REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office: Res/Qud.No.: 18283

Sponsor(s):

18283 James D. Tindall

Date:

October 21, 2013

SUBJECT	Action Requested							
	Resolution							
	Ordinance							
	Project/Title: Awarding a Twelve Month Term and Supply Contract with Two Twelve Month Options to							
	Extend, for the furnishing of Legal Proces	Extend, for the furnishing of Legal Process Services for the Family Support Division of the Jackson County,						
		Lissouri Prosecuting Attorney's Office to Baker Surveillance and Investigations of Lee's Summit, MO and HPS						
	Process Service Investigations of Kansas	City, MO under the tern	ns and conditions of I	nvitation to Bid No. 54-				
	<u>13.</u>							
BUDGET	ļ							
INFORMATION	Amount authorized by this legislation th			\$80,000.00				
To be completed	Amount previously authorized this fiscal			\$				
By Requesting	Total amount authorized after this legisla			\$80,000.00				
Department and	Amount budgeted for this item * (includ			\$80,000.00				
Finance	Source of funding (name of fund) and ac	count code number:	·					
	* If account includes additional funds for other expe	nses, total budgeted in the acc	count is: \$					
·	OTHER EDIANGIAL INCORMATION.							
	OTHER FINANCIAL INFORMATION:							
	☐ No budget impact (no fiscal note requ	ired)						
	Term and Supply Contract (funds app		oet): estimated value	and use of contract:				
	Department: Family Support	Estimated Use:		una abo or contract.				
	Beparement. Taming Support	Zomiatea Obel	400,000.00					
	The RLA only approves the Term and Sur	only Contract; the funds	were already appropr	riated through the annual				
	budget adoption. Figures included in the background section are for informational purposes to provide an estimate of contract value.							
		oblinate of contract futue.						
	Prior Year Budget (if applicable): \$75,000.00							
	Prior Year Actual Amount Spent (if applic	cable): \$47,608.62						
PRIOR	Prior ordinances and (date):							
LEGISLATION	Prior resolutions and (date): 18223, July 2	22, 2013						
CONTACT								
INFORMATION	RLA drafted by (name, title, & phone): B							
REQUEST	The Family Support Division of the Jackson							
SUMMARY	and Supply Contract for the furnishing of Legal Process Services. The Purchasing Department issued Invitation							
	to Bid No. 54-13 to meet those requirements.							
	Sixteen notifications were distributed and five responses were received; two were rejected as non-responsive to the terms and conditions of the Invitation to Bid and three were evaluated as follows:							
	the terms and conditions of the invitation	to Did and timee were ev	aluated as follows.					
	No Description	HPS	A to Z	Baker				
	01 Jackson County, 1 st year	\$39.50	\$40.00	\$30.00				
	02 Jackson County, 2 nd year	\$39.50	\$40.00	\$32.50				
	03 Jackson County, 3 rd year	\$39.50	\$40.00	\$35.00				
	04 Cass, Platte, Clay, 1 st year	\$45.00	\$50.00	\$42.50				
	05 Cass, Platte, Clay, 2 nd year	\$45.00	\$50.00	\$45.00				
	06 Cass, Platte, Clay, 3 rd year	\$45.00	\$50.00	\$47.50				
	07 Wyandotte, Johnson, 1st year	\$39.50	\$40.00	\$32.00				
	08 Wyandotte, Johnson, 2 nd year	\$39.50	\$40.00	\$35.00				
	09 Wyandotte, Johnson, 3 rd year	\$39.50	\$40.00	\$40.00				
		1 *						

	Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the Split Award for the furnishing of Legal Process Services for the Family Support Division of the Jackson County, Missouri Prosecuting Attorney's Office to Baker Surveillance of Lee's Summit, MO and HPS Process Service Investigations of Kansas City, MO as the two lowest bids received. A Split Award is recommended to provide options for service in case of an unanticipated increase in volume or in the event that one vendor is unsuccessful in serving a party, the second vendor may be able to complete the service. This award is made on an "as needed" basis and does not obligate Jackson County, Missouri 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	The Abstract of Bids, Recommendation Memorandum from Ms. Melissa Mauer-Smith, Director of the Family Support Division and the pertinent pages of the bid documents of Baker Surveillance and HPS Process Service.			
REVIEW	Finance (Budget Approval): If applieable Albanah & Ball N/A Division Manager: County Counselor's Office:	Date: /0-/4-/3 Date: /0-/5-/3 Date: Date:		

Fiscal Information (to be verified by Budget Office in Finance Department)

	This expenditure was include Funds for this were encumber	C	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 expe	enditure will be/were appropriated b	y Ordinance #					
	Funds sufficient for this appropriation are available from the source indicated below.							
	Account Number:	Account Title:	Amount Not to Exceed:					
\boxtimes		d basis and does not obligate Jackso will, of necessity, be determined as	n County to pay any specific amount. The avail each using agency places its order.	ability of				
	This legislative action does n	ot impact the County financially an	d does not require Finance/Budget approval.					

ABSTRACT OF BIDS

RES. # 18283

	9	· ·	7	6	ڻ ن	4	ယ	2		NO		
CERTIFICATION OF BID OPENING BIDS WERE PUBLICLY OPENED AND RECORDED ON 9/10/18 EVENT OF THE LEGIS ATORES PURCHASING	9 Wyandotte & Johnson Counties, KS. 3rd Year	8 Wyandotte & Johnson Counties, KS. 2nd Year	7 Wyandotte & Johnson Counties, KS. 1st Year	Cass, Platte, Clay, Buchanan, Johnson, 6 Lafayette, Mo Counties, 3rd Year	Cass, Platte, Clay, Buchanan, Johnson, Lafayette, Mo Counties, 2nd Year	Cass, Platte, Clay, Buchanan, Johnson, 4 Lafayette, Mo Counties, 1st Year	3 Jackson County, Mo. 3rd Year	Jackson County, Mo. 2nd Year	Jackson County, Mo. 1st Year	DESCRIPTION	COMMODITY: Legal Process Services	BID NO: 54-13 DATE: 9/10/13
										UNIT		
										QTY		
	39.50	39.50	39.50	4S.	45.	45.	39,50	39.50	39.50	AMOUNT		HPS
	H0.	40.	40.	40.	40.	40.	4o.	40.	40.	AMOUNT	Inc	A To Z Services,
	60	55.	<u>\$0.</u>	65.	60.	55.	60.	55.	So.	AMOUNT	inc	D&B Legal Services
	60	60.	60.	60.	60	60	60	60	60.	AMOUNT	Consultant	Progressive Collective
	40	35	(3) (2)	47.50	45.	42.50	(V)	32.SO	30	AMOUNT		Baker Survelliance

ABSTRACT ___ OF ___



Memorandum

To:

Barbara Casamento, Purchasing Supervisor

Finance and Purchasing

From: Melissa Mauer-Smith, Director

Family Support Division

Re:

Invitation to Bid 54-13 Process Servers

Date: October 4, 2013

After a through review of the information submitted by the three companies that were deemed in compliance and contacting references provided, I recommend that the bid be awarded to the two lowest bidders, Baker Surveillance and Investigation and HPS Process Service and Investigations.

The Cooperative Agreement between the Missouri Department of Social Services, and Jackson County sets stringent performance and timeframe standards the Family Support Division is required to meet and in order to be in compliance with those requirements, in light of that I recommend that the contract be split between the two vendors for the following reasons:

- 1. To provide the Family Support Division options in case of an unanticipated increase in volume that can not be managed by one vendor timely and effectively,
- 2. To provide the Family Support Division options in the event a vendor is unable to serve a party, it is often effective to send in a process server from another company who is not known to the party to be served or members of their household.
- 3. To provide the Family Support Division another option in the event a vendor's performance is substandard.

I estimate that the Family Support Division will spend \$80, 000.00 for Process Service over the 12 months of the contract.

6.0 EVALUATION PROCESS

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

7.0 QUESTIONS

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 September 3, 2013. Point of Contact for the Purchasing Department is Barbara Casamento, email address bcasamento@jacksongov.org. All questions will be answered in the form of Addenda on the Jackson County Missouri website. Failure to follow this procedure may result in the REJECTIONOF YOUR BID.

8.0 QUOTATIONS

No.	Description	Pricing
01	Jackson County, Missouri, First Year, price per successful service	\$ 30.00
02	Jackson County, Missouri, Second Year, price per successful service	\$ 32.50
03	Jackson County, Missouri, Third Year, price per successful service	\$ 35.00
04	Cass, Platte, Clay, Buchanan, Johnson, Lafayette, Missouri Counties, First Year, price per	\$ 42.50
	successful service	* 45 OO
05	Cass, Platte, Clay, Buchanan, Johnson, Lafayette, Missouri Counties, Second Year, price per	\$ 45.00
	successful service	
06	Cass, Platte, Clay, Buchanan, Johnson, Lafayette, Missouri Counties, Third Year, price per	\$ 47.50
	successful service	. 00.00
07	Wyandotte and Johnson Counties, Kansas, First Year, price per successful service	\$ 32.00
08	Wyandotte and Johnson Counties, Kansas, Second Year, price per successful service	\$ 35.00
09	Wyandotte and Johnson Counties, Kansas, Third Year, price per successful service	\$ 40.00

Company Name: Baker Surveillance & Investigation Services	Web Site Address: www.kcprocessserver.com
Person Authorized to Sign Bid: Charlie Baker	Telephone Number (816)272-8215
Title: Owner / Manager	Fax Number: (816)272-8216
Signature:	Email Address: contact@kcprocessserver.com
Street Address 233 SW Greenwich Dr. Suite 222	
City, State and Zip Code Lee's Summit, MO, 64082	

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03	Jackson County, Missouri, Third Year, price per successful service	\$ 39.50
04	Cass, Platte, Clay, Buchanan, Johnson, Lafayette, Missouri Counties, First Year, price per successful service	\$ 45.00
05	Cass, Platte, Clay, Buchanan, Johnson, Lafayette, Missouri Counties, Second Year, price per successful service	\$ 45.00
06	Cass, Platte, Clay, Buchanan, Johnson, Lafayette, Missouri Counties, Third Year, price per successful service	\$ 45.00
07	Wyandotte and Johnson Counties, Kansas, First Year, price per successful service	\$ 39.50
08	Wyandotte and Johnson Counties, Kansas, Second Year, price per successful service	\$ 39.50
09	Wyandotte and Johnson Counties, Kansas, Third Year, price per successful service	\$ 39.50

Company Name: Elliot Holdings, Iv. alba HPS Prouss Server	Web Site Address: www.wsprous. Lom
Person Authorized to Sign Bid: Wil and Inventor	Telephone Number 816.842.9800
Title: Marank	Fax Number: 814.842,9801
Signature: \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Email Address: Surviu (@, hpspmxcss.11)
Street Address \1000\lefterson Styllt	
City, State and Zip Code VC, MO VAIO8	