

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** awarding a twelve (12) month term and supply contract, and authorizing two (2) six (6) month options for extension, on Bid No. 7-10 for the furnishing of office supplies and equipment for use by various county departments to Phoenix Office Products of Kansas City, MO, to provide for countywide needs.

**RESOLUTION #17213**, March 22, 2010

**INTRODUCED BY** Scott Burnett, County Legislator

WHEREAS, the Director of Finance and Purchasing has solicited bids on Bid No. 7-10 for the furnishing of office supplies and equipment for use by various county departments to provide for countywide needs for the upcoming twelve (12) month period, with an option to extend for two additional terms of six (6) months each; and,

WHEREAS, a total of fifteen notifications were distributed, and six (6) responses received, two (2) of which were deemed non-responsive, and four (4) responsive bids as follows:

Staples  
Kansas City (Jackson County), MO

Phoenix Office Products  
Kansas City (Jackson County), MO

Data Essentials  
Kansas City (Jackson County), MO

Pacific Northwest  
Seattle, WA

and,

WHEREAS, following evaluation of the bids submitted, the Director of Finance and Purchasing recommends that the contract be awarded to Phoenix Office Products of Kansas City, MO, for the reason that it has submitted the lowest and best bid; 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 extension, 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:

Pamela Zelling  
Deputy/Assistant County Counselor

[Signature]  
Acting County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17213 of March 22, 2010, was duly passed on March 29, 2010 by the Jackson County Legislature.

The votes thereon were as follows:

Yeas 9

Nays 0

Abstaining 0

Absent 0

3.29.10  
Date

[Signature]  
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.

[Signature]  
Date

[Signature]  
Director of Finance and Purchasing

# REQUEST FOR LEGISLATIVE ACTION


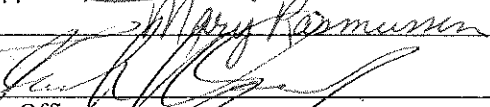
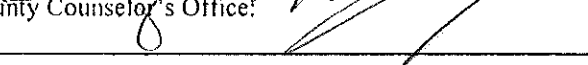
Completed by County Counselor's Office:

Res/Ord No.: 17213

Sponsor(s): Scott Burnett

Date: March 22, 2010

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with two Six Month Extension Options for the furnishing of Office Supplies and Equipment for Various County Departments to Phoenix Office Products of Kansas City, Missouri under the Terms and Conditions of Invitation to Bid No. 7-10.</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: 80%;">Amount authorized by this legislation this fiscal year:</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</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 style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td style="text-align: center;">FROM ACCT</td> </tr> <tr> <td></td> <td style="text-align: center;">TO ACCT</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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Department:</th> <th style="text-align: left;">Estimated Use: \$</th> </tr> </thead> <tbody> <tr><td>Parks and Recreation</td><td>\$ 25,000.00</td></tr> <tr><td>Clerk of the Legislature</td><td>\$ 4,000.00</td></tr> <tr><td>IT and GIS</td><td>\$ 7,300.00</td></tr> <tr><td>Sheriff's Department</td><td>\$ 25,000.00</td></tr> <tr><td>Facilities Management</td><td>\$ 1,100.00</td></tr> <tr><td>Records Department</td><td>\$ 8,000.00</td></tr> <tr><td>Collections Department</td><td>\$ 11,700.00</td></tr> <tr><td>Finance and Purchasing Dept</td><td>\$ 10,000.00</td></tr> <tr><td>Human Resources</td><td>\$ 4,700.00</td></tr> <tr><td>OHRCC</td><td>\$ 175.00</td></tr> <tr><td>Assessment Department</td><td>\$ 20,500.00</td></tr> <tr><td>Combat</td><td>\$ 9,000.00</td></tr> <tr><td>Corrections</td><td>\$ 44,000.00</td></tr> <tr><td>Counselors Office</td><td>\$ 8,000.00</td></tr> <tr><td>County Executive's Office</td><td>\$ 6,000.00</td></tr> <tr><td>Legislature</td><td>\$ 6,000.00</td></tr> <tr><td>Medical Examiner</td><td>\$ 5,000.00</td></tr> <tr><td>Population Control</td><td>\$ 5,500.00</td></tr> <tr><td>Prosecuting Attorney</td><td>\$ 18,100.00</td></tr> <tr><td>Family Support</td><td>\$ 10,000.00</td></tr> <tr><td>Public Works - Admin</td><td>\$ 2,500.00</td></tr> <tr><td>Communications</td><td>\$ 5,000.00</td></tr> <tr><td>Public Works - Engineering</td><td>\$ 7,800.00</td></tr> <tr><td>Public Works - Environmental</td><td>\$ 3,300.00</td></tr> <tr><td>Public Works - Road &amp; Bridge</td><td>\$ 9,000.00</td></tr> <tr><td>Public Works - Development</td><td>\$ 2,500.00</td></tr> <tr><td>Public Administrators</td><td>\$ 2,500.00</td></tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$261,675.00</b></td> </tr> </tbody> </table>	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; FROM / TO	FROM ACCT		TO ACCT	Department:	Estimated Use: \$	Parks and Recreation	\$ 25,000.00	Clerk of the Legislature	\$ 4,000.00	IT and GIS	\$ 7,300.00	Sheriff's Department	\$ 25,000.00	Facilities Management	\$ 1,100.00	Records Department	\$ 8,000.00	Collections Department	\$ 11,700.00	Finance and Purchasing Dept	\$ 10,000.00	Human Resources	\$ 4,700.00	OHRCC	\$ 175.00	Assessment Department	\$ 20,500.00	Combat	\$ 9,000.00	Corrections	\$ 44,000.00	Counselors Office	\$ 8,000.00	County Executive's Office	\$ 6,000.00	Legislature	\$ 6,000.00	Medical Examiner	\$ 5,000.00	Population Control	\$ 5,500.00	Prosecuting Attorney	\$ 18,100.00	Family Support	\$ 10,000.00	Public Works - Admin	\$ 2,500.00	Communications	\$ 5,000.00	Public Works - Engineering	\$ 7,800.00	Public Works - Environmental	\$ 3,300.00	Public Works - Road & Bridge	\$ 9,000.00	Public Works - Development	\$ 2,500.00	Public Administrators	\$ 2,500.00	<b>Total</b>	<b>\$261,675.00</b>
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	Prior Year Budget (if applicable): \$272,750.00 Prior Year Actual Amount Spent (if applicable): \$247,675.00																					
PRIOR LEGISLATION	Prior ordinances and (date):  Prior resolutions and (date): 16176, February 27, 2007																					
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253																					
REQUEST SUMMARY	<p>The County Departments require a Term and Supply Contract for Office Supplies and Equipment. Invitation to Bid No. 7-10 was issued, Fifteen notifications were sent, six responses were received; two of which were rejected as "Non-Responsive to Bid Specifications" and the other four were evaluated as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Discount on Category A</th> <th>Discount on Category B</th> <th>Discount on Category C</th> </tr> </thead> <tbody> <tr> <td>Staples, KCMO***</td> <td>58%</td> <td>38%</td> <td>28%</td> </tr> <tr> <td>Phoenix, KCMO***</td> <td>53%</td> <td>40%</td> <td>31%</td> </tr> <tr> <td>Data Essentials, KCMO***</td> <td>49%</td> <td>30%</td> <td>30%</td> </tr> <tr> <td>Pacific Northwest, Seattle, WA</td> <td>N/B</td> <td>N/B</td> <td>30%</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award for the furnishing of Office Supplies and Equipment to Phoenix Office Products of Kansas City, Missouri under the Terms and Conditions of Invitation to Bid No. 7-10 as the lowest and best bid. Staples has held the contract for the past several years and has not performed well; problems include miscalculation of discounts, unauthorized substitution of products and poor customer service.</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> <p>*** Jackson County, Missouri Vendor</p>			Discount on Category A	Discount on Category B	Discount on Category C	Staples, KCMO***	58%	38%	28%	Phoenix, KCMO***	53%	40%	31%	Data Essentials, KCMO***	49%	30%	30%	Pacific Northwest, Seattle, WA	N/B	N/B	30%
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CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)																					
ATTACHMENTS	The Abstract of Bids and the pertinent pages of Phoenix Office Products bid documents.																					
REVIEW	Department Director: 	Date: 3/11/10																				
	Finance (Budget Approval): <i>If applicable</i>	Date: 3/15/10																				
	Division Manager: 	Date: 3/16/10																				
	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

BID NO: 7-10		OPENING DATE: 3/2/10		COMMODITY: Office Supplies and Office Equipment		Staples		Sustain Print Cartridges		ADOS Office Products		Phoenix		BFIA	
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	Total Base Bid			<i>see bid</i>	<i>see bid</i>	<i>see bid</i>	<i>see bid</i>	<i>see bid</i>	<i>see bid</i>	<i>see bid</i>	<i>see bid</i>	<i>see bid</i>	<i>see bid</i>	<i>see bid</i>	<i>see bid</i>
							<i>No catalog</i>								

ABSTRACT OF BIDS

NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	Total Base Bid								

BID NO: 7-10  
 OPENING DATE: 3/2/10  
 COMMODITY: Office Supplies and Office Equipment

Data Essentials

see bid

CERTIFICATION OF BID OPENING  
 BIDS WERE PUBLICLY  
 OPENED AND RECORDED  
 ON: March 2, 2010 BY  
Mary Pispino  
 CLERK OF THE LEGISLATURE  
Barbara Cavamento  
 PURCHASING



**SPECIFICATIONS , CONTINUED**

Other:

No substitutions will be allowed without affirmative verification from the Using Department.

Damaged or repackaged supplies ARE NOT ACCEPTABLE and will be returned immediately to the Contractor for full credit.

Required Submittals: The following items are required with your bid:

- (1) The Catalog, complete with pricing, that you are bidding on
- (2) A sample of the customized administrative reports detailed on Page 12 of this ITB
- (3) If Respondent is not located in the Greater Kansas City Metropolitan Area, how you intend to perform this Contract.

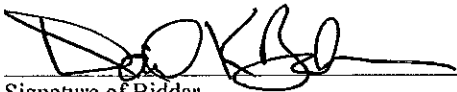
Questions:

All questions will be submitted via email to Barbara Casamento @ [bcasamento@jacksongov.org](mailto:bcasamento@jacksongov.org) at least five (5) business days prior to the ITB Response Deadline. All questions will be answered in the form of an Addenda and will be published on the County's website

**QUOTATIONS**

Quotations: This Contract is based on Percentage Off Catalog Pricing, discount is changeable after a period of Six Months. Pricing in the Catalog remains firms for the year; Catalogs may be replaced with newer Catalogs at the beginning of each year, discount structure resets at the beginning of each year.

Description	Discount 1 <sup>st</sup> Six Months of Contract	Discount 2 <sup>nd</sup> Six Months of Contract
Category A	53 %	53 %
Category B	40 %	40 %
Category C	31 %	31 %

  
Signature of Bidder

SALES MGR  
Title of Bidder

PHOTIX OFFICE PRODUCTS  
Company Name

3001 NICHOLSON AVE  
Company Address

KCMO 64120

483 6033  
Telephone Number

483 7608  
Facsimile Number