

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Resolution No.: 18778

Sponsor(s): Scott Burnett

Date: March 30, 2015

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four (24) Month Term and Supply Contract with Three Twelve Month Options to Extend for the furnishing of Office Furniture for Various County Departments to Business Interiors by Staples of Kansas City, MO, Phoenix Office Products of Kansas City, MO, BA Designs of Kansas City, MO and Freedom Companies, Inc. of Kansas City, MO under the Terms and Conditions of Invitation to Bid No. 1-15.</u></p>																												
<p>BUDGET INFORMATION <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 style="text-align: right;">\$</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 style="text-align: right;">\$</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:</td> <td></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) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <table border="1"> <tr> <td>Corrections</td> <td style="text-align: right;">\$15,000.00</td> </tr> <tr> <td>JCDTF</td> <td style="text-align: right;">\$20,000.00</td> </tr> <tr> <td>Parks + Rec</td> <td style="text-align: right;">\$10,000.00</td> </tr> <tr> <td>Sheriff's Office</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> <tr> <td>Prosecutor's Office</td> <td style="text-align: right;">\$25,000.00</td> </tr> <tr> <td>Medical Examiner's Office</td> <td style="text-align: right;">\$ 2,000.00</td> </tr> <tr> <td>Legislative Offices</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> <tr> <td>County Counselors</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$87,000.00</td> </tr> </table> <p>The 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): \$31,000.00 Prior Year Actual Amount Spent (if applicable): \$250,272.56</p> <p>Both the IT Department & the Prosecuting Attorney remodeled their offices purchasing new office furniture using this contract.</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:		Corrections	\$15,000.00	JCDTF	\$20,000.00	Parks + Rec	\$10,000.00	Sheriff's Office	\$ 5,000.00	Prosecutor's Office	\$25,000.00	Medical Examiner's Office	\$ 2,000.00	Legislative Offices	\$ 5,000.00	County Counselors	\$ 5,000.00	Total	\$87,000.00
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Prior resolutions and (date): 17549, March 28, 2011 & 16153, February 12, 2007</p>																												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Cassandra Cheek, Senior Buyer, 881-3265</p>																												
<p>REQUEST SUMMARY</p>	<p>The County Departments require a Term and Supply Contract for the furnishing of Office Furniture.</p> <p>A total of 33 notifications were distributed, five responses were received, and they were evaluated as follows:</p>																												

Description	Business Interiors By Staples	Phoenix Office Products	BA Designs, LLC	Interior Landscapes	Freedom Companies
Product Line	Allsteel Systems Furniture - <i>Concensys, Terrace, Involve, Align, Optimize, DNA, Stride & Further</i>	Global	TEK Ledger		KI
Discounts Offered	68.3%	56%	77.5%		50%
Product Line	Allsteel Free-Standing - <i>Modular Metal Systems (cadence/Terrace)</i>	OTG - <i>Offices To Go</i>	TEK Leverage		
Discounts Offered	68.3%	56%	77.5%		
Product Line	Allsteel Free-Standing - <i>Wood (Align/Stride)</i>		TEK Boulevard		
Discounts Offered	57.6%		69.08%		
Product Line	Allsteel Tables - <i>Get Set, Merge, Aware</i>		TEK Expansion (<i>Casegoods & Desking</i>)		
Discounts Offered	67.2%		67%		
Product Line	Allsteel Seating - <i>Acuity, Scout, Seek & Inspire</i>		TEK Reception, Conference & Accessory		
Discounts Offered	55.3%		62%		
Product Line	Allsteel Seating - <i>Gasther Seating/Tables, Clarity</i>		TTA <i>Teknion Tables</i>		
Discounts Offered	46.5%		65.34%		
Product Line	Allsteel Seating - <i>Trooper, nimble, Get Set, #19, Relate, Sum & Access</i>		Sit On It Seating		
Discounts Offered	66.1%		56%		
Product Line	Allsteel Seating - <i>Filing/Storage - Lateral Files - Vertical Files (Towers/Bookcase/Cabinets) Persona, Essentials, Align, Stride, Involve</i>				
Discounts Offered	65.1%				
Product Line	All Hon Catalog Items	Hon		Hon	
Discounts Offered	56%	54%		55.2%	
Product Line	All National Catalog Items			National	
Discounts Offered	56%			56%	
Installation Hourly Rates	\$49.00 not to exceed 7% of List	\$50.00-\$100.00	\$40.00	\$42.40 to \$72.00	\$40.00-50.00
After Hours Installation	\$73.50 not to exceed 10.5% of List	\$50.00-\$125.00	\$60.00	\$63.50 to \$84.70	\$60.00-\$75.00
Design- Hourly Rates	\$65 (applies to reconfigures)	\$0	\$65.00	\$40.00	\$65.00
Storage - Monthly Fee	\$35 (1st 60 days at no charge)	\$0	\$1/ft of storage	\$.90 per sq foot	\$1.75/ sq ft

	<p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the split award for furnishing of Office Furniture for Various County Departments to Business Interiors by Staples of Kansas City, MO, Phoenix Office Products of Kansas City, MO, BA Designs of Kansas City, MO and Freedom Companies, Inc. of Kansas City, MO as the best bids received. A split award is request in order to obtain the best discounts on a variety of office Furniture Manufacturers.</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 type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Recap of Bid No. 1-15	
REVIEW	Department Director:	Date: 3/18/15
	Finance (Budget Approval): <i>If applicable</i>	Date: 3/19/15
	Division Manager:	Date: 3/24/15
	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.

1-15 Office Furniture Recap

Description	Business Interiors By Staples	Phoenix Office Products	BA Designs, LLC	Interior Landscapes	Freedom Companies
Product Line Discounts Offered	Allsteel Systems Furniture - <i>Concensys, Terrace, Involve, Align, Optimize, DNA, Stride & Further</i> 68.3%	Global 56%	TEK Ledger 77.5%		KI 50%
Product Line Discounts Offered	Allsteel Free-Standing - <i>Modular Metal Systems (cadence/Terrace)</i> 68.3%	OTG - <i>Offices To Go</i> 56%	TEK Leverage 77.5%		
Product Line Discounts Offered	Allsteel Free-Standing - <i>Wood (Align/Stride)</i> 57.6%		TEK Boulevard 69.08%		
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