

REQUEST FOR LEGISLATIVE ACTION


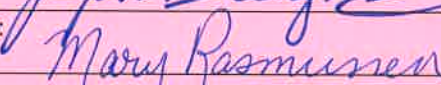
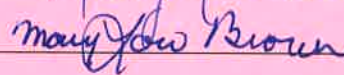
Completed by County Counselor's Office:

Res/Ord No.: 19208

Sponsor(s): Dennis Waits

Date: July 11, 2016

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$15,000 within the Assessment Department's Budget and Awarding a Twelve Month Term and Supply Contract, with Four Twelve Month Options to Extend, for the furnishing of Scanning Services for use by Assessment Department to TDB Communications, Inc. of Lenexa, KS under the terms and conditions of Invitation to Bid No. 5-16.</u></p>																						
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$15,000.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$20,000.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$35,000.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$35,000.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: Transfer From:</td> <td></td> </tr> <tr> <td>045-1902-56790 Assessment Fund, Assessment Dept, Other Contractual Services</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td>045-1902-57010 Assessment Fund, Assessment Dept, Office Supplies</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td>045-1902-58160 Assessment Fund, Assessment Dept, Radio/Communication Equipment</td> <td style="text-align: right;">\$5,000.00</td> </tr> <tr> <td>Transfer To: 045-1902-56080 Assessment Fund, Assessment Dept, Other Professional Services</td> <td style="text-align: right;">\$15,000.00</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)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;">Department</td> <td>Estimated Use</td> </tr> <tr> <td>Assessment Department</td> <td style="text-align: right;">\$ 35,000.00</td> </tr> </table> <p>Prior Year Budget (if applicable): \$10,000 Prior Year Actual Amount Spent (if applicable): \$ 10,000</p>	Amount authorized by this legislation this fiscal year:	\$15,000.00	Amount previously authorized this fiscal year:	\$20,000.00	Total amount authorized after this legislative action:	\$35,000.00	Amount budgeted for this item * (including transfers):	\$35,000.00	Source of funding (name of fund) and account code number: Transfer From:		045-1902-56790 Assessment Fund, Assessment Dept, Other Contractual Services	\$5,000.00	045-1902-57010 Assessment Fund, Assessment Dept, Office Supplies	\$5,000.00	045-1902-58160 Assessment Fund, Assessment Dept, Radio/Communication Equipment	\$5,000.00	Transfer To: 045-1902-56080 Assessment Fund, Assessment Dept, Other Professional Services	\$15,000.00	Department	Estimated Use	Assessment Department	\$ 35,000.00
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PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date):																						
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Jessica Johnson, Senior Buyer, 881-3465																						
REQUEST SUMMARY	Assessment Department requires a Term and Supply Contract for the furnishing of Scanning Services. The Purchasing Department issued Invitation to Bid No. 5-16 in response to this requirement. <p>A total of twenty-nine (29) notifications were distributed and three (3) responses were received.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:70%;">Vendor and Location</th> <th style="width:30%;">Total Price of Item 1</th> </tr> </thead> <tbody> <tr> <td>Opus Solutions of North Kansas City, MO</td> <td style="text-align: right;">\$0.085</td> </tr> <tr> <td>TDB Communication Inc. of Lenexa, KS</td> <td style="text-align: right;">\$0.17</td> </tr> <tr> <td>ARC Document Solutions of Kansas City, KS</td> <td style="text-align: right;">\$0.125</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends Award for Scanning Services to TDB Communication Inc. of Lenexa, KS as the lowest and best bid meeting specifications.</p>	Vendor and Location	Total Price of Item 1	Opus Solutions of North Kansas City, MO	\$0.085	TDB Communication Inc. of Lenexa, KS	\$0.17	ARC Document Solutions of Kansas City, KS	\$0.125														
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	<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> <p>The Director of Finance and Purchasing also requests the transfer of \$15,000.00 within the Assessment Department's budget as follows:</p> <table border="0" data-bbox="321 283 1534 441"> <thead> <tr> <th></th> <th style="text-align: right;">FROM:</th> <th style="text-align: right;">TO:</th> </tr> </thead> <tbody> <tr> <td>045-1902-56790 Assessment Fund, Assessment Dept, Other Contractual Services</td> <td style="text-align: right;">\$5,000.00</td> <td></td> </tr> <tr> <td>045-1902-57010 Assessment Fund, Assessment Dept, Office Supplies</td> <td style="text-align: right;">\$5,000.00</td> <td></td> </tr> <tr> <td>045-1902-58160 Assessment Fund, Assessment Dept, Radio/Communication Equip.</td> <td style="text-align: right;">\$5,000.00</td> <td></td> </tr> <tr> <td>045-1902-56080 Assessment Fund, Assessment Dept, Other Professional Services</td> <td></td> <td style="text-align: right;">\$15,000.00</td> </tr> </tbody> </table>			FROM:	TO:	045-1902-56790 Assessment Fund, Assessment Dept, Other Contractual Services	\$5,000.00		045-1902-57010 Assessment Fund, Assessment Dept, Office Supplies	\$5,000.00		045-1902-58160 Assessment Fund, Assessment Dept, Radio/Communication Equip.	\$5,000.00		045-1902-56080 Assessment Fund, Assessment Dept, Other Professional Services		\$15,000.00
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CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <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 Jeph Burroughs-Scanlon, Deputy Director of Assessment																
REVIEW	Department Director: <i>Deputy</i> 	Date: 6/30/2016															
	Finance (Budget Approval): <i>If applicable</i> 	Date: 6/30/16															
	Division Manager: 	Date: 7/2/16															
	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.



ASSESSMENT DEPARTMENT

(816) 881-3239
Fax: (816) 881-1388

JACKSON COUNTY

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

TO: Jessica M. Johnson, Finance & Purchasing Department
FROM: Jeph BurroughsScanlon, Deputy Director of Assessment
CC: Q. Troy Thomas, Director of Finance & Purchasing
Barb Casamento, Finance & Purchasing Department
Robert D. Murphy, Director of Assessment
DATE: June 22, 2016
RE: TS 5-16 TDB Communications – need for increase current contract

The above referenced contract is with TDB Communications. It has come to our attention that we need to increase the funding currently available for this contract because of the ongoing need for the scanning services provided to the Individual Personal Property unit within the Assessment Department. Although this is our first experience with this particular company, they have been very engaged and responsive to our needs. We would like to request an increase in the funding for this contract in the additional amount of \$20,000 not to exceed a total of \$40,000 for the entire contract.

Please contact me if you have any questions or concerns.



ASSESSMENT DEPARTMENT

(816) 881-3239
Fax: (816) 881-1388

JACKSON COUNTY

JACKSON COUNTY COURTHOUSE
415 EAST 12TH STREET, FIRST FLOOR MEZZANINE
KANSAS CITY, MISSOURI 64106
WWW.JACKSONGOV.ORG

19208

FROM: Jeph BurroughsScanlon, Deputy Director of Assessment
TO: Q. Troy Thomas, Director of Finance and Purchasing
CC: Jessica Johnson
DATE: February 22, 2016
RE: ITB 5-16: Scanning Services

The Assessment Department has a yearly need to obtain scanning services for Individual Personal Property Declarations.

The results of the publically posted open bid process returned to us with three qualified vendors. We have contacted the vendors and their references including a review of our own previous service experience with one of the vendors.

One vendor we reviewed was **Opus Solutions**. They were the lowest bid with a price of \$.058/scanned image. Upon review it has been determined that they have very likely underbid the project and may not fully understand the scope of work we are requesting. References for this vendor did not use the exact services we are expecting to use.

Another vendor we reviewed was **ARC Document Solutions**. They are the scanning vendor that we have most recently used. They bid a price of \$0.125/scanned image. In our past working relationship with ARC we have continually experienced a lack of attention to detail and the customer service that is necessary to perform the duties required.

The final vendor reviewed was **TBD Communications, Inc.** The references we contacted provided positive feedback. It is apparent to us that TBD has the experience, resources and customer service acumen to best serve the current needs of the Assessment Department and to handle our scope of work in regard to the scanning services needed.

Using TBD as our vendor, we would expect to place a contract for \$20,000 for the 2016 year for IPP declaration scanning services for the Assessment Department.

**PURCHASING DEPARTMENT**

415 East 12th Street
Kansas City, Missouri 64106

816-881-3267
Fax 816-881-3268

February 23, 2016

TDB Communications, Inc.
Attn: Mary Gaal
10901 W. 84th Terrace, STE 105
Lenexa, KS 66214

Dear Ms. Gaal:

Please consider this letter as Contract Award Notification for a Twelve (12) Month Term & Supply Contract for the furnishing of **SCANNING SERVICES** for the use by **Assessment Department** as detailed below:

Bid No: **5-16**

Commodity: **Scanning Services**

Resolution No: **None**

Contract Award Amount: **\$20,000.00**

Contract Term: **February 24, 2016 to February 23, 2017**

Jackson County Point of Contact: **Jessica Johnson, 816-881-3465, jmjohnson@jacksongov.org**

TDB Communications, Inc. Point of Contact: **Mary Gaal, 913-327-7400, mgaal@tdbcommunications.com**

The following required documents shall be furnished by your firm within ten (10) days after receipt of this agreement in accordance with the bid specifications.

CERTIFICATE OF INSURANCE**NOTE: INDICATE JACKSON COUNTY'S BID NUMBER ON ALL DOCUMENTS**

The Jackson County Executive, or designee, shall be the sole judge as to the fact of the fulfillment of this agreement and upon any breach hereof said Executive or designee shall, at their option, declare this agreement void, and for any loss or damage by reason of such breach, whether this agreement is annulled or not, said Supplier and the sureties on said bond shall be liable.

JACKSON COUNTY MISSOURI

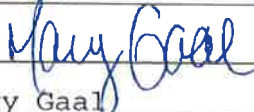
Q. Troy Thomas

Director of Finance and Purchasing

ATTACHMENT 1
RESPONDENT'S QUOTATION for
JACKSON COUNTY, MISSOURI INVITATION TO BID NO. 5-16

Description	Price per Image
Submit a price per image for scanning all of the 2016 Declarations. Include setup, scanning, delivery of files, pickup and delivery, and all materials required to complete scanning.	\$ 0.17

CERTIFICATION

SIGNATURE: 	DATE: 02/16/2016
NAME: Mary Gaal (Print or Type)	PHONE: 913-327-7400
TITLE: Director of Court Reporting (Print or Type)	MOBILE: 314-409-0164
COMPANY NAME: TDB Communications, Inc (Print or Type)	FAX: 913-287-8794
EMAIL ADDRESS: mgaal@tdbcommunications.com (Print or Type)	

BID NO: 5-16
 DATE: 2-16-16
 COMMODITY: Scanning Services

NO	DESCRIPTION	UNIT	QTY	American Micro AMOUNT	Opus Solutions AMOUNT	TDB Communication Inc. AMOUNT	ARC Document Solutions AMOUNT	AMOUNT
1	Price per image	ea	1	no bid	.085	.17	.125	

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED

ON: February 16, 2016, BY


 CLERK OF THE LEGISLATURE
 PURCHASING

Bid No: 5-16

19208

Commodity: SCANNING SERVICES

Vendor: OPUS SOLUTIONS

Bid Recap

Quote

REQUIRED SUBMITTALS	Yes/No	Item #	Item Name	UOM	Unit Price
Signed Contract	Yes	1	Scanned Price per image	ea	\$ 0.058
Affidavit	Yes				
Compliance Review Form or Certificate	Yes				
Contractor's Qualifications	Yes				
Acknowledgement of Addenda	Yes				
Quotation	Yes				
Exceptions	Yes				

COMMENTS:

No Exceptions Requested.

State of Missouri Certified WBE, certificate enclosed, expiration 7/1/16.

Bid No: 5-16

Commodity: SCANNING SERVICES

Vendor: TDB COMMUNICATIONS, INC.

Bid Recap

Quote

REQUIRED SUBMITTALS	Yes/No	Item #	Item Name	UOM	Unit Price
Signed Contract	Yes	1	Scanned Price per image	ea	\$ 0.17
Affidavit	Yes				
Compliance Review Form or Certificate	Yes				
Contractor's Qualifications	Yes				
Acknowledgement of Addenda	Yes				
Quotation	Yes				
Exceptions	Yes				

COMMENTS:

No Exceptions Requested.

Department of Veteran Affairs verified VBE, confirmation enclosed, expires: 1/5/17.

