IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a twenty-four month term and supply contract with three twelve-month options to extend for the furnishing of office supplies and equipment for use County-wide to Office Products Alliance f/k/a Phoenix Office Products of Kansas City, MO, under the terms and conditions of Request for Proposals No. 29-17.

RESOLUTION NO. 19531, July 17, 2017

INTRODUCED BY Dennis Waits, County Legislator

WHEREAS, the Director of Finance and Purchasing has solicited bids on Request for Proposals No. 29-17 for the furnishing of office supplies and equipment for use County-wide for the upcoming twenty-four month period, with three twelve-month options to extend; and,

WHEREAS, a total of thirty-five notifications were distributed and four responses were received from the following:

BIDDER

Office Products Alliance f/k/a Phoenix Office Products
Kansas City (Jackson County), MO

ADOS Office Products
Olathe, KS

School Specialty
Greenville, WI

Staples
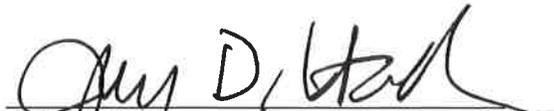Kansas City (Platte County), MO

and,

WHEREAS, following evaluation of the bids submitted, the Director of Finance and Purchasing recommends that the contract be awarded to Office Products Alliance of Kansas City, MO, for the reason that it has submitted the lowest and best bid as set forth in the attached recapitulation and analysis; 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 is hereby, authorized to execute for the County any documents necessary to the accomplishment of the award and any extension; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the contract and any subsequent extensions, to the extent that sufficient appropriations to the using spending agencies have been made 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 No. 19531 of July 17, 2017, was duly passed on _____ July 24 _____, 2017 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____ 8 _____   Nays _____ 0 _____

Abstaining _____ 0 _____   Absent _____ 1 _____

7.24.17

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 is subject to annual appropriation.

July 12, 2017

Date   Chief Financial Officer

ABSTRACT OF BIDS

RFP No. 29-17 DATE: 06/20/17 COMMODITY: Office Supplies				ADOS Office Products	Staples		School Specialty	Phoenix Office Products	
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT		AMOUNT	AMOUNT	AMOUNT
1.0	See Bid	ea	1	See bid	See bid		See bid	see bid	

CERTIFICATION OF BID OPENING
BIDS WERE PUBLICLY
OPENED AND RECORDED

ON: _June 20, 2017_, BY

_____
CLERK OF THE LEGISLATURE

_____
PURCHASING

REQUEST FOR PROPOSAL 29-17 Evaluation Matrix

RFP NAME: Office Supplies & Equipment

DEPARTMENT NAME: Various County Departments

No	Respondent	Firm Experience 20%	Past Performance 35%	References 10%	Pricing 35%	Total Score
1	ADOS Office Products	2.4	1.8	2	2.4	2.2
2	School Specialty	1.6	1	1.4	1	1.2
3	Staples	7.4	5.2	6.6	7	6.4
4	Phoenix Office Products	9.8	9.8	9.4	9.6	9.7

COMMENTS:

How to utilize Matrix:

1. Assign score 1-10 (1 is lowest, 10 is highest) for each criterion for each vendor.
2. Raw scores are automatically computed into a weighted Total Score.

Phoenix
OFFICE PRODUCTS
"Hometown service from coast to coast"

Phoenix Office Products offers the following pricing:

Category	Discount
Supplies	57%
Equipment	45%
Toner	35%

David Barber
Phoenix Office Products