

	<p>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.</p> <p>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.</p>								
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, 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	<table border="1"> <tr> <td data-bbox="321 684 1240 747">Department Director: <i>Melissa Mauer-Smith</i></td> <td data-bbox="1240 684 1526 747">Date: <i>10-14-13</i></td> </tr> <tr> <td data-bbox="321 747 1240 810">Finance (Budget Approval): <i>If applicable Abraham S Ball N/A</i></td> <td data-bbox="1240 747 1526 810">Date: <i>10-15-13</i></td> </tr> <tr> <td data-bbox="321 810 1240 873">Division Manager:</td> <td data-bbox="1240 810 1526 873">Date:</td> </tr> <tr> <td data-bbox="321 873 1240 930">County Counselor's Office:</td> <td data-bbox="1240 873 1526 930">Date:</td> </tr> </table>	Department Director: <i>Melissa Mauer-Smith</i>	Date: <i>10-14-13</i>	Finance (Budget Approval): <i>If applicable Abraham S Ball N/A</i>	Date: <i>10-15-13</i>	Division Manager:	Date:	County Counselor's Office:	Date:
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Division Manager:	Date:								
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.

BID NO:	DESCRIPTION	UNIT	QTY	HPS AMOUNT	A To Z Services, Inc AMOUNT	D&B Legal Services inc AMOUNT	Progressive Collective Consultant AMOUNT	Baker Surveillance AMOUNT
54-13	Legal Process Services							
1	Jackson County, Mo. 1st Year			39.50	40.	50.	60.	30.
2	Jackson County, Mo. 2nd Year			39.50	40.	55.	60.	32.50
3	Jackson County, Mo. 3rd Year			39.50	40.	60.	60.	35.
4	Cass, Platte, Clay, Buchanan, Johnson, Lafayette, Mo Counties, 1st Year			45.	40.	55.	60.	42.50
5	Cass, Platte, Clay, Buchanan, Johnson, Lafayette, Mo Counties, 2nd Year			45.	40.	60.	60.	45.
6	Cass, Platte, Clay, Buchanan, Johnson, Lafayette, Mo Counties, 3rd Year			45.	40.	65.	60.	47.50
7	Wyandotte & Johnson Counties, KS. 1st Year			39.50	40.	50.	60.	32.
8	Wyandotte & Johnson Counties, KS. 2nd Year			39.50	40.	55.	60.	35
9	Wyandotte & Johnson Counties, KS. 3rd Year			39.50	40.	60.	60	40

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON 9/10/13 BY

 CLERK OF THE LEGISLATURE
 PURCHASING



JEAN PETERS BAKER
Jackson County Prosecuting Attorney

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

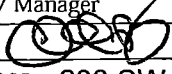
All bids received that are responsive to the General Conditions, Specifications and other provisions of this Invitation to Bid will be evaluated. An Evaluation Committee made up of Jackson County, Missouri staff will evaluate bids and make recommendations. Jackson County, Missouri shall be the sole judge 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 REJECTION OF 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 successful service	\$ 42.50
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	\$ 47.50
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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01	Jackson County, Missouri, First Year, price per successful service	\$ 39.50
02	Jackson County, Missouri, Second Year, price per successful service	\$ 39.50
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: <u>Elliot Holdings, Inc. dba HPS Process Service+</u>	Web Site Address: <u>www.hpsprocess.com</u>
Person Authorized to Sign Bid: <u>Lori Lane</u>	Telephone Number: <u>816.842.9800</u>
Title: <u>Manager</u>	Fax Number: <u>816.842.9801</u>
Signature: <u>[Signature]</u>	Email Address: <u>service@hpsprocess.com</u>
Street Address: <u>1609 Jefferson Street</u>	
City, State and Zip Code: <u>KC, MO 64108</u>	