

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:
 Res/~~Ord~~ No.: 19400
 Sponsor(s): Dennis Waits
 Date: March 6, 2017

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting a partial rescission of the extension language on Resolution No. 18390 dated February 10, 2014 for the furnishing of High Volume Copier Services from All Copy/Office Business Solutions (formerly Knighton Business Solutions) of Overland Park, Kansas for the Office Services Section of Finance and Purchasing Department under the terms and conditions of the State of Texas Department of Information Resources Contract No. DIR-SDD-1662, an existing competitively bid government contract.</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 style="text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</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) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Office Services Estimated Use: \$10,001.88</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number:	
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Amount budgeted for this item * (including transfers):	\$										
Source of funding (name of fund) and account code number:											
PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): 18390, February 10, 2014</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>										
REQUEST SUMMARY	<p>On February 10, 2014 Resolution No. 18390 was passed awarding a Term and Supply Contract for the furnishing of High Volume Copier Services from All Copy/Office Business Solutions (formerly Knighton Business Solutions) of Overland Park, Kansas for the Office Services Section of Finance and Purchasing Department under the terms and conditions of State of Texas Department of Information Resources Contract No. DIR-SDD-1662, an existing competitively bid government contract.</p> <p>The term of the contract was Thirty-Six Months with Two Twelve Month Options to Extend. The original Thirty-Six Months of the Term and Supply Contract is expiring and the County desires to extend the Contract. The vendor has offered the County a twenty percent reduction on the High Volume leased equipment if the County will change the extension from two twelve month options to extend to one twenty-four month option to extend. The twenty percent discount will result in \$2,500.46 annual savings for the County.</p>										
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
ATTACHMENTS	<p>Resolution No. 18390 and the Discount Offer from All Copy/Office Business Solutions</p>										
REVIEW	<table border="1"> <tr> <td>Department Director:</td> <td style="text-align: right;">Date: 2/22/17</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td style="text-align: right;">Date: 2/22/17</td> </tr> <tr> <td>Division Manager:</td> <td style="text-align: right;">Date: 2/28/17</td> </tr> <tr> <td>County Counselor's Office:</td> <td style="text-align: right;">Date:</td> </tr> </table>	Department Director:	Date: 2/22/17	Finance (Budget Approval): <i>If applicable</i>	Date: 2/22/17	Division Manager:	Date: 2/28/17	County Counselor's Office:	Date:		
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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.



Barb Casamento
Purchasing Supervisor

Dear Barb,

Office Business Solutions is pleased to offer a 20% discount to Jackson County if they exercise the both the 4 and 5 year renewal options now.

Lease 3495 (Main Jackson County)

Current Payment = \$9066.90
24 Month Renewal at 20% Discount = \$7253.52
Annual Savings = \$21,760.56

Lease 3496 (Jackson County Print Shop)

Current Payment = \$1,041.86
24 Month Renewal at 20% Discount = \$833.49
Annual Savings = \$2,500.46

If some departments feel that their equipment needs to be upgraded they will still have the opportunity to do so. All machines that were part of the original 36 month contract will be discounted at 20% and all new machines will be provided on a coterminous 24 month rate.

Rates for new equipment will be provided in another quote by All Copy Products, service and supplies will also continue to be provided by All Copy Products.

Sincerely,

A handwritten signature in black ink, appearing to read "Bret Knighton", with a long horizontal flourish extending to the right.

Bret Knighton

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a thirty-six month term and supply contract with two twelve-month options to extend for the furnishing of high volume photocopier equipment lease services for use by the Office Services Section of the Finance and Purchasing Department, to Knighton Business Solutions of Overland Park, KS, under the terms and conditions of the State of Texas Department of Information Resources Contract No. DIR-SDD-1662, an existing government contract.

RESOLUTION NO. 18390, February 3, 2014

INTRODUCED BY Theresa Garza Ruiz, County Legislator

WHEREAS, the Director of Finance and Purchasing recommends the award of a thirty-six month term and supply contract for the furnishing of high volume photocopier equipment lease services to Knighton Business Solutions of Overland Park, KS, under the terms and conditions of the State of Texas Department of Information Resources Contract No. DIR-SDD-1662, an existing government contract; and,

WHEREAS, the Director recommends award under section 1030.4, Jackson County Code, 1984, for the reason that this will allow the County to take advantage of higher volume discounts offered to large entities; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award under the existing government contract be made as recommended by the Director of Finance and Purchasing, and that the Director be, and is hereby, authorized to execute for the County any documents necessary to the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing be and hereby is authorized to make all payments, including final payment on the contract, to the extent that sufficient appropriations to the using spending agency are contained in the then current Jackson County budget.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:


Chief Deputy County Counselor


County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 18390 of February 3, 2014, was duly passed on February 10, 2014 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 7

Nays 0

Abstaining 0

Absent 2

2-10-14
Date


Mary Jo Spino, Clerk of Legislature

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.

January 29, 2014
Date


Director of Finance and Purchasing