



**JACKSON COUNTY
Parks + Rec**

22807 Woods Chapel Road
Blue Springs, Missouri 64015
MakeYourDayHere.com

Michele Newman, Director
(816) 503-4800
Fax: (816) 795-1234

Memorandum

TO: Keith Allen, Senior Buyer

FROM: Brian Welborn, Supt of Park Operations

DATE: June 12, 2026

SUBJECT: Recommendation Memo for ITB: No. 26-027

The Parks + Rec Department recommends awarding the Trailer Maintenance and Repair contract to Croft Trailer Supply under the terms and conditions of ITB No. 26-027.

Jackson County Parks + Rec is responsible for maintaining several facilities throughout the Parks System and requires use of trailers to transport equipment to and from our Operations Facilities. Our recommended vendor has a proven track record for superior customer service and is timely in getting repairs in and out of the shop.

**Jackson County Parks + Rec estimates annual expenditures of:
\$25,000.00 003-1602-56570**

Respectfully Submitted,

*Brian Welborn
Supt of Park Operations
JCP+R*



JACKSON COUNTY PUBLIC WORKS DEPARTMENT

ROAD & BRIDGE FLEET MAINTENANCE

34900 E. Old U.S. 40 Hwy
P.O. Box 160
Grain Valley, MO 64029
(816) 847-7050

To: Purchasing

From: Public Works

Date: June 16, 2026

Re: 26-027 Trailer Maintenance & Repair Services

The Public Works Fleet Department has an ongoing need for trailer maintenance and repair services. We have reviewed the submissions for Invitation to Bid 26-027 and recommend Croft Trailer Supply Inc. be awarded the contract. Their bid reflected qualifications, pricing, and fulfillment that best matched our needs.

We estimate our department will spend approximately \$5,500 annually from 004-1509-56520 (General Fund – Vehicle Maintenance Center – Maintenance & Repair, Heavy Equipment).

Thank you for your consideration.



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

INTER-OFFICE MEMO

TO: Keith Allen, Purchasing
FROM: Beth Money, Office Administrator
RE: Recommendation Memo 26-027 – Trailer Maintenance & Repair Services
Date: June 12, 2026

The Sheriff's Office has an occasional need for vendors to provide trailer maintenance and repair services. We have reviewed the bid submitted by Croft Trailer Supply. We recommend awarding a contract to Croft Trailer Supply as they offer acceptable pricing and services will meet our needs.

The Sheriff's Office will spend approximately \$1,000 annually using this contract via 001-4201-56530 General Fund – Sheriff's Office – Maintenance & Repair Autos.