

Request for Legislative Action

Res. #21102

Sponsor: Tony Miller

Date: November 28, 2022

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21102
Sponsor(s):	Tony Miller	Legislature Meeting Date:	11/28/2022

Introduction

Action Items: ['Award']

Project/Title:

Awarding a Twelve (12) Month Term and Supply Contract with One (1) Twelve (12) Month Option to Extend for the furnishing of HVAC Filters for use by Various County Departments to Kansas City Air Filter of Kansas City, MO under the terms and conditions of Invitation to Bid No. 86-22.

Request Summary

Various County Department require a Term and Supply Contract for the furnishing of HVAC Filters. The Purchasing Department issued Invitation to Bid No. 86-22 in response to those requirements. A total of 358 notifications were distributed, eighteen (18) document takers and three (3) responses were received and evaluated. An Executive Summary of the Invitation to Bid, including the Contractor's Quotation Sheet and the using County Departments Recommendation Memos are attached.

Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department and the using Departments recommend the award of a Twelve (12) Month Term and Supply Contract with One (1) Twelve (12) Month Option to Extend for the furnishing of HVAC Filters for use by various County Departments to Kansas City Air Filter of Kansas City, MO as the lowest and best bid under the terms and conditions of Invitation to Bid No. 86-22. The estimated annual usage is \$25,000

This award is made on a "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchase(s) is subject to annual appropriations.

Contact Information

Department:	Finance	Submitted Date:	11/15/2022
Name:	Keith E. Allen	Email:	keallen@jacksongov.org
Title:	Senior Buyer	Phone:	816-881-3465

Budget Information

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

Single Source Funding:

Request for Legislative Action

Fund:	Department:	Line Item Account:	Amount:
			!Unexpected End of Formula

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
14074	March 25, 2002

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:	Yes
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"> 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.

Request for Legislative Action

History

Submitted by Finance requestor: Keith E. Allen on 11/15/2022. Comments:

Approved by Department Approver Bob Cruetsinger on 11/16/2022 8:44:31 AM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 11/18/2022 10:54:24 AM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 11/18/2022 11:25:31 AM. Comments:

Approved by Budget Office Approver Mark Lang on 11/18/2022 11:54:38 AM. Comments:

Approved by Executive Office Approver Sylvania Stevenson on 11/18/2022 1:26:44 PM. Comments:

Approved by Counselor's Office Approver Katherine Henry on 11/22/2022 11:18:27 AM. Comments:



JACKSON COUNTY **Facilities Management Division**

Jackson County Courthouse
415 East 12th Street, Third Floor Mezzanine
Kansas City, Missouri 64106
jacksongov.org

(816) 881-3258
Fax: (816) 881-3583

MEMORANDUM

From: Rick Gerla, Facilities Management Administrator

To: Keith Allen, Buyer, Purchasing Department

Date: 10/25/2022

Subject: Bid 86-22 HVAC Filters, Term and Supply Contract Recommendation

Keith,

This memorandum is being prepared and submitted in response to your request for feedback regarding the above contract being awarded by Jackson County for KC Air Filter on a Term and Supply basis.

The Facilities Management Division would like to recommend moving forward with KC Air Filter, a vendor who applied for this contract. KC Air Filter has been in service for a number of years covering a wide variety filter sizes and materials that match our needs. Their competitive pricing and experience with both municipal and private customers around Jackson County led me to recommended them along with having the lowest pricing. Annual spend will be around \$15,000.00 for filters.

Thank you,

A handwritten signature in blue ink that reads "R Gerla".

Rick Gerla
Facilities Management Administrator



JACKSON COUNTY

Parks + Rec.

22807 Woods Chapel Road
Blue Springs, Missouri 64015
www.jacksongov.org

*Administration
Historic Sites
Ranger Station
Leisure Services
(816) 503-4800
Fax (816) 795-1234*

*Kemper Outdoor
Education Center
(816) 229-8980*

*Fred Arbanas
Golf Course at
Longview Lake
(816) 761-9445*

*Blue Springs Marina
(816) 795-1112*

*Jacomo Marina
(816) 795-8888*

*Longview Marina
(816) 966-0131*

*Special Population
Services
(816) 763-5130*

MEMORANDUM

TO: Keith Allen, Senior Buyer

FROM: John Johnson, Superintendent of Park Operations

DATE: September 22, 2022

SUBJECT: Bid No. 86-22 "HVAC Filters"

The Parks Department recommends award to KC Air Filter. For the key sizes of air filters that Parks currently uses most, KC Air was low bid of the three submitted. Parks has used KC Air products previously, through Term and Supply contractors, in selected Park facilities and the quality of those filters were good.

Our **projected usage** during the next twelve months is \$7,000.



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

INTER-OFFICE MEMO

TO: Keith Allen, Purchasing
FROM: Beth Money, Office Administrator
CC: Sgt. Eli Postlethwait
RE: Recommendation Memo 86-22 – HVAC Filters
Date: October 10, 2022

The Sheriff's Office has an ongoing need for vendors to provide HVAC filters. Sgt. Eli Postlethwait has reviewed the bids submitted by Filterbuy, Inc., Kansas City Air Filter and Midwest Supply, Inc. We recommend awarding the contract to Kansas City Air Filter as they offered the best pricing and their services will meet our needs.

The Sheriff's Office will spend approximately \$500 annually using this contract.



86-22 - HVAC Filters

Project Overview

Project Details	
Reference ID	86-22
Project Name	HVAC Filters
Project Owner	Keith Allen
Project Type	ITB
Department	Purchasing
Budget	\$0.00 - \$0.00
Project Description	Jackson County, Missouri is seeking bids for the furnishing of HVAC Filters for use by Various County Departments on a Twelve (12) Month Contract with a Twelve (12) Month Option to Extend..
Open Date	Aug 01, 2022 3:00 PM CDT
Intent to Bid Due	Aug 30, 2022 1:30 PM CDT
Close Date	Aug 30, 2022 2:00 PM CDT

Highest Scoring Supplier	Score
Kansas City Air Filter	45.5 pts



Seal status

Requested Information	Unsealed on	Unsealed by
Affidavit	Aug 30, 2022 2:25 PM CDT	Keith Allen
Addenda	Aug 30, 2022 2:25 PM CDT	Keith Allen
Certificate of Compliance	Aug 30, 2022 2:25 PM CDT	Keith Allen
Term and Supply Contract Page	Aug 30, 2022 2:25 PM CDT	Keith Allen
Exhibit F - Exceptions	Aug 30, 2022 2:25 PM CDT	Keith Allen
Statement of Contractor's Qualifications	Aug 30, 2022 2:25 PM CDT	Keith Allen
Quotation Sheet	Aug 30, 2022 2:25 PM CDT	Keith Allen



86-22 - HVAC Filters

Scoring Summary

Active Submissions

	Total	A - Forms	A-1 - Addenda	A-2 - Affidavit	A-3 - Certificate of Compliance
Supplier	/ 50 pts	/ 0 pts	Pass/Fail	Pass/Fail	Pass/Fail
Kansas City Air Filter	45.5	0	Pass	Pass	Pass
Midwest Supply, Inc.	39.75	0	Pass	Pass	Pass
Filterbuy Incorporated	38.25	0	Pass	Pass	Pass



A-4 - Exhibit F - Bidder's Exceptions	A-5 - Greater KC Metro Area Memo	A-6 - Statement of Contractor's Qualifications	A-7 - Term and Supply Contract Page	A-8 - Attachment 1 - Quotation Sheet	B - Department Review
Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	/ 50 pts
Pass	Pass	Pass	Pass	Pass	45.5
Pass	Pass	Pass	Pass	Pass	39.75
Pass	Pass	Pass	Pass	Pass	38.25



B-1 - Exhibit F - Bidder's Exceptions	B-2 - Statement of Contractor's Qualifications	B-3 - Attachment 1 - Quotation Sheet
/ 10 pts	/ 15 pts	/ 25 pts
8	13.75	23.75
9.75	13	17
9.75	11.25	17.25

**ATTACHMENT 1
BIDDER'S QUOTATION SHEET**

Section 1: Facilities Management Division of Public Works Department

No.	HVAC Filter Size	Price Per Dozen
1.	14" x 20" x 2"	\$ 49.50
2.	14" x 25" x 2"	\$ 63.90
3.	16" x 20" x 1"	\$ 45.00
4.	16" x 20" x 2"	\$ 46.98
5.	16" x 25" x 1"	\$ 47.52
6.	16" x 25" x 2"	\$ 47.70
7.	18" x 24" x 4"	\$ 95.76
8.	20 ½" x 22 ¾" x 1"	\$ 125.23
9.	20" x 20" x 1"	\$ 44.29
10.	20" x 20" x 2"	\$ 51.84
11.	20" x 24" x 2"	\$ 59.04
12.	20" x 25" x 1"	\$ 53.29
13.	20" x 25" x 2"	\$ 59.76
14.	20" x 22 ¼" x 1"	\$ 125.23
15.	24" x 12" x 2"	\$ 47.16
16.	24" x 24" x 2"	\$ 59.04
17.	25" x 20" x 2"	\$ 59.76
18.	8 ¾" x 26" x 1"	\$ 90.56
19.	8" x 33 ½" x 1"	\$ 99.95
20.	12 ½" x 18" x 1"	\$ 90.56
21.	18" x 18" x 2"	\$ 79.38
22.	12 ½" x 22" x 1"	\$ 99.95
	SECTION 1 – GRAND TOAL	\$ 1541.39

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Section 2: Department of Corrections:

No.	HVAC Filter Size	Price Per Dozen
1.	20" x 21" x ½"	\$ 57.83
2.	20" x 24" x ½"	\$ 57.83
3.	21" x 22 3/8" x ½"	\$ 57.83
4.	12" x 24" x 2"	\$ 47.16
5.	16" x 20" x 2"	\$ 46.98
6.	16" x 24" x 2"	\$ 52.74
7.	16" x 25" x 2"	\$ 47.70
8.	20" x 20" x 2"	\$ 51.84
9.	20" x 24" x 2"	\$ 59.04
10.	24" x 24" x 2"	\$ 59.04
11.	24" x 24" x 4"	\$ 107.82
	SECTION 2 – GRAND TOAL	\$ 645.82

Section 3: Road & Bridge Division of Public Works

No.	HVAC Filter Size	Price Per Dozen
1.	10 7/8" x 13 7/8" x 1", Z-line Series ZLP	\$ 80.84
2.	14 7/8" x 17 7/8" x 1", Z-line Series ZLP	\$ 99.95
3.	16" x 25" x 1", High Velocity, High Capacity	\$ 59.52
4.	16" x 25" x 2", High Velocity, High Capacity	\$ 66.40
5.	17" x 19" x 1", Z-line Series	\$ 112.43
6.	20" x 20" x 1", High Velocity, High Capacity	\$ 62.50
7.	20" x 20" x 2", High Velocity, High Capacity	\$ 66.40
8.	20" x 24" x 2", Z-line Series, HVP	\$ 129.08
9.	24" x 24" x 2", High Velocity, High Capacity	\$ 62.50
10.	10 7/8" x 13 7/8" x 1", Z-line Series ZLP	\$ 80.84
11.	14 7/8" x 17 7/8" x 1", Z-line Series, ZLP	\$ 99.95
	SECTION 3 – GRAND TOAL	\$ 920.41

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Section 4: Parks + Rec Department

No.	HVAC Filter Size	Price Per Dozen
1.	12" x 12" x 1"	\$ 45.00
2.	14"x20"x 1"	\$ 52.74
3.	14" x 24" x ½"	\$ 54.76
4.	14" x 25" x 1"	\$ 51.84
5.	15" x 20" x 1"	\$ 52.02
6.	15" x 25" x 1"	\$ 112.43
7.	16" x 20" x 1"	\$ 45.00
8.	16" x 24" x 1"	\$ 71.82
9.	16" x 25" x 1"	\$ 47.52
10.	20" x 20" x 1"	\$ 44.28
11.	20" x 25" x 2"	\$ 59.76
12.	24" x 24" x 1"	\$ 59.04
13.	25" x 25" x 1"	\$ 66.06
SECTION 4 – GRAND TOAL		\$ 762.26

Section 5: Sheriff's Office

No.	HVAC Filter Size	Price Per Dozen
1.	14" x 25" x 2"	\$ 63.90
2.	15" x 25" x 2"	\$ 112.43
3.	16" x 20" x 1"	\$ 45.00
4.	16" x 25" x 2"	\$ 47.70
5.	20" x 20" x 1"	\$ 44.28
6.	20" x 24" x 1"	\$ 59.40
7.	20" x 24" x 2"	\$ 59.04
SECTION 5 – GRAND TOAL		\$ 431.75

Misc. Catalog Items: List discount off Manufacturer's Suggested Retail Price on items not listed above. If more than one discount is offered, please attach additional pages with that information as necessary.

Percentage of Discount off Manufacturer's Suggested Retail Price: 40%

Lead Times:

Lead time required for pick-up orders, when necessary: 0-3 weeks, depending on item

Lead time for delivery orders: 0-3 weeks, depending on item

All or nothing bid