

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a twelve-month term and supply contract, with four twelve-month options to extend, for the furnishing of HVAC service and repair for use by various County departments to U.S. Engineering Company of Kansas City, MO, and Insight Mechanical Contractors of Lee's Summit, MO under the terms and conditions of Invitation to Bid No. 74-12.

RESOLUTION NO. 18075, January 28, 2013

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, the Director of Finance and Purchasing has solicited formal written bids pursuant to Invitation to Bid No. 74-12 for the furnishing of HVAC service and repair for use by various County departments; and,

WHEREAS, a total of ten notifications were distributed and two responses were received and evaluated as follows:

<u>BIDDERS</u>	<u>REGULAR HOURLY RATE</u>	<u>OVERTIME HOURLY RATE</u>	<u>% MARK-UP ON MATERIALS</u>
U.S. Engineering Co. Kansas City (Jackson County), MO	\$80.00	\$115.00	25%
Insight Mechanical Lee's Summit, MO	\$85.00	\$115.00	15%

and,

WHEREAS, the director recommends award to U.S. Engineering Co. of Kansas City, MO, and Insight Mechanical Contractors of Lee's Summit, MO, as they have submitted the

lowest and best bids; and,

WHEREAS, the director recommends award to two firms to provide a back-up vendor if the low vendor is not available and to have a vendor available in emergency situations; and,

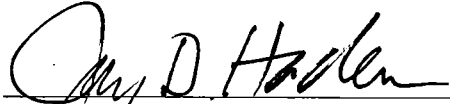
WHEREAS, this award is made on an as needed basis and does not obligate Jackson County to pay any specific amount, with the availability of funds for specific purchases subject to annual appropriation; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that 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 is authorized to make all payments to the extent that sufficient appropriations are available to the using spending agencies.

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 No. 18075 of January 28, 2013, was duly passed on February 4, 2013 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8 Nays 0

Abstaining 0 Absent 1

2.4.13

Date



Mary Jo Spino, Clerk of 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 will, of necessity, be determined as each using agency places its order.

January 23, 2013

Date

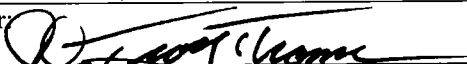
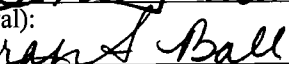




Director of the Department of Finance

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:
 Res/Ord No.: 18075
 Sponsor(s): Scott Burnett
 Date: Jan 28, 2013

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with Four Twelve-Month Extension Options for the furnishing of HVAC Services for Various County Departments to US Engineering (Jackson County) of Kansas City, Missouri; and Insight Mechanical Contractors (Jackson County) of Lees Summit, Missouri; under the Terms and Conditions of Invitation to Bid No. 74-12.</u></p>																		
BUDGET INFORMATION <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>\$</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>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:</p> <table> <tr> <td>Department: Facilities Management</td> <td>Estimated Use: \$10,000.00</td> </tr> <tr> <td>Parks</td> <td>\$46,000.00</td> </tr> <tr> <td>Corrections</td> <td>\$38,000.00</td> </tr> <tr> <td>TOTAL</td> <td>\$94,000.00</td> </tr> </table> <p>Prior Year Budget (if applicable): \$70,000.00 Prior Year Actual Amount Spent (if applicable): \$99,000.00*</p> <p>* NOTE: Upon receiving the Energy Efficiency and Conservation Block Grant, additional repairs were completed resulting in prior actual spent over prior budget.</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	Department: Facilities Management	Estimated Use: \$10,000.00	Parks	\$46,000.00	Corrections	\$38,000.00	TOTAL	\$94,000.00
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PRIOR LEGISLATION	Prior ordinances and (date): N/A Prior resolutions and (date): 16694, 08/11/08																		
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Teddy Ballard, Senior Buyer, 881-3465																		
REQUEST SUMMARY	<p>Various departments require a term and supply contract for HVAC Services. Purchasing issued Invitation to Bid No. 74-12 in response to those requirements.</p> <p>A total of 10 notifications were distributed. The following two (2) responses were received and evaluated:</p> <table> <thead> <tr> <th>BIDDERS</th> <th>REGULAR HOURS HOURLY RATE</th> <th>OVERTIME HOURS HOURLY RATE</th> <th>MATERIALS MARKUP</th> </tr> </thead> <tbody> <tr> <td>US Engineering (Jackson County), KC</td> <td>\$80.00</td> <td>\$115.00</td> <td>25%</td> </tr> <tr> <td>Insight Mechanical Contractors (Jackson County), Lees Summit</td> <td>\$85.00</td> <td>\$115.00</td> <td>15%</td> </tr> </tbody> </table>	BIDDERS	REGULAR HOURS HOURLY RATE	OVERTIME HOURS HOURLY RATE	MATERIALS MARKUP	US Engineering (Jackson County), KC	\$80.00	\$115.00	25%	Insight Mechanical Contractors (Jackson County), Lees Summit	\$85.00	\$115.00	15%						
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	<p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the split award for the furnishing of HVAC Services for Various County Departments to US Engineering (Jackson County) of Kansas City, Missouri; and Insight Mechanical Contractors (Jackson County) of Lees Summit, Missouri; under the Terms and Conditions of Invitation to Bid No. 74-12, as the lowest and best bidders.</p> <p>The split award is recommended in order to provide the following: 1) back up vendor to respond to requests for service when scheduling or time constrains make one provider unavailable; and 2) in emergency situations which dictate immediate action, multiple contracts are recommended.</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 checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Abstract of Bids; Recap of Prices; and Evaluation Memos from Craig Mosher, Facilities Management; Wayne Shipley, Parks; and Laura Scott, Corrections	
REVIEW	Department Director: 	Date: 1/15/13
	Finance (Budget Approval): If applicable 	Date: 1-22-13
	Division Manager: 	Date: 1/22/13
	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.

ABSTRACT OF BIDS

BID NO: 74-12 DATE: 9/18/12 COMMODITY: HVAC Services				Insight Mechanical Contractors		US Engineering					
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
1	Regular Work Hours - Monday thru Friday			85.00		80.00					
2	Overtime Work Hours; Outside Regular Work Hours & Saturdays			115.00		115.00					
3	Overtime Work Hours - Sundays & Holidays			142.00		115.00					
4	Percentage markup on materials			15%		25%					

BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON 9/18/12 BY
 CLERK OF THE DEPT. OF PURCHASING
Shelley B. Glend



FACILITIES MANAGEMENT
JACKSON COUNTY COURTHOUSE

415 E. 12TH STREET
ROOM 3M
KANSAS CITY, MO 64106

816-881-3258
FAX 816-881-3850

To: Teddy Ballard, Purchasing
From: Craig Mosher, Facilities Management
Date: Thursday, November 01, 2012
Subject: Invitation to Bid No. 74-12 "HVAC Services"

Facilities Management has reviewed the Recap of Bids for HVAC Services.

Although, US Engineering is the lowest bidder, it would be advantageous to have a secondary company under contract to respond for service requests when scheduling or time constraints make one provider unavailable. In emergency situations, ones which dictate immediate action, multiple contracts are recommended. Public Works: Facility Management, therefore, recommends a split bid between US Engineering and Insight Mechanical.

Due to pricing, US Engineering will be the vendor of choice for service requests but Insight Mechanical will also be authorized to perform work as needed.



JACKSON COUNTY Parks and Recreation

22807 Woods Chapel Road
Blue Springs, Missouri 64015
www.jacksongov.org

*Administration
Historic Sites
Ranger Station
Leisure Services
(816) 503-4800
Fax (816) 795-1234*

*Kemper Outdoor
Education Center
(816) 229-8980*

*Fred Arbanas
Golf Course at
Longview Lake
(816) 761-9445*

*Blue Springs Marina
(816) 795-1112*

*Jacomo Marina
(816) 795-8888*

*Longview Marina
(816) 966-0131*

*Special Population
Services
(816) 763-5130*

MEMORANDUM

TO: Teddy Ballard, Purchasing, Senior Buyer
FROM: Wayne Shipley, Utilities & Special Project Coordinator
DATE: September 19, 2012
SUBJECT: Invitation to Bid No 74-12, "HVAC SERVICES"

The Parks Department recommendation is to award the Term and Supply contract to US Engineering.

Our **projected usage** during the next twelve months is \$46,000.

Michael D. Sanders, County Executive

Jackson County Department of Corrections
MEMO



To: Teddy Ballard, Senior Buyer
CC: Norman Dennison, FM Administrator; Marvin Walker, SS Supervisor
Date: 11/6/12
From: L.J. Scott, Mgr Jail Services
Subject: HVAC Services Bid 74-12

The Jackson County Department of Corrections Facilities Management has evaluated bid number 74-12 and would like to award it to US Engineering as the lowest and best bid. US Engineering pricing for regular work hours, holiday hours and their discount on materials represent the lowest bids for HVAC services and materials.

Corrections Facilities Management expects to spend up to approximately \$38,000 in the next year on HVAC services and materials.