

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20499

Sponsor(s): Crystal Williams

Date: September 21, 2020

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting the Award of a Twelve Month Contract with Four Twelve Month Options to Extend with CoStar Realty Information of Kansas City, Missouri for Commercial Real Estate Sales Information for the Assessment Department as a Sole Source.</u></p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$14,304</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>\$14,304</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$14,304</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 045-1902-56080 Assessment Fund, Assessment, Other Professional Services</td> <td>\$14,304</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: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$14,304	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$14,304	Amount budgeted for this item * (including transfers):	\$14,304	Source of funding (name of fund) and account code number: 045-1902-56080 Assessment Fund, Assessment, Other Professional Services	\$14,304
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): _____ Prior resolutions and (date): 20117, March 18, 2019</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>										
<p>REQUEST SUMMARY</p>	<p>The Assessment Department would like to award a Twelve Month Contract with Four Twelve Month Options to Extend for access to Commercial Real Estate Sales Information to CoStar Realty of Kansas City, Missouri as a Sole Source.</p> <p>Legislative approval is required due to the indemnification language in the CoStar Agreement.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Assessment Department and the Purchasing Department concur that CoStar is the only vendor in the Kansas City Metropolitan Area that can provide this information.</p>										
<p>CLEARANCE</p>	<p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <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>										
<p>COMPLIANCE</p>	<p><input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals No goals assigned <input type="checkbox"/> VBE Goals</p>										
<p>ATTACHMENTS</p>	<p>A memorandum from Jeph BurroughsScanlon, Deputy Director of Assessment and a copy of Co-Star's License Agreement.</p>										

REVIEW	Department Director: <i>Paul M. C. Boats</i>	Date: <i>8/26/2020</i>
	Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 9:40 am, Sep 10, 2020
	Division Manager: <i>[Signature]</i>	Date: <i>9-16-2020</i>
	County Counselor's Office: <i>Bryan Councilor</i>	Date: <i>9/17/20</i>

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.



ASSESSMENT DEPARTMENT

(816) 881-3239
Fax (816) 881-1388

JACKSON COUNTY

JACKSON COUNTY COURTHOUSE
415 EAST 12TH STREET FIRST FLOOR MEZZANINE
KANSAS CITY MISSOURI 64106
WWW JACKSONGOV.ORG

MEMORANDUM

FROM: Jeph Burroughs Scanlon, Deputy Director of Assessment
TO: Bob Crutsinger, Director of Finance
CC: Barbara Casamento, Purchasing Administrator
Mark Lang, Budget Administrator – Finance
DATE: September 2, 2020
RE: CoStar; commercial marketplace information provider (REVISED/UPDATED)

The Assessment Department has an ongoing need to obtain commercial real estate sales and information services. This CoStar licensing agreement is provided by CoStar Realty Information, Inc.; as a unique service. The Jackson County Assessment Department has been actively engaged in the use of this product for several years. This product has helped the Assessment Department increase efficiency and productivity for staff; particularly in regard to BOE and STC hearings for commercial properties.

We are unaware of any similar company who can offer the same services in an immediate manner as required for the seamless and consistent work of the reassessment and the ongoing appeals process. I believe CoStar Realty Information, Inc. to be a sole source vendor for the specific services we need.

We are requesting a one year contract with CoStar for 2020-2021 with four 12-month extensions. Our annual fee for 2020-2021 for this licensing is \$14,303.03. Our 2020-2021 CoStar expenditure for this initial contract is not expected to exceed \$14,303.03.

This will be funded from Assessment Department funding account 045-1902-56080; line item Other Professional Services.



INVOICE

Location ID:	327559
Invoice Date:	08/17/20
Invoice Number:	112186939-1
Fed Tax ID No.	52-2134617

GAIL MCCANN BEATTY
JACKSON COUNTY ASSESSORS OFFICE
415 E 12TH ST STE 100M
KANSAS CITY MO 64106-2752

OUR PAYMENT ADDRESS HAS CHANGED
Please see **Remittance Document**
below for updated address

CURRENT INVOICE See the following page(s) for detail

CoStar Suite	2,447.03
Sub-Total	2,447.03
Tax	0.00
Current Invoice Total	2,447.03

SUMMARY OF CHARGES

Previous Balance	11,856.00
Late Charge	0.00
Payments	0.00
Credits	0.00
Debits	0.00
Invoice Total	2,447.03

Total Balance Due 14,303.03

Payments received after the date noted in the Summary of Charges will appear on your next invoice

For questions about your bill, please call us at 800-894-4720.
Email: Billing@costar.com

Please ensure that your account is kept current to avoid an interruption of service

TEAR HERE

REMITTANCE DOCUMENT - Please Include With Your Payment

TEAR HERE

Location ID: 327559
GAIL MCCANN BEATTY
JACKSON COUNTY ASSESSORS OFFIC
415 EAST 12TH ST, SUITE 100M
KANSAS CITY MO 64106-2752



Please Send Written Correspondence Including Address Changes To:

CoStar Group, Inc.
Attn: Accounting Dept. - Contracts
1331 L Street, NW
Washington, DC 20005

Invoice Number:	112186939-1
Invoice Date:	08/17/20
Payment Due Date:	09/01/20
Current Invoice Amount:	2,447.03
Total Balance:	14,303.03

Amount Enclosed: _____

To View and Pay Your Bill Online Go To:	costar.billtrust.com
Use This Enrollment Token:	ZRV GGH XSK

Make Checks Payable and Send To:

COSTAR REALTY INFORMATION, INC.
2563 Collection Center Dr
Chicago IL 60693

Location ID	Invoice Date	Invoice Number	Fed Tax ID #	Page
327559	08/17/20	112186939-1	52-2134617	2 of 2

COSTAR SUITE

SITE ADDRESS	SUBMARKET	CONTRACT #	BILLING PERIOD	SUBTOTAL	TAX	AMOUNT
415 East 12th St, Suite 100M Kansas City, MO 64106-2752	KANSAS CITY	257650	08/11/2020 to 08/31/2020			
415 East 12th St, Suite 100M Kansas City, MO 64106-2752	KANSAS CITY	257650	09/01/2020 to 04/30/2021			
CoStar Suite				2,447.03	0.00	2,447.03
Current Invoice Total:				2,447.03	0.00	2,447.03

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