

# Request for Legislative Action

Res. #20971  
Sponsor: Tony Miller  
Date: June 6, 2022

## Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	20971
Sponsor(s):	Tony Miller	Legislature Meeting Date:	6/6/2022

## Introduction

**Action Items:** ['Award']

**Project/Title:**

Awarding a contract for the furnishing of Services to Post Notice of Foreclosure on properties in Delinquent Land Tax Sale for use by the Collection department from Archon Information Systems LLC of Metairie, LA dba Civic Source as a sole source.

## Request Summary

The Collection department requires service to Post Notice of Foreclosure signs on properties in the Delinquent Land Tax Sale. The Purchasing department issued Invitation to Bid No. 38-22 in response to those requirements, but received no bids. Last year this project went out to bid and only received one response.

Collections later identified Civic Source as a vendor which did other types of work with County tax sales and therefore Director Miller approached them to see if they could provide this service for this year. Civic Source has prior experience providing this service in other states and would be able to help us meet all of our County code and State statutory requirements.

This vendor is different than our previous vendor in that they also request a parcel list to do their own initial mapping to ensure trip efficiency. We are requesting this sole source option for this year only and only for the posting services. We would go back out to bid for next year's tax sale process and would update our specifications based on what changes to our process are determined to be effective this year. Pursuant to Chapter 10 of the Jackson County Code, Section 1030.1, the Collection Department and the Purchasing Department are recommending this award.

Per the attached quote of \$35.00/posted notice, estimated 2022 usage is \$41,685.00 based on 5/17/22 parcel count. This award is made on an as needed basis and does not obligate Jackson county to pay any specific amount. Sufficient funds for this purchase were budgeted in 001-1405-56786-999-9999-22.

## Contact Information

<b>Department:</b>	Collections	<b>Submitted Date:</b>	5/23/2022
<b>Name:</b>	Karey A. Schulze	<b>Email:</b>	KSchulze@jacksongov.org
<b>Title:</b>	Office Administrator	<b>Phone:</b>	816-881-3038

## Budget Information

Amount authorized by this legislation this fiscal year:	\$41,685
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## Request for Legislative Action

Amount previously authorized this fiscal year:		\$ 0	
Total amount authorized after this legislative action:		\$41,685	
Is it transferring fund?		No	
<b>Single Source Funding:</b>			
Fund:	Department:	Line Item Account:	Amount:
001 (General Fund)	1405 (Delinquent Tax Sale)	56786 (Tax Sale Posting Services)	\$41,685

<b>Prior Legislation</b>	
<b>Prior Ordinances</b>	
Ordinance:	Ordinance date:
5523	June 21, 2021
<b>Prior Resolution</b>	
Resolution:	Resolution date:

<b>Purchasing</b>	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Sole Source
Core 4 Tax Clearance Completed:	Not Applicable
Certificate of Foreign Corporation Received:	Not Applicable
Have all required attachments been included in this RLA?	Yes

<b>Compliance</b>	
<b>Certificate of Compliance</b>	
In Compliance	
<b>Minority, Women and Veteran Owned Business Program</b>	
Goals Not Applicable for following reason: Less than \$50000	
MBE:	.00%
WBE:	.00%
VBE:	.00%
<b>Prevailing Wage</b>	
Not Applicable	

<b>Fiscal Information</b>	
<ul style="list-style-type: none"> <li>Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab.</li> </ul>	

## Request for Legislative Action

### History

Submitted by Collections requestor: Karey A. Schulze on 5/23/2022. Comments:

Approved by Department Approver Whitney S. Miller on 5/23/2022 3:44:53 PM. Comments:

Returned for more information by Purchasing Office Approver Barbara J. Casamento on 5/23/2022 4:22:51 PM. Comments: In the Request Summary:

Approach is misspelled and approached who? please fill that out a little more;

Please mention in the summary that we only received on bid last year;

Please mention that the vendor you are requesting will perform the services in a different manner than we bid, but you believe you will have the same result;

and add "Pursuant to Chapter 10 of the Jackson County Code, Section 1030.1, the Collections Department and the Purchasing Department are recommending award....."

Submitted by Requestor Karey A. Schulze on 5/24/2022 10:32:38 AM. Comments:

Approved by Department Approver Whitney S. Miller on 5/24/2022 10:44:03 AM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 5/24/2022 10:57:04 AM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 5/24/2022 4:26:19 PM. Comments:

Approved by Budget Office Approver Mary Rasmussen on 5/25/2022 7:15:01 AM. Comments:

Approved by Executive Office Approver Troy Schulte on 5/25/2022 8:48:44 AM. Comments:

Approved by Counselor's Office Approver Elizabeth Freeland on 6/1/2022 1:51:37 PM. Comments:





## JACKSON COUNTY Collection Department – Kansas City

415 East 12<sup>th</sup> Street, Suite 100  
Kansas City, Missouri 64106  
www.jacksongov.org

(816) 881-3232  
Fax: (816) 881-3142

# Memo

**Date:** 05/24/2022

**To:** Barbara Casamento, Purchasing Administrator

**From:** Whitney S Miller, Director of Collection

**RE:** Sole source vendor for Tax Sale Posting Process 2022

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State statutes and the County Code related to Jackson County's tax sale process require that each property set to be sold in our tax sale be physically posted with a notice. This requires teams of people to go out into the County to drive stakes and attach notices, take photos, and enter the information into our software. It is difficult and time-consuming work, and we no longer have the capacity to do it with departmental staff or County staff volunteers.

Last year we went out for bid and only got one response. The responding vendor performed the work last year. We did not receive any responses to this year's RFP.

Around the time of the opening of the RFP I had been speaking to this vendor about other tax sale related services. When I learned we had no responses to the RFP, I reached out to this vendor who I knew did other types of work with County tax sales, such as process automation, notice generation, and online auctions to see if they would be interested in providing posting service. They have done notice posting in several other states and have decades of experience in assisting with tax sale notice services. This vendor is different than our previous vendor in that they also request a parcel list to do their own initial mapping to ensure trip efficiency. If we find this to be effective, we will go back out to bid next year and add this into our bid specs as a preference. The County will still provide all supplies and the vendor will go to each property to post the notice and collect the necessary information. The vendor will track who posts each property for purposes of our confirmation process. This year's process will be different in that the vendor will collect all supplies in the beginning of the project whereas last year they came to gather supplies each day.

To meet our statutory requirements for this year, we are requesting this sole source option for one year only & only for the posting services and would go back out to bid for next year's tax sale process. Pursuant to Chapter 10 of the Jackson County Code, Section 1030.1, the Collection Department, and the Purchasing Department are recommending this award.

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**PROFESSIONAL SERVICE AGREEMENT**

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This Professional Service Agreement (“Agreement”) is made between Jackson County, Missouri (“Client”) and CivicSource®, to be effective as of the date of the last signature below.

**SECTION 1. SERVICES.** CivicSource® shall provide and/or perform the professional services (“Services”) detailed on the attached Services Schedule at the direction of Client.

**SECTION 2. INDEMNITY.** CivicSource® shall indemnify Client from claims that arise out of any act or omission by CivicSource® in the performance of the Services.

**SECTION 3. COOPERATION.** CivicSource® shall cooperate with Client and with any other parties deemed necessary for performance of the Services. Client shall provide CivicSource® property data and access to personnel deemed necessary for performance of the Services. All property data shall be provided in a digitally readable file format, such as TXT or CSV, at no cost to CivicSource®.

**SECTION 4. COMPENSATION.** Compensation shall be as indicated on the attached Schedule. Costs are subject to change upon written notice from CivicSource®. Payments are due upon receipt of invoice.

**SECTION 5. TERM; RENEWAL.** This Agreement commences on the date of the last signature below and continues for the term described on the attached Schedule. It can be canceled at any time by either party upon fourteen days written notice.

**SECTION 6. MISCELLANEOUS.** CivicSource® shall not be deemed an employee, partner or joint venturer of Client but rather shall provide Services as an independent contractor. All software, technology, systems, processes, discoveries, know-how, materials, procedures, concepts, databases, marks, and any and all other intellectual property used or improved upon during the performance of the Services shall be and remain the exclusive property of CivicSource®. Amendments or modifications to this Agreement shall be in writing and approved by both parties.

**THUS DONE AND AGREED UPON**, by the parties hereto, through their authorized representatives, upon execution of this Agreement.

Jackson County, Missouri

CIVICSOURCE®

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Name:  
Title:  
Date:

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Name: Bryan Barrios  
Title: Chief Executive Officer  
Date:

## SCHEDULE OF SERVICES

### INTRODUCTION

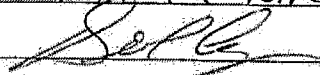
1. Term of Contract: The term of this Contract will be through September 1, 2022, or the last day of the Jackson County 2022 Tax Sale, whichever shall come first.
2. Posting Notice of Foreclosures will be on an "As Needed" basis.
3. Although exact usage cannot be determined, it is estimated that the number of properties will not exceed 1300.

### SPECIFICATIONS

1. The contractor is responsible for posting notice of foreclosure on properties with delinquent property taxes located within the Jackson County boundaries.
2. Jackson County will make available on or before June 16<sup>th</sup>, 2022, the pertinent information and equipment needed to complete the project. The project must be completed no later than July 15<sup>th</sup>, 2022.
3. Contractor will locate correct delinquent property according to legal description (not street address), hammer stake into the ground of property & staple notice to stake.
4. Contractor will take a picture of the completed posting and the property. Contractor will upload photo and enter property data into posting application.
5. Work is done in an outdoor environment on iPads. This contractor reports to the Delinquent Land Tax Administrator.
6. Prior to posting, the Contractor will be trained by the Department of Collection and/or County GIS on how to properly read the maps and operate the iPad and posting application. If appropriate, a County associate will join the Contractor on their first day of posting to ensure a proper understanding of the process.
7. Contractor should have enough driving & navigation skill to be able to safely navigate around Jackson County, using GPS & paper maps.
8. Contractor must be capable of using iPad for data entry, picture taking, & attaching photos.
9. Contractor must be capable of using a 5lb hammer repeatedly during the day for consecutive days.
10. Contractor will provide transportation and will guarantee drivers have a valid driver's license and active automobile insurance.
11. County will provide necessary equipment including the following: stakes, property cards, staplers, staples, tape, ipads, ipad chargers, hammers, vests, and a County Contractor ID badge.
12. The boxes of supplies will be checked out to the vendor with an inventory list at the beginning of the project. The vendor will maintain equipment during the project and return all equipment in working condition. The inventory list will be checked by Jackson County prior to final billing. Any missing or damaged equipment will be deducted from final invoice payment.
13. Daily check-ins with the Director, Deputy Director, or Administrator will occur to ensure the project is on track. The vendor will be required to create a schedule of staff and provide it to Jackson County. This schedule should include who works on a given day, which group they worked in, what grids they were assigned/completed, and what iPad they were assigned.
14. The contractor may have to communicate with taxpayers in person if approached, concerning the posting of notice of foreclosure. They should refer them to the Jackson County Collection department while maintaining composure and pleasant disposition.
15. The Contractor must remain available if needed to testify at a hearing on a later date if the posting of notices is placed into question, and/or agree to sign a notarized affidavit stating which properties they posted on which day.
16. It is highly recommended that the Contractor perform this project in pairs. It is helpful and most efficient to have a driver and a navigator, as well as one person to drive the stakes while the other operates the iPad.

PRICING

1. The Contractor shall be paid \$35 per posted notice. This price shall be inclusive of mileage but shall not include any signage or equipment. Contractor shall provide only personnel and a vehicle, and costs directly related to the personnel and the vehicle. All other materials, equipment, services, and tools shall be provided by County.
2. The Contractor shall require a deposit of \$1,000 prior to beginning work. This deposit shall not be refundable but shall be applied as a credit on the final invoice.
3. The Contractor shall invoice County on a weekly basis, calculating the amount due as \$35 per notice posted on or before Friday at midnight. Invoices are due upon receipt.

Company:	Jackson County, Missouri
Name:	Bob Crutsinger
Title:	Finance Director
Signature:	
Phone Number:	816-881-3126
Email:	bcrcutsinger@jacksongov.org

Please send invoices  
to the JC Collection Department.