



# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:  
 Res/Ord No.: 19493  
 Sponsor(s): Greg Grounds  
 Date: May 22, 2017

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$100,155.00 within the General Fund and awarding a contract to Oversee the Design and Modernization of the Elevators within the Jackson County Courthouse and to Assess and Recommend Actions for the Elevators at the Jackson County Detention Center to Van Deusen &amp; Associates of St. Louis, Missouri under the terms and conditions of Request for Proposal No. 12-17.</u></p>																		
<b>BUDGET INFORMATION</b> <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 style="text-align: right;">\$100,155.00</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;">\$100,155.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$100,155.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>TRANSFER FROM: 001-5101-58020 General Fund, Non-Departmental, Buildings &amp; Improvements</td> <td style="text-align: right;">\$100,155.00</td> </tr> <tr> <td>TRANSFER TO: 001-5105-56790 General Fund, Non-Departmental, Other Contractual Services</td> <td style="text-align: right;">\$100,155.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:    Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____    Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$100,155.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$100,155.00	Amount budgeted for this item * (including transfers):	\$100,155.00	Source of funding (name of fund) and account code number:		TRANSFER FROM: 001-5101-58020 General Fund, Non-Departmental, Buildings & Improvements	\$100,155.00	TRANSFER TO: 001-5105-56790 General Fund, Non-Departmental, Other Contractual Services	\$100,155.00				
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date): _____          Prior resolutions and (date): _____</p>																		
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																		
<b>REQUEST SUMMARY</b>	<p>Jackson County, Missouri requires a contract to Oversee Design and Modernization of Elevators within the Jackson County Courthouse and to Assess and Recommend Actions for the Elevators at the Jackson County Detention Center. In response to the requirements, the Purchasing Department issued Request for Proposal No. 12-17.</p> <p>A total of sixteen notifications were distributed and two responses were received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Van Deusen &amp; Associates St. Louis, Missouri</th> <th>Elevator Consulting Services Seattle, Washington</th> </tr> </thead> <tbody> <tr> <td>Proposed Method of Performance 30 Points</td> <td style="text-align: center;">30</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Qualifications/Experience 30 Points</td> <td style="text-align: center;">30</td> <td style="text-align: center;">25</td> </tr> <tr> <td>References 10 Points</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Pricing 30 Points</td> <td style="text-align: center;">25</td> <td style="text-align: center;">30</td> </tr> <tr> <td><b>Total Points</b></td> <td style="text-align: center;"><b>95</b></td> <td style="text-align: center;"><b>90</b></td> </tr> </tbody> </table>	Description	Van Deusen & Associates St. Louis, Missouri	Elevator Consulting Services Seattle, Washington	Proposed Method of Performance 30 Points	30	25	Qualifications/Experience 30 Points	30	25	References 10 Points	10	10	Pricing 30 Points	25	30	<b>Total Points</b>	<b>95</b>	<b>90</b>
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	<p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a contract to Oversee Design and Modernization of Elevators within the Jackson County Courthouse and to Assess and Recommend Actions for the Elevators at the Jackson County Detention Center to Van Deusen &amp; Associates of St. Louis, Missouri under the terms and conditions of Request for Proposal No. 12-17 as the best proposal received. After the selection of the best proposal, pricing was negotiated and is included in the Award Recommendation.</p> <p>The Director of Finance and Purchasing also requests the transfer of \$100,155.00 within the General Fund as follows:</p> <table data-bbox="300 409 1549 556"> <thead> <tr> <th></th> <th>FROM:</th> <th>TO:</th> </tr> </thead> <tbody> <tr> <td>001-5101-58020 General Fund, Non-Departmental, Buildings &amp; Improvements</td> <td>\$100,155.00</td> <td></td> </tr> <tr> <td>001-5101-56790 General Fund, Non-Departmental, Other Contractual Services</td> <td></td> <td>\$100,155.00</td> </tr> </tbody> </table>			FROM:	TO:	001-5101-58020 General Fund, Non-Departmental, Buildings & Improvements	\$100,155.00		001-5101-56790 General Fund, Non-Departmental, Other Contractual Services		\$100,155.00
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CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)										
ATTACHMENTS	The Abstract of Bids Received, the Award Recommendation documents and the pertinent pages of Van Deusen & Associates proposal.										
REVIEW	Department Director: 	Date: 5/17/17									
	Finance (Budget Approval): <i>If applicable</i>	Date: 5/18/17									
	Division Manager: 	Date: 5/17/17									
	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.

**Fiscal Note:  
Jackson County, Missouri**

Funds sufficient for this transfer are available from the sources indicated below.

Date: May 17, 2017 PC#           

RES # 19493

Department / Division	Character/Description	From	To
<b>General Fund - 001</b>			
5101 - Non Departmental	58020 - Buildings & Improvements	100,155	
5101 - Non Departmental	56790 - Other Contractual Services		100,155
		100,155	100,155

*Mary Rasmussen*  
Budget Office

Request for Proposal No. 12-17 Elevator Consultant Opens: 2:00 PM, CST on 3/21/17		DESCRIPTION		UNIT	QTY	ECS	VDS	AMOUNT	AMOUNT	AMOUNT
NO						AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	Base Bid					See bid	See bid			

CERTIFICATION OF BID OPENING  
 BIDS WERE PUBLICLY  
 OPENED AND RECORDED  
 ON: March 24, 2017 BY  
[Signature]  
 CLERK OF THE LEGISLATURE  
Zorobedea Casamont  
 PURCHASING