

# REQUEST FOR LEGISLATIVE ACTION

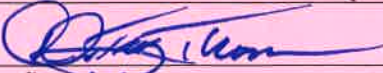
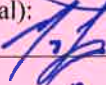
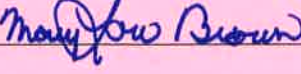
Completed by County Counselor's Office:

Res/Ord No.: 19149

Sponsor(s): Greg Grounds

Date: May 16, 2016

<p><b>SUBJECT</b></p>	<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 Petroleum Products for use by Various County Departments to Heathwood Oil Company, Inc. of Kansas City, KS under the terms and conditions of Invitation to Bid No. 24-16.</u></p>																		
<p><b>BUDGET INFORMATION</b>  <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><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"> <thead> <tr> <th>Department</th> <th>Estimated Use</th> </tr> </thead> <tbody> <tr> <td>Parks + Rec</td> <td>\$ 19,500.00</td> </tr> <tr> <td>Public Works</td> <td>\$ 35,000.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$ 54,500.00</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): \$52,500          Prior Year Actual Amount Spent (if applicable): \$ 33,168.02</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	Parks + Rec	\$ 19,500.00	Public Works	\$ 35,000.00	<b>Total</b>	<b>\$ 54,500.00</b>
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):          Prior resolutions and (date): 17585, May 2, 2011</p>																		
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Jessica Johnson, Senior Buyer, 881-3465</p>																		
<p><b>REQUEST SUMMARY</b></p>	<p>Various County Departments require a Term and Supply Contract for the furnishing of Petroleum Products. The Purchasing Department issued Invitation to Bid No. 24-16 in response to this requirement.</p> <p>A total of sixteen notifications were distributed and two responses were received and evaluated as follows:</p> <table border="1"> <thead> <tr> <th>Vendor and Location</th> <th>Total Price of Items 1-38</th> <th>Percentage Catalog Discount Item 39</th> <th>Delivery Time</th> </tr> </thead> <tbody> <tr> <td>Heathwood Oil Company, Inc. of Kansas City, KS</td> <td>\$5,839.27</td> <td>5%</td> <td>5 days</td> </tr> <tr> <td>Universal Lubricants LLC of Wichita, KS</td> <td>\$7,590.54</td> <td>0%</td> <td>5 days</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends Award for Petroleum Products to Heathwood Oil Company, Inc. of Kansas City, KS 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>	Vendor and Location	Total Price of Items 1-38	Percentage Catalog Discount Item 39	Delivery Time	Heathwood Oil Company, Inc. of Kansas City, KS	\$5,839.27	5%	5 days	Universal Lubricants LLC of Wichita, KS	\$7,590.54	0%	5 days						
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<p><b>CLEARANCE</b></p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A</p>																		

	<input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Abstract of Bids Received and Recap of Recommended Award Items, Memorandum from Wayne Shipley, Parks + Rec Department and Caroline Deihl, Public Works Department	
REVIEW	Department Director: 	Date: 5/2/16
	Finance (Budget Approval): <i>If applicable</i> 	Date: 5/3/16
	Division Manager: 	Date: 5/12/16
	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.