



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

INTER-OFFICE MEMO

TO: Purchasing
FROM: Beth Money, Office Administrator
RE: Recommendation Memo – Office Furniture
Date: January 6, 2025

The Sheriff's Office has an ongoing need for vendors to provide office furniture. We have reviewed the proposals submitted by multiple bidders. We recommend awarding a split award to Scott Rice Office Works and Rangel Distributing as both offer attractive discounts on multiple manufacturers.

The Sheriff's Office will spend approximately \$25,000 annually using this contract via line item 001-4201-58150 General Fund – Sheriff – Office Furniture.



ASSESSMENT DEPARTMENT

1300 WASHINGTON STREET
KANSAS CITY, MO 64105

www.jacksongov.org

(816) 881-3263

January 13, 2025

TO WHOM IT MAY CONCERN:

I recommend Office Products Alliance County Furniture needs. They have always had the best price, the fastest customer service,
The quickest installation/assembly and delivery no matter what our quantity needs are.

They have always gone out of their way to make sure we had all the information about requested products including finding us
A comparably more inexpensive product.

Estimated spend \$35,000.00
Assessment Fund 045
Cost Center 1902
Spend Category 58150

Cynthia Ramos

Assessment Office Administrator
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1/14/2025 & 9:29:35 AM



JACKSON COUNTY

Facilities Management Division

Jackson County Courthouse
415 East 12th Street, Third Floor Mezzanine
Kansas City, Missouri 64106
jacksongov.org

(816) 881-3258
Fax: (816) 881-3583

Memorandum

To: John Konon, Buyer
From: Robert Rives, Deputy Director Facilities Management
Date: June 25, 2024
Subject: Term and Supply Recommendation — Office Furniture ITB # 24-091

John,

The Department of Public Works, Facilities Management Division recommends Scott Rice Office Works, Encompass, Kansas City Office Design, and Office Products Alliance as the best and lowest bidders to supply Office Furniture for the County as listed in the Invitation to Bid No. 24-091.

The County has many offices and uses several different styles and types of furniture. This is based on the original design and the functions within our buildings. Since most vendors only provide select lines of furniture, this requires the County to have agreements with several companies to ensure the compatibility of modular systems, similarity of aesthetics, quality and durability when new furniture is required. Collectively, the recommended firms provide the lines of furniture that are currently used and that will be used into the foreseeable future.

Please consider Scott Rice Office Works, Encompass, Kansas City Office Design and Office Products Alliance as Term and Supply Vendors to provide office furniture or the County.

We estimate an annual spend of \$300,000 for the combined vendors subject to budget approvals.

Thank you for your consideration with the above term and supply recommendation.
Sincerely,

Robert Rives
Deputy Director Facilities Management

Frank White, Jr., County Executive



JACKSON COUNTY
Collection Department – Kansas City

415 East 12th Street, Suite 100
Kansas City, Missouri 64106
www.jacksongov.org

(816) 881-3232
Fax: (816) 881-3142

M E M O R A N D U M

To: John Konon, Buyer

From: Karey Schulze, Deputy Director

Date: January 21, 2025

Subject: Recommendation for Office Furniture – Bid 24-091 Term and Supply Contract

I have reviewed the information provided on the above referenced bid.

In evaluating the submitted proposals, I find that Office Products Alliance meets all our requirements. I scored them with 100 points out of 100 max.

I therefore recommend Office Products Alliance. I estimate the annual usage for the Collection department to be \$2600. There are sufficient funds in the 2025 Collection budget: \$21,000 in GL 001-1403-58150-999-9999-9999-25 and \$5,000 in GL 001-1406-58150-999-9999-9999-25.

Thank you for your time and attention.

Frank White Jr., County Executive