

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** awarding a twelve-month term and supply contract, with one twelve-month option to extend, for the furnishing of on-call real estate appraisal services for use by the Public Works Department to Integra Realty Resource of Westwood, KS, under the terms and conditions of the City of Lee's Summit, Missouri Contract No. 10-01902/1R, an existing government contract.

**RESOLUTION #17720**, November 7, 2011

**INTRODUCED BY** Bob Spence, County Legislator

WHEREAS, the Public Works Department has a need for on-call real estate appraisal services for use on larger projects involving right of way acquisitions with property owners; and,

WHEREAS, pursuant to section 1030.4 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of a twelve-month term and supply contract, with one twelve-month option to extend, for the furnishing of these services for use by the Public Works Department to Integra Realty Resource of Westwood, KS, under the terms and conditions set forth in the City of Lee's Summit, Missouri Contract No. 10-01902/1R, an existing government contract; and,

WHEREAS, the Director of Finance and Purchasing has determined that, due to higher volume discounts offered to larger entities, award under the existing government contract is appropriate; now therefore,


BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the award be made as recommended by the Director of Finance and Purchasing and that the Director be and hereby is authorized to execute for the County any documents necessary for the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Director of the Department of Finance and Purchasing is authorized to make all payments, including final payment on the contract, to the extent that sufficient appropriations to the using spending agencies are contained in the then current Jackson County budget.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

  
Chief Deputy County Counselor

  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17720 of November 7, 2011 was duly passed on November 14, 2011 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8

Nays 0

Abstaining 0

Excused 1  
Absent 1

11.14.11  
Date

  
Mary Jo Spino, Clerk of the Legislature

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 is subject to annual appropriation.

November 2, 2011  
Date

  
Director of the Department of Finance

# REQUEST FOR LEGISLATIVE ACTION

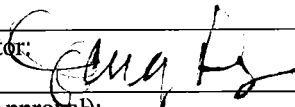
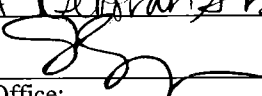
Completed by County Counselor's Office:

Res/Ord No.: 17720

Sponsor(s): Bob Spence

Date: Nov. 7, 2011

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Contract, with one Twelve Month Option to Extend for the furnishing of On Call Real Estate Appraisal Services for the Public Works Department to Integra Realty Resource of Westwood, KS under the Terms and Conditions of the City of Lee's Summit, MO Contract No. 10-01902/1R as an existing government contract.</u></p>										
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="321 625 1192 932"> <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>FROM ACCT  TO ACCT</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 checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: Public Works                      Estimated Use: \$25,000.00</p> <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):          Prior Year Actual Amount Spent (if applicable):</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	FROM ACCT  TO ACCT
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	FROM ACCT  TO ACCT										
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):          Prior resolutions and (date):</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>										
<p><b>REQUEST SUMMARY</b></p>	<p>The Public Works Department needs an On Call Real Estate Appraisal Service Contract to use for their larger projects involving right of way acquisitions with property owners.</p> <p>Pursuant to Section 1030.4 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of a Twelve Month Contract, with one Twelve Month Option to Extend for the furnishing of On Call Real Estate Appraisal Services for the Public Works Department to Integra Realty Resources of Westwood, KS under the terms and conditions of the City of Lee's Summit, MO Contract No. 10-019-2/1R, an existing government contract.</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>										

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <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	City of Lee's Summit, MO Contract No. 10-019-2/1R and a Memorandum from Earl Newill of the Public Works Department	
REVIEW	Department Director: 	Date: 10/31/2011
	Finance (Budget Approval): If applicable N/A Deborah Ball	Date: 11-12-11
	Division Manager: 	Date: 11/1/11
	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.

**Barbara J. Casamento**

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**From:** Barbara J. Casamento  
**Sent:** Thursday, October 20, 2011 10:07 AM  
**To:** Earl J. Newill  
**Subject:** RE: On Call Appraisal Contract

Earl:

I'll get going on it. Thanks for sending this along.

BJC

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**From:** Earl J. Newill  
**Sent:** Thursday, October 20, 2011 9:24 AM  
**To:** Barbara J. Casamento  
**Subject:** RE: On Call Appraisal Contract

Sounds great. We don't anticipate using over \$25k in a 12 month period. We use appraisers occasionally. The current Lees Summit road is the exception.

Thanks  
Earl

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**From:** Barbara J. Casamento  
**Sent:** Thursday, October 20, 2011 9:13 AM  
**To:** Earl J. Newill  
**Cc:** Martha L. Poe  
**Subject:** RE: On Call Appraisal Contract

Good Morning Earl:

This appears to be a very good solution. If you are going to use over \$25,000.00 in a 12 month period, I could do an RLA for you, the Counselor's Office could do a Contract for you and you would have these services available to you whenever you needed them. Does that sound agreeable to you?

Thanks

BJC

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**From:** Earl J. Newill  
**Sent:** Wednesday, October 19, 2011 10:44 AM  
**To:** Barbara J. Casamento  
**Cc:** Martha L. Poe  
**Subject:** On Call Appraisal Contract

Barbara

LS Mo has just entered into an agreement for appraisal services. We have attached the agreement for your review.

Can we use this agreement for our future appraisal needs? Let us know as we have an upcoming need to do a commercial appraisal on County owned Langsford property.

Earl



# CITY OF LEE'S SUMMIT

PURCHASING DIVISION

220 S.E. GREEN STREET

LEE'S SUMMIT, MO 64063

816-969-1080 Phone 816-969-1081 Fax

## INTEROFFICE MEMORANDUM

## CONTRACT DOCUMENT

DATE: October 12, 2011  
TO: All Key Purchasing Personnel and Public Works (Curt Powelson, Project Manager)  
FROM: Barbara Poole, Asst. Purchasing Manager, Purchasing Division *BGP*  
RE: Yearly Contract for On-call Real Estate Appraisal Service  
Contract # 10-019-2/1R

Vendor:	Integra Realty Resources-Kansas City
Phone No. And Fax No.	Phone # 913-748-4704 Fax # 913-236-4307
Contact Person	Ken Jagggers, Managing Director email kjagggers@irr.com
Ordering Instructions	Department Direct Order Amount per Fee Schedule rates
Terms And Discounts	Net 30
Freight	Included
Delivery Cost	N/A
Pricing	See fee schedule Exhibit A of contract
Minimum Order	N/A
Response Time	As Required
Effective Dates	Contract period from August 27, 2011 to August 26, 2012

cc: City Website  
Project Manager, Curt Powelson ✓  
Bid File- Original memo

M:\SHARED\Bids-RFP-RFQ\Professional Service\10-019 Property Appraisal Serv Yrly Contract\Successful\10-019-2 Integra Realty\10-019-2-1R Renewal Agrmt-Integra\Contract Award Dept coversheet-IntegraRealty 1R.doc





## CITY OF LEE'S SUMMIT

PURCHASING DIVISION  
220 S.E GREEN STREET  
LEE'S SUMMIT, MO 64063  
816-969-1080 Phone 816-969-1081 Fax

### NOTICE TO PROCEED

October 12, 2011

Kenneth Jagers  
Integra Realty Resources – Kansas City  
1901 West 47<sup>th</sup> Place, Suite 300  
Westwood, KS 66205

PROJECT NAME: Oncall Real Estate Appraisal Services Agreement  
RFP NUMBER: 10-019  
CONTRACT NUMBER: 10-019-2/1R

Dear Mr. Jagers,

You are hereby notified to commence WORK in accordance with the contract dated October 11, 2011. The contract term shall be for a one (1) year period from August 27, 2011 through August 26, 2012. The City may, at its option, renew the contract for up to one (1) additional twelve (12) month period provided all parties agree in writing to the renewal terms for the specific time period.

Barbara J. Poole, CPPB  
Assistant Purchasing Manager  
City of Lee's Summit, MO

Enclosure: Contract document

Cc: Bid File  
City Intranet  
Public Works Engineering, Curt Powelson

**ONE YEAR RENEWAL OF ON CALL AGREEMENT FOR  
APPRAISAL SERVICES YEARLY CONTRACT  
(ORIGINAL RFP NO. 10-019) (RENEWAL NO. 10-019-2/1R)  
AND MODIFICATION TO AGREEMENT**

**THIS RENEWAL OF ON CALL AGREEMENT and MODIFICATION TO AGREEMENT** made and entered into this 11 day of Oct, 2011, by and between the City of Lee's Summit, Missouri, a Missouri Constitutional Charter City, (hereinafter "City"), and Integra Realty Resources – Kansas City (hereinafter "Service Provider").

**WITNESSETH:**

**WHEREAS**, City and Service Provider entered into an On Call Agreement dated August 23, 2010, for On-call Real Estate Appraisals Services (RFP No. 10-019) ("Base Agreement"); and

**WHEREAS**, the Base Agreement was for a term of one year, from August 27, 2010 to August 26, 2011, with two one-year renewal options; and

**WHEREAS**, City and Service Provider desire to renew the Base Agreement for one (1) additional year; and

**WHEREAS**, City and Service Provider desire to modify the Base Agreement to include Exhibit B, Cooperative Procurement with other Jurisdictions.

**NOW THEREFORE**, in consideration of the mutual covenants and considerations herein contained, **IT IS HEREBY AGREED** by the parties as follows:

1. City hereby exercises its option to renew the Base Agreement with Service Provider for a period not to exceed one year. Said period shall commence on August 27, 2011, and end on August 26, 2012.

2. The Base Agreement is hereby amended to incorporate the Exhibit B attached hereto and incorporated herein by reference. The attached Exhibit B allows Service Provider under the same terms of this agreement, to provide services to other non-profit organizations with membership in Mid-America Council of Public Purchasing (MACPP) and Mid America Regional Council (MARC).

3. The parties agree that all other terms and conditions of the Base Agreement shall remain in full force and effect.

**THIS RENEWAL OF AGREEMENT and MODIFICATION TO AGREEMENT** shall be binding on the parties thereto only after it has been duly executed and approved by City and Service Provider.

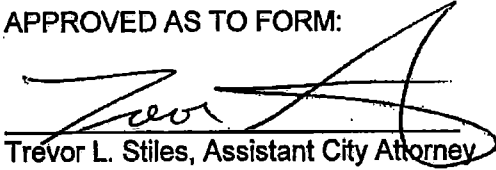
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the 11 day of Oct, 2011.

CITY OF LEE'S SUMMIT



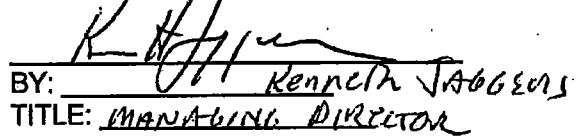
Stephen A. Arbo, City Manager

APPROVED AS TO FORM:



Trevor L. Stiles, Assistant City Attorney

SERVICE PROVIDER:



BY: Kenneth Jaggors

TITLE: MANAGING DIRECTOR

ATTEST:

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# Exhibit B

## COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS:

Under the same terms of this Contract with the City of Lee's Summit, do you agree to also provide services to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or the Mid America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).

YES

NO

INITIALS: KH

Sales will be made in accordance with the terms and conditions of the Request for Proposal and any subsequent term contract.

There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the contract unless they are specifically named in the Request for Proposal as a joint bidder.

All services to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other contract administration will be the responsibility of the ordering jurisdiction.

The principal contracting officer (PCO) is responsible to handle the solicitation and award the contract. The PCO has sole authority to modify the contract and handle disputes regarding the substance of the contract. The PCO is the Buyer of Record, City of Lee's Summit, Missouri.

Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive services or goods, make payments and handle disputes involving shipment to the jurisdiction

Company Name: Integra Realty Resources – Kansas City

By: KH

Kenneth Jagers, MAI, FRICS

Title: Managing Director

Date: September 9, 2011

# Exhibit A

## Fee Schedule – Integra Realty Resources-KC

### Projects Involving 1 - 5 Properties

Projects with city funding only	Cost per Property	Max. Time to Complete
Single Family Residential Mortgage Appraisal (Fee simple acquisition)	\$350	21 Days
Multi Family Residential Mortgage Appraisal (Fee simple acquisition)	\$1,250	21 Days
Commercial/Industrial Mortgage Appraisal (Fee simple acquisition)	\$1,500	21 Days
Summary Report for Undeveloped Property	\$950	21 Days
Summary Report for Improved Single Family Residential Property	\$950	21 Days
Summary Report for Improved Multi Family Residential Property	\$1500	21 Days
Summary Report for Improved Commercial/Industrial Property	\$1,500	21 Days
Acquisition of Undeveloped Property in Addition to Appraisal	\$950	4-6 weeks after appraisal
Acquisition of Developed Residential Property in Addition to Appraisal	\$950	
Acquisition of Undeveloped or Developed Commercial/Industrial & Multi Family Property in addition to appraisal	\$1,250	

### Projects with state or federal funding

Standard Report for Undeveloped Property	\$950	21 Days
Standard Report for Improved Single Family Residential Property	\$950	21 Days
Standard Report for Improved Multi Family Residential Property	\$1,500	21 Days
Standard Report for Improved Commercial/Industrial Property	\$1,500	21 Days
Acquisition of Undeveloped Property in Addition to Appraisal	\$950	4-6 weeks after appraisal
Acquisition of Developed Residential Property in Addition to Appraisal	\$1,250	
Acquisition of Undeveloped or Developed Commercial/Industrial & Multi Family Property in addition to appraisal	\$1,250	

### Review Appraisals - all funding types

Undeveloped Property	\$350	7 Days
Improved Single Family Residential Property	\$350	7 Days
Improved Multi Family Residential Property	\$400	7 Days
Improved Commercial/Industrial Property	\$400	7 Days

### Projects Involving 6-10 Properties

Projects with city funding only	Cost per Property	Max. Time to Complete
Single Family Residential Mortgage Appraisal (Fee simple acquisition)	\$300	21 Days
Multi Family Residential Mortgage Appraisal (Fee simple acquisition)	\$1,100	21 Days
Commercial/Industrial Mortgage Appraisal (Fee simple acquisition)	\$1,250	21 Days
Summary Report for Undeveloped Property	\$750	21 Days
Summary Report for Improved Single Family Residential Property	\$750	21 Days
Summary Report for Improved Multi Family Residential Property	\$1,000	21 Days
Summary Report for Improved Commercial/Industrial Property	\$1,000	21 Days
Acquisition of Undeveloped Property in Addition to Appraisal	\$750	4-6 weeks after appraisal
Acquisition of Developed Residential Property in Addition to Appraisal	\$750	
Acquisition of Undeveloped or Developed Commercial/Industrial & Multi Family Property in addition to appraisal	\$1,250	

### Projects with state or federal funding

Standard Report for Undeveloped Property	\$750	21 Days
Standard Report for Improved Single Family Residential Property	\$750	21 Days
Standard Report for Improved Multi Family Residential Property	\$1000	21 Days
Standard Report for Improved Commercial/Industrial Property	\$1000	21 Days
Acquisition of Undeveloped Property in Addition to Appraisal	\$750	4-6 weeks after appraisal
Acquisition of Developed Residential Property in Addition to Appraisal	\$750	
Acquisition of Undeveloped or Developed Commercial/Industrial & Multi Family Property in addition to appraisal	\$1000	

### Review Appraisals - all funding types

Undeveloped Property	\$250	14 Days
Improved Single Family Residential Property	\$250	14 Days
Improved Multi Family Residential Property	\$300	14 Days
Improved Commercial/Industrial Property	\$300	14 Days

### Projects Involving 11 or more Properties

Projects with city funding only	Cost per Property	Max. Time to Complete
Single Family Residential Mortgage Appraisal (Fee simple acquisition)	\$300	30 Days
Multi Family Residential Mortgage Appraisal (Fee simple acquisition)	\$1,100	30 Days
Commercial/Industrial Mortgage Appraisal (Fee simple acquisition)	\$1,250	30 Days
Summary Report for Undeveloped Property	\$650	30 Days
Summary Report for Improved Single Family Residential Property	\$650	30 Days

Summary Report for Improved Multi Family Residential Property	\$900	30 Days
Summary Report for Improved Commercial/Industrial Property	\$900	30 Days
Acquisition of Undeveloped Property in Addition to Appraisal	\$650	6 weeks after appraisal
Acquisition of Developed Residential Property in Addition to Appraisal	\$650	
Acquisition of Undeveloped or Developed Commercial/Industrial & Multi Family Property in addition to appraisal	\$1,000	

**Projects with state or federal funding**

Standard Report for Undeveloped Property	\$650	30 Days
Standard Report for Improved Single Family Residential Property	\$650	30 Days
Standard Report for Improved Multi Family Residential Property	\$900	30 Days
Standard Report for Improved Commercial/Industrial Property	\$900	30 Days
Acquisition of Undeveloped Property in Addition to Appraisal	\$650	6 weeks after appraisal
Acquisition of Developed Residential Property in Addition to Appraisal	\$650	
Acquisition of Undeveloped or Developed Commercial/Industrial & Multi Family Property in addition to appraisal	\$850	

**Review Appraisals - all funding types**

Undeveloped Property	\$250	21 Days
Improved Single Family Residential Property	\$250	21 Days
Improved Multi Family Residential Property	\$300	21 Days
Improved Commercial/Industrial Property	\$300	21 Days

**Hourly Billing Rate**

Meetings, Hearings, Depositions, Pre-Trial and Trial Appearances	\$195.00 per hour
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Attach schedule of standard reimbursable expenses if applicable.

**Integra Realty Resources - KC**

Company Name

1901 West 47<sup>th</sup> Place, Suite 300

Address

Westwood, Kansas 66205

City/State/Zip

913-748-4704 913-236-4307

Telephone #

Fax #

48-0879292

Tax ID No.

Signature

Kenneth Jagers, MAI, FRICS

Authorized Person (Print)

Managing Director

Title

Date

Corporation

Entity Type: