

# REQUEST FOR LEGISLATIVE ACTION

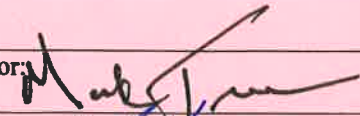
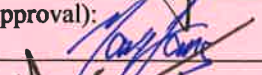

Completed by County Counselor's Office:

Res/Ord No.: 19475

Sponsor(s): Dennis Waits

Date: May 1, 2017

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Contract to provide Leased Office Space for Jackson County, Missouri to 201 Lexington LLC of Independence, Missouri under the terms and conditions of Request for Proposal No. 13-17</u></p>														
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$40,453.29</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>\$40,453.29</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$40,453.29</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>002-1222-56620 Health Fund, Emergency Prep, Rent, Buildings</td> <td>\$24,271.98</td> </tr> <tr> <td>001-1208-56620 General Fund, Public Works, 201 W Lexington, Rent, Buildings</td> <td>\$16,181.31</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)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: Estimated Use: \$</p> <p>\$40,453.29 is the amount for April 14, 2017 through December, 31 2017. This will be 60 Month Contract with 2 12 month options to extend. The estimated annual cost is \$56,887.44</p> <p>Prior Year Budget (if applicable):  Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$40,453.29	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$40,453.29	Amount budgeted for this item * (including transfers):	\$40,453.29	Source of funding (name of fund) and account code number:		002-1222-56620 Health Fund, Emergency Prep, Rent, Buildings	\$24,271.98	001-1208-56620 General Fund, Public Works, 201 W Lexington, Rent, Buildings	\$16,181.31
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date):  Prior resolutions and (date):</p>														
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>														
<b>REQUEST SUMMARY</b>	<p>The Emergency Preparedness, Legislative Offices and the County Clerk's Office require Leased Office Space in Independence, Missouri located close to the Eastern Jackson County Courthouse. In response to these requirements, the Purchasing Department issued Request for Proposal No. 13-17.</p> <p>Five notifications were distributed and one response was received and evaluated as follows:</p> <p>201 W. Lexington LLC, Independence, MO \$4,740.62 per month</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Contract to provide Leased Office Space to 201 Lexington LLC of Independence, Missouri under the terms and conditions of Request for Proposal No. 13-17 as the best proposal received.</p>														
<b>CLEARANCE</b>	<p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>														
<b>ATTACHMENTS</b>	<p>The Abstract of Bids Received, an Award Recommendation Memorandum from Mark Trosen, Deputy Chief Operating Officer and the pertinent pages of 201 Lexington LLC's proposal documents.</p>														

REVIEW	Department Director: 	Date: 4/25/17
	Finance (Budget Approval): <i>If applicable</i> 	Date: 4/25/17
	Division Manager: 	Date: 4/25/17
	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.



Request for Proposal No. 13-17 Leased Space Opens: 2:00 PM, CST on 3/14/17		201 Lexington LLC	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	Base Bid			See bid			

CERTIFICATION OF BID OPENING  
 BIDS WERE PUBLICLY  
 OPENED AND RECORDED  
 ON: March 14, 2017, BY  
[Signature]  
 CLERK OF THE LEGISLATURE  
[Signature]  
 PURCHASING

**Memorandum**

To: Barbara Casamento, Purchasing Supervisor  
From: Mark Trosen, Deputy Chief Operating Officer  
Crissy Wooderson, County Auditor  
Date: April 14, 2017  
Re: RFP 13-17 Committee Evaluation and Recommendation

On March 13, 2017, Jackson County Finance and Purchasing Department received one response to the Request for Proposals 13-17 to provide leased office space for County Legislature, County Clerk, Auditor's Office and Emergency Preparedness.

The one respondent was 201 Lexington LLC for office space in Suite 200 in the building located at 201 W. Lexington Avenue, Independence MO. This is the space where the offices above are currently located. There is 4,551 square feet of net rentable space in this Suite.

An Evaluation Committee was composed of Associates from the Auditor's Office and Administration. In accordance to the RFP, the Committee inspected the property with the Landlord's Customer Service Manager and noted several items that needed to be repaired or replaced which are listed in Exhibit A to the Office Lease.

In addition and also in accordance to the RFP, the Committee negotiated capital improvements to the office space as follows:

- Replace carpet and paint in the hallway and reception area on the east side in Year One of Lease.
- Replace carpet and paint in the south and west hallways on the west side in Year Two of Lease.
- Replace carpet in offices as needed in Year Three of Lease.
- Install garbage disposal under sink.

The improvements listed above are in Exhibit B to the Office Lease.

The Evaluation Committee recommends that a Lease be awarded to 201 Lexington LLC for Suite 200 in 201 W. Lexington for \$12.50 per square feet or \$4,740.62 per month. The term of the lease will be 5 years with the option to renew for additional two years.

The payment of the rent is appropriated and split between the following accounts at the indicated percentages:

- 60% - 002-1222-6620 Health Fund – Emergency Preparedness – Rent Buildings
- 40% - 001-1208-6620 General Fund – Facilities Management – Rent Buildings