor if financially strong and stable, will be in the contract for the long run
4. All participating entities will have the same low pricing
5. Recommended vendor meets all MBE/WBE Goals

6. Quarterly business meetings with recommended vendor will insure strong contract performance for each participating entity

I am requesting that each of you send back your concurrence and authorize me to contact the recommended vendor and ask him to begin working with each of the participating entities on their individual award process.

Thank you for all of your help and cooperation throughout this process.

Barbara Casamento
Purchasing Supervisor
Jackson County, Missouri