

REQUEST FOR LEGISLATIVE ACTION


Completed by County Counselor's Office:

Res/Ord No.: 19176

Sponsor(s): Greg Grounds

Date: June 6, 2016

| SUBJECT | <p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><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 Case Equipment Parts & Supplies for use by Public Works Department to The Victor L. Phillips Co. of Kansas City, MO under the terms and conditions of Invitation to Bid No. 30-16.</u></p> | | | | | | | | | | | | | | |
|--|--|---|----------------------|--|---------------|--|-----------------|--|---------|---|--|------------|---------------|-------------|--------------|
| <p>BUDGET INFORMATION</p> <p><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>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget)</p> <table border="1"> <tr> <td>Department</td> <td>Estimated Use</td> </tr> <tr> <td>Parks + Rec</td> <td>\$ 50,000.00</td> </tr> </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): \$30,000 Prior Year Actual Amount Spent (if applicable): \$ 29,000</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 | \$ 50,000.00 |
| Amount authorized by this legislation this fiscal year: | | | | | | | | | | | | | | | |
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| Department | Estimated Use | | | | | | | | | | | | | | |
| Parks + Rec | \$ 50,000.00 | | | | | | | | | | | | | | |
| PRIOR LEGISLATION | <p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): 17606, June 13, 2011</p> | | | | | | | | | | | | | | |
| CONTACT INFORMATION | <p>RLA drafted by (name, title, & phone): Jessica Johnson, Senior Buyer, 881-3465</p> | | | | | | | | | | | | | | |
| REQUEST SUMMARY | <p>Public Works Department requires a Term and Supply Contract for the furnishing of Case Equipment Parts & Supplies. The Purchasing Department issued Invitation to Bid No. 30-16 in response to this requirement.</p> <p>A total of six (6) notifications were distributed and two (2) responses were received. One (1) bid rejected due to non-responsiveness to rectify missing signatures and one (1) bid evaluated as follows:</p> <table border="1"> <thead> <tr> <th>Vendor and Location</th> <th>Total Price of Items</th> <th>Percentage Catalog Discount</th> <th>Response Time</th> </tr> </thead> <tbody> <tr> <td>The Victor L. Phillips Co. of Kansas City, MO</td> <td>1-7 \$505.80</td> <td>Item 12 0%</td> <td>4 hours</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends Award for Case Equipment Parts & Supplies to The Victor L. Phillips Co of Kansas City, MO 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 | Percentage Catalog Discount | Response Time | The Victor L. Phillips Co. of Kansas City, MO | 1-7 \$505.80 | Item 12 0% | 4 hours | | | | | | |
| Vendor and Location | Total Price of Items | Percentage Catalog Discount | Response Time | | | | | | | | | | | | |
| The Victor L. Phillips Co. of Kansas City, MO | 1-7 \$505.80 | Item 12 0% | 4 hours | | | | | | | | | | | | |
| CLEARANCE | <p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department)</p> <p><input type="checkbox"/> Business License Verified (Purchasing & Department) N/A</p> <p><input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p> | | | | | | | | | | | | | | |
| ATTACHMENTS | <p>Abstract of Bids Received and Recap of Recommended Award Items, Memorandum from Caroline Deihl, Public Works Department</p> | | | | | | | | | | | | | | |

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|--------|--|---|-----------------|
| REVIEW | Department Director: |  | Date: 5.23.2016 |
| | Finance (Budget Approval): <i>If applicable</i> | Mary Rasmussen | Date: 5/24/16 |
| | Division Manager: | Marylou Brown | Date: 6/2/16 |
| | 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.



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: Jessica Johnson, Purchasing

FROM: Caroline Deihl, Public Works – Road Maintenance

DATE: May 19, 2016

SUBJECT: Case Equipment Parts & Supplies – Bid No. 30-16

Jessica, we have evaluated the above referenced bid for Case Equipment Parts & Supplies and we recommend that the bid be awarded to Victor L Phillips. We will spend approximately \$50,000.00.