

Request for Legislative Action

Res. #21228
Sponsor: Jeanie Lauer
Date: April 17, 2023

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21228
Sponsor(s):	Jeanie Lauer	Legislature Meeting Date:	4/17/2023

Introduction

Action Items: ['Award']

Project/Title:

Awarding a Twelve (12) Month Term and Supply Contract with One (1) Twelve (12) Month Option to Extend for the furnishing of Doors, Restroom Partition Parts and Services for use by Various County Departments to DH Pace Company, Inc of Olathe, Kansas under the terms and conditions of Invitation to Bid No. 23-004.

Request Summary

Various County Departments require a Term and Supply Contract for the furnishing of Doors/Restroom Partition Parts and Service. The Purchasing Department issued Invitation to Bid No. 23-004 in response to those requirements. A total of 129 notifications were distributed, fourteen (14) document takers and one (1) response was received and evaluated. An Executive Summary of the Invitation to Bid, including the Contractor's Quotation Sheet and the using County Departments Recommendation Memos are attached.

Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department and the using Departments recommend the award of a Twelve (12) Month Term and Supply Contract with One (1) Twelve (12) Month Option to Extend for the furnishing of Doors/Restroom Partition Parts and Service for use by Various County Departments to DH Pace Company, Inc of Olathe, Kansas as the lowest and best bid under the terms and conditions of Invitation to Bid No. 23-004.

Annual Estimated Usage:

Parks + Rec: \$60,000
Public Works: \$15,000
Sheriff's Office: \$2,000
Total: \$77,000

This award is made on a "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchase(s) is subject to annual appropriations. Current Certificate of Compliance on file.

Contact Information

Department:	Finance	Submitted Date:	3/23/2023
Name:	Keith E. Allen	Email:	keallen@jacksongov.org
Title:	Senior Buyer	Phone:	816-881-3465

Request for Legislative Action

Budget Information			
Amount authorized by this legislation this fiscal year:			\$ 0
Amount previously authorized this fiscal year:			\$ 0
Total amount authorized after this legislative action:			\$
Is it transferring fund?			No
Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
			!Unexpected End of Formula

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
20574	December 7, 2020

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Formal Bid
Core 4 Tax Clearance Completed:	Yes
Certificate of Foreign Corporation Received:	Yes
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Reviewed for Goals:	
MBE: .01%	Good faith effort approved by CRO
WBE: .00%	Insufficient wbe
VBE: .00%	Voluntary
Prevailing Wage	

Request for Legislative Action

Approval of a Term and Supply contract which may include construction project(s) over \$75000	['Utilizes Term and Supply contract']
---	---------------------------------------

Fiscal Information

- 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.

Request for Legislative Action

History

Submitted by Finance requestor: Keith E. Allen on 3/23/2023. Comments:

Returned for more information by Department Approver Bob Crutsinger on 3/24/2023 8:09:05 AM.
Comments: Returning per voicemail related to reference to prior county legislation.

Submitted by Requestor Keith E. Allen on 3/24/2023 9:13:28 AM. Comments:

Approved by Department Approver Bob Crutsinger on 3/24/2023 9:24:31 AM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 3/27/2023 9:04:46 AM. Comments:

Returned for more information by Compliance Office Approver Jaime Guillen on 3/27/2023 9:42:38 AM.
Comments: MWVBE Contractor Utilization Plan is incomplete--needs List of Intended Subcontractors.

Submitted by Requestor Keith E. Allen on 3/30/2023 11:59:08 AM. Comments:

Approved by Department Approver Bob Crutsinger on 3/30/2023 5:21:23 PM. Comments:

Approved by Purchasing Office Approver Craig A. Reich on 3/31/2023 9:36:11 AM. Comments:

Approved by Compliance Office Approver Ikeela Alford on 3/31/2023 12:34:44 PM. Comments:

Approved by Budget Office Approver David B. Moyer on 3/31/2023 12:40:49 PM. Comments:

Approved by Executive Office Approver Troy Schulte on 3/31/2023 1:47:14 PM. Comments:

Approved by Counselor's Office Approver Jamesia Manning on 4/6/2023 4:06:43 PM. Comments:



Jackson County Public Works Department

ROAD MAINTENANCE 34900 E. Old US 40 Hwy, P.O. Box 160
Grain Valley, Missouri 64029
(816) 847-7050 *phone*
(816) 847-7051 *fax*

MEMORANDUM

TO: Keith Allen, Finance and Purchasing Department

FROM: Matt Willier, Assistant Road and Bridge Administrator, Public Works Department

DATE: March 23, 2023

SUBJECT: Recommendation for Vendor: DH Pace

Please consider DH Pace be awarded term and supply vendor for bid No. 23-004 Doors, Restroom Partition Parts & Service to County Road and Bridge division. In addition, besides meeting all the bid requirements, DH Pace has been around for a number of years, and they have competitive pricing and experience.

It is estimated that the County Road and Bridge division could spend approximately \$15,000.00 annually with DH Pace.

For the reasons above, it has been requested that DH Pace be awarded the term and supply contract for bid No. 23-004 Doors, Restroom Partition Parts & Service.

Thank you for your consideration,

Thank you,

Matt Willier, Assistant Road & Bridge Administrator



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

INTER-OFFICE MEMO

TO: Keith Allen, Purchasing
FROM: Beth Money, Office Administrator
CC: Sgt. Eli Postlethwait
RE: Recommendation Memo 23-004 Doors, Restroom Partition Parts & Service
Date: February 6, 2023

The Sheriff's Office has an ongoing need for vendors to provide doors and restroom parts and service. Sgt. Eli Postlethwait has reviewed the bid submitted by D.H. Pace Company, Inc. We recommend awarding the contract to D.H. Pace Company, Inc. as their pricing, products and service will meet our needs.

The Sheriff's Office will spend approximately \$2,000 annually using this contract.



JACKSON COUNTY
Parks + Rec

22807 Woods Chapel Road
Blue Springs, Missouri 64015
MakeYourDayHere.com

Michele Newman, Director
(816) 503-4800
Fax: (816) 795-1234

MEMORANDUM

TO: Keith Allen, Sr. Buyer, Purchasing Department

FROM: John Johnson, Superintendent of Park Operations

DATE: March 21, 2023

SUBJECT: Recommendation - Bid No. 23-004 Doors, Restroom Partition Parts & Service

Parks + Rec recommend award of this contract to DH Pace. This is the incumbent term and supply and they have provided quality service and products in the past.

Parks + Rec **projected usage** during the next twelve months is \$ 60,000.

Please advise if you have questions or need additional information.

Thank you.



Frank White, Jr., County Executive

**ATTACHMENT 1
BIDDER'S QUOTATION SHEET**

No.	Description	Pricing/Discount
Hourly Rates for Services		
1.	Doors: Rate per Hour – Regular Time	\$ 90.00
2.	Doors: Rate per Hour – Overtime	\$ 135.00
3.	Restroom Partitions: Rate per Hour – Regular Time	\$ 90.00
4.	Restroom Partitions: Rate per Hour – Overtime	\$ 135.00
5.	Electronic Work: Rate per Hour – Regular Time	\$ 90.00
6.	Electronic Work: Rate per Hour – Overtime	\$ 135.00
7.	Construction of New Openings: Rate per Hour – Regular Time	\$ 90.00
8.	Project Management: Rate per Hour – Regular Time	\$ 90.00
Discount on List Price		
9.	Replacement Doors and Parts	10 %
10.	Restroom Partitions and Parts	10 %



23-004 - Doors, Restroom Partition Parts & Service

Project Overview

Project Details	
Reference ID	23-004
Project Name	Doors, Restroom Partition Parts & Service
Project Owner	Keith Allen
Project Type	ITB
Department	Various Departments
Budget	\$0.00 - \$0.00
Project Description	Jackson County, Missouri is seeking bids for the furnishing of Doors & Restrooms Parts & Service for use by various Jackson County, MO Departments on a Twelve (12) Month Contract with a Twelve (12) Month Option to Extend.
Open Date	Jan 06, 2023 5:00 PM CST
Intent to Bid Due	Jan 31, 2023 1:30 PM CST
Close Date	Jan 31, 2023 2:00 PM CST

Highest Scoring Supplier	Score
DH Pace	92.5 pts



Seal status

Requested Information	Unsealed on	Unsealed by
Addenda	Jan 31, 2023 2:03 PM CST	Keith Allen
Affidavit	Jan 31, 2023 2:03 PM CST	Keith Allen
Certificate of Compliance	Jan 31, 2023 2:03 PM CST	Keith Allen
Exhibit F - Bidder's Exceptions	Jan 31, 2023 2:03 PM CST	Keith Allen
Greater KC Metro Area Memo	Jan 31, 2023 2:03 PM CST	Keith Allen
Statement of Contractor's Qualifications	Jan 31, 2023 2:03 PM CST	Keith Allen
Term and Supply Contract Page	Jan 31, 2023 2:03 PM CST	Keith Allen
Attachment 1 - Bidder's Quotation Sheet	Jan 31, 2023 2:03 PM CST	Keith Allen
Compliance Goals	Jan 31, 2023 2:03 PM CST	Keith Allen



Scoring Summary

Active Submissions

	Total	A - Purchasing Evaluation	A-1 - Addenda	A-2 - Affidavit	A-3 - Certificate of Compliance
Supplier	/ 100 pts	/ 0 pts	Pass/Fail	Pass/Fail	Pass/Fail
DH Pace	92.5 pts	0 pts	Pass	Pass	Pass

	A-4 - Exhibit F - Bidder's Exceptions	A-5 - Greater KC Metro Area Memo	A-6 - Quotation Sheet - Attachment 1	A-7 - Statement of Contractors Qualifications	A-8 - Term & Supply Contract Page
Supplier	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
DH Pace	Pass	Pass	Pass	Pass	Pass



	A-9 - Compliance Goals	B - Department Evaluation	B-1 - Statement of Contractor's Qualifications	B-2 - Exhibit F - Exceptions	B-3 - Attachment 1 - Bidder's Quotation Sheet
Supplier	Pass/Fail	/ 100 pts	/ 30 pts	/ 20 pts	/ 50 pts
DH Pace	Pass	92.5 pts	28.75 pts	20 pts	43.75 pts



Proposal Scores

DH Pace - Scoring Summary

Evaluation Group 1 - Main Evaluation

	A - Purchasing Evaluation	A-1 - Addenda	A-2 - Affidavit	A-3 - Certificate of Compliance	A-4 - Exhibit F - Bidder's Exceptions
Reviewer	/ 0 pts	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
Keith Allen	0 pts	Pass	Pass	Pass	Pass
Average:	Pass	Pass	Pass	Pass	Pass
		↓	↓	↓	↓
Calculated:	0 pts	Pass	Pass	Pass	Pass



	A-5 - Greater KC Metro Area Memo	A-6 - Quotation Sheet - Attachment 1	A-7 - Statement of Contractors Qualifications	A-8 - Term & Supply Contract Page	A-9 - Compliance Goals
Reviewer	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
Keith Allen	Pass	Pass	Pass	Pass	Pass
	Pass	Pass	Pass	Pass	Pass
	↓	↓	↓	↓	↓
Calculated:	Pass	Pass	Pass	Pass	Pass

Evaluation Group 2 - Department Evaluation

	Total	B - Department Evaluation	B-1 - Statement of Contractor's Qualifications	B-2 - Exhibit F - Exceptions	B-3 - Attachment 1 - Bidder's Quotation Sheet
Reviewer	/ 100 pts	/ 100 pts	/ 30 pts	/ 20 pts	/ 50 pts
Rick Gerla	95 pts	95 pts	30 pts	20 pts	45 pts



	Total	B - Department Evaluation	B-1 - Statement of Contractor's Qualifications	B-2 - Exhibit F - Exceptions	B-3 - Attachment 1 - Bidder's Quotation Sheet
Reviewer	/ 100 pts	/ 100 pts	/ 30 pts	/ 20 pts	/ 50 pts
John Johnson	75 pts	75 pts	25 pts	20 pts	30 pts
Eli Postlethwait	100 pts	100 pts	30 pts	20 pts	50 pts
Matt Willier	100 pts	100 pts	30 pts	20 pts	50 pts
		Average:	28.75 pts	20 pts	43.75 pts
			↓	↓	↓
Calculated:	92.5 pts	92.5 pts	28.75 pts	20 pts	43.75 pts