## REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office: Res/@cot No.: 19208

Sponsor(s): Dennis Waits
Date: July 11, 2016

SUBJECT	Action Requested								
	Resolution Ordinance								
	Ordinance								
	Project/Title: Transferring \$15,000 within the Assessment D	Department's Budg	get and Awarding a Twelve Mo						
	Term and Supply Contract, with Four Twelve Month Options	s to Extend, for th	e furnishing of Scanning Servi						
	for use by Assessment Department to TDB Communications	Inc. of Lenexa, I	KS under the terms and condition						
BUDGET	of Invitation to Bid No. 5-16.								
NFORMATION	Amount authorized by this legislation this fiscal year:		\$15,000.00						
To be completed	Amount previously authorized this fiscal year:		\$20,000.00						
By Requesting	Total amount authorized after this legislative action:		\$35,000.00						
Department and	Amount budgeted for this item * (including transfers):		\$35,000.00						
Finance	Source of funding (name of fund) and account code number								
	Transfer From:								
	045-1902-56790 Assessment Fund, Assessment Dept, Other Services	er Contractual	\$5,000.00						
	045-1902-57010 Assessment Fund, Assessment Dept, Offi	ce Supplies	\$5,000.00						
	045-1902-58160 Assessment Fund, Assessment Dept,	\$5,000.00							
	Radio/Communication Equipment		45,35555						
	Transfer To: 045-1902-56080 Assessment Fund, Assessme	ent Dept,	\$15,000.00						
	Other Professional Services								
	Department Estimated Use Assessment Department \$ 35,000.00								
	Prior Year Budget (if applicable): \$10,000 Prior Year Actual Amount Spent (if applicable): \$ 10,000								
PRIOR	Prior ordinances and (date):								
EGISLATION	Prior resolutions and (date):								
ONTACT									
NFORMATION	RLA drafted by (name, title, & phone): Jessica Johnson, Sen	ior Buyer, 881-34	165						
REQUEST UMMARY	Assessment Department requires a Term and Supply Contract Purchasing Department issued Invitation to Bid No. 5-16 in respectively.	t for the furnishin esponse to this re	g of Scanning Services. The quirement.						
	A total of twenty-nine (29) notifications were distributed and three (3) responses were received.								
	Vendor and Location								
	Opus Solutions of North Kansas City, MO								
	TDB Communication Inc. of Lenexa, KS								
	ARC Document Solutions of Kansas City, KS	\$0.125							
	Pursuant to Section 1054.6 of the Jackson County Code, the I Award for Scanning Services to TDB Communication Inc. of specifications.	Director of Finance Lenexa, KS as th	e and Purchasing recommends te lowest and best bid meeting						

	This award is made on an "As Needed" basis and does not obligate Jackson County to The availability of funds for specific purchases is subject to annual appropriations.  The Director of Finance and Purchasing also requests the transfer of \$15,000.00 within Department's budget as follows:		
	045 1000 55700 4	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
CLEARANCE	<ul> <li>☐ Tax Clearance Completed (Purchasing &amp; Department)</li> <li>☐ Business License Verified (Purchasing &amp; Department) N/A</li> <li>☐ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's O</li> </ul>	ffice)	
ATTACHMENTS	Abstract of Bids Received and Recap of Recommended Award Items, Memorandum fr Scanlon, Deputy Director of Assessment	om Jeph Burn	roughs-
REVIEW	Department Director: Juph Bungh St	Date: 6/30/2	0/6
	Finance (Budget Approval): May Rasmussen	Bate! 120/	116
	Division Manager: Many Jow Brown	Date: 1/2/1	6
	County Counselor's Office:	Date:	

Funds for this were encumbered	d from the	Fund in
is chargeable and there is a cash	nencumbered to the credit of the aph balance otherwise unencumbere officient to provide for the obligation	ppropriation to which the expenditure of in the treasury to the credit of the fund from which on herein authorized.
Funds sufficient for this expend	diture will be/were appropriated by	v Ordinance #
•	** * .	,
	oriation are available from the sour	

Fiscal Information (to be verified by Budget Office in Finance Department)

## Fiscal Note: Jackson County, Missouri

Funds sufficient for this transfer are available from the sources indicated below,

Date:	June 30, 2016	<u></u>	RE	ES # 19208
Department /	Division	Character/Description	From	То
Assessment Fund -	045		8	-
1902 - Assessment		56790 - Other Contractual Services	5,000	
1902 - Assessment		57010 - Office Supplies	5,000	
1902 - Assessment		58160 - Radio/Communicatoin Equip	5,000	177
1902 - Assessment		56080 - Other Professional Services	ì <del></del>	15,000
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-		:	(i	
			15,000	15,000

Mary Rosmussen



### 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 12<sup>TH</sup> 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

Director of Finance and Purchasing

A TERM AND SUPPLY CONTRACT for the furnishing of SCANNING SERVICES for use by the ASSESSMENT DEPARTMENT.

A Contract between Jackson County Missouri ("County") and the undersigned ("Contractor"), collectively referred to as the "parties". The term "offer" as used herein refers to Contractor's offer made in response to this Bid The parties agree as follows in consideration of the mutual covenants contained herein.

This Contract shall be binding when it is signed by the County's Purchasing Officer and shall run from such date until the end of the 12th consecutive month from the month during which it first took effect unless it is sooner terminated in accord herewith.

This Contract consists of: (1) Contractor's offer, including those papers which Contractor submitted with or expressly incorporated in its offer as a part thereof, to the extent the terms of such papers were expressly or impliedly accepted by the County, or were modified in writing with the express or implied consent of the parties; (2) written modification to this Contract signed by the County's Purchasing Officer and consented to expressly or impliedly by Contractor. This Contract represents the entire agreement between the parties in regard to this Bid Number. All modifications to this Contract must be in writing signed by the County's Purchasing Officer.

The laws of the State of Missouri and Jackson County, Missouri govern this Contract. This Contract shall be binding upon and to the benefit of the successor and assignees of the parties. The Contractor shall not assign this Contract or any monies payable hereunder without the prior written consent of the County. Contractor is an independent contractor of the County and shall indemnify the County for loss, damage or liability which the County incurs to the extent that such results proximately from the negligence or violation of Contractor or its employees, agents or subcontractors.

In regard to any goods which are included in the sale hereunder, Contractor makes to the County the warranties provided in Article Two of the Uniform Commercial Code of the State of Missouri to the extent that they apply by the terms thereof.

The County gives each of its employees an employee identification card having thereon a photograph of the employee. The County will not pay for any goods and/or services delivered by Contractor to any persons who did not present to Contractor at the time of delivery their County Identification Cards and who were not in fact authorized to receive delivery.

The County reserves the right to terminate this Contract for any reason upon at least 14 days written notice to Contractor.

The parties may annually extend this Contract beyond its original term for a time, not to exceed FOUR (4) twelve month extensions, from the last day of the original term provided that the County's consent to such an extension and the extension does not involve changes in the specifications, terms and conditions, or increase in prices unless such changes or increases are provided for in said specifications, terms or conditions in effect at the expiration of the original term has been approved by the County Legislature.

The County will pay to Contractor the applicable pricing quoted by Contractor in its offer for any goods and/or services whose purchase was ordered by the County's Purchasing Officer in consequence of the County's acceptance of Contractor's offer. The County will make good faith effort to make payment within thirty (30) days after the latest of: (1) the date of proper delivery to the County; (2) the date of acceptance by the County; (3) the date when the receiving department has received from the Contractor a correct and complete invoice showing the pertinent County Purchase Order Number(s). Payment may be withheld by the County to protect itself from actual or potential loss which has resulted or may result from the Contractor's non-performance of any of its duties required hereunder.

Contractor warrants that no officer or employee of the Countrator whatsoever be interested in or receive any benefit from the officer that the Country awarded this Contract, would the Contractor any Municipal, County, Public Utility, Hospital, or Education Council of Public Purchasing and located within the gradeliveries are to be F.O.B. Destination and there shall include the council to utilize this Contract).  Check one) YesNO XInitialsMG Minimum or Council to Pages OF THIS INVITATION TO BID ARE EXPRESSLY MADE A PAge of approved by the County Counselor's Office. Signature of the country counselor's Office.	profits or emoluments of this contract, sell under the prices and terms of this Contract to onal Institution having membership in the Mid-America eater Kansas City Metropolitan Trade Area? (All be no obligation on the part of any member of such ler, if applicable\$
contract can be awarded: CONTRACTOR'S NAME: TDB Communications, Inc ADDRESS: 10901 W. 84th Terrace STE 105, Lenexa, KS 6621	- 10.000 Delotte De Contracte Delotte
CONTRACTOR'S NAME: IDB Communications, Inc	PHONE NO: 913-327-7400
ADDRESS: 10901 W. 84th Terrace STE 105, Lenexa, KS 6621	FAX NO: 913-287-8794
IAME OF AUTHORIZED AGENT (print or type): SIGNATURE OF AUTHORIZED AGENT: MAIL ADDRESS OF AUTHORIZED AGENT: MAIL ADDRESS OF AUTHORIZED AGENT: MAIL ADDRESS OF AUTHORIZED AGENT:	DATE: 02/23/2016
SIGNATURE OF AUTHORIZED AGENT:	TITLE: Director of Court Reporting
MAIL ADDRESS OF AUTHORIZED AGENT:	19tdbcommunications.com
and/or soulal s	SECURITY NO:
PECIFY: MINORITY OWNED (MBE): WOMAN OWNED (WBE):	(Check If Applicable)
	<del>* * * * * * * * * * * * * * * * * * * </del>
ACKSON COUNTY MISSOURI BY Q. TROY THOMAS, DIRECTOR OF FINAN	CE AND PURCHASING
TONITURE OF O STOW BUOMS.	alo le

DATE: 2/4//6

Jackson County Missouri Invitation to Bid No. 5-16 Page 22 of 32

# 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: MUN GOL		DATE: 02/16/2016
NAME: Mary Gaal	(Print or Type)	PHONE: 913-327-7400
THILE: 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)	

CERTIFICATION OF BID OPENING BIDS WERE PUBLICLY OPENED AND RECORDED ON: PORCHASING  CLERK OF THE LEGISLATURE PURCHASING	1 Price per image	NO DESCRIPTION	BID NO: 5-16 DATE: 2-16-16 COMMODITY: Scanning Services
	e a	UNIT QTY	
	pidan	AMOUNT	American Micro
	.005	AMOUNT	Opus Solutions
	. 17	AMOUNT	TDB Communication Inc.
	. 125	AMOUNT	ARC Document Solutions
		AMOUNT	

4			Bid No: 5-16	19	19208
		Comm	Commodity: SCANNING SERVICES		
	_	/endc	Vendor: OPUS SOLUTIONS		
Bid Recap			Quote		
REQUIRED SUBMITTALS	Yes/No	Item #	ltem Name	MOU	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				
No Exceptions Requested.  State of Missouri Certified WBE, certificate enclosed, expiration 7/1/16.	opiration 7/	1/16.			
			Bid No: 5-16		
		commo	Commodity: SCANNING SERVICES		
	Vendor:	TDB	B COMMUNICATIONS, INC.		
Bid Recap			Quote		
REQUIRED SUBMITTALS	Yes/No	Item #	Item Name	MON	Unit Price
d Contract	Yes	1	Scanned Price per image	еа	\$ 0.17
Attidavit	Yes		11		
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.

			B: ANC. E 10		
		Commo	Bid No: 5-16		
	Vendor:	or: AR	ARC DOCUMENT SOLUTIONS		
REQUIRED SUBMITTALS	Yes/No	Item #	Item Name UOM	≤	Unit Price
Signed Contract	Yes				\$ 0.125
Affidavit	Yes				
Compliance Review Form or Certificate	Yes				
Contractor's Qualifications	Yes				
Ar' nowledgement of Addenda	Yes				
ر دation	Yes				
Exceptions	Yes				
No Exceptions Requested. Current vendor for same services.					
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						1	Item #				
						Scanning Price per image	Item Name				
						\$0.058	Price	0010110110	Solutions	Onlik	PRICING SUMMARY
						\$0.170	Price	s Inc.	Solutions   Communication   Document	TDB	MARY
						\$0.125	Price	Solutions	Document	ARC	
							Price				