

Request for Legislative Action

Res. #21438

Sponsor: Megan L. Marshall

Date: October 16, 2023

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21438
Sponsor(s):	Megan L. Marshall	Legislature Meeting Date:	10/16/2023

Introduction

Action Items: ['Award']

Project/Title:

Awarding a contract for the Relocation of Deed Books and the Shelving the Books are Stored on to Superior Moving & Storage for the Recorder of Deeds, under the terms and conditions of Invitation to Bid No 23-063.

Request Summary

The Recorder of Deeds required a contract for the Relocation of Deed Books and the Shelving the Books are Stored On in which Bid No. 23-063 was issued. A total of (171) notifications were distributed, there were (25) document takers with (3) responses received and evaluated. A Scoring Summary of the Invitation to Bid No. 23-063, Bidders Quotation sheet and the Recorder of Deeds Recommendation memo are attached.

Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing and the Recorder of Deeds recommends the contract award for the Relocation of Deed Books and the Shelving the Books are Stored On to Superior Moving and Storage of Kansas City, MO as the lowest and best bid under the terms and conditions of Invitation to Bid No. 23-063.

This award is made in the amount of \$29,526.00.

The Jackson County Compliance Portal was checked, status was green/issued and showed an expiration date of 2023-12-31.

Contact Information

Department:	Finance	Submitted Date:	9/22/2023
Name:	John Konon	Email:	jkonon@jacksongov.org
Title:	Buyer	Phone:	816-881-3292

Budget Information

Amount authorized by this legislation this fiscal year:	\$29,526
Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$29,526
Is it transferring fund?	No

Request for Legislative Action

Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
001 (General Fund)	1804 (Records Center)	56738 (Moving Services)	\$29,526

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:

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

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

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

Request for Legislative Action

Submitted by Finance requestor: John Konon on 9/22/2023. Comments:

Approved by Department Approver Lisa Honn on 9/22/2023 2:44:06 PM. Comments: Approving for Bob Crutsinger due to technical issue.

Approved by Purchasing Office Approver Barbara J. Casamento on 9/25/2023 10:45:22 AM. Comments:

Approved by Compliance Office Approver Ikeela Alford on 9/25/2023 12:36:29 PM. Comments:

Returned for more information by Budget Office Approver David B. Moyer on 9/26/2023 11:22:50 AM. Comments: Please use whole dollar figures and complete the budget tab.

Submitted by Requestor John Konon on 9/26/2023 12:00:31 PM. Comments: Updated award amount to \$29,576.00.

Approved by Department Approver Bob Crutsinger on 9/28/2023 8:04:09 AM. Comments:

Returned for more information by Purchasing Office Approver Barbara J. Casamento on 9/28/2023 10:37:03 AM. Comments: Since this is a one-time purchase, the budget page needs to be filled out. Contact the department to find out the account numbers

Submitted by Requestor John Konon on 9/28/2023 11:43:04 AM. Comments: Adjusted Award amount to \$29,526.00 & added Budget information.

Approved by Department Approver Bob Crutsinger on 9/28/2023 12:48:52 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 9/29/2023 11:02:29 AM. Comments:

Approved by Compliance Office Approver Ikeela Alford on 9/29/2023 11:27:16 AM. Comments:

Returned for more information by Budget Office Approver David B. Moyer on 9/29/2023 2:58:12 PM. Comments: Please populate the "Amount authorized by this legislation this fiscal year" line in the Budget tab.

Submitted by Requestor John Konon on 9/29/2023 3:14:13 PM. Comments: Added \$25,526.00 to Amount authorized by this legislation this fiscal year, line.

October 12, 2023

eRLA #1,096

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Approved by Department Approver Bob Crutsinger on 10/2/2023 8:43:35 AM. Comments:

This expenditure was included in the Annual Budget.

Date: October 2, 2023

<u>Org Code/Description</u>	<u>Object Code/Description</u>	<u>Not to Exceed</u>
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1804	Records Center	56738	Moving Services	\$	29,526
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\$ 29,526

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RECORDER OF DEEDS

JACKSON COUNTY COURTHOUSE

415 EAST 12TH STREET, ROOM 104
KANSAS CITY, MISSOURI 64106-2706

816-881-3191
Fax: 816-881-3719

To: John Konon, Buyer, Purchasing

From: Diana Smith, Recorder of Deeds Director

Subject: 23-063 - Deed Book Relocation Project Recommendation

Date: 09/21/2023

Mr. Konon:

We recommend awarding the contract to Superior Moving & Storage for their bid of \$29,520.00.

Superior Moving and Storage is the lowest bidder and they have successfully completed a moving and placement project for the Records Center (in which this project will be located), as recently as last year.

Sincerely,

Diana Smith
Recorder of Deeds Director



Bidders Quotation Sheet
Relocation of Deed Books and the Shelving the Books are Stored On

Jackson County, Missouri Invitation to Bid No. 23-063

No.	Description	Hourly Rate	Total Hours	Total
	Rate			
1.	Project Management (if applicable)	\$ 70	30	\$ 2100.00
2.	Supervisor/Superintendent (if applicable)	\$ 55	30	\$ 1650.00
3.	Truck	\$ 32.28	30	\$ 968.40
4.	Driver	\$ 44	30	\$ 1320.00
5.	Labor - move of deed books	\$ 41.95	40	\$ 5034.00
6.	Labor - shelving tear down & reinstall	\$ 73.74	220	\$ 16222.80
7.	Misc: - materials, etc.			\$ 2230.60
	Total			\$ 29,525.80

Estimated Days to Complete Project: 5 (days)

CERTIFICATION

SIGNATURE: <u>Landon Busch</u>	DATE:
NAME: <u>Landon Busch</u> (Print or Type)	PHONE: <u>605-695-3398</u>
TITLE: <u>Commercial Business Executive</u> (Print or Type)	MOBILE: <u>↓</u>
COMPANY NAME: <u>Superior Moving & Storage</u> (Print or Type)	FAX:
EMAIL ADDRESS: <u>LBusch@Superiormoving.com</u> (Print or Type)	