

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18910

Sponsor(s): Greg Grounds

Date: August 24, 2015

SUBJECT	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract, with Three Twelve Month Options to Extend, for the furnishing of Doors and Restroom Partitions Repair, Replacement, Maintenance and Associated Services for use by Various County Departments to D.H. Pace Company (dba: Overhead Door Company of Kansas City) of Olathe, Kansas under the terms and conditions of Invitation to Bid No. 34-15.</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 style="width: 70%;">Amount authorized by this legislation this fiscal year:</td> <td style="width: 30%;"></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)</p> <p><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 style="width: 70%;">Department</th> <th style="width: 30%;">Estimated Use</th> </tr> </thead> <tbody> <tr> <td>Department of Corrections</td> <td>\$ 50,000.00</td> </tr> <tr> <td>Facilities Management</td> <td>\$ 20,000.00</td> </tr> <tr> <td>Parks + Rec Department</td> <td>\$ 15,000.00</td> </tr> <tr> <td>Public Works Department</td> <td>\$ 5,000.00</td> </tr> <tr> <td>Sheriff's Office</td> <td>\$ 5,000.00</td> </tr> <tr> <td>Total</td> <td>\$ 95,000.00</td> </tr> </tbody> </table> <p>This 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): \$81,000.00 Prior Year Actual Amount Spent (if applicable): \$94,000.00</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 Use	Department of Corrections	\$ 50,000.00	Facilities Management	\$ 20,000.00	Parks + Rec Department	\$ 15,000.00	Public Works Department	\$ 5,000.00	Sheriff's Office	\$ 5,000.00	Total	\$ 95,000.00
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PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): 17638, August 1, 2011</p>																								
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>																								
REQUEST SUMMARY	<p>The Department of Corrections, Facilities Management, Parks + Rec Department, Public Works Department and the Sheriff's Office, along with other County Departments require a Term and Supply Contract for the furnishing of Doors and Restroom Partitions, Repair, Replacement, Maintenance and Associated Services. The Purchasing Department issued Invitation to Bid No. 34-15 in response to those requirements.</p> <p>A total of thirty-five notifications were distributed and two response were received and evaluated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No.</th> <th style="width: 55%;">Description</th> <th style="width: 20%;">DH Pace</th> <th style="width: 20%;">Pronghorn</th> </tr> </thead> <tbody> <tr> <td></td> <td>Hourly Rates</td> <td></td> <td></td> </tr> <tr> <td>01</td> <td>Doors, Normal Hours</td> <td>\$64.00</td> <td>\$75.00</td> </tr> <tr> <td>02</td> <td>Doors, Overtime Hours</td> <td>\$88.00</td> <td>\$75.00</td> </tr> </tbody> </table>	No.	Description	DH Pace	Pronghorn		Hourly Rates			01	Doors, Normal Hours	\$64.00	\$75.00	02	Doors, Overtime Hours	\$88.00	\$75.00								
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03	Restroom Partitions, Normal Hours	\$64.00	\$75.00
04	Restroom Partitions, Overtime Hours	\$88.00	\$75.00
05	Electronic Repairs, Normal Hours	\$64.00	\$90.00
06	Electronic Repairs, Overtime Hours	\$88.00	\$90.00
07	Construction of New Openings	\$65.00	\$75.00
08	Project Management	\$64.00	\$40.00
	Discounts		
09	Doors	30%	0%
10	Restroom Partitions	30%	0%

Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends award of the furnishing of Doors, Restroom Partitions, Repair, Replacement, Maintenance and Associated Services to D.H. Pace (dba: Overhead Door of Kansas City) of Olathe, Kansas as the lowest and best bid.

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.

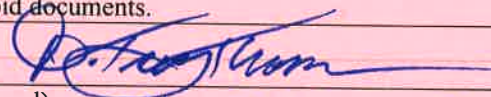
CLEARANCE

- Tax Clearance Completed (Purchasing & Department)
- Business License Verified (Purchasing & Department)
- Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)

ATTACHMENTS

Abstract of Bids Received, Award Recommendation Memorandums from Using Departments and the pertinent pages of D.H. Pace's bid documents.

REVIEW

Department Director:		Date:	8/13/15
Finance (Budget Approval): <i>If applicable</i>	N/A Mary Roemer	Date:	8/13/15
Division Manager:	Mary Lou Brown	Date:	8/18/15
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.

ABSTRACT OF BIDS

Res. 18910

BID NO: 34-15 DATE: 7/14/15 COMMODITY: Doors and Restroom Partitions Repair, Replacement, Maintenance		Overhead Door		Pronghorn Group, LLC					
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT

- Hourly Rates for Services
- 1 Doors: Rate per Hour for Normal Working Hours
 - 2 Doors: Rate per Hour for Over Time Hours
 - Restroom Partitions: Rate per Hour for Normal Working Hours
 - 3 Working Hours
 - Restroom Partitions: Rate per Hour for Over Time Hours
 - 4 Hours
 - Electronic Work: Rate per Hour for Normal Working Hours
 - 5 Hours
 - Electronic Work: Rate per Hour for Over Time Hours
 - Construction of New Openings: Rate per Hour for Normal Working Hours
 - 7 Normal Working Hours
 - Project Management: Rate per Hour for Normal Working Hours
 - 8 Working Hours
 - Discount on List Price
 - 9 Replacement Doors and Parts
 - 10 Restroom Partitions and Parts

64.00	75.00				
88.00	75.00				
64.00	75.00				
88.00	75.00				
64.00	90.00				
88.00	90.00				
64.00	75.00				
64.00	40.00				
30%	0%				
30%	0%				

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED

ON: July 14, 2015, BY [Signature]

CLERK OF THE LEGISLATURE
[Signature]
 PURCHASING

Barbara J. Casamento

From: Craig A. Mosher
Sent: Thursday, July 23, 2015 8:10 AM
To: Barbara J. Casamento
Subject: Bid 34-15

Corrections recommends award of contract 34-15 to Overhead Door. Estimated yearly expenditures from 1210: Maintenance and Repair-Buildings is \$50,000.

Thanks

Sent from my T-Mobile 4G LTE device



Res. 18910

PURCHASING DEPARTMENT

415 East 12th Street
Kansas City, Missouri 64106

816-881-3267
Fax 816-881-3268

MEMORANDUM

July 20, 2015

TO : DAVID EPPERSON, SHERIFF'S OFFICE
JIM EVANS, PUBLIC WORKS DEPARTMENT
JOHN JOHNSON, PARKS + REC DEPARTMENT
BRYAN NOLTE, FACILITIES MANAGEMENT ✓
LAURA SCOTT, DEPARTMENT OF CORRECTIONS

FROM : BARBARA CASAMENTO
PURCHASING SUPERVISOR *BC*

REFERENCE : INVITATION TO BID NO. 34-15
DOORS AND RESTROOM PARTITIONS
REPAIR, REPLACEMENT, MAINTENANCE

The above referenced Invitation to Bid opened on July 14, 2015. Thirty-five notifications were distributed and two bids were received. I have attached a copy of the bid abstract and the apparent low bidder's bid documents.

Please return a copy of this Memorandum or your own Memorandum with your recommendation and annual budget figures **AS SOON AS POSSIBLE**. If you have any questions, please email me @ bcasamento@jacksongov.org or call me at 881-3253. Thank you.

I recommend that the contract is awarded to Overhead Door. Our estimated expenditures will be \$20,000.

BC/bjc

Attachments

[Signature] 7/20/15
FACILITIES ADMINISTRATOR



**JACKSON COUNTY
Parks + Rec**

Res. 18910

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

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

MEMORANDUM

TO: Barbara Casamento, Purchasing Supervisor
FROM: Nicol A. Mancini, Administrative Assistant
DATE: July 20, 2015
SUBJECT: No. 34-15 Door and Restroom Replacement, Repairs, Maintenance and Associated Services

The Parks Department recommendation is to award the contract to DH Pace Company, Inc. dba Overhead Door Company of Kansas City.

Our **projected usage** during the next twelve months is \$ 15,000.

003 – 1602 – 56510 - \$15,000.



Michael D. Sanders, County Executive



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: Caroline Deihl, Public Works – Road Maintenance
DATE: July 23, 2015
SUBJECT: Invitation to Bid No. 34-15

Barbara, We have evaluated the above referenced bid for Doors & Restroom Partitions Repair, Bid No. 34-15. We recommend the bid be awarded to Overhead Door. We will spend approximately \$5,000.00.

OFFICE OF JACKSON COUNTY, MISSOURI
SHERIFF
INTER-OFFICE MEMORANDUM

TO: Barbara Casamento

FROM: Captain David Epperson

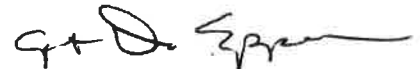
DATE: 08/06/2015

SUBJECT: Doors and restroom partitions

Ms. Casamento,

The Sheriff's Office has used DH Pace on occasion for service reference issues with doors. I believe their work was done in an acceptable time and manner when needed.

I estimate that if and when services were needed we would use approximately \$1,000.



6.0 EVALUATION PROCESS

- 6.1 All bids received that are responsive to the General Conditions, Specifications and other provisions of this Invitation to Bid will be evaluated.
- 6.2 An Evaluation Committee made up of Jackson County, Missouri personnel will evaluate bids and make recommendations.
- 6.3 Jackson County, Missouri shall be the sole judge of the bids submitted and its decision shall be final.


7.0 QUESTIONS

- 7.1 All questions regarding this Invitation to Bid must be in writing and emailed as detailed under General Conditions, Item 5 on Page 10 of this Invitation to Bid by 5:00 PM, CDT on July 7, 2015.
- 7.2 Point of Contact is Barbara Casamento, email address bcasamento@jacksongov.org
- 7.3 All questions will be answered in the form of Addenda and posted on the Jackson County, Missouri website.
- 7.4 Failure to follow this procedure may result in the REJECTION of your bid.

8.0 QUOTATIONS

- 8.1 For the purposes of this Invitation to Bid, Normal Working Hours are Monday through Friday, 8:00 AM to 5:00 PM, Over Time Hours would be any other hours outside of Normal Working Hours.
- 8.2 Rate per Hour is for Repairs, Replacements, Maintenance and Associated Services.

No.	Description	Pricing/Discount
	Hourly Rates for Services	
01.	Doors: Rate per Hour for Normal Working Hours	\$ 64.00
02.	Doors: Rate per Hour for Over Time Hours	\$ 88.00
03.	Restroom Partitions: Rate per Hour for Normal Working Hours	\$ 64.00
04.	Restroom Partitions: Rate per Hour for Over Time Hours	\$ 88.00
05.	Electronic Work: Rate per Hour for Normal Working Hours	\$ 64.00
06.	Electronic Work: Rate per Hour for Over Time Hours	\$ 88.00
07.	Construction of New Openings: Rate per Hour for Normal Working Hours	\$ 64.00
08.	Project Management: Rate per Hour for Normal Working Hours	\$ 64.00
	Discount on List Price	
09.	Replacement Doors and Parts	30 %
10.	Restroom Partitions and Parts	30 %

Bidder's Name	DH Pace Company, Inc. dba Overhead Door Company of Kansas City
Authorized Representative	Dan Hiller Jr.
Title	Senior Vice President
Signature	
Phone Number	816-221-0072
Fax Number	816-410-0545
Cell Number	816-564-5921
Email Address	pamela.glawson@dhpac.com
Web Address	www.OverheadDoorKansasCity.com