

# REQUEST FOR LEGISLATIVE ACTION

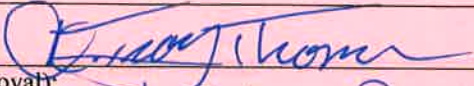

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 18869

Sponsor(s): Scott Burnett

Date: June 29, 2015

|   |  |   |    |  |    |  |    |  |    |   |  |
|---|--|---|----|--|----|--|----|--|----|---|--|
| <p><b>SUBJECT</b></p>   | <p>Action Requested<br/> <input checked="" type="checkbox"/> Resolution<br/> <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing a Three Month Extension of the Term and Supply Contract for the Furnishing of Mail Services for the Office Services Division of the Finance and Purchasing Department to Strahm Automation and Mailing Services of Kansas City, MO.</u></p>   |   |    |  |    |  |    |  |    |   |  |
| <p><b>BUDGET INFORMATION</b><br/> <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; FROM / TO</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)<br/> <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:<br/>         Department: Office Services Estimated Use: \$50,000.00</p> <p>Prior Year Budget (if applicable): \$220,000.00<br/>         Prior Year Actual Amount Spent (if applicable): \$200,000.00</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; FROM / TO |  |
| 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; FROM / TO                               |  |   |    |  |    |  |    |  |    |   |  |
| <p><b>PRIOR LEGISLATION</b></p>   | <p>Prior ordinances and (date):<br/>         Prior resolutions and (date): 18462, April 7, 2014 &amp; 17240, April 12, 2010 &amp; 18432, April 7, 2014</p>   |   |    |  |    |  |    |  |    |   |  |
| <p><b>CONTACT INFORMATION</b></p>   | <p>RLA drafted by (name, title, &amp; phone): Cassandra Cheek, Senior Buyer, 881-3265</p>  |   |    |  |    |  |    |  |    |   |  |
| <p><b>REQUEST SUMMARY</b></p>   | <p>The Director of Finance and Purchasing requests the authorization to extend the Term and Supply Contract for the furnishing of Mail Services for Office Services beginning August 1, 2015 and ending October 31, 2015. The requested extension will allow for the County's expiration date to match the City of Kansas City, Missouri's expiration date meaning that we can issue another joint bid insuring the lowest and best pricing. Strahm Automation has agreed to extend our contract and keep existing pricing.</p> <p>Resolution No. 18462 was passed April 7, 2014 awarding a Fourteen Month Extension for the Furnishing of Mail Services for Office Services under the Terms and Conditions of Invitation to Bid No. 50-09.</p> <p>Resolution No. 17240 was passed April 19, 2010 awarding a Twelve Month Term and Supply Contract with 3 Twelve Month Extensions for the furnishing of Mail Services for Office Services under the Terms and Conditions of Invitation to Bid No. 50-09.</p>   |   |    |  |    |  |    |  |    |   |  |
| <p><b>CLEARANCE</b></p>   | <p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)<br/> <input checked="" type="checkbox"/> Business License Verified (Purchasing &amp; Department)<br/> <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>   |   |    |  |    |  |    |  |    |   |  |
| <p><b>ATTACHMENTS</b></p>   | <p>Modification of Contract EV1004 (Jackson County Bid No. 50-09) from Kansa City, Mo, &amp; Current Postage Rates</p>   |   |    |  |    |  |    |  |    |   |  |

|        |  |               |
|--------|--|---------------|
| REVIEW | Department Director:  | Date: 6/18/15 |
|        | Finance (Budget Approval):<br><i>If applicable</i> N/A Mary Rasmussen                                  | Date: 6/18/15 |
|        | Division Manager:     | Date: 6/23/15 |
|        | 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.



# MODIFICATION OF CONTRACT

Res. 18869

|  |  |
|--|--|
| 1. Modification<br>No. 5      Effective Date: 08-01-15   | 2. Contract<br>EV1004      Effective Date: 08-01-10  |
| 3. Buyer: Keely Golden, CPPB<br>Telephone Number: (816) 513-0812   | 5. Supplier – Name and Address<br><br>THE MAIL COMPANY DBA STRAHM<br>AUTOMATION AND MAIL SERVICE<br>ATTN: KIMBERLY TARPLEY<br>1700 BROADWAY<br>KANSAS CITY, MO 64108 |
| 4. Issued By<br><br>CITY OF KANSAS CITY, MISSOURI<br>Procurement Services Division<br>1st Floor, Room 102 W, City Hall<br>414 East 12 <sup>th</sup> Street<br>Kansas City, Missouri 64106-2793 |  |

6. **SPECIAL INSTRUCTIONS:** Retain this signed copy of the modification and attach it to the original contract that was previously provided by the Procurement Services Division.

7. Description of Modification

**MAILING SERVICES CITY WIDE**

Contract **EV1004** is extended for three (3) months, August 1, 2015 through October 31, 2015, at the current pricing, the authority for which is contained in paragraph 3, SPECIAL INSTRUCTIONS AND CONDITIONS.

**Taxpayer Clearance Letter.** In accordance with City Ordinance No. 010461, if the City renews a contract, the Vendor shall provide new proof of tax compliance dated not more than ninety (90) days prior to the renewal date of the contract. Submission of this proof shall be a condition precedent to the City making the first payment under such renewal. This tax clearance letter may be obtained from the City's Revenue Division at (816) 513-1135 or (816) 513-1083.

All other Terms and Conditions of Contract **EV1004** remain unchanged.

8. City of Kansas City, Missouri

By: **Keely Golden, CPPB**

  
Senior Procurement Officer

This Day: 6/4/15

**Special Services (Prices below DO NOT include postage - these are for the services only)**

|   |        |
|---|--------|
| Certified Mail                                    | \$3.45 |
| Restricted Delivery                               | \$8.60 |
| Return Receipt - Electronic                       | \$1.40 |
| Return Receipt - Mail                             | \$2.80 |
| Signature Confirmation (Parcels Only) - Retail    | \$3.00 |
| Signature Confirmation (Parcels Only)- Electronic | \$2.45 |
| Delivery Confirmation (Parcels Only) - Retail     | \$1.05 |
| Delivery Confirmation (Parcels Only) - Electronic | \$0.49 |

**Confirm Delivery Products (includes 1 ounce postage)**

|                        |        |
|------------------------|--------|
| Certified Letter       | \$6.54 |
| Delivery Confirmation  | \$6.99 |
| Signature Confirmation | \$7.56 |

City of Kansas City, Jackson County and Circuit Court, KCMO School District

**\$Rejects \$0.032 per piece**  
 Non-machinable surcharge \$0.22 per piece

|                | Full Pay | All Entities | Metering       | Fast Forward | Sorting | Total Savings |
|----------------|----------|--------------|----------------|--------------|---------|---------------|
| <b>Letters</b> |          |              |                |              |         |               |
| Postcards      | 0.350    | Mixed 0.284  | 0.015          | 0.003        | 0.010   | 0.312         |
| 1 oz           | 0.490    | 0.439        | 0.015          | 0.003        | 0.010   | 0.467         |
| 2 oz           | 0.700    | 0.439        | 0.015          | 0.003        | 0.010   | 0.467         |
| 3 oz           | 0.910    | 0.699        | 0.015          | 0.003        | 0.010   | 0.727         |
| 3.5 oz         | 1.150    | 0.829        | 0.015          | 0.003        | 0.010   | 0.857         |
| <b>Flats</b>   |          |              |                |              |         |               |
| 1 oz           | 0.980    | 5 digit 0.47 | Metering 0.028 |              | 0.354   | 0.852         |
| 2 oz           | 1.200    | 0.688        | 0.028          |              | 0.354   | 1.070         |
| 3 oz           | 1.420    | 0.906        | 0.028          |              | 0.354   | 1.288         |
| 4 oz           | 1.640    | 1.124        | 0.028          |              | 0.354   | 1.506         |
| 5 oz           | 1.860    | 1.342        | 0.028          |              | 0.354   | 1.724         |
| 6 oz           | 2.080    | 1.56         | 0.028          |              | 0.354   | 1.942         |
| 7 oz           | 2.300    | 1.778        | 0.028          |              | 0.354   | 2.160         |
| 8 oz           | 2.520    | 1.996        | 0.028          |              | 0.354   | 2.378         |
| 9 oz           | 2.740    | 2.214        | 0.028          |              | 0.354   | 2.596         |
| 10 oz          | 2.960    | 2.432        | 0.028          |              | 0.354   | 2.814         |
| 11 oz          | 3.180    | 2.65         | 0.028          |              | 0.354   | 3.032         |
| 12 oz          | 3.400    | 2.868        | 0.028          |              | 0.354   | 3.250         |
| 13 oz          | 3.620    | 3.086        | 0.028          |              | 0.354   | 3.468         |
| <b>Parcels</b> |          |              |                |              |         |               |
|                | Full Pay | Packages     | Metering       |              |         | Total         |
| 1 oz           | 2.54     |              | 0.020          |              |         | 2.560         |
| 2 oz           | 2.54     |              | 0.020          |              |         | 2.560         |
| 3 oz           | 2.54     |              | 0.020          |              |         | 2.560         |
| 4 oz           | 2.74     |              | 0.020          |              |         | 2.760         |
| 5 oz           | 2.94     |              | 0.020          |              |         | 2.960         |

6 oz  
7 oz  
8 oz  
9 oz  
10 oz  
11 oz  
12 oz  
13 oz

3.14  
3.34  
3.54  
3.74  
3.94  
4.14  
4.34  
4.54

0.020  
0.020  
0.020  
0.020  
0.020  
0.020  
0.020  
0.020

3.160  
3.360  
3.560  
3.760  
3.960  
4.160  
4.360  
4.560