

REQUEST FOR LEGISLATIVE ACTION

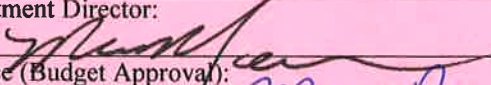

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19164

Sponsor(s): Tony Miller

Date: June 6, 2016

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Contract for Supply, Installation, and Removal of Outdoor Stage, Audio, Lighting, and Video Equipment for Jackson County's 4th of July Celebration for the Parks + Rec Department to Sound Check Enterprises of Kansas City, Missouri under the terms and conditions of Invitation to Bid No. 21-16.</u></p>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$41,500.00</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>\$41,500.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$41,500.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 300-1670-56080 Park Enterprise Fund, Parks Special Events, Other Professional Services</td> <td>\$41,500.00</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) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Parks + Rec Estimated Use: \$41,500.00</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$41,500.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$41,500.00	Amount budgeted for this item * (including transfers):	\$41,500.00	Source of funding (name of fund) and account code number: 300-1670-56080 Park Enterprise Fund, Parks Special Events, Other Professional Services	\$41,500.00
Amount authorized by this legislation this fiscal year:	\$41,500.00										
Amount previously authorized this fiscal year:											
Total amount authorized after this legislative action:	\$41,500.00										
Amount budgeted for this item * (including transfers):	\$41,500.00										
Source of funding (name of fund) and account code number: 300-1670-56080 Park Enterprise Fund, Parks Special Events, Other Professional Services	\$41,500.00										
PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): 18834, May 18, 2015</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Kyle Brack, Sr. Buyer, 881-3265</p>										
REQUEST SUMMARY	<p>The Parks + Rec Department requires Supply, Installation, and Removal of Outdoor Stage, Audio, Lights, and Video Equipment for Jackson County's 4th of July Celebration for the Parks + Rec Department. The Purchasing Department issued Invitation to Bid No. 21-16 in response to those requirements:</p> <p>A total of thirty-one notifications were distributed and two responses were received. The following bids were evaluated as follows:</p> <table> <tr> <td>Sound Check Enterprises of Kansas City, MO</td> <td>\$41,500.00</td> </tr> <tr> <td>Digital Sound Systems of Overland Park, KS</td> <td>\$81,053.15</td> </tr> </table> <p>Parks + Rec has reviewed the bids and recommended Sound Check Enterprises as the lowest and best bid received.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Contract for the furnishing of the 4th of July Outdoor Stage to Sound Check Enterprises of Kansas City, MO as the lowest and best bid received.</p>	Sound Check Enterprises of Kansas City, MO	\$41,500.00	Digital Sound Systems of Overland Park, KS	\$81,053.15						
Sound Check Enterprises of Kansas City, MO	\$41,500.00										
Digital Sound Systems of Overland Park, KS	\$81,053.15										

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	Abstract of Bids received, Recommendation Memorandum from Parks + Rec, and the pertinent pages of Sound Check Enterprise's bid documents.	
REVIEW	Department Director: 	Date: 5/20/16
	Finance (Budget Approval): If applicable <i>Mary Rasmussen</i>	Date: 5/24/16
	Division Manager: 	Date: 6/2/16
	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.

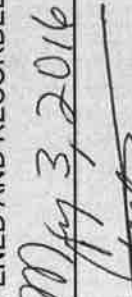

Account Number:	Account Title:	Amount Not to Exceed:

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. 21-16 DATE: 05/03/16 COMMODITY: 4th of July Outdoor Stage												
NO	DESCRIPTION	UNIT	QTY	Digital Sound Systems, Inc. AMOUNT	Sound Check Enterprises AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT

7.0	Total Cost for Installation and Removal	EA	1	81,053.15	41,500.00							
-----	---	----	---	-----------	-----------	--	--	--	--	--	--	--

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: May 3, 2016, BY

 CLERK OF THE LEGISLATURE

 PURCHASING



**JACKSON COUNTY
Parks + Rec**

22807 Woods Chapel Road
Blue Springs, Missouri 64015
MakeYourDayHere.com

Res. 19164

Michele Newman, Director
(816) 503-4800
Fax: (816) 795-1234

MEMORANDUM

TO: Kyle Brack

FROM: Marcy Caldwell, Event Coordinator

DATE: May 5, 2016

SUBJECT: Bid No. 21-16 "4th of July Outdoor Stage"

Good morning, Kyle!

On behalf of Parks + Rec Director Michele Newman, we recommend accepting the bid received from Sound Check Enterprises in the amount of \$41,500 to provide stage, sound, lighting and video screens for Jackson County's Fourth of July Celebration at Longview Lake.

Don't hesitate to contact either Michele or myself with any questions you may have.



Michael D. Sanders, County Executive

4.0 REQUIRED SUBMITTALS

- 4.1 If Bidder's company is not located in the Greater Kansas City Metropolitan Area, provide a detailed explanation on how you intend to perform the services detailed herein.
- 4.2 Provide 3 references with your bid
- 4.3 Vendor shall supply to the Purchasing Department a Certificate of Insurance meeting or exceeding the provisions of Exhibit A included herein. The Certificate of Insurance must be received by the County prior to the vendor setting up on County property.
- 4.4 Provide a brief description of your company

5.0 EVALUATION PROCESS

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

6.0 QUESTIONS

- 6.1 All questions regarding this Invitation to Bid must be in writing and emailed as detailed under the General Conditions, Item Number Five on Page 10 of this Invitation to Bid by 5:00pm, CDT on May 26, 2016. Point of Contract for the Purchasing Department is Kyle Brack – email address is kbrack@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.
- 6.2 Respondents and their agents (includes subcontractors, employees, consultants or anyone else acting on their behalf) must follow this procedure. Respondent or their agents may not contract any other County personnel regarding the matters covered by this Invitation to Bid during the solicitation and evaluation process. Inappropriate contact is grounds for REJECTION of Respondent's bid.

7.0 QUOTATION

Cost for Installation and Removal of Outdoor Stage, Audio, Lighting, and Video Equipment for Jackson County's 4th of July Celebration at Shelter 13 at Longview Park:

\$41,500.00

SIGNATURE: <i>Charlotte A Long</i>	DATE: <i>5/7/16</i>
NAME: <i>Charlotte A Long</i> (print or type)	PHONE: <i>816-516-2270</i>
TITLE: <i>Corp Secretary</i> (print or type)	CELL: <i>816-966-1520</i>
COMPANY NAME: <i>Sound Check</i> (print or type)	FAX: <i>816-966-1574</i>
EMAIL: <i>info@soundcheckenterprises.com</i> (print or type)	
WEBSITE: <i>www.soundcheckenterprises.com</i> (print or type)	