

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION recognizing February 11, 2015, as the United Way 2-1-1 Day of Awareness in Jackson County.

RESOLUTION NO. 18705, February 2, 2015

INTRODUCED BY Crystal Williams, County Legislator

WHEREAS, Jackson County hopes that all of its citizens enjoy healthy, meaningful, and productive lives; and,

WHEREAS, the United Way of Greater Kansas City advances the common good for all our citizens by creating opportunities for a better life for everyone; and,

WHEREAS, the United Way of Greater Kansas City has sponsored the United Way 2-1-1 information resource in our region since 2006; and,

WHEREAS, United Way 2-1-1 is a 24-hour call center and online database resource available at no charge to the citizens of Jackson County, connecting more than 120,000 callers from 23 counties every year; and,

WHEREAS, United Way 2-1-1 provides citizens with resources they need for assistance with basic needs education, financial stability, health care, veterans services, volunteer opportunities, and emergency response; and,

WHEREAS, United Way 2-1-1 has answered more than one million calls from people in need from throughout the greater Kansa City region in the past seven years; and,

WHEREAS, the United Way's Community Advisory Council strongly supports and endorses the critical services that United Way 2-1-1 provides for the citizens of our region; and,

WHEREAS, United Way 2-1-1 is a critical and necessary services for all those who live in Jackson County; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature hereby proclaims Wednesday, February 11, 2015, as Jackson County United Way 2-1-1 Day of Awareness and urges all citizens to join in this recognition.

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. 18705 of February 2, 2015, was duly passed on _____, 2015 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the County Executive to execute an intergovernmental cooperative agreement with the City of Independence for the use of certain county property for civic events, at no cost to the County.

RESOLUTION NO. 18706, February 2, 2015

INTRODUCED BY Greg Grounds, County Legislator

WHEREAS, the City of Independence (City) has requested the use of certain County property within the City, more specifically identified as the parking lot located at Kansas and Osage; and,

WHEREAS, the parking lot will be used for the Household Hazardous Waste Collection event scheduled for April 4, 2015, and for the City's Health Department's Neighborhood Codes Compliance event, to be scheduled at a later date; and,

WHEREAS, the Director of Public Works recommends the execution of an intergovernmental cooperative agreement with specific contingencies including a certificate of liability insurance and restoration of the parking lot to its original condition (free of debris and in good repair) no later than 7:00 a.m. on the first business day following the events; and,

WHEREAS, such an agreement is in the best interest, health, safety and welfare of the citizens of Jackson County; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the County Executive is hereby authorized to execute an appropriate intergovernmental cooperative agreement with the City of Independence at no cost to the County, in a form to be approved by the County Counselor.

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. 18706 of February 2, 2015, was duly passed on _____, 2015 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 18706

Sponsor(s): Greg Grounds

Date: February 2, 2015

SUBJECT	<p>Action Requested: Authorizing use of the County's Independence parking lot at Kansas & Osage to the City of Independence for their annual Household Hazardous Waste Collection.</p> <p><input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: The City of Independence requests the use of the Jackson County Independence Parking lot to hold the City's annual Household Hazardous Waste Collection on April 4, 2015.</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>\$0</td></tr><tr><td>Amount previously authorized this fiscal year:</td><td>\$0</td></tr><tr><td>Total amount authorized after this legislative action:</td><td>\$0</td></tr><tr><td>Amount budgeted for this item * (including transfers):</td><td>\$0</td></tr><tr><td>Source of funding (name of fund) and account code number; FROM / TO</td><td>FROM ACCT:</td></tr><tr><td>n/a</td><td>TO ACCT:</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 checked="" 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): n/a Prior Year Actual Amount Spent (if applicable): n/a</p>	Amount authorized by this legislation this fiscal year:	\$0	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$0	Amount budgeted for this item * (including transfers):	\$0	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT:	n/a	TO ACCT:
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Amount budgeted for this item * (including transfers):	\$0												
Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT:												
n/a	TO ACCT:												
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): R. 17341, 8/19/10; R. 17492, 2/14/11; R.17817, 2/27/12; R. 18101, 2/19/13; R.18410, 2/24/14.</p>												
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Marilyn Scothorne, Office Administrator, Public Works/Facilities Management Division, 881-3258</p>												
REQUEST SUMMARY	<p>Facilities Management, a Division of Public Works Department, requests a resolution authorizing the use of the Independence parking lot at Kansas & Osage to the City of Independence for their annual Household Hazardous Waste Collection event to be held on April 4, 2015. The City of Independence will be responsible for furnishing the County with certification of liability insurance prior to the event. The City will be responsible for returning the parking lot to its "as-good-as" condition as it was prior to the event by 7:00 A.M. on April 6, 2015. This will include all clean up and any repairs needed. The City is aware that the SE portion of the lot is unavailable for their use due to it being fenced off and in use by the contractor doing renovation work on the EJCCCH. The city has visually inspected the area and has acknowledged that this portion of the lot is off limits to city employees and the public and that the lack of this space will not interfere with their event.</p>												

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	E-mail request from Casey Park, Admin. Spec. II, Water Pollution Control Dept., City of Independence, dated January 7, 2015.	
REVIEW	Department Director: Acting Director, Earl Newill, Public Works Department <i>Earl Newill</i>	Date: 01/20/2015
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: <i>[Signature]</i>	Date: 1-27-15
	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.

Marilyn J. Scothorne

From: Casey Park [cpark@indepmo.org]
Sent: Wednesday, January 07, 2015 2:43 PM
To: Marilyn J. Scothorne
Cc: Pat Herrman
Subject: 2015 Intergovernmental Cooperative Agreement

Good Afternoon,

The City of Independence will be sponsoring a collection for household hazardous wastes on April 4th. We are requesting the use of Jackson County's parking lot (Kansas & Osage Streets) for control and flow of vehicles coming to the collection event. All handling of actual wastes and unloading of vehicles will be done on the Independence side of the lot.

We will provide liability insurance coverage certificates as our environmental contractor sends them to us. In the meantime, please start the process for the intergovernmental cooperative agreement. It should, in essence, be exactly like last year's!

If you need more information from us, please let us know.

Thank you,

Casey Park
Administrative Specialist II
City of Independence, MO
Water Pollution Control
(P) 816-325-7712
(F) 816-325-7722
cpark@indepmo.org

01/09/2015

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a twelve-month term and supply contract with two twelve-month options to extend for the furnishing of legal process services for use by the Family Support Division of the Prosecuting Attorney's Office to D&B Legal Services of Overland Park, KS, under the terms and conditions of Invitation to Bid No. 77-14.

RESOLUTION NO. 18707, February 2, 2015

INTRODUCED BY Alfred Jordan, County Legislator

WHEREAS, the Family Support Division of the Prosecuting Attorney's Office is in need of legal process services to serve legal process in child support cases; and,

WHEREAS, the Director of Finance and Purchasing solicited formal written bids on Invitation to Bid No. 77-14, for the furnishing of legal process services for use by the Family Support Division; and,

WHEREAS, a total of nineteen bid notifications were distributed and two responses meeting specifications were received from the following:

<u>VENDOR</u>	<u>POINTS</u>
D&B Legal & Courier Services Overland Park, KS	95
Pente Legal Solutions Lee's Summit, MO	75

and,

WHEREAS, following evaluation of the bids submitted, the Director of Finance and Purchasing recommends the contract be awarded to D&B Legal & Courier Services of Overland Park, KS, under the terms and conditions of Invitation to Bid No. 77-14, as the lowest and best bidder, as set forth in the attached recapitulation and analysis; and,

WHEREAS, this award is made on an as needed basis and does not obligate Jackson County to pay any specific amount, with the availability of funds for specific purchases subject to annual appropriation; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award 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 contracts, 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. 18707 of February 2, 2015, was duly passed on _____, 2015 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

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 is subject to annual appropriations.



Date



Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

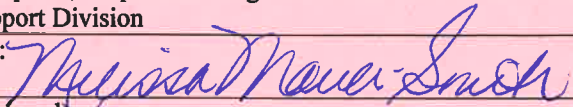

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 18707

Sponsor(s): Alfred Jordan

Date: February 2, 2015

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term & Supply Contract with Two Twelve Month Options to Extend for the furnishing of Legal Process Services for use by the Jackson County Family Support Division to D&B Legal Services of Overland Park, KS under the Terms and Conditions of Request for Proposal No. 77-14.</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>\$</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>\$</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td></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 checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Family Support Estimated Use: \$50,000.00</p> <p>The RLA only approves the Term and Supply Contract, the funds were already appropriated through the annual budget adoption. Figures included in the background section are for informational purposes to provide an estimate of contract value.</p> <p>Prior Year Budget (if applicable): \$80,000.00 Prior Year Actual Amount Spent (if applicable): \$47,500.00</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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PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): 18283, October 28, 2013</p>															
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Cassandra Cheek, Senior Buyer, 881-3265</p>															
REQUEST SUMMARY	<p>The Family Support Division of Jackson County, Missouri Prosecuting Attorney's Office requires a Term and Supply Contract for the furnishing of Legal Process Services. The Purchasing Department issued Request for Proposal No. 77-14 to meet those requirements.</p> <p>A total of Nineteen notifications were distributed and two responses were received with one no bid response. The two bids were evaluated as follows:</p> <table border="1"> <thead> <tr> <th>Vendor and Location</th><th>Respondent Qualifications & Experience 45%</th><th>References 10%</th><th>Pricing 45%</th><th>Total</th></tr> </thead> <tbody> <tr> <td>D&B Legal & Courier Services Overland Park, KS</td><td>45</td><td>10</td><td>40</td><td>95</td></tr> <tr> <td>Pente Legal Solutions Lee's Summit, MO</td><td>23</td><td>7</td><td>45</td><td>75</td></tr> </tbody> </table> <p>The previous Term & Supply Contract was split between Baker Surveillance and HPS Process Services.</p> <p>The rates for the contract renewal remain the same unless there is price increase request from D&B.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Term and Supply Contract for the furnishing of Legal Process Services for the Jackson County Family Support Division to D&B Legal & Courier Services of Overland Park, Kansas as the best proposal received.</p>	Vendor and Location	Respondent Qualifications & Experience 45%	References 10%	Pricing 45%	Total	D&B Legal & Courier Services Overland Park, KS	45	10	40	95	Pente Legal Solutions Lee's Summit, MO	23	7	45	75
Vendor and Location	Respondent Qualifications & Experience 45%	References 10%	Pricing 45%	Total												
D&B Legal & Courier Services Overland Park, KS	45	10	40	95												
Pente Legal Solutions Lee's Summit, MO	23	7	45	75												

	This award is on an "as needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.	
CLEARANCE	<input 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	Pertinent pages of Proposal, Proposal Pricing and a Memorandum from Melissa Mauer-Smith, Prosecuting Attorney Family Support Division	
REVIEW	Department Director: 	Date: 1-14-2015
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: 	Date: 1-27-15
	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.



JEAN PETERS BAKER
Jackson County Prosecuting Attorney

MEMORANDUM

To: Cassandra L. Cheek, Senior Buyer, Finance/Purchasing Department

From: Melissa Mauer-Smith, Director, Prosecuting Attorney Family Support Division *mm*

Date: December 18, 2014

Re: **Evaluation of Request for Proposal No. 77-14 (Process Service)**

There were two bids submitted in response to this request and one response deemed a no bid by the Purchasing Department.

Jackson County Prosecutor's Office Family Support Division formed an evaluation committee made up primarily of Attorneys and Technical staff that utilize the services of Process Servers. Each member of the Committee thoroughly reviewed the RFP and the responses. The committee met together to compare each factor of the written bid. References were checked for each bidding company by asking each reference the same questions for each bidding company. That information was provided to the evaluation team for review. The evaluation committee based on the Respondent's qualifications, experience and references unanimously concurred that the contact should be awarded to D&B Legal & Courier Service. We studied both responses to bid No. 77-14 and went with D&B for the following reasons:

- Adequate Number of Process Servers and staff
- More years in Business
- More years of Experience
- 4 References were submitted as required Section 6.6.7 of the RFP, Pente only submitted 3

D&B lists 14 Process Servers, 5 Couriers and 5 office employees, while Pente reported that they have only 8 contract employees. It meets the needs of the department to have more dedicated process servers and dedicated office staff to meet the needs of our large operation. D&B having three times more staff than Pente has staff is a critical advantage for our process server needs.

D&B Legal & Courier Service has been in business since 2003, and Pente was established 3 years ago. The Evaluation Committee felt it was more advantages to our operational needs to choose the most experienced business which is D&B Legal & Courier Service.

D&B Legal & Courier Service stated in the response that the principals of the business have over 30 years combined experience. Pente states they use a franchise system and has utilized over 20 years experience to form corporate stores. The Evaluation Committee felt that the Company with the most years of experience in the field would be an asset to this office, which is D&B Legal & Courier Service.

Phone calls were made to three references for each bidder. The same set of questions were asked of each reference. D&B Legal & Courier Service has excellent references from both letters and phone interviews and provided all 4 required references. Pente's references were only slightly less glowing, but Pente only submitted the names of 3 references, not the 4 required by the RFP. It was concluded by the Evaluation Committee that D&B Legal & Courier Service should be given slight preference in the evaluation factor of references due to the slightly better rating from clients and properly complying with the terms set out in the RFP.

After thorough review, Jackson County Prosecutor's Office Family Support Division Evaluation Committee recommends the bid be awarded to D&B Legal & Courier Service.

Service You Can Count On
24 Hour 3 Day, 7 Days a Week

5350 W 94th Ter, Ste 206, Prairie Village, KS 66207
913-362-8110 ph 913-362-8118 fx
www.dandblegalservices.com



D&B Legal & Courier Service

6.6.4.1

D&B Legal Services, Inc., a full service investigative agency, was incorporated in the state of Kansas on May 14, 2003. The owners Bill and Dee Powell, have a combined total of 30 plus years of high quality service and experience in providing legal support services. While working for local law firms in Kansas City, Missouri, this dynamic husband / wife team were able to identify the need for good, quality support services to the legal community. They both recognized there were many needs not effectively being met in the surrounding metropolitan area, and they set out in early 2000 to assist in meeting those critical needs by providing very specialized and focused services.

We at D&B Legal Services, Inc. are extremely proud of our reputation, knowledge and support services provided to our clients. We consistently strive to provide the most professional service available while meeting our own high standards and best practices for conducting business. In addition to meeting our high standards of professional business ethics, our services are in accordance with the Code of Ethics of National Association of Legal Investigators. D&B Legal Services, Inc. is an S. Corp. and owned by Dee Powell with 51% controlling shares and Bill Powell with 49% controlling shares, respectively.

6.6.4.2

As a full service investigative agency and legal service company, we handle criminal backgrounds, white and blue collar, corporate, personal injury and work comp investigations, vehicle repossession, court research, document retrieval, 24/7 courier service, skip tracing, digital document scanning and process serving.

6.6.4.3

D&B Legal Services, Inc. employs a total number of 5 individuals for office work, 14 process servers and 5 couriers are contracted by D&B Legal Services, Inc.

6.6.5

We instruct our process servers to make a minimum of 3-4 attempts that should include a Morning, Afternoon, Evening and Weekend attempt. When service is successful our process servers are instructed to do their best to obtain a signature of the person receiving the service of process, record their description and their full name and relationship to the subject.

Our process servers are instructed to gain as much information as possible before departing the residence in the event the address is not valid for the subject; information that may be obtained by questioning the current resident on the whereabouts of the subject, questioning the neighbors, obtaining license plates of vehicles in the driveway, notating any names listed on the outside of a



D&B Legal & Courier Service

mailbox or any other personal fixture at the residence such as a door knocker or welcome matt. If the address is determined not valid by the process server, we contact our client within a reasonable amount of time to obtain more information. Our office also performs skip tracing.

6.6.6

D&B Legal Services strives to stay on top of the latest advancements in the service of process. Over the past year we have made numerous improvements to our services. A few key defining features we are able to provide are:

- ❖ GPS Data
- ❖ Photographic proof of attempt
 - Photos of vehicles and the license plates
 - Photos of the address attempted
- ❖ Instant updates 24/7
 - Our process servers located in the Kansas City Metro are equipped with smart phones. This allows them to run an App on their phone giving them access to our database. They are able to upload photos as they are taken, record their current GPS location, provide instant status update pertaining to the job. All of which is available online for the client to view (excluding GPS information this must be requested from our office).
- ❖ A website available 24/7 for the client to log in to and view status of any current job or review notes and information from completed jobs.

Along with the keeping notes electronically our process servers are also provided a field sheet to record certain information manually. Information such as the description of the individual served, the signature of said individual, dates and times of attempts and the service date and time. This field sheet is also available online for review.

Every document D&B Legal Services receives to serve is entered into our database and scanned and is assigned a job number. The service packet and all other documents are available online to view.

Our website features search functions allowing you to search for jobs by your reference number, defendant name or court date to list a few. There is also a Calendar which keeps track of court dates and how many jobs we have for that docket.

6.6.7

Please see attachments A, B, C and D.

deVries & Associates, P.C.

Attorneys at Law

F. Coulter deVries
B. Janeen deVries
Michael P. Dubé

3145 Broadway Boulevard
Kansas City, Missouri 64111-2405

Telephone (816) 561-2555

Of Counsel:
Lance E. Hanson

Facsimile (816) 561-3939

December 3, 2014

Jean Peters Baker
Jackson County Prosecuting Attorney
Jackson County Courthouse
415 E. 12th Street
Kansas City, MO 64106

Re: Recommendation for Bill Powell d/b/a D&B Legal Services

Dear Jean:

I understand that you are going to make a decision regarding a Process Server Vendor for your office's needs and I would like to take this opportunity to share with you my experience with Bill Powell and his business, D&B Legal Services. Bill and his people have worked for me for approximately 15 years and they have done a wonderful job on service of process, investigative work, background and security checks for clients and related services. His process servers are very professional and I believe he would do very good work for you and be a very loyal vendor.

Thank you for your time in considering this. I hope everything is going well for you in the office and life. If I can assist you in any matter or return your courtesy please feel free to call on me.

Very truly yours,

deVries & Associates, P.C.

By: 

F. Coulter deVries
Attorney at Law
coul@devries-law-kc.com
FCD/ar

KAREN NATIONS

Attorney-at-Law
P.O. Box 13063
Overland Park, KS 66282

Phone: (913) 825-1455
Fax: (913) 825-1450

Admitted in KS, MO,
DC, NJ and NY

December 3, 2014

Jackson County Prosecutor
Kansas City, MO 64106

Re: D&B Legal Services

Dear Sir/ Madam:

Please accept this letter in support of the services provided by D&B Legal Services.

I have used D&B Legal Services since 2006. They serve all cases I file in Missouri.

I find D&B to be a dependable, professional group. They often go above and beyond what I expect. They will contact me for additional information to find another possible address for service.

I do not believe your organization will be disappointed in their work and the results they will produce for you.

Please feel free to contact me if you have any questions or require additional information.

Very truly yours,



Karen Nations



10901 LOWELL AVE., SUITE 280
OVERLAND PARK, KS 66210
PHONE: 913-696-0925
FAX: 913-696-0468
www.mbradylaw.com

MICHAEL F. BRADY^{†*} ▪ MARK A. KISTLER^{†*} ▪ BRADLEY K. KAVANAUGH^{†*}
SARA T. BALLEW^{†*} ▪ BRITTANY E. LAGEMANN^{†*}

December 2, 2014

Jackson County Prosecutor
Family Support Division
324 E. 11th Street, Suite 1100
Kansas City, MO 64106

Re: D&B Legal Services, Inc.

To Whom it May Concern:

Please accept this letter as my professional endorsement of D&B Legal Services, Inc. They have provided Brady & Associates with exemplary services for over 10 years. Our firm has relied on D&B Legal Services over the years for many reasons. The professionalism, reliability, and maintaining our firm's trust is what has made our professional relationship exclusive.

For many years D&B Legal Services has gone above and beyond our expectations of process serving, as well as any other services we may need, to meet our firm's needs.

Sincerely,

A handwritten signature in cursive script that reads "Michael F. Brady". The signature is written in dark ink and is positioned above the printed name of the signatory.

Michael F. Brady

Brandy L. Sutton*
Lauren L. Mann*
*Admitted in Kansas and Missouri



1031 Vermont Street, Suite B • Lawrence, Kansas 66044
(785) 843-3536 • (785) 843-2151 FAX • (877) 443-4849 TOLL FREE

December 8, 2014

Jackson County Prosecutor
Family Support Division
324 E 11th St, Ste 1100
Kansas City, MO 64106

RE: D&B Legal Services, Inc.

It is my pleasure to recommend D&B Legal Services, Inc. to handle your service of process. My firm has worked closely with their office for the last few years and have found them extremely efficient and enjoyable to work with. Over the last few years they have gone the extra mile to help serve many legal documents and provide the best customer service.

Sincerely,

Brandy L. Sutton

Brandy L. Sutton

5350 W 94th Ter, Ste 206, Prairie Village, KS 66207
913-362-8110 ph 913-362-8118 fx
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6.6.9

Jackson County, MO

\$40.00 Service Fee and \$10.00 Non-Est Fee

Cass, Clay and Platte Counties

\$45.00 Service Fee and \$15.00 Non-Est Fee

Buchanan, Johnson and Lafayette Counties

\$65.00 Service Fee and \$25.00 Non-Est Fee

Johnson County and Wyandotte County, KS

\$45.00 Service Fee and \$15.00 Non-Est Fee

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a seven-month term and supply contract with one twelve-month option to extend for the furnishing of fleet fuel cards for use by various County departments to Wright Express Financial of Midvale, UT, under the terms and conditions of State of Missouri Contract No. C115076001, an existing government contract.

RESOLUTION NO. 18708, February 2, 2015

INTRODUCED BY Scott Burnett, County Legislator

WHEREAS, the County has a continuing need for fuel in various departments; and,

WHEREAS, the Director of Finance and Purchasing recommends the award of a term and supply contract for the furnishing of fleet fuel cards for use by various County departments to Wright Express Financial of Midvale, UT, under the terms and conditions of State of Missouri Contract No. C115076001, 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 discounts offered to large entities; and,

WHEREAS, this award is made on an as needed basis and does not obligate Jackson County to pay any specific amount, with availability of funds for specific purchases subject to annual appropriation; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made under the existing government contract 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 for the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the contracts, to the extent that sufficient appropriations to the using spending agencies 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. 18708 of February 2, 2015, was duly passed on _____, 2015 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

This award is made on an as needed basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.



Date



Director of Finance and Purchasing

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18708

Sponsor(s): Scott Burnett

Date: February 2, 2015

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Seven Month Term and Supply Contract with One Twelve Month option to extend for the furnishing of Fleet Fuel Cards for use by Various County Departments to Wright Express Financial of Midvale, UT; under the term and conditions of the State of Missouri Contract No. C115076001, an exciting 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>\$</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>\$</td></tr><tr><td>Amount budgeted for this item * (including transfers):</td><td></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 checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <table border="1"><tr><td>Sheriff's Office</td><td>\$27,000.00</td></tr><tr><td>Facilities Management</td><td>\$ 7,500.00</td></tr><tr><td>Corrections</td><td>\$17,000.00</td></tr><tr><td>Jackson County Drug Task Force</td><td>\$63,000.00</td></tr><tr><td>Total</td><td>\$114,500.00</td></tr></table> <p>The RLA only approves the Term and Supply Contract; the funds will be appropriated through the annual budget adoption. Figures included in the background section are for informational purposes only.</p> <p>Prior Year Budget (if applicable): \$300,000.00 Prior Year Actual Amount Spent (if applicable): \$138,183.00</p> <p>Each department uses several different sources for fueling their vehicles and the departments have moved away from using their fuel cards unless necessary.</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:		Sheriff's Office	\$27,000.00	Facilities Management	\$ 7,500.00	Corrections	\$17,000.00	Jackson County Drug Task Force	\$63,000.00	Total	\$114,500.00
Amount authorized by this legislation this fiscal year:	\$																				
Amount previously authorized this fiscal year:																					
Total amount authorized after this legislative action:	\$																				
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Corrections	\$17,000.00																				
Jackson County Drug Task Force	\$63,000.00																				
Total	\$114,500.00																				
PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): 17960, August 20, 2010</p>																				
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Cassandra Cheek, Senior Buyer, 881-3265</p>																				
REQUEST SUMMARY	<p>Various County Departments require a Term and Supply contract to purchase fuel on an "as needed" basis when they are out of the area and away from our fueling locations.</p> <p>Pursuant to Section 1030.4 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Seven Month Term and Supply Contract with One Twelve Month option to extend for the furnishing of Fleet Fuel Cards for use by Various County Departments to Wright Express Financial of Midvale, UT; under the Terms and conditions of the State of Missouri Contract No. C115076001, a competitively bid government contract.</p> <p>Recommended Vendor: Wright Express Financial, Midvale, UT Contract Number: State of Missouri C115076001</p>																				

	The Director of Finance and Purchasing recommends the approval of these contract due to the higher volume discounts offered to larger entities and/or purchasing groups.	
	This award is made on an "as needed" basis and does not obligate Jackson County to pay any specific amount.	
	<input 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	Copy of the State of Missouri Contract C115076001	
REVIEW	Department Director:	Date: 1/27/2015
	Finance (Budget Approval): If applicable N/A Deborah S Ball	Date: 1-27-15
	Division Manager:	Date: 1-29-15
	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.



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

NOTIFICATION OF STATEWIDE CONTRACT

December 31, 2014

**CONTRACT TITLE: FUEL CARD AND/OR RELATED FUEL TRANSACTION OR
SETTLEMENT SERVICES**

CURRENT CONTRACT PERIOD:	January 1, 2015 through July 19, 2015	
RENEWAL INFORMATION:	Original Contract Period:	January 1, 2015 through July 19, 2015
	Renewal Options Available:	One, 1-year renewal
	Potential Final Expiration:	July 19, 2015 through July 18, 2016
BUYER INFORMATION:	Name: Laurie Borchelt Phone: (573) 751-1702 Email Address: laurie.borchelt@oa.mo.gov	

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR ALL STATE AGENCIES.

Local Purchase Authority shall not be used to acquire any other fuel credit card. State agencies are advised that the Office of Administration Division of Accounting does not allow state agencies to establish multiple credit card accounts with multiple credit card vendors. In addition, if the state agency has special fueling or vehicle service needs that WEX cannot meet, then the state agency may use local purchasing authority but only after first contacting the State Fleet Manager and the Division of Purchasing and Materials Management.

The entire contract document may be viewed and printed from the Division of Purchasing & Materials Management's **Public Record Search and Retrieval System** located on the Internet at <http://www.oa.mo.gov/purch>.

~ Instructions for use of the contract, specifications, requirements, features are attached ~.

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE	COOP PROC
C115076001	8414256160 1	WEX Bank 7090 South Union Park Center, Suite 350 Midvale, UT 84047 Contact: Denise Baumgart , Account Rep Phone No.: (913) 393-3208 Fax No.: (207) 791-1687 Email: denise.baumgart@wexinc.com	No	Yes

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE	COOP PROC
		Add'l Contact: Jillian Cascio, Account Manager Phone No.: (207) 523-6611 Toll Free: (800) 761-7181 X: 6611 jillian.cascio@wexinc.com		

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
01/01/15-07/19/15	12/31/14	Initial issuance of new statewide contract. Replaces Contract C109272001.

PURPOSE:

The Division of Purchasing and Materials Management has awarded the above referenced contract for Fuel Card and/or Related Fuel Transaction or Settlement Services with WEX Bank (formerly Wright Express Financial Services Corporation). This contract replaces contract C109272001 with WEX which expired December 31, 2014. State agencies shall continue to use their existing cards/accounts. The card and card services are free of charge.

WEX will bill all State of Missouri accounts for purchases made on the WEX card less any fuel tax exemptions, allowed by law. Complete reporting of exempted taxes will be provided and shown on the invoice.

The following is a link to the Office of Administration, Division of General Services, State Fleet Management website: <http://oa.mo.gov/general-services/state-fleet-management/contracts/wex-fuel-card>. The website is intended to provide additional details regarding the fuel card contract, direct access to the WEXOnline program and includes the Fuel Card Guidelines that all departments must follow.

The state agency is advised that there is an existing statewide contract for tires. All acquisitions for tire replacement shall be made from the statewide tire contract unless the purchase in it is intended for emergency/repair.

SPECIAL NOTE ABOUT COOPERATIVE PROCUREMENT:

WEX will extend the fleet fuel card program to members of the cooperative procurement program. All new cooperative procurement customers should contact WEX directly to set up their account.

SETTING UP AN ACCOUNT:

State agency personnel should consult with their agency Fleet Manager regarding access to a WEX fuel credit card. All new accounts shall be established through their Fleet Manager by contacting WEX directly to set up the account and establish billing options or to resolve any account questions. Accounts are able to be set up based on the state agency's specific needs.

CARD APPLICATION:

Each department should have an assigned program administrator. Please contact your Financial Management Advisory Committee Representative (FMAC) to determine how your program will operate. Those entities not represented on FMAC should direct any inquiry to WEX as listed on page 1.

Any request for fuel cards, including new, replacement, or lost/stolen cards, must be directed to WEX.

CARD AUTHORIZATION:

Cards can be assigned to a vehicle/asset, driver or organizational unit (or cost center) in the fleet. When the card is swiped at the point of sale device, the driver will be prompted to enter a Driver ID (DID) and the odometer reading of the vehicle prior to receiving authorization for any transaction.

Each DID can be assigned to one, many or all cards on the WEX account and can be generated by either WEX at random, or assigned by the fleet customer. The WEX card cannot be electronically activated without entering a valid DID.

CARD SET UP:

Program administrators and/or fleet managers within each department shall work with WEX to establish card limitations.

Custom Control cards permit all types of purchases at WEX accepting locations, including fuel, maintenance and other (such as general merchandise) items. Product type control options shall be selected with this card, allowing certain product categories to be selected.

Fuel only cards permit the purchase of only fuel products, such as gasoline, diesel, or alternative fuels.

Accounts can be comprised of all Fuel Only cards, all Custom Control cards or a combination of Fuel Only and Custom Control cards.

MULTIPLE REPORTING LEVELS:

The WEX system supports seven (7) levels of hierarchy. Program administrators/fleet managers, shall determine the level they prefer to bill and/or report, with the ability to provision users of the online system as appropriate. Organizational units within accounts to support additional card groupings for authorization controls and reporting needs will also be determined by the program administrators.

WEX POINT OF CONTACT FOR FLEET MANAGERS:

Fleet Managers shall contact the Premium Fleet Services (PFS) Account Manager to address day-to-day contract activities. PFS Account Managers will ensure that the program is working smoothly and expedites problems to their quickest resolution. In addition, the PFS Account Managers can assist in creating reports required by the Fleet Managers. These managers can be reached toll-free at (877) WEX-CARD, 8:00 a.m. to 5:00 p.m. Eastern time.

WEX CUSTOMER SERVICE DEPARTMENT:

The WEX Customer Service Department (CSD) is available 24 hours per day, 7 days per week. State Fleet Managers and card users can contact the CSD regarding questions related to the everyday use of the card and are trained to handle questions regarding account billing and reporting. A toll-free number for contacting the CSD is displayed on the back of the WEX card. The customer service representatives along with the PFS Account Manager will manage all day-to-day account maintenance issues.

BILLING:

WEX will invoice state agencies on a monthly basis with the cycle closing date on the last day of the month. Invoices will include a complete list of all transactions for the invoicing period along with subtotals and a final summary. Billing statements may be submitted in electronic form via WEXOnline E-VAR or WEXLink, or through paper VAR (Vehicle Analysis Reports) as requested by the department when setting up the account with WEX. State agencies can view invoices and standard reports for 13 months and view transactional detail for 24 months via WEXOnline. WEXOnline electronic E-VAR provides agencies 24-hour access. WEXLink files allow customers to perform detailed analysis and reporting on their fleet account and can be merged with existing information management systems.

DISPUTED CHARGES:

WEX does not bill less disputed charges. The state agency will receive a credit if a dispute is found in the State's favor. State agencies shall contact WEX via fax at (800) 395-0809 or by mail at Customer Service, Wright Express, 97 Darling Ave., South Portland, Maine 04106. The disputed charges must be identified and a basis for the dispute must be provided. WEX will commence an investigation to determine the validity of the charge in dispute and then either provide a credit or take no further action if the error cannot be substantiated. In any event, a written explanation of the outcome will be provided.

In the case of a disputed charge, WEX will make every effort to complete the following within 24 hours notice by the state agency or as soon as possible and within a reasonable period of time:

- Resolve questioned/disputed charges appearing on the statement
- Credit the state agency's account, pending resolution of the questioned/disputed item
- Process refunds for items resolved in the state agency's favor

REBATES/DISCOUNTS:

WEX is offering Monthly Retail Transaction Based Rebates and Payment Timing (Early Payment) Rebates as well as Merchant Rebates.

Monthly Retail Transaction Based Rebates:

The monthly retail transaction based rebate is contingent upon the entity paying in full within 30 calendar days of the billing date that appears on the invoice and pays certain basis points dependent upon monthly retail transactions as follows:

Monthly Retail Transactions	Basis Points (Rebate Percentage)
\$1 - \$1,499,999	100 basis points (1.00%)
\$1,500,000 - \$2,999,999	140 basis points (1.40%)
\$3,000,000 - \$4,499,999	145 basis points (1.45%)
\$4,500,000 - \$5,999,999	150 basis points (1.50%)
\$6,000,000+	155 basis points (1.55%)

Payment Timing (Early Payment) Rebates:

WEX's payment timing rebate is contingent upon payment in full within a certain number of days of the billing date appearing on the invoice and pays basis points as follows:

Payment Timing (Early Payment) Due Date	Basis Points (Rebate Factor)
Payment in full within 10 calendar days of billing date as appears on company invoice	16 basis points (0.16%)
Payment in full within 15 calendar days of date of company invoice (including electronically)	11 basis points (0.11%)

Merchant Rebates:

WEX has negotiated discounts with accepting merchants. The current listing and associated discount is as follows:

Merchant	Locations	Cents Off/Gallon
Kum and Go	All 75 locations	2.5 cents/gallon gasoline; 3 cents/gallon diesel
Wallis Oil	All 35 locations	1 cent/gallon
Warrenton Oil	All 32 locations	1 cent/gallon
Rhodes 101	All 30 locations	2 cents/gallon
Ayers Oil	All 16 locations	3 cents/gallon
Thoele, Inc.	All 14 locations	2 cents/gallon
Hy-Vee	All 11 locations	3 cents/gallon
Midwest Energy	All 9 locations	1 cent/gallon gasoline; 2 cents/gallon diesel
Road Ranger	Both locations	2 cents/gallon, gasoline only

Merchant Rebates are expressly conditioned on (1) use of the WEX issued card at the location; and (2) continuation of the Merchant Rebate by the merchant. The merchant may suspend, modify or discontinue the Merchant Rebate at any time. Issuer cannot guarantee that the Merchant Rebate will remain the same throughout the life of the contract.

For any rebates earned by a participating governmental entity, the rebate shall be paid directly by WEX to such participating entity.

LOST/STOLEN/TERMINATED CARDS:

The account administrator or card custodian should report any lost or stolen cards immediately to WEX by contacting their Customer Service Department (CSD) at (800) 492-0669. Access to the CSD is available 24 hours per day, 365 days per year. Administrators can also notify WEX of lost, stolen or unauthorized use through WEXOnline. Agencies will be liable to WEX for all unauthorized use of a card until notification of such use. Upon reporting a lost or stolen card, it is immediately invalidated in the WEX system. After cancellation, all electronic authorizations associated with the card are declined at the time a purchase is attempted. Upon receipt of proper notification, agencies will be relieved from any liability for any subsequent charges made to the card.

In addition, the program administrator should contact WEX regarding the termination/cancellation of cards.

Upon request of only the state agency account administrator or manager, WEX will provide a replacement card within 2-3 business days of card cancellation.

REPORTS:

WEX offers their *WEXOnline* reporting tool. Four (4) standard reports are available online. WEX also offers customized reports that can be designed in several formats and will provide on an adhoc or regularly scheduled basis. Account Review documents are also available that includes a rolling 13-month review of data for several key data elements. Additionally, WEX will provide an Opportunity Report to assist in identifying areas where the State can realize cost savings by benchmarking purchasing at the zip code level to the WEXIndex average. Merchant Minority and Tax Reports are also available to support 1057 and 1099 requirements.

WEXOnline SYSTEM:

WEXOnline is WEX's reporting and analysis tool for Fleet Managers to use in managing their fleets. *WEXOnline* provides 24-hour access to actionable account information, expense management, online reporting, and real-time account management functionality.

The dashboard page allows the review of pending actions, authorizations, access accounts and access to favorites/quick links.

WEXOnline also provides a Fleet Manager module allowing for the management of day-to-day activities related to the fuel card program including administrator functions, account maintenance functions, and invoice and payment functions. Twenty-four (24) months of transaction data and 13 months of invoice data is accessible online.

WEXOnline offers the Expense Manager module providing comprehensive expense management tools, allowing fleets to set up approval hierarchies and manage accounting functions related to fleet purchases down to the transaction level. In addition, *WEXOnline* provides a comprehensive reporting module, including ad hoc reports, standard reports, exception reports and customized reports.

FEE:

There is no charge to use the WEX program. Cards, electronic transfer of data, ad hoc reporting, online account management, 24-hour help line and training are provided free of charge. Access to roadside assistance is also provided free of charge, however any ensuing service performed would be charged.

LOCATIONS:

The WEX card can be used for the purchase of all vehicle fuel types, vehicle repairs and vehicle-related supplies at all WEX accepting locations.

Through the AVCARD program, state agencies can manage aircraft fueling, maintenance and related activities. In addition to the WEX Fleet Card account, WEX will set up an AVCARD account. The AVCARD card allows the purchase of fuel and services from all AVCARD acceptors and/or contract fuel suppliers. A list of acceptors is available at www.avcard.com. For merchants that do not accept the card, AVCARD offers merchants a one-time acceptor option. With an AVCARD account, users automatically participate in the Contract Fuel Program allowing all to receive significant savings on jet fuel purchases anywhere in the world. The AVCARD program is available at no additional charge.

WEX offers an Alternative Fuel Directory identifying accepting merchants supplying Ethanol, natural gas (CNG, LNG), propane (LPG), hydrogen, biodiesel, methanol, and other alternative fuels. The directory is available in CD format, downloadable from *WEXOnline*, or can be provided in hard copy for use in agency vehicles.

WEX offers extensive acceptance coverage for service and maintenance needs through the WEX Service Network. The WEX Custom Control cards can be used to purchase tires, transmissions, brakes, mufflers, oil changes, glass replacement, car washes plus other routine vehicle maintenance needs. The WEX card is currently accepted by national brands providing services such as preventative maintenance, glass claim services, major automotive repair, and road and tow.

WEX offers pay-at-the-pump credit card service at all major gasoline brands both nationwide and in Missouri. The following lists the major companies currently participating in WEX's fuel card program.

A complete list of all fueling stations can be found on the WEX website.

ONLINE VENDOR SEARCH:

WEX provides fleet managers and drivers the ability to search for accepting locations and fuel price information directly from the desktop through their "Daily Best Fuel Price" and "Fuel Price Mapping" tools. The Daily Best Fuel Price tool allows drivers to query available locations and receive the following station information in lowest to highest price order:

- Name, address and phone number of site
- Product and price
- Date price was last updated

The Fuel Price Maps have both satellite and standard map views. Real-time prices reflect the most recent WEX transaction and are continually updated. Search criteria include address, city, state, zip code, brand and PPG. A searchable directory is available through *WEXOnline* or at the WEX web site at <http://www.wrightexpress.com/WEX/wex-universal-locations.cfm>. Search criteria include, city, zip code, state, site type (fuel or service), brand name and site name.

SPECIAL NOTE ON TAX EXEMPT PURCHASES:

WEX will process all fuel transactions, including aviation gasoline (av gas), exempt of federal excise taxes. WEX cannot, however, exempt aviation jet fuel.

State agencies are advised to notify the retailer of Missouri's tax exempt status prior to a transacting a purchase for a non-fuel item made with the WEX card. State agencies are further advised to check all receipts and WEX invoices to make sure that the federal excise tax is being exempted.

ROADSIDE ASSISTANCE:

WEX provides card users toll free access to emergency roadside assistance for their fleets, 24 hours per day, 7 days per week. Roadside assistance services include towing, mechanical first aid, jump starts, tire changes, lockout assistance, and fuel/water delivery.

The WEX card is accepted by the National Automobile Club's FLEET RESCUE emergency roadside assistance program. FLEET RESCUE provides card users with a reliable, toll-free, 24-hour, 365 day a year provider of high-quality roadside assistance program. Drivers will have no out-of-pocket expenses at the time of service. FLEET RESCUE offers the same roadside assistance services as described above. Card users can contact FLEET RESCUE toll-free at (866) 329-3471. The actual costs of services performed will appear on the agency's WEX invoice; there is no longer a service charge for Roadside Assistance as of 12/6/05.

OTHER FLEET MANAGEMENT SERVICES:

As a MasterCard issuing bank, WEX is offering WEXPay. WEXPay is a tool enabling out-of-network purchases at an additional 500,000 merchants in the MasterCard network. WEXPay is typically used for independent or geographically remote fuel and service sites, however provides the control of a fleet card with the convenience of a credit card. Use of WEXPay is intended to reduce the number of sites where card users would have to use an alternative form of payment.

FLEET SERVICES AND REPAIR:

The WEX card can be used for the purchase of vehicle service; however state agencies are advised that all vehicle servicing repair or maintenance must first be referred to the Office of Administration State Garage if the fleet car is part of the agency's Jefferson City fleet. The OA Garage may be contacted by calling Mr. Joe Swedo at 573-751-4286.

WEX has agreements with several repair and supplies vendors where discounts are available for supplies and services.

LATE FEES/ACCOUNT SUSPENSION:

Accounts will be suspended 70 days after invoice date if payment is not received by WEX. WEX will make phone calls and send emails to account/billing contacts prior to suspension. WEX recommends secondary account contacts in case there are staffing changes. At 70 days, the account will be suspended if other arrangements have not been made -- cards will not work. At 120 days, the account will be shutoff.

**State of Missouri
Office of Administration
Division of Purchasing and Materials Management
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

Contract No.: C115076001

Contractor: WEX Bank

Describe Product Purchased (include Item No's., if available): _____

Rating Scale: 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

Product Rating	Rate 1-5, 5 best
Product meets your needs	
Product meets contract specifications	
Pricing	

Contractor Rating	Rate 1-5, 5 best
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

Comments: _____

Prepared by: _____ **Title:** _____ **Agency:** _____

Date: _____ **Phone:** _____ **Email:** _____

Address: _____

Please detach or photocopy this form & return by FAX to 573/526-9816, or mail to:

Office of Administration
Division of Purchasing and Materials Management
301 West High Street, RM 630
PO Box 809
Jefferson City, Missouri 65102
You may also e-mail form to the buyer as an attachment at
laurie.borchelt@oa.mo.gov