

REQUEST FOR LEGISLATIVE ACTION

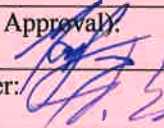

Completed by County Counselor's Office:

Res/Ord No.: 19823

Sponsor(s): Tony Miller

Date: April 16, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract with Two Twelve Month Options to Extend for the furnishing of Repair, Replacement and Parts for Lawn Maintenance Equipment and Small Engines for use by Various County Departments to Lawn & Leisure of Lee's Summit, Missouri under the terms and conditions of Invitation to Bid No. 14-18.</u></p>																						
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <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:</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:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Department</th> <th>Estimated Usage</th> </tr> </thead> <tbody> <tr> <td>Parks + Rec Department</td> <td>\$32,200</td> </tr> <tr> <td>Rock Island Rail Corridor</td> <td>\$20,000</td> </tr> <tr> <td>Public Works Department</td> <td>\$10,000</td> </tr> <tr> <td>Sheriff's Office</td> <td>\$ 5,000</td> </tr> <tr> <td>Estimated Total</td> <td>\$67,200</td> </tr> </tbody> </table> <p>The RLA only approves the Term and Supply Contract. The funds were appropriated through the annual budget adoption. Figures included in the Budget Information section are for informational purposes to provide an estimate of 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:		Department	Estimated Usage	Parks + Rec Department	\$32,200	Rock Island Rail Corridor	\$20,000	Public Works Department	\$10,000	Sheriff's Office	\$ 5,000	Estimated Total	\$67,200
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PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): 18434, March 18, 2014</p>																						
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																						
REQUEST SUMMARY	<p>The Parks + Rec Department, the Rock Island Rail Corridor Authority, the Public Works Department and the Sheriff's Office require a Term and Supply Contract for the furnishing of Repair, Replacement and Parts for Lawn Maintenance Equipment and Small Engines. The Purchasing Department issued Invitation to Bid No. 14-18 in response to those requirements.</p> <p>A total of thirty notifications were distributed and one response was received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Vendor</th> <th>Description</th> <th>Rate per Hour</th> </tr> </thead> <tbody> <tr> <td>Lawn & Leisure</td> <td>Labor on Repairs & Service In Shop</td> <td>\$84.00</td> </tr> <tr> <td></td> <td>Labor on Repairs & Services County Location</td> <td>\$94.00</td> </tr> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Vendor</th> <th>Manufacturer</th> <th>Discount</th> </tr> </thead> <tbody> <tr> <td>Lawn & Leisure</td> <td>John Deere</td> <td>12%</td> </tr> <tr> <td></td> <td>Scags</td> <td>10%</td> </tr> </tbody> </table>	Vendor	Description	Rate per Hour	Lawn & Leisure	Labor on Repairs & Service In Shop	\$84.00		Labor on Repairs & Services County Location	\$94.00	Vendor	Manufacturer	Discount	Lawn & Leisure	John Deere	12%		Scags	10%				
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		Kaw	10%
		Kohler	10%
		Toro	18%
		Honda	25%
		Billy Goat	6%
		Stihl	21%
		Woods	5%
		Wright Stander	5%
	Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department and the using departments recommend the Award of a Twenty-Four Month Contract, with Two Twelve Month Options to Extend for the furnishing of Repair, Replacement and Parts for Lawn Maintenance Equipment and Small Engines for use by Various County Departments to Lawn & Leisure of Lee's Summit, Missouri as the lowest and best bid received under the terms and conditions of Invitation to Bid No. 14-18		
	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)		
COMPLIANCE	<input type="checkbox"/> MBE Goals – No Goals assigned <input type="checkbox"/> WBE Goals - No Goals assigned <input type="checkbox"/> VBE Goals – No Goals assigned		
ATTACHMENTS	The Abstract of Bids Received, the Award Recommendations for the using departments and the pertinent pages of Lawn & Leisure's bid documents		
REVIEW	Department Director:		Date:
	Finance (Budget Approval): <i>If applicable</i>		Date: 4/6/18
	Division Manager:		Date: 4/5/18
	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.

ITB No. 14-18		Lawn & Leisure					
DATE: 3/27/18							
COMMODITY: Lawn Maintenance Equipment							
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Repairs and Service In-Shop	hr	1	\$ 84. ⁰⁰			
2.0	Repairs and Service On-Site (County)	hr	1	\$ 94. ⁰⁰			
3.0	Pick-Up and Delivery Charges	ea	1	\$ 84. ⁰⁰			
4.0	Any Other Charges	ea	1	\$ 120. ⁰⁰			
5.0							
6.0							
7.0							
8.0							

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: March 27, 2018, BY
Yvonne Rowland
 CLERK OF THE LEGISLATURE

 PURCHASING

Barbara J. Casamento

From: Matt Davis
Sent: Thursday, April 05, 2018 12:09 PM
To: Barbara J. Casamento
Cc: Josh D. Boehm
Subject: FW: Invitation to Bid No. 14-18 Lawn Maintenance Equipment
Attachments: 14-18 Lawn and Leisure.pdf

Barb,
Brian Gaddie forwarded us your email regarding the potential T&S Contract for Lawn and Leisure. The Rock Island Department would recommend awarding this contract as we would have many potential purchases necessary for operations and maintenance of the Corridor in the coming year.

At this time I don't know exactly how much our annual expenditure would be, and in all likelihood these would be capital in nature and not for ongoing costs such as maintenance of existing equipment. I would estimate that in the next year, we would spend up to 20K for this equipment.

Please let me know if you have questions.

Thanks,
Matt

Matt Davis
Project Coordinator
Rock Island Rail Corridor Authority | Jackson County, MO
O: 816-503-4849

From: Brian Gaddie
Sent: Friday, March 30, 2018 2:31 PM
To: Matt Davis <DMDavis@jacksongov.org>; Josh D. Boehm <JDBoehm@jacksongov.org>
Subject: FW: Invitation to Bid No. 14-18 Lawn Maintenance Equipment

Gents –

This could be a good opportunity to put T&S \$\$\$ aside for the side by side RI vehicle. Let Barb know if this group could be utilized by the RI and what potential value you could spend.

Thank you,

Brian Gaddie, PE
Director of Public Works
Jackson County, Missouri
(816) 881-4496

From: Barbara J. Casamento
Sent: Friday, March 30, 2018 12:58 PM
To: John L. Johnson; Brian P. Nowotny; Tina Spallo; Brian Gaddie; James F. Evans; Matt E. Willier; Scott Goodman; Devyn J. Horsley; Bob McMillin
Subject: Invitation to Bid No. 14-18 Lawn Maintenance Equipment



Jackson County
Public Works Department

ROAD MAINTENANCE 34900 E. Old US 40 Hwy, P.O. Box 160
Grain Valley, Missouri 64029
(816) 847-7050 *phone*
(816) 847-7051 *fax*

MEMORANDUM

TO: Barbara Casamento, Purchasing Supervisor

FROM: Matt Willier, Assistant Road & Bridge Administrator-Fleet

DATE: April 2, 2018

SUBJECT: Bid No. 14-18 – Lawn Maintenance Equipment

Barbara, we have evaluated the above referenced bid and we recommend that the bid be awarded to Lawn & Leisure. We will spend approximately \$10,000.00 with them.



OFFICE OF THE
JACKSON COUNTY
SHERIFF

TO: Barb Casamento

FROM: Captain Scott Goodman

DATE: 04-03-18

SUBJECT: Lawn Maintenance Equipment and Small Engines

Ma'am,

The Sheriff's Office recommends that Jackson County award the Lawn Maintenance Equipment and Small Engine contract to Lawn and Leisure. We estimate that we will use approximately \$5,000.00 for repairs and such.

Thank you,

Captain Scott Goodman
Jackson County Sheriff's Office
Staff Services Commander

Barbara J. Casamento

From: Bob McMillin
Sent: Wednesday, April 04, 2018 12:46 PM
To: Barbara J. Casamento
Subject: Fw: Invitation to Bid No. 14-18 Lawn Maintenance Equipment
Attachments: 14-18 Lawn and Leisure.pdf

Barb,

Here is what I sent John L. Johnson on 3/31/18.

Bob

From: Bob McMillin
Sent: Saturday, March 31, 2018 10:27 AM
To: John L. Johnson
Subject: Fw: Invitation to Bid No. 14-18 Lawn Maintenance Equipment

Golf Course estimate \$3,500 and would use account 300-1666-57320

Thanks,

Bob

From: Barbara J. Casamento
Sent: Friday, March 30, 2018 12:57 PM
To: John L. Johnson; Brian P. Nowotny; Tina Spallo; Brian Gaddie; James F. Evans; Matt E. Willier; Scott Goodman; Devyn J. Horsley; Bob McMillin
Subject: Invitation to Bid No. 14-18 Lawn Maintenance Equipment

Good Morning:

The above referenced Invitation to Bid has opened with one response; Lawn and Leisure of Lee's Summit, Missouri and I have attached the pertinent pages of their bid to this email.

Please review the bid and send me an Award Recommendation for your department including the estimated annual amount your department will use.

Let me know if you have any questions.

Happy Easter

BJC

Memorandum

To: Barbara Casamento, Purchasing Supervisor
From: Tina Spallo, Superintendent of Recreation
Date: 04/02/2018
Re: Lawn and Leisure Award

The Recreation Division recommends the Lawn Maintenance Equipment bid be awarded to Lawn and Leisure of Lee's Summit, MO. We have had excellent customer service from this organization in the past and they satisfy our equipment needs in a timely manner.

The projected budget numbers listed below reflect our estimated annual spending with Lawn and Leisure.

300-1654-57320	\$1,500
300-1682-57320	\$700.00

Any questions please contact me at Ext. 34872.



PURCHASING DEPARTMENT

415 East 12th Street
Kansas City, Missouri 64106

816-881-3465
Fax 816-881-3268

DISPOSITION OF TERM & SUPPLY CONTRACT MEMORANDUM

TO: Dianne Kimzey, Parks + Rec
Tina Spallo, Parks + Rec
Wayne Shipley, Parks + Rec
Earnest Jones, Parks + Rec
Caroline Diehl, Public Works
Jim Evans, Public Works
Devyn Horsely, Sheriff's Office
Scott Goodman, Sheriff's Office

FROM: Katie Bartle, Senior Buyer, Purchasing

KMB

DATE: March 21, 2018

RE: Term & Supply Contract: 9-17 Maintenance Agreement for Lawn Equipment and Small Engines

The above referenced Term & Supply Contract expired on **March 18, 2018**. There are no extensions remaining.

Please review the specifications and advise me of the following:

- A. ~~Extend Contract for 12 months. Department needs service.~~
- B. Rebid with attached changes.
- C. Rebid with specifications as they stand.
- D. Department does not require services of this bid.

Department: Parks + Rec Auto Shop Estimated annual usage: \$ 30,000.⁰⁰

Please return a copy of this memorandum and any requested changes to my attention **AS SOON AS POSSIBLE**, so that appropriate action can be taken.

If you have any questions, please feel free to call me at 881-3465. Thank you.

6.0 QUESTIONS

- 6.1 All questions regarding this Invitation to Bid must be in writing and emailed as detailed under General Conditions, Item Number Five on Page Ten of this Invitation to Bid by 5:00 PM, CDT on March 20, 2018.
- 6.2 Point of Contact for the Purchasing Department is Barbara Casamento, email address bcasamento@jacksongov.org.
- 6.3 All questions will be answered in the form of Addenda on the Jackson County, Missouri website.
- 6.4 Failure to follow this procedure may result in the REJECTION of your bid.

7.0 QUOTATION FORM

Part I – Discount from List Price on Parts and Replacements

Manufacturer	Equipment	Discount Offered
JOHN DEERE	PARTS	- 12 %
SCAGS	"	- 10 %
KAW		- 10 %
KOHLER		- 10 %
TORO		- 18 %
HONDA		- 26 %
BILLY GOAT		- 16 %
STIHL		- 21 %
WOODS		- 5 %
WRIGHT STANDER		- 5 %

Part II – Labor Charges on Services

Item	Description	Rate Per Hour
01	Repairs and Service In Shop	\$ 84. ⁰⁰
02	Repairs and Service @ County Site	\$ 94. ⁰⁰

Part III – Other Charges

Item	Description	Pricing
01	Pick-Up and Delivery Charges	\$ 84. ⁰⁰
02	Any Other Charges COMPACT TRACTORS	\$ 120. ⁰⁰

Company Name: LAWN & LEISURE	Web Site Address: WWW.LAWN & LEISURE.COM
Person Authorized to Sign Bid: THOMAS KRAFT	Telephone Number: 816 524 6695
Title: PRES	Fax Number: 816 524 0502
Signature: Thomas A Kraft	Email Address: KRAFT@LAWN & LEISURE.COM
Street Address: 706 SE BLUE PARKWAY	LAWN AND LEISURE.COM
City, State and Zip Code: LEE'S SUMMIT, MO 64063	