

REQUEST FOR LEGISLATIVE ACTION


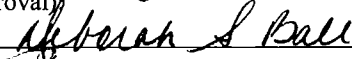

Completed by County Counselor's Office:

Res/Ord No.: 18315

Sponsor(s): Bob Spence

Date: November 25, 2013

SUBJECT	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Fuel for Various County Departments to the City of Kansas City, Missouri's Central Fleet as an acquisition from other government.</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>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$57,600.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$57,600.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$57,600.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Department</th> <th style="text-align: center;">Estimated Use</th> </tr> </thead> <tbody> <tr> <td>Prosecuting Attorney's Office</td> <td style="text-align: right;">\$21,100.00</td> </tr> <tr> <td>Medical Examiner's Office</td> <td style="text-align: right;">\$15,000.00</td> </tr> <tr> <td>Public Works Department</td> <td style="text-align: right;">\$ 6,000.00</td> </tr> <tr> <td>County Executive's Office</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> <tr> <td>Assessment</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> <tr> <td>Emergency Preparedness</td> <td style="text-align: right;">\$ 4,000.00</td> </tr> <tr> <td>Department of Corrections</td> <td style="text-align: right;">\$ 1,500.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$57,600.00</td> </tr> </tbody> </table> <p>The RLA only approves the term and supply contract; the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of the contract value.</p> <p>Prior Year Budget (if applicable): \$40,000.00 Prior Year Actual Amount Spent (if applicable): \$37,463.16</p>	Amount authorized by this legislation this fiscal year:	\$57,600.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$57,600.00	Amount budgeted for this item * (including transfers):	\$57,600.00	Source of funding (name of fund) and account code number:		Department	Estimated Use	Prosecuting Attorney's Office	\$21,100.00	Medical Examiner's Office	\$15,000.00	Public Works Department	\$ 6,000.00	County Executive's Office	\$ 5,000.00	Assessment	\$ 5,000.00	Emergency Preparedness	\$ 4,000.00	Department of Corrections	\$ 1,500.00	Total	\$57,600.00
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PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date):</p>																												
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>																												
REQUEST SUMMARY	<p>In 2006, after the Public Works Vehicle Service Center moved from Independence to Grain Valley, the downtown area departments needed a place to fuel their vehicles without driving all the way out to Grain Valley. Kansas City, Missouri and the County agreed the County vehicles in the downtown area would purchase fuel from the City's Central Fleet Location @ 5300 Municipal Avenue, Kansas City, Missouri. The County paid to have AIMS units attached to their vehicles; these units plug into the vehicles and provide a report to the Using Departments with the vehicle identification number, transaction date and time, odometer reading, quantity and type of fuel dispensed. The Using Departments use this report to track and manage their vehicles. The City bills the County the cost of fuel plus 53 cents per gallon for administrative costs.</p> <p>Pursuant to Section 1030.2 of the Jackson County Code, the Director of Finance and Purchasing is requesting the approval of this Term and Supply Contract with Kansas City, Missouri Central Fleet as an acquisition from other government.</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.	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A	
ATTACHMENTS	Memorandums from the Using Departments	
REVIEW	Department Director: 	Date: 11/13/2013
	Finance (Budget Approval) If applicable N/A 	Date: 11-13-13
	Division Manager: 	Date: 11/20/13
	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.

Barbara J. Casamento

From: Sandra Graybill
Sent: Friday, November 01, 2013 3:06 PM
To: Barbara J. Casamento
Cc: Sandra Graybill
Subject: Central Fleet of Kansas City Missouri

Barbara, below you will find the information you requested:
NOTE: the below is based on this years fuel prices.

Monthly average is \$1,588.52

Annual average is \$19,062.24

For 2013 I budgeted -

\$8,000 in the 001-4101 budget

\$8,100 in the 008-4152 budget

\$2,000 in the 008-4154 budget

As you can see we have surpassed the budgeted amount by almost \$1,000 and we still have 3 months to go.

So based on the above my best guesstimate would be:

\$9,000 in the 001-4101 budget

\$9,100 in the 008-4152 budget

\$3,000 in the 008-4154 budget

This would be for a total of \$21,100.00 for the next year.

If you need anything else please let me know. Thanks.

Sandra Graybill
Chief of Operations
Jackson County Prosecutor's Office
415 E. 12th Street, Floor 11
Kansas City, MO 64106
816.881.3369 Office
816.881.3820 Fax

Barbara J. Casamento

From: Kandi L. Brooke
Sent: Tuesday, November 05, 2013 11:35 AM
To: Barbara J. Casamento
Cc: Michael Henderson; Mary H. Dudley
Subject: RE: Purchase of Gasoline from the City of Kansas City, MO via Central Fleet

Hi Barbara,

Our requested 2014 amount is \$15000.00

Is this all the information you need?

Kandi L. Brooke

*Jackson County Medical Examiner's Office
Executive Assistant to the Chief Medical Examiner
816.881.6595
816.881-6641 fax*

From: Barbara J. Casamento
Sent: Tuesday, November 05, 2013 11:00 AM
To: Karey A. Schulze; Laura J. Scott; Christine Howard; Kandi L. Brooke; Gwendolyn Cogshell
Cc: Sandra Graybill
Subject: Purchase of Gasoline from the City of Kansas City, MO via Central Fleet

Good Morning:

You are receiving this email because my records show that you purchase gasoline for your vehicles from the City of Kansas City, Missouri via Central Fleet. When this arrangement was started several years ago, the annual amount of purchases was below \$25,000.00 annually. Now, due to the rising costs of gasoline, it has started to exceed \$25,000.00 annually and I must get approval from the Legislature before issuing any more Purchase Orders.

If you could take a moment and let me know how much your department has budgeted to spend on this in 2014, I will try to get an RLA done this year. Since we are fast approaching the deadline to get RLA's done for 2013, I need to ask that you respond to my request this week. Sandy Graybill, I already have your information.

Thanks for your help and let me know if you have any questions.

BJC

Barbara J. Casamento

From: Caroline Deihl
Sent: Tuesday, November 05, 2013 12:46 PM
To: Barbara J. Casamento
Subject: RE: Purchase of Gasoline from the City of Kansas City, MO via Central Fleet

Barbara,

We anticipate that we will spend \$6,000.00 from our department 1506 in 2014.

Caroline

*Caroline Deihl
Office Coordinator
Public Works-Road Maintenance
(816) 847-7072
(816) 847-7051 fax*

From: Barbara J. Casamento
Sent: Tuesday, November 05, 2013 11:00 AM
To: Karey A. Schulze; Laura J. Scott; Christine Howard; Kandi L. Brooke; Gwendolyn Cogshell
Cc: Sandra Graybill
Subject: Purchase of Gasoline from the City of Kansas City, MO via Central Fleet

Good Morning:

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BJC

Barbara J. Casamento

From: Christine Howard
Sent: Tuesday, November 05, 2013 11:51 AM
To: Barbara J. Casamento
Subject: RE: Purchase of Gasoline from the City of Kansas City, MO via Central Fleet

Great Days Ms. Barbara:

Please note that our gas usage was budgeted as follows for 2013 for the noted departments:

1001	Executive Office	\$5,000
1222	Emergency Prep	\$4,000

I have not been privileged to 2014's budget information, yet.

Thank you,

Chriss

From: Barbara J. Casamento
Sent: Tuesday, November 05, 2013 11:00 AM
To: Karey A. Schulze; Laura J. Scott; Christine Howard; Kandi L. Brooke; Gwendolyn Cogshell
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BJC

Barbara J. Casamento

From: Karey A. Schulze
Sent: Tuesday, November 05, 2013 11:07 AM
To: Barbara J. Casamento
Subject: RE: Purchase of Gasoline from the City of Kansas City, MO via Central Fleet

Assessment 1902 has \$5,000 budgeted for 045-1902-57110-14
-Karey.

From: Barbara J. Casamento
Sent: Tuesday, November 05, 2013 11:00 AM
To: Karey A. Schulze; Laura J. Scott; Christine Howard; Kandi L. Brooke; Gwendolyn Cogshell
Cc: Sandra Graybill
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