

## **IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** authorizing the Jackson County Legislature to hold a closed meeting on Monday, March 11, 2019, for the purpose of conducting privileged and confidential communications between itself and the Jackson County Counselor under section 610.021(1) of the Revised Statutes of Missouri, and closing all records prepared for discussion at said meeting.

**RESOLUTION NO. 20101**, March 11, 2019

**INTRODUCED BY** Theresa Galvin, County Legislator

WHEREAS, the Jackson County Legislature desires to hold a closed meeting on Monday, March 11, 2019, during the regularly scheduled meeting of the Legislature; and,

WHEREAS, public notice of such closed meeting has been given by inclusion of this Resolution on the published agenda for said meeting; and,

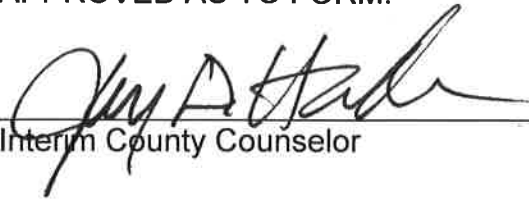
WHEREAS, the purpose of such closed meeting is to conduct privileged and confidential communications between the Legislature and the Jackson County Counselor concerning the status of legal actions, causes of action, and/or litigation; and,

WHEREAS, such closed meeting is allowable under section 610.021(1) of the Revised Statutes of Missouri; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature be authorized to hold a closed meeting during the regularly scheduled meeting of the Legislature on Monday, March 11, 2019, pursuant to section 610.021(1), RSMo, and closing all records prepared in connection therewith.

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

APPROVED AS TO FORM:

  
Interim County Counselor

### Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20101 of March 11, 2019, was duly passed on \_\_\_\_\_, 2019 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** awarding a five-month term and supply contract with four twelve-month options to extend, for the furnishing of galvanized and aluminized type 2 corrugated culvert pipe and fittings for use by the Public Works Department to Kansas City Winwater Works Company of Kansas City, MO, under the terms and conditions of City of Kansas City, Missouri Contract No. EV2571, an existing government contract.

**RESOLUTION NO. 20102**, March 11, 2019

**INTRODUCED BY** Ronald E Finley, County Legislator

WHEREAS, the Public Works Department has a need for galvanized and aluminized culvert pipe and fittings for departmental operations; and,

WHEREAS, the Director of Finance and Purchasing recommends the award of a five-month term and supply contract with four twelve-month options to extend for the furnishing of these products for use by the Public Works Department to Kansas City Winwater Works Company of Kansas City (Clay County), MO, under the terms and conditions set forth in City of Kansas City, Missouri Contract No. EV2571, an existing government contract; and,

WHEREAS, the Director of Finance and Purchasing has determined that, due to higher volume discounts offered to larger entities, award under the existing government contract is appropriate in accordance with section 1030.4 of the County Code; and,

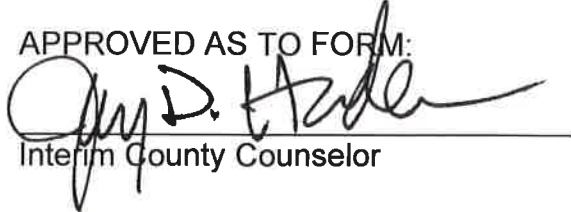
WHEREAS, this award is made on an as needed basis and does not obligate Jackson County to pay any amount, with the availability of funds for specific purchases remaining subject to annual appropriation; now therefore,

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 hereby is 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 is authorized to make all payments, including final payment on the contract, to the extent 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:

  
Interim County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20102 of March 11, 2019, was duly passed on \_\_\_\_\_, 2019 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 appropriation.

3/4/19  
Date

  
Chief Administrative Officer

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20102

Sponsor(s): Ronald E. Finley

Date: March 11, 2019

EXECUTIVE OFFICE

FEB 28 2019  
FEB 29 2019

|  |   |   |  |  |  |  |  |  |  |   |  |
|--|---|---|--|--|--|--|--|--|--|---|--|
| SUBJECT  | <p>Action Requested<br/> <input checked="" type="checkbox"/> Resolution<br/> <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Five Month Term and Supply Contract with Four One Year Options to Extend for the furnishing of Galvanized and Aluminized Type 2 Culvert Pipe and Fittings for use by the Public Works Department to Kansas City Winwater Works of Kansas City, MO under the terms and conditions of the City of Kansas City, Missouri contract No. EV2571, an existing government contract.</u></p>   |   |  |  |  |  |  |  |  |   |  |
| <p>BUDGET INFORMATION</p> <p><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></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)<br/> <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:<br/> Department: Public Works Estimated Use: \$45,000</p> <p>This RLA only approves the term and supply contract; the funds were already appropriated through the annual budget adoption. Figures included in the background are for informational purposes to provide an estimate of the contract value.</p> <p>Prior Year Budget (if applicable):<br/> 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: |  |
| 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:                                    |   |   |  |  |  |  |  |  |  |   |  |
| PRIOR LEGISLATION  | <p>Prior ordinances and (date):<br/> Prior resolutions and (date):</p>  |   |  |  |  |  |  |  |  |   |  |
| CONTACT INFORMATION  | <p>RLA drafted by (name, title, &amp; phone): Katie Bartle, Senior Buyer, 816-881-3465</p>  |   |  |  |  |  |  |  |  |   |  |
| REQUEST SUMMARY  | <p>The Public Works Department requires a Term and Supply Contract for the furnishing of Galvanized and Aluminized Type 2 Culvert Pipe and Fittings.</p> <p>Pursuant to Section 1030.4 of the Jackson County Code, the Department of Finance and Purchasing recommends the award of a Five Month Term and Supply Contract with Four One Year Options to Extend for the furnishing of Galvanized and Aluminized Type 2 Culvert Pipe and Fittings for use by the Public Works Department to Kansas City Winwater Works of Kansas City, Missouri (Jackson County) under the terms and conditions of the City of Kansas City, Missouri Contract No. EV2571, an existing government contract. This request is for five months so the contracts will run concurrently.</p> <p>This award is made on an "as needed" basis and does not obligate Jackson County to pay any specific amounts. The availability of funds for specific purchases is subject to annual appropriation.</p>   |   |  |  |  |  |  |  |  |   |  |
| CLEARANCE  | <p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A<br/> <input checked="" type="checkbox"/> Business License Verified (Purchasing &amp; Department)<br/> <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>  |   |  |  |  |  |  |  |  |   |  |
| COMPLIANCE   | <p><input type="checkbox"/> MBE Goals<br/> <input type="checkbox"/> WBE Goals<br/> <input type="checkbox"/> VBE Goals</p> <p>Goals Assigned by City of Kansas City</p>  |   |  |  |  |  |  |  |  |   |  |

|             |  |               |
|-------------|--|---------------|
| ATTACHMENTS | Recommendation Memo from Public Works Department, Pertinent pages of City of Kansas City contract EV2571 |               |
| REVIEW      | Department Director:   | Date: 2.28.19 |
|             | Finance (Budget Approval):<br><i>If applicable</i>   | Date: 2/28/19 |
|             | Division Manager:  | Date: 2.28.19 |
|             | 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.





## **JACKSON COUNTY Public Works Department**

Jackson County Technical Center  
303 West Walnut Street  
Independence, Missouri 64050  
jacksongov.org

(816) 881-4530  
Fax: (816) 881-4448

### **Memorandum**

To: Katie Bartle, Senior Buyer, Finance and Purchasing  
From: Brian Gaddie, PE, Director of Public Works  
Date: February 22<sup>nd</sup>, 2019  
RE: Term and Supply Recommendation – KC Winwater

Katie,

The Department of Public Works is requesting that the Department of Purchasing recognize the existing government contract held by the City of Kansas City, Missouri and employ KC Winwater as a term and supply vendor. We believe that having KC Winwater on term and supply could provide a substantial benefit to the Department of Public Works and the County. We estimate that an annual total of \$45,000 would be sufficient in completing the tasks necessary by this vendor. The funds for these services will be allocated from Other Contractual Services within the Public Works Road and Bridge Maintenance account code, 004-1506-6790.

Thank you for your consideration with the above term and supply recommendation.

Professionally,

A handwritten signature in black ink, appearing to read "Brian Gaddie".

Brian Gaddie, P.E.  
Director of Public Works

*Frank White, Jr., County Executive*

City of Kansas City, Missouri  
PROCUREMENT SERVICES DIVISION  
1st Floor, Room 102W, City Hall  
414 East 12th Street  
Kansas City, Missouri 64106-2793  
(816) 513-0851 / Fax: (816) 513-1156

### TERM SUPPLY AND SERVICE CONTRACT

The City of Kansas City, Missouri, by authority of the Manager of Procurement Services, does hereby accept, with modifications if any, the following bid:

**SUPPLIER:** Kansas City Wirtwater Works  
(referred to hereafter as the "Supplier")  
**CONTRACT NO.:** EV2571  
**EFFECTIVE DATES:** From 08-01-18 to 07-31-19  
**DESCRIPTION:** Galvanized & Aluminized Type 2 Culvert Pipe and Fittings

A copy of the Supplier's information is attached; and items not awarded, if any, have been deleted. This bid with **INSTRUCTIONS AND CONDITIONS** and any **ADDENDA** is attached hereto and hereby made a part of this Contract.

No financial obligation shall accrue against the City until the Supplier shall make delivery pursuant to order of the Manager of Procurement Services, and unless such order bears the written statement of the Director of Finance that there is a balance otherwise unencumbered to the credit of the appropriation to which the same is to be charged, and a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made, each sufficient to meet the obligations thereby incurred.



Supplier shall submit a performance bond to the City of Kansas City, Missouri with good and sufficient sureties in the sum of **NONE REQUIRED** for the faithful performance of this Contract. Bond shall be furnished within the time and in the manner prescribed in paragraph 18, Performance Bond Requirements, **INSTRUCTIONS AND CONDITIONS**.

The Manager of Procurement Services for the City of Kansas City, Missouri shall be the sole judge as to the fact of the fulfillment of this Contract, and upon any breach thereof, said Manager shall at his option declare this Contract void, and for any loss or damage by reason of such breach, whether this Contract is annulled or not, said Supplier and the sureties on said bond shall be liable.

The Contract incorporates the following:

**BID NUMBER:** EV2571 **NO. OF PAGES:** 1 THRU 21  
**CLOSING DATE:** 08/07/2018 **APPENDICES NO.:** N/A  
**ATTACHMENT:** INSTRUCTIONS AND CONDITIONS, PAGES A-1 thru A-7

Prepared By: Ronnell E. Simpson, Sr

  
Senior Buyer  
  
Procurement Manager

Approved By: Darrell Everett

This Day of August 16, 2018



# CITY OF KANSAS CITY, MISSOURI

PROCUREMENT SERVICES DIVISION  
1<sup>st</sup> Floor, Room 102 W, City Hall  
414 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106-2793  
(816) 513-0851 FAX (816) 513-1156

## PRICING

WE HAVE READ ALL INSTRUCTIONS & CONDITIONS, SPECIFICATIONS, AND ATTACHMENTS, AND PROPOSE TO FURNISH THE FOLLOWING F.O.B. DESTINATION:

| CLASS/ITEM CODE(S) | ITEM NO. | ITEM AND SPECIFICATION   | QUANTITY | UNIT    | UNIT PRICE | TOTAL      |
|--------------------|----------|--------------------------|----------|---------|------------|------------|
| 67026              |          | <u>GALVANIZED PIPE</u>   |          |         |            |            |
|                    | 1.       | 12" X 20' 16 GAUGE       | 20       | PER FT. | \$ 8.80    | \$ 176.00  |
|                    | 2.       | 12" X 17' 16 GAUGE       | 17       | PER FT. | \$ 10.35   | \$ 175.95  |
|                    | 3.       | 15" X 30' 16 GAUGE       | 30       | PER FT. | \$ 10.57   | \$ 317.10  |
|                    | 4.       | 18" X 20' 16 GAUGE       | 20       | PER FT. | \$ 13.20   | \$ 264.00  |
|                    | 5.       | 21" X 30' 16 GAUGE       | 30       | PER FT. | \$ 15.00   | \$ 450.00  |
|                    | 6.       | 24" X 30' 16 GAUGE       | 30       | PER FT. | \$ 16.72   | \$ 501.60  |
|                    | 7.       | 30" X 16' 12 GAUGE       | 16       | PER FT. | \$ 45.10   | \$ 721.60  |
| 65805              | 8.       | 60" X 20' 12 GAUGE       | 20       | PER FT. | \$ 71.28   | \$ 1425.60 |
|                    |          | <u>ALUMINIZED TYPE 2</u> |          |         |            |            |
|                    | 9.       | 12" X 20' 16 GAUGE       | 20       | PER FT. | \$ 9.40    | \$ 188.00  |
|                    | 10.      | 12" X 17' 16 GAUGE       | 17       | PER FT. | \$ 11.06   | \$ 188.02  |
|                    | 11.      | 15" X 30' 16 GAUGE       | 30       | PER FT. | \$ 11.29   | \$ 338.70  |
|                    | 12.      | 18" X 20' 16 GAUGE       | 20       | PER FT. | \$ 14.10   | \$ 282.00  |
|                    | 13.      | 21" X 30' 16 GAUGE       | 30       | PER FT. | \$ 16.00   | \$ 480.00  |
|                    | 14.      | 24" X 30' 16 GAUGE       | 30       | PER FT. | \$ 17.86   | \$ 535.80  |
| 01030              | 15.      | 30" X 16' 12 GAUGE       | 16       | PER FT. | \$ 48.18   | \$ 770.88  |
|                    | 16.      | 60" X 20' 12 GAUGE       | 20       | PER FT. | \$ 76.27   | \$ 1525.40 |
|                    | 17.      | 12" HUGGER BAND          | 1        | EA      | \$ 26.00   | \$ 26.00   |



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(816) 513-0851 FAX (816) 513-1156

| CLASS/ITEM CODE(S) | ITEM NO. | ITEM AND SPECIFICATION  | QUANTITY | UNIT    | UNIT PRICE            | TOTAL                 |
|--------------------|----------|---|----------|---------|-----------------------|-----------------------|
| 21027              | 18.      | 18" HUGGER BAND   | 1        | EA      | \$ 33. <sup>00</sup>  | \$ 33. <sup>00</sup>  |
|                    | 19.      | 15" ROUND COLLAR  | 1        | EA      | \$ 21. <sup>00</sup>  | \$ 33. <sup>00</sup>  |
|                    | 20.      | 21" CONNECTING BAND   | 1        | EA      | \$ 36. <sup>00</sup>  | \$ 36. <sup>00</sup>  |
|                    | 21.      | 30" CONNECTING BAND   | 1        | EA      | \$ 46. <sup>00</sup>  | \$ 46. <sup>00</sup>  |
|                    | 22.      | GATE VALVES   | 1        | EA      | \$ 495. <sup>00</sup> | \$ 495. <sup>00</sup> |
|                    | 23.      | MANHOLE RING & LIDS   | 1        | EA      | \$ 329. <sup>00</sup> | \$ 329. <sup>00</sup> |
|                    | 24.      | VALVE COVERS  | 1        | EA      | \$ 68. <sup>00</sup>  | \$ 68. <sup>00</sup>  |
|                    | 25.      | CURB BOXES  | 1        | EA      | \$ 68. <sup>50</sup>  | \$ 68. <sup>50</sup>  |
|                    | 26.      | PRECAST BOXES   | 1        | EA      | \$ N/A                | \$ N/A                |
|                    |          | <i>Items 26 &amp; 27 are already on separate contract that we have with the city EV2541</i> |          |         |                       |                       |
|                    | 27.      | PRECAST MANHOLES  | 1        | EA      | \$ N/A                | \$ N/A                |
|                    | 28.      | FERNCO COUPLINGS  | 1        | EA      | \$ 38. <sup>00</sup>  | \$ 38. <sup>00</sup>  |
|                    | 29.      | MJ RESTRAINTS   | 1        | EA      | \$ 24. <sup>00</sup>  | \$ 24. <sup>00</sup>  |
|                    | 30.      | BRASS WATER SERVICE FITTINGS COPPER TUBE  | 1        | EA      | \$ 17. <sup>50</sup>  | \$ 17. <sup>50</sup>  |
|                    | 31.      | METER RINGS & LIDS  | 1        | EA      | \$ 122. <sup>00</sup> | \$ 122. <sup>00</sup> |
|                    | 32.      | POLYWRAP & TAPE   | 1        | roll EA | \$ 121. <sup>00</sup> | \$ 121. <sup>00</sup> |
|                    | 33.      | MJ FITTINGS   | 1        | EA      | \$ 68. <sup>00</sup>  | \$ 68. <sup>00</sup>  |
|                    | 34.      |   |          |         | \$ _____              | \$ _____              |

KANSAS CITY

**Winwater**<sup>TM</sup>  
COMPANY3939 A NE 33RD TERRACE  
KANSAS CITY, MO 64117PHONE (816) 459-8600  
FAX (816) 459-8622

## Quoted To Customer

ACCOUNTS PAYABLE  
KCMO WATER SERVICES DEPT  
4800 E 63RD TRFY  
KANSAS CITY, MO 64130-4626Phone (816) 513-0164  
Fax

Job Name

BID #EV2571 GALVANIZED &  
ALUMINIZED TYPE 2 CULVERT

Quote No.

Date

Page

0019851

8/06/18

1

Expiration Date

9/05/18

Revised Date

8/06/18

Bid Due Date

8/06/18

Quoted By

Scott Wilson  
swilson@winwaterworks.com  
(816) 459-8600

| Customer |      | Payment Terms                                   | Quoted To    |     | Salesperson    | FOB    |
|----------|------|---|--------------|-----|----------------|--------|
| 000310   |      | NET 30 DAYS                                     | CITY OF KCMO |     | CLINTON ROY    | S      |
| Line     | Qty. | Description                                     | Unit Price   | UOM | Extended Price |        |
| 2.0      | 1    | BID ITEM #22<br>6 MJ RS VALVE OR                |              |     |                |        |
|          |      | SUBTOTAL  | 495.0000     | EA  | 495.00         | 495.00 |
| 6.0      | 1    | BID ITEM #23<br>24" KCMO HINGED COVER           |              |     |                |        |
|          |      | SUBTOTAL  | 329.0000     | EA  | 329.00         | 329.00 |
| 10.0     | 1    | BID ITEM #24<br>2193 KCMO NS VALVE BOX W/LID    |              |     |                |        |
|          |      | SUBTOTAL  | 68.0000      | EA  | 68.00          | 68.00  |
| 14.0     | 1    | BID ITEM #25<br>2-1/2 PLASTIC CURB BOX W/ROD    |              |     |                |        |
|          |      | SUBTOTAL  | 68.5000      | EA  | 68.50          | 68.50  |
| 18.0     | 1    | BID ITEM #28<br>1056-66RC PL X PL REPAIR COUP   |              |     |                |        |
|          |      | SUBTOTAL  | 38.0000      | EA  | 38.00          | 38.00  |
| 22.0     | 1    | BID ITEM #29<br>1106 6 DI MEGALUG               |              |     |                |        |
|          |      | SUBTOTAL  | 24.0000      | EA  | 24.00          | 24.00  |
| 26.0     | 1    | BID ITEM #30<br>74758-22 3/4 CPLNG CTSKCTS NL   |              |     |                |        |
|          |      | SUBTOTAL  | 17.5000      | EA  | 17.50          | 17.50  |
| 30.0     | 1    | BID ITEM #31<br>2207 METER RING W/COMPOSITE LID |              |     |                |        |
|          |      | SUBTOTAL  | 122.0000     |     | 122.00         | 122.00 |



|   |
|---|
| Job Name  |
| BID #EV2571 GALVANIZED &<br>ALUMINIZED TYPE 2 CULVERT |

| Quote No.       | Date    | Page    |
|-----------------|---------|---------|
| 0019851         | 8/06/18 | 2       |
| Expiration Date |         | 9/05/18 |
| Revised Date    |         | 8/06/18 |
| Bid Due Date    |         | 8/06/18 |

| Line | Qty. | Description   | Unit Price | UOM | Extended Price   |
|------|------|---|------------|-----|------------------|
| 34.0 | 1    | BID ITEM #32<br>6-8" BLUE POLYWRAP 220' PER<br>ROLL<br>SUBTOTAL | 121.0000   |     | 121.00<br>121.00 |
| 38.0 | 1    | BID ITEM #33<br>6 DI MJ 45<br>SUBTOTAL                          | 68.0000    | EA  | 68.00<br>68.00   |

1. This quotation is itemized for information only. Although effort has been made to include all material needed, this is not necessarily a complete list.  
 2. The prices are subject to change without notice, and also subject to any federal, state, city or other taxes that may apply.  
 3. We are not responsible for damages resulting from strikes, delays by carrier, or causes beyond our control.  
 4. This quotation is not to be considered a contract and we reserve the right to retract this and any quotation at any time for any reason.

|             |                 |          |
|-------------|-----------------|----------|
| Tax Area Id | Net Sales       | 1,351.00 |
|             | Freight         | .00      |
|             | Tax             | .00      |
|             | Quotation Total | 1,351.00 |



CITY OF KANSAS CITY, MISSOURI

PROCUREMENT SERVICES DIVISION  
1<sup>st</sup> Floor, Room 102 W, City Hall  
414 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106-2793  
(816) 513-0851 FAX (816) 513-1156

1. OTHER ITEM DISCOUNTS

Please state the City contract discount from the Manufacturer's Current Price List.

Percentage Discount: 0 %

2. HOURS OF OPERATION AND LOCATION

Monday through Friday 7 a.m. to 5 p.m.

Holidays and Weekends closed a.m. to closed p.m.

Contact Name Clint Hoy

Telephone Number 816-459-8600

Cell Phone Number 816-590-7123

Address of Service Location(s) 3939 a. NE 33rd TERR. Kansas City MO 64117



CITY OF KANSAS CITY, MISSOURI

PROCUREMENT SERVICES DIVISION

1<sup>st</sup> Floor, Room 102 W, City Hall

414 East 12<sup>th</sup> Street

Kansas City, Missouri 64106-2793

(816) 513-0851 FAX (816) 513-1156

3. DELIVERY SERVICES

Indicate advance notice required prior to delivery: 24 Hours

State normal delivery schedule: 7:00 - 5:00 pm Monday - Friday

State minimum order value to qualify for free delivery: \$ 1.00

State cost of delivery if less than minimum order value: \$ 0





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**ADDITIONAL INFORM.**

**1. CONTRACT PERIOD**

The **initial** contract period shall be from 08/01/ 2018 through 07/31/2019.

**2. RENEWAL OPTIONS**

|     | OPTION<br>YEAR | DATE RANGE OF RENEWALS               | PRICES BID TO REMAIN<br>FIRM & FIXED PRICING? |          |
|-----|----------------|--------------------------------------|---|----------|
|     |                |                                      | YES   | NO       |
| 2.1 | One            | August 1, 2019 through July 31, 2019 | <u>X</u>                                      | —        |
| 2.2 | Two            | August 1, 2020 through July 31, 2020 | —   | <u>X</u> |
| 2.3 | Three          | August 1, 2021 through July 31, 2021 | —   | <u>X</u> |
| 2.4 | Four           | August 1, 2022 through July 31, 2022 | —   | <u>X</u> |
| 2.5 | Five           | August 1, 2023 through July 31, 2024 | —   | <u>X</u> |

**3. COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS**

The Bidder agrees to provide products and/or services to any municipality, county, state, governmentally public utility, non-profit hospital, educational institute, special governmental agency, and non-profit corporation performing governmental functions that participates in or is represented by the Mid-America Council of Public Purchasing (MACPP) in the greater Kansas City Metropolitan Trade Area and any member of the Mid-America Regional Council (MARC).

YES X NO \_\_\_\_\_



CITY OF KANSAS CITY, MISSOURI

PROCUREMENT SERVICES DIVISION

1<sup>st</sup> Floor, Room 102 W, City Hall

414 East 12<sup>th</sup> Street

Kansas City, Missouri 64106-2793

(816) 513-0851 FAX (816) 513-1156

4. AUTHORIZED SIGNATURE

By submission of the IFB, the undersigned certifies that:

- It has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of this contract, to any City of Kansas City, Missouri employee or official or to any current consultant to the City of Kansas City, Missouri;
- It has not paid or agreed to pay any fee or commission or any other thing of value contingent upon the award of this contract, to any broker or agent or any other person;
- The prices contained in this bid have been arrived at independently and without collusion, consultation, communication or agreement intended to restrict competition;
- It has the full authority of the Offeror to execute the bid and to execute any resulting contract awarded as the result of, or on the basis of, the bid;
- Bidder will not withdraw the bid for ninety (90) days;

\* \* \*

By the below signature, I hereby certify that I have both the legal authority from my company and the right to enter into this contractual agreement with the City of Kansas City, Missouri, and have read, understood, and hereby fully accept all the terms, conditions, specifications, and pricing information contained within this document as well as any and all subsequent pages, addenda, and notices.

Authorized Representative: Scott Wilson

Signature: Scott Wilson

Title: President

Company Name: KANSAS City Winwater

Address: 3939 a. NE 33rd TERR

City, State, Zip: KANSAS City, MO. 64117

Telephone Number: 816-459-8600

Fax Number: 816-459-8622

E-mail Address: SWilson@winwaterworks.com

E-mail Address for Purchase Orders: CD Hoy@winwaterworks.com

Date: 8-6-18

## AFFIDAVIT OF INTENDED UTILIZATION

(This Form must be submitted with your Bid/Proposal)

Procurement Services Division  
(Department Project)

Kansas City Winwater  
(Bidder/Proposer)

STATE OF Missouri )

COUNTY OF Clay ) ss

I, Scott Wilson, of lawful age and upon my oath state as follows:

1. This Affidavit is made for the purpose of complying with the provisions of the MBE/WBE submittal requirements in the bid/proposal specifications on the above project and is given on behalf of the Bidder/Proposer listed below.
2. Bidder/Proposer assures that it presently intends to utilize the following MBE/WBE participation in the above project if awarded the Contract:

**PROJECT GOALS:**

**BIDDER/PROPOSER PARTICIPATION:** 10 % MBE 5 % WBE  
0 % MBE 0 % WBE

3. To the best of Bidder's/Proposer's knowledge, the following are the names of certified MBEs or WBEs with whom Bidder/Proposer, or Bidder's/Proposer's subcontractors, presently intend to contract if awarded the Contract on the above project: (All firms must currently be certified by Kansas City, Missouri Dept. Of Human Relations)

- a. Name of M/WBE Firm There is no way for us to meet any  
Address minority participation for a material  
Telephone No. procurement bid. There are no minority  
I.R.S. No. owned manufacturers of these products  
Area/Scope of work nor any minority suppliers of these  
Subcontract amount products that meet the city ordinance.
- b. Name of M/WBE Firm Pass through's are not acceptable per  
Address city ordinance.  
Telephone No. REF: no credit given:  
I.R.S. No. participation in a contract by a MBE or WBE  
Area/Scope of work that does not perform a commercially useful  
Subcontract amount function as defined by the Program.
- c. Name of M/WBE Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
I.R.S. No. \_\_\_\_\_  
Area/Scope of work \_\_\_\_\_  
Subcontract amount \_\_\_\_\_

(List additional MBE/WBEs, if any, on additional pages and attach to this form)

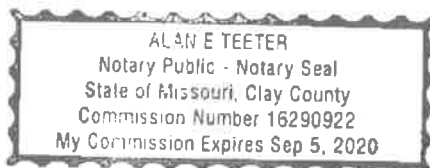
4. Bidder/Proposer will identify before contract award, those MBE/WBE subcontractors with dollar amounts and scopes of work which apply to or exceed the MBE/WBE goals for the Project on the **Contractor Utilization Plan/Request for Waiver (HRD 08)**.
5. Bidder/Proposer agrees that failure to meet or exceed the MBE/WBE Goals for the above project will automatically render this bid/proposal non-responsive if Bidder/Proposer fails to establish good faith efforts towards meeting the goals as set forth in the HRD Forms and Instructions.
6. If applicable, Bidder/Proposer assures that it will meet or exceed the minimum employment goals of 10% minority and 2% women during the term of its contract with City, or request a waiver of the goals. **NOTE: This paragraph is applicable ONLY if you are submitting a bid/proposal on a construction contract that was estimated by the City, prior to solicitation, as requiring more than 800 construction labor hours and costing in excess of \$324,000.00.**
7. I am authorized to make this Affidavit on behalf of the Bidder/Proposer named below as:

President of Scott Wilson  
(Title) (Name of Bidder/Proposer)

Dated: 8-6-18 By: Scott Wilson  
(Affiant)

Subscribed and sworn to before me this 6<sup>th</sup> day of August, 2018.

My Commission Expires: 9-5-2020 Alan E. Teeter  
Notary Public



## CONTRACTOR UTILIZATION PLAN/REQUEST FOR WAIVER

Project Number Ev 2571

Project Title GALVANIZED & ALUMINIZED TYPE 2 CULVERT PIPE

Procurement Services Division

(Department Project)

Department

Kansas City Wlinwater

(Bidder/Proposer)

STATE OF Missouri )  
COUNTY OF Clay ) ss

I, Scott Wilson, of lawful age and upon my oath state as follows:

1. This Affidavit is made for the purpose of complying with the provisions of the MBE/WBE submittal requirements on the above project and the MBE/WBE Program and is given on behalf of the Bidder/Proposer listed below. It sets out the Bidder/Proposer's plan to utilize MBE and/or WBE contractors on the project.
2. The project goals are 10 % MBE and 5 % WBE. Bidder/Proposer assures that it will utilize a minimum of the following percentages of MBE/WBE participation in the above project:

**BIDDER/PROPOSER PARTICIPATION:** 0 % MBE 0 % WBE

3. The following are the M/WBE subcontractors whose utilization Bidder/Proposer warrants will meet or exceed the above-listed Bidder/Proposer Participation. Bidder/Proposer warrants that it will utilize the M/WBE subcontractors to provide the goods/services described in the applicable Letter(s) of Intent to Subcontract, copies of which shall collectively be deemed incorporated herein). *(All firms must currently be certified by Kansas City, Missouri)*

a. Name of M/WBE Firm n/a  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
I.R.S. No. \_\_\_\_\_

- b. Name of M/WBE Firm n/a  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_
- c. Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_
- d. Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_
- e. Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_
- f. Name of M/WBE Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 I.R.S. No. \_\_\_\_\_

*(List additional M/WBEs, if any, on additional page and attach to this form)*

4. The following is a breakdown of the percentage of the total contract amount that Bidder/Proposer agrees to pay to each listed M/WBE:

**MBE/WBE BREAKDOWN SHEET**

**MBE FIRMS:**

| Name of MBE Firm | Supplier/Broker/Contractor | Subcontract Amount* | Weighted Value** | % of Total Contract |
|------------------|----------------------------|---------------------|------------------|---------------------|
| <u>n/a</u>       | <u>n/a</u>                 | <u>n/a</u>          | <u>n/a</u>       | <u>n/a</u>          |
| _____            | _____                      | _____               | _____            | _____               |
| _____            | _____                      | _____               | _____            | _____               |
| _____            | _____                      | _____               | _____            | _____               |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**TOTAL MBE \$ / TOTAL MBE %:** \$ \_\_\_\_\_ %

**WBE FIRMS:**

| Name of WBE Firm | Supplier/Broker/Contractor | Subcontract Amount* | Weighted Value** | % of Total Contract |
|------------------|----------------------------|---------------------|------------------|---------------------|
| <u>n/a</u>       | <u>n/a</u>                 | <u>n/a</u>          | <u>n/a</u>       | <u>n/a</u>          |
|                  |                            |                     |                  |                     |
|                  |                            |                     |                  |                     |
|                  |                            |                     |                  |                     |
|                  |                            |                     |                  |                     |
|                  |                            |                     |                  |                     |
|                  |                            |                     |                  |                     |
|                  |                            |                     |                  |                     |
|                  |                            |                     |                  |                     |

**TOTAL WBE \$ / TOTAL WBE %:** \$ \_\_\_\_\_ %

\*"Subcontract Amount" refers to the dollar amount that Bidder/Proposer has agreed to pay each M/WBE subcontractor as of the date of contracting and is indicated here solely for the purpose of calculating the percentage that this sum represents in proportion to the total contract amount. Any contract amendments and/or change orders changing the total contract amount may alter the amount due an M/WBE under their subcontract for purposes of meeting or exceeding the Bidder/Proposer participation.

\*\*"Weighted Value" means the portion of the subcontract amount that will be credited towards meeting the Bidder/Proposer participation. See HRD Forms and Instructions for allowable credit and special instructions for suppliers.

5. Bidder/Proposer acknowledges that the monetary amount to be paid each listed M/WBE for their work, and which is approved herein, is an amount corresponding to the percentage of the total contract amount allocable to each listed M/WBE as calculated in the MBE/WBE Breakdown Sheet. Bidder/Proposer further acknowledges that this amount may be higher than the subcontract amount listed therein as change orders and/or amendments changing the total

contract amount may correspondingly increase the amount of compensation due an M/WBE for purposes of meeting or exceeding the Bidder/Proposer participation

6. Bidder/Proposer acknowledges that it is responsible for considering the effect that any change orders and/or amendments changing the total contract amount may have on its ability to meet or exceed the Bidder/Proposer participation. Bidder/Proposer further acknowledges that it is responsible for submitting a Request for Modification or Substitution if it will be unable to meet or exceed the Bidder/Proposer participation set forth herein.
7. If Bidder/Proposer has not achieved both the M/WBE goal(s) set for this Project, Bidder/Proposer hereby requests a waiver of the MBE and/or WBE goal(s) that Bidder/Proposer has failed to achieve
8. Bidder/Proposer will present documentation of its good faith efforts, a narrative summary detailing its efforts and the reasons its efforts were unsuccessful when requested by the City.
9. I hereby certify that I am authorized to make this Affidavit on behalf of the Bidder/Proposer named below and who shall abide by the terms set forth herein:

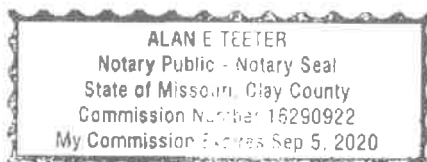
Bidder/Proposer primary contact: Clint Hoy  
Address: 3939 a NE 33rd Terr  
Kansas City MO 64117  
Phone Number: 816-459-8600  
Facsimile number: 816-459-8622  
E-mail Address: ClintHoy@winwaterworks.com

By: [Signature]  
Title: President  
Date: 8-6-18  
(Attach corporate seal if applicable)

Subscribed and sworn to before me this 6<sup>th</sup> day of August, 2018.

My Commission Expires: 9-5-2020

Alan E. Teeter  
Notary Public





**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** awarding contracts for the maintenance of computer hardware and software for use by various County departments to certain vendors, at an aggregate cost to the County not to exceed \$230,412.00, as sole source purchases.

**RESOLUTION NO. 20103**, March 11, 2019

**INTRODUCED BY** Crystal Williams, County Legislator

WHEREAS, the County has a continuing need for the maintenance of computer hardware and software for use by various County departments; and,

WHEREAS, pursuant to section 1030.1 of the Jackson County Code, 1984, the Director of Finance and Purchasing has determined that each item of the maintenance services to be purchased can be obtained from only one source, the manufacturing vendor, as the hardware and software requiring maintenance are of a proprietary nature; and,

WHEREAS, the Director of Finance and Purchasing recommends the award of these contracts as follows:

| <u><b>VENDOR</b></u>             | <u><b>AMOUNT</b></u> |
|----------------------------------|----------------------|
| Mitchell Humphrey, St. Louis, MO | \$ 99,885.00         |
| Granicus, San Jose, CA           | \$ 30,240.00         |
| ESRI, Redlands, CA               | \$ 62,696.18         |
| Civic Plus, Manhattan, KS        | \$ 37,590.27         |
| Total                            | <u>\$ 230,411.45</u> |

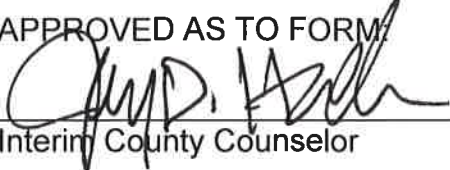
now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, an 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 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 thereby made.

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

APPROVED AS TO FORM:

  
Interim County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20103 of March 11, 2019, was duly passed on \_\_\_\_\_, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jo Spino, Clerk of the Legislature

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.

ACCOUNT NUMBER: 001 1305 56662  
ACCOUNT TITLE: General Fund  
Information Technology  
Software Maintenance  
NOT TO EXCEED: \$230,412.00

3/4/19  
Date

  
Chief Administrative Officer

# REQUEST FOR LEGISLATIVE ACTION



Completed by County Counselor's Office:

Res/Ord No.: 20103

Sponsor(s): Crystal Williams

Date: March 11, 2019

| SUBJECT   | <p>Action Requested<br/> <input checked="" type="checkbox"/> Resolution<br/> <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the Purchase of Annual Software Maintenance Agreement for the use by Various County Departments from the Vendors listed herein at a total cost to the Country of \$230,411.45 as a Sole Source purchase.</u></p>   |   |              |  |             |  |              |  |              |   |              |              |                     |
|---|---|---|--------------|--|-------------|--|--------------|--|--------------|---|--------------|--------------|---------------------|
| BUDGET INFORMATION<br><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>\$230,411.45</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>\$230,411.45</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$230,411.45</td></tr> <tr> <td>Source of funding (name of fund) and account code number:<br/>001-1305-5662 General Fund, Information Technology, Software Maintenance</td><td>\$230,411.45</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)<br/> <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:<br/> Department: Estimated Use:</p> <p>Prior Year Budget (if applicable):<br/> Prior Year Actual Amount Spent (if applicable):</p>   | Amount authorized by this legislation this fiscal year: | \$230,411.45 | Amount previously authorized this fiscal year: |             | Total amount authorized after this legislative action: | \$230,411.45 | Amount budgeted for this item * (including transfers): | \$230,411.45 | Source of funding (name of fund) and account code number:<br>001-1305-5662 General Fund, Information Technology, Software Maintenance | \$230,411.45 |              |                     |
| Amount authorized by this legislation this fiscal year:   | \$230,411.45  |   |              |  |             |  |              |  |              |   |              |              |                     |
| Amount previously authorized this fiscal year:  |   |   |              |  |             |  |              |  |              |   |              |              |                     |
| Total amount authorized after this legislative action:  | \$230,411.45  |   |              |  |             |  |              |  |              |   |              |              |                     |
| Amount budgeted for this item * (including transfers):  | \$230,411.45  |   |              |  |             |  |              |  |              |   |              |              |                     |
| Source of funding (name of fund) and account code number:<br>001-1305-5662 General Fund, Information Technology, Software Maintenance | \$230,411.45  |   |              |  |             |  |              |  |              |   |              |              |                     |
| PRIOR LEGISLATION   | <p>Prior ordinances and (date):<br/> Prior resolutions and (date): 19767, March 12, 2018</p>  |   |              |  |             |  |              |  |              |   |              |              |                     |
| CONTACT INFORMATION   | <p>RLA drafted by (name, title, &amp; phone): Craig Reich, Senior Buyer, 881-3265</p>   |   |              |  |             |  |              |  |              |   |              |              |                     |
| REQUEST SUMMARY   | <p>The Annual Software Maintenance Agreement for Various County Departments are expiring and need to be renewed. The maintenance agreements support critical application necessary for County business. The software for the Annual Software Maintenance Agreements are considered Sole Source purchases, as the maintenance can only be provide by the developer of the software.</p> <table border="1"> <thead> <tr> <th>Vendor Name and Location</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Mitchell Humphrey: St. Louis, MO</td><td>\$99,885.00</td></tr> <tr> <td>Granicus; San Jose, CA</td><td>\$30,240.00</td></tr> <tr> <td>ESRI; Redlands, CA</td><td>\$62,696.18</td></tr> <tr> <td>Civic Plus</td><td>\$37,590.27</td></tr> <tr> <td><b>Total</b></td><td><b>\$230,411.45</b></td></tr> </tbody> </table> <p>Pursuant to Section 1030.1 of the Jackson County Code,. The Director of Finance and Purchasing recommends the Purchase of Annual Software Maintenance Agreement for the use by Various County Department at a total cost to the County of \$230,411.45 as Sole Source purchases.</p> | Vendor Name and Location                                | Amount       | Mitchell Humphrey: St. Louis, MO               | \$99,885.00 | Granicus; San Jose, CA                                 | \$30,240.00  | ESRI; Redlands, CA                                     | \$62,696.18  | Civic Plus  | \$37,590.27  | <b>Total</b> | <b>\$230,411.45</b> |
| Vendor Name and Location  | Amount  |   |              |  |             |  |              |  |              |   |              |              |                     |
| Mitchell Humphrey: St. Louis, MO  | \$99,885.00   |   |              |  |             |  |              |  |              |   |              |              |                     |
| Granicus; San Jose, CA  | \$30,240.00   |   |              |  |             |  |              |  |              |   |              |              |                     |
| ESRI; Redlands, CA  | \$62,696.18   |   |              |  |             |  |              |  |              |   |              |              |                     |
| Civic Plus  | \$37,590.27   |   |              |  |             |  |              |  |              |   |              |              |                     |
| <b>Total</b>  | <b>\$230,411.45</b>   |   |              |  |             |  |              |  |              |   |              |              |                     |
| CLEARANCE   | <p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A<br/> <input checked="" type="checkbox"/> Business License Verified (Purchasing &amp; Department)<br/> <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A</p>  |   |              |  |             |  |              |  |              |   |              |              |                     |
| COMPLIANCE  | <p><input type="checkbox"/> MBE Goals N/A<br/> <input type="checkbox"/> WBE Goals N/A<br/> <input type="checkbox"/> VBE Goals N/A</p>   |   |              |  |             |  |              |  |              |   |              |              |                     |

|             |  |                |
|-------------|--|----------------|
| ATTACHMENTS | Information Technology Memorandum and vendor's invoices  |                |
| REVIEW      | Department Director:                                | Date: 3/1/2019 |
|             | Finance (Budget Approval):<br><i>If applicable</i>  | Date: 3/1/19   |
|             | Division Manager:  | Date:          |
|             | 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.

### Fiscal Note:

This expenditure was included in the Annual Budget.

PC# \_\_\_\_\_

Date: March 1, 2019


RES # 20103

| Department / Division | Character/Description | Not to Exceed |
|-----------------------|-----------------------|---------------|
|-----------------------|-----------------------|---------------|

**001 General Fund**

|                             |                            |            |
|-----------------------------|----------------------------|------------|
| 1305 Information Technology | 56662 Software Maintenance | \$ 230,412 |
|-----------------------------|----------------------------|------------|

\$ 230,412

 3/1/19  
Budget Officer



**Department of  
INFORMATION TECHNOLOGY  
JACKSON COUNTY, MISSOURI**

816-881-3151

415 EAST 12TH STREET, ROOM G-8  
KANSAS CITY, MO 64106

**TO: CRAIG REICH, SENIOR BUYER**

**FROM: MICHAEL ERICKSON, DIRECTOR OF IT AND GIS**

**DATE: FEBRUARY 8, 2019**

**SUBJECT: REQUEST FOR RLA TO APPROVE PAYMENT FOR SOFTWARE MAINTENANCE FOR 2019**

PLEASE PREPARE AN RLA FOR 2019 SOFTWARE MAINTENANCE PROVIDED BY VENDORS. THE SOFTWARE MAINTENANCE IS USED EACH YEAR FOR UPDATES TO EXISTING SOFTWARE, ANY ASSISTANCE IN MAINTAINING THE APPLICATIONS AND ANY PROBLEM RESOLUTION FOR JACKSON COUNTY, MISSOURI. THE VENDORS, SOFTWARE DESCRIPTIONS AND COST OF THE MAINTENANCE IS LISTED BELOW.

**MITCHELL HUMPHREY:**

|                                      |                  |
|--------------------------------------|------------------|
| FMS, JACKSON COUNTY FINANCIAL SYSTEM | \$ 75,695.00     |
| FASTTRACKGOV, USED BY PUBLIC WORKS   | <u>24,190.00</u> |
| SUBTOTAL                             | \$ 99,885.00     |

**GRANICUS:**

|  |              |
|--|--------------|
| LEGISTAR & ENCODING, LEGISLATIVE CLERK | \$ 30,240.00 |
|--|--------------|

**ESRI:**

|                           |              |
|---------------------------|--------------|
| ARC/GIS, ASSESSMENT & GIS | \$ 62,696.18 |
|---------------------------|--------------|

**CIVIC PLUS:**

|                                 |                     |
|---------------------------------|---------------------|
| JACKSON COUNTY WEB SITE & JCOOL | <u>\$ 37,590.27</u> |
| SOFTWARE MAINTENANCE TOTAL      | \$ 230,411.45       |

**PAYMENTS TO BE MADE FROM FUND/ACCOUNT:**

|                |               |
|----------------|---------------|
| 001/1305/56662 | \$ 230,411.45 |
|----------------|---------------|

**ATTACHMENTS: INVOICES**



~~HEALTH ENVIRONMENT~~  
FINANCE



MITCHELL  
HUMPHREY  
s o f t w a r e

1285 Fern Ridge Parkway  
St. Louis, Missouri 63141-4402

800 237-0028 • 314 991-2440  
www.mitchellhumphrey.com

January 15, 2019

Jackson County  
415 East 12th Street, Room G8  
Kansas City, Missouri 64106

Attn: Mr. Michael G. Ohlson-Dicus

Reference:

Invoice No.: 44980000000014

Terms: Net 30 Days

I N V O I C E

Annual maintenance fee for FMS Software Products for the period  
March 1, 2019 through February 29, 2020

75,695.00

Amount Due

\$75,695.00

Make check payable to Mitchell Humphrey & Co.





# GRANICUS

CLERKS

## Invoice

Granicus  
Dept CH - Box 19634  
Palatine, IL 60055 - 9634

|       |          |             |           |
|-------|----------|-------------|-----------|
| Date  | 1/1/2019 | Invoice #   | 106717    |
| Terms | Net 30   | Due Date    | 1/31/2019 |
|       |          | P.O. Number |           |

Please remit via ACH to:  
Routing #: 122240861 Acct #: 269099115

### Bill To

Michael Dicus, IT Dept  
Jackson County Courthouse  
415 E 12th Street Room G8  
Kansas City MO 64106  
United States

### Sold To

Michael Dicus, IT Dept  
Jackson County Courthouse  
415 E 12th Street Room G8  
Kansas City MO 64106  
United States

| Description                               | Term Start Date | Term End Date | Amount    |
|---|-----------------|---------------|-----------|
| Granicus Streaming                        | 1/1/2019        | 12/31/2019    | 21,420.00 |
| Legistar                                  | 1/1/2019        | 12/31/2019    | 0.00      |
| Granicus Encoding Appliance Software (GT) | 1/1/2019        | 12/31/2019    | 2,520.00  |
| Open Platform Suite                       | 1/1/2019        | 12/31/2019    | 0.00      |
| Meeting Efficiency Suite                  | 1/1/2019        | 12/31/2019    | 0.00      |
| Upgrade to SDI 720p Streaming             | 1/1/2019        | 12/31/2019    | 6,300.00  |

For any questions about your invoice, please contact us at  
AR@granicus.com or 1-800-314-0147

Thank you for your business

**Total** \$ 30,240.00 USD

**Amount Due** \$ 30,240.00 USD

**Total** \$30,240.00



~~HEALTH CARE SERVICES~~  
FINANCE  
1285 Fern Ridge Parkway  
St. Louis, Missouri 63141-4402  
800 237-0028 • 314 991-2440  
www.mitchellhumphrey.com

January 15, 2019

Jackson County  
415 East 12th Street, Room G8  
Kansas City, Missouri 64106

Attn: Mr. Michael G. Ohlson-Dicus

Reference:

Invoice No.: 44980000000014  
Terms: Net 30 Days

**I N V O I C E**

Annual maintenance fee for FMS Software Products for the period  
March 1, 2019 through February 29, 2020

75,695.00

Amount Due

\$75,695.00

Make check payable to Mitchell Humphrey & Co.



Department of  
INFORMATION TECHNOLOGY

Jackson County, Missouri – 415 E. 12<sup>th</sup> Street, Room G-8, Kansas City, MO 64106  
816-881-3151-Phone 816-881-3949-Fax

MEMORANDUM

TO: CRAIG REICH, SENIOR BUYER

FROM: MICHAEL ERICKSON, DIRECTOR OF IT AND GIS *MSB*

DATE: FEBRUARY 8, 2019

SUBJECT: RLA FOR SOFTWARE MAINTENANCE

PLEASE PREPARE AN RLA FOR 2019 SOFTWARE MAINTENANCE PROVIDED BY VENDORS. THE SOFTWARE MAINTENANCE IS USED EACH YEAR FOR UPDATES AND ANY ASSISTANCE NEEDED IN MAINTAINING THE APPLICATIONS USED BY JACKSON COUNTY. THE VENDORS, SOFTWARE AND AMOUNTS ARE LISTED BELOW

MITCHELL HUMPHREY:

|                                      |                  |
|--------------------------------------|------------------|
| FMS, JACKSON COUNTY FINANCIAL SYSTEM | \$ 75,695.00     |
| FASTTrackGov, USED BY PUBLIC WORKS   | <u>24,190.00</u> |
| SUBTOTAL                             | \$ 99,885.00     |

GRANICUS:

|  |                     |
|--|---------------------|
| LEGISTAR & ENCODING, LEGISLATIVE CLERK | <u>\$ 30,240.00</u> |
| TOTAL                                  | \$130,125.00        |

FUNDING:

001/1305/6662      **\$130,125.00**

ATTACHMENTS: INVOICES



1285 Fern Ridge Parkway  
St. Louis, Missouri 63141-4402

800 237-0028 • 314 991-2440  
www.mitchellhumphrey.com

January 15, 2019

Jackson County  
415 East 12th Street, Room G8  
Kansas City, MO 64106

Attention: Mr. Michael G. Ohlson-Dicus

Invoice No. 11058000000005  
Terms: Net 30 Days

Reference:

I N V O I C E

FastTrackGov Annual Software Service Fee for the period March 1, 2019 through February 29, 2020 per Software Products License and Maintenance Support Agreement dated November 7, 2013 between Mitchell Humphrey & Co. and Jackson County and Supplemental Software Product Agreement dated July 5, 2018

|   |           |
|---|-----------|
| FastTrackGov Base Annual Software Service Fee for<br>Year Four (\$20,890.00) as adjusted for inflation -<br>(CPI change from November 2017 to November 2018<br>is 2.2%) for total of \$21,350.00, plus \$2,000.00 | 23,350.00 |
| FastTrackGov Additional User  | 840.00    |

|            |             |
|------------|-------------|
| Amount Due | \$24,190.00 |
|------------|-------------|

Make check payable to Mitchell Humphrey & Co.



Esri Inc  
380 New York Street  
Redlands CA 92373

## **Subject: Renewal Quotation**

**Date:** 02/13/2019  
**To:** Gary Goold  
**Organization:** County of Jackson  
IT Dept  
**Fax #:** 816-881-4582 **Phone #:** 816-881-3152  
  
**From:** Melissa Mulcahy  
**Fax #:** 909-307-3083 **Phone #:** 888-377-4575 Ext. 7972  
**Email:** MMulcahy@esri.com

Number of pages transmitted  
(including this cover sheet): 7

Quotation #25881108  
Document Date: 12/15/2018

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level  
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit  
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.

**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: 888-377-4575/7972  
Fax #: 909-307-3083

## Quotation

**Date:** 12/15/2018**Quotation Number:** 25881108**Contract Number:** 2014MPA250

County of Jackson  
IT Dept  
GIS Div  
415 E 12th St Rm G8  
Kansas City MO 64106-2743  
Attn: Gary Goold  
**Customer Number:** 268488

For questions regarding this document, please contact Customer Service at 888-377-4575.

**Send Purchase Orders To:**

Environmental Systems Research Institute, Inc.  
380 New York Street  
Redlands, CA 92373-8100  
Attn: Melissa Mulcahy

**Please include the following remittance address on your Purchase Order:**

Environmental Systems Research Institute, Inc.  
P.O. Box 741076  
Los Angeles, CA 90074-1076

| Item | Qty | Material#   | Unit Price | Extended Price |
|------|-----|---|------------|----------------|
| 10   | 1   | 52384<br>ArcGIS Desktop Advanced Concurrent Use Primary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020   | 3,030.00   | 3,030.00       |
| 1010 | 8   | 52385<br>ArcGIS Desktop Advanced Concurrent Use Secondary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020 | 1,212.00   | 9,696.00       |
| 2010 | 1   | 86497<br>ArcGIS Desktop Standard Concurrent Use Primary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020   | 1,515.00   | 1,515.00       |
| 3010 | 1   | 87194<br>ArcGIS Desktop Basic Concurrent Use Primary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020      | 707.00     | 707.00         |
| 4010 | 4   | 87195   | 505.00     | 2,020.00       |

**Quotation is valid for 90 days from document date.**

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

**Issued By:** Melissa Mulcahy      **Ext:** 7972

[CSBATCHDOM]

To expedite your order, please reference your customer number and this quotation number on your purchase order.

**esri**

380 New York Street  
 Redlands, CA 92373  
 Phone: 888-377-4575/7972  
 Fax #: 909-307-3083

**Quotation**

Page 2

**Date:** 12/15/2018**Quotation Number:** 25881108**Contract Number:** 2014MPA250

| Item  | Qty | Material# |  | Unit Price | Extended Price |
|-------|-----|-----------|--|------------|----------------|
|       |     |           | ArcGIS Desktop Basic Concurrent Use Secondary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020                |            |                |
| 5010  | 1   | 87232     | ArcGIS Spatial Analyst for Desktop Concurrent Use Primary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020    | 505.00     | 505.00         |
| 6010  | 1   | 87198     | ArcGIS 3D Analyst for Desktop Concurrent Use Primary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020         | 505.00     | 505.00         |
| 7010  | 2   | 87192     | ArcGIS Desktop Basic Single Use Primary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020                      | 404.00     | 808.00         |
| 8010  | 4   | 87193     | ArcGIS Desktop Basic Single Use Secondary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020                    | 303.00     | 1,212.00       |
| 9010  | 1   | 100571    | ArcGIS Network Analyst for Desktop Concurrent Use Primary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020    | 505.00     | 505.00         |
| 10010 | 1   | 96880     | ArcGIS Workflow Manager for Desktop Concurrent Use Primary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020   | 505.00     | 505.00         |
| 11010 | 4   | 93984     | ArcGIS Workflow Manager for Desktop Concurrent Use Secondary Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020 | 202.00     | 808.00         |
| 12010 | 66  | 153147    | ArcGIS Online Viewer (Formerly Named User Level 1) Term License<br>Start Date: 03/16/2019<br>End Date: 03/15/2020          | 101.00     | 6,666.00       |
| 13010 | 12  | 153148    |  | 505.00     | 6,060.00       |

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**esri**

380 New York Street  
 Redlands, CA 92373  
 Phone: 888-377-4575/7972  
 Fax #: 909-307-3083

**Quotation**

Page 3

**Date:** 12/15/2018**Quotation Number:** 25881108**Contract Number:** 2014MPA250

| Item   | Qty | Material# | Unit Price | Extended Price |
|--|-----|-----------|------------|----------------|
| ArcGIS Online Creator (Formerly Level 2 Named User) Term License<br>Start Date: 03/16/2019<br>End Date: 03/15/2020   |     |           |            |                |
| 14010  | 2   | 157024    | 5,263.59   | 10,527.18      |
| ArcGIS Developer Enterprise Annual Subscription<br>Start Date: 12/19/2018<br>End Date: 03/15/2020  |     |           |            |                |
| 15010  | 1   | 161328    | 5,050.00   | 5,050.00       |
| ArcGIS Enterprise Standard Up to Four Cores Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020  |     |           |            |                |
| 16010  | 1   | 161430    | 2,525.00   | 2,525.00       |
| ArcGIS Enterprise Standard Up to Four Cores Staging Server Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020   |     |           |            |                |
| 17010  | 4   | 161389    | 1,263.00   | 5,052.00       |
| ArcGIS GIS Server Standard Additional Cores Maintenance<br>Start Date: 03/16/2019<br>End Date: 03/15/2020  |     |           |            |                |
| 18010  | 1   | 115680    | 5,000.00   | 5,000.00       |
| ArcGIS for Server Enterprise Standard Up to Four Cores from ArcIMS 9.1 Migrated Maintenance Includes Enterprise Basic Up to Four Cores from ArcSDE 9.1 Migrated Maintenance Bundle<br>Start Date: 03/16/2019<br>End Date: 03/15/2020 |     |           |            |                |
| 18020  | 1   | 109839    |            |                |
| ArcGIS for Server Enterprise Standard Up to Four Cores Migrated Maintenance<br>Item equals \$2,000.00 of the bundled price.<br>Start Date: 03/16/2019<br>End Date: 03/15/2020  |     |           |            |                |
| 18030  | 1   | 109840    |            |                |
| ArcGIS for Server Enterprise Basic Up to Four Cores Migrated Maintenance<br>Item equals \$3,000.00 of the bundled price.<br>Start Date: 03/16/2019<br>End Date: 03/15/2020   |     |           |            |                |

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**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: 888-377-45757972  
Fax #: 909-307-3083

## Quotation

Page 4

**Date:** 12/15/2018

**Quotation Number:** 25881108

**Contract Number:** 2014MPA250

**Item Qty Material#**

**Unit Price**

**Extended Price**

|                      |                      |
|----------------------|----------------------|
| <b>Item Subtotal</b> | 62,696.18            |
| <b>Estimated Tax</b> | 0.00                 |
| <b>Total</b>         | <b>USD 62,696.18</b> |

**DUNS/CEC: 06-313-4175 CAGE: 0AMS3**

[CSBATCHDOM]

**esri**

380 New York Street  
Redlands, CA 92373  
Phone: 888-377-45757972  
Fax #: 909-307-3083

## Quotation

Page 5

Date: 12/15/2018

Quotation Number: 25881108

Contract Number: 2014MPA250

Item Qty Material#

Unit Price

Extended Price

IF YOU WOULD LIKE TO RECEIVE AN INVOICE FOR THIS MAINTENANCE QUOTE YOU MAY DO ONE OF THE FOLLOWING:

- RESPOND TO THIS EMAIL WITH YOUR AUTHORIZATION TO INVOICE
- SIGN BELOW AND FAX TO 909-307-3083
- FAX OR EMAIL YOUR PURCHASE ORDER TO 909-307-3083/Service@esri.com

REQUESTS VIA EMAIL OR SIGNED QUOTE INDICATE THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION AND THAT YOUR ORGANIZATION DOES NOT REQUIRE A PURCHASE ORDER.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

[CSBATCHDOM]

**esri**

380 New York Street  
Redlands, CA 92373  
Phone: 888-377-4575/7972  
Fax #: 909-307-3083

## Quotation

Page 6

**Date:** 12/15/2018

**Quotation No:** 25881108

**Customer No:** 268488

**Contract No:** 2014MPA250

Item Qty Material#

Unit Price

Extended Price

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

By signing below, you are authorizing Esri to issue a software support invoice in the amount of USD \_\_\_\_\_ plus sales tax, if applicable.

Please check one of the following:

\_\_\_\_ I agree to pay any applicable sales tax.

\_\_\_\_ I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title



# CIVICPLUS

HELPING COMMUNITIES ENGAGE & INTERACT

Remit to:  
302 S 4th St. Suite 500  
Manhattan, KS 66502  
P (888) 228-2233 x291  
F (785) 587-8951

## Invoice

### Bill To

Michael Ohlson-Dicus  
Jackson County  
415 East 12th Street  
Room G8  
Kansas City MO 64106

Invoice # 182957  
Date 3/18/2019  
Terms Net 30  
Due Date 4/17/2019  
PO #  
Contract Start Date 3/18/2019  
Contract End Date 3/17/2020  
Shipping Code (2)

| Qty | Description  | Rate      | Amount    | Start Date | End Date  |
|-----|--|-----------|-----------|------------|-----------|
| 1   | CivicSend Annual Renewal   | 5,203.52  | 5,203.52  | 3/18/2019  | 3/17/2020 |
| 1   | Website Annual Fee Renewal for Website Hosting & Support               | 18,106.41 | 18,106.41 | 3/18/2019  | 3/17/2020 |
| 1   | Prosecutor Subsite Annual Fee Renewal for Website Hosting & Support    | 1,823.26  | 1,823.26  | 3/18/2019  | 3/17/2020 |
| 1   | Sheriff Subsite Annual Fee Renewal for Website Hosting & Support       | 1,823.26  | 1,823.26  | 3/18/2019  | 3/17/2020 |
| 1   | Parks and Rec Subsite Annual Fee Renewal for Website Hosting & Support | 1,823.26  | 1,823.26  | 3/18/2019  | 3/17/2020 |
| 1   | Combat Subsite Annual Fee Renewal for Website Hosting & Support        | 1,823.26  | 1,823.26  | 3/18/2019  | 3/17/2020 |
| 1   | Intranet Subsite Annual Fee Renewal for Website Hosting & Support      | 1,823.26  | 1,823.26  | 3/18/2019  | 3/17/2020 |
| 1   | Annual Fee for Website Media Center Storage.                           | 1,157.63  | 1,157.63  | 3/18/2019  | 3/17/2020 |
| 1   | Custom Mobile App Annual Fee   | 2,257.37  | 2,257.37  | 3/18/2019  | 3/17/2020 |
| 1   | LDAP Annual Fee  | 347.29    | 347.29    | 3/18/2019  | 3/17/2020 |
| 1   | Dedicated Server   | 1,323.00  | 1,323.00  | 3/18/2019  | 3/17/2020 |
|     | -Jacksongov.org  |           |           |            |           |
|     | -Makeyourdayhere.com   |           |           |            |           |
|     | -Jacksoncountycombat.com   |           |           |            |           |
|     | -Jacksoncountysheriff.org  |           |           |            |           |
|     | -Jacksoncountyprosecutor.com   |           |           |            |           |
|     | -Jcoolaccess.org   |           |           |            |           |
| 1   | Unlimited CRT Admin Users Licenses                                     | 0.00      | 0.00      | 3/18/2019  | 3/17/2020 |
| 1   | Website Recurring Redesign Annual Fee                                  | 0.00      | 0.00      | 3/18/2019  | 3/17/2020 |
| 1   | SSL Certificate Annual Fee jcoolaccess.org                             | 78.75     | 78.75     | 3/18/2019  | 3/17/2020 |

**Total** 37,590.27  
**Amount Due** \$37,590.27

**Did you know? We now accept ACH payments.**

**If you are interested, please email [accounting@civicplus.com](mailto:accounting@civicplus.com) or call (888) 228-2233 x291.**

A Finance Charge of 1.5% Per Month Will Be Added To Past Due Accounts.

**PAYMENT POLICY:** Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).

Jackson County, Missouri

**AFFIDAVIT**

STATE OF Missouri )  
 ) SS.  
COUNTY OF St. Louis )

Kim A. Schaefer of the City of St. Louis  
County of St. Louis State of Missouri being duly sworn on her or his oath, deposes and says;

1. That I am the President and COO (Title of Affiant) of Mitchell Humphrey & Co. (Name of Bidder) and have been authorized by said Bidder to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.

2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of bidder).

3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.

4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Bidder did not have on December 31, 2018 any property subject to taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.

5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.

6. Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties; or the State of Missouri and City of Kansas City, Missouri Debarment List

7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Mitchell Humphrey & Co. (Name of Bidder)

By: [Signature] (Signature of Affiant)

President and COO (Title of Affiant)

Subscribed and sworn to before me this 19th day of February, 2019

Cindy Bari  
NOTARY PUBLIC in and for the County of St. Louis (SEAL)

State of Missouri

My Commission Expires: November 8, 2019



**AFFIDAVIT**

STATE OF CALIFORNIA )  
 ) SS.  
COUNTY OF SAN BERNARDINO )

Chris Johnson of the City of Redlands  
County of San Bernardino State of California being duly sworn on her or his oath, deposes and says;

1. That I am the Manager, Commercial & Gov't Contracts (Title of Affiant) of Environmental Systems Research Institute, Inc. (Name of Bidder) and have been authorized by said Bidder to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.
2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of bidder).
3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.
4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Bidder did not have on December 31, 2018 any property subject to taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.
5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.
6. Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties; or the State of Missouri and City of Kansas City, Missouri Debarment List
7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.
8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Environmental Systems  
Research Institute, Inc. (Name of Bidder)  
By: Chris Johnson (Signature of Affiant)  
Manager, Commercial &  
Government Contracts (Title of Affiant)

Subscribed and sworn to before me this 21st day of February, 20 19

See attached per California state law

NOTARY PUBLIC in and for the County of \_\_\_\_\_ (SEAL)

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

GOVERNMENT CODE § 8202

Signature of Document Signer No. 2 (if any)

Subscribed and sworn to (or affirmed) before me

Signature of Notary Public

Signer(s) Other Than Named Above: \_\_\_\_\_

**AFFIDAVIT**

STATE OF Kansas )  
COUNTY OF Riley ) SS.

Brian Remppe of the City of Manhattan  
County of Riley State of Kansas being duly sworn on her or his oath, deposes and says;

1. That I am the President/CEO (Title of Affiant) of CivicPlus, LLC (Name of Bidder) and have been authorized by said Bidder to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.

2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of bidder).

3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.

4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Bidder did not have on December 31, 2018 any property subject to taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.

5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.

6. Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties; or the State of Missouri and City of Kansas City, Missouri Debarment List

7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

CivicPlus, LLC (Name of Bidder)

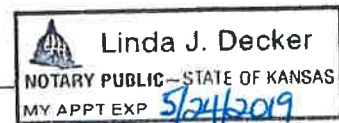
By: [Signature] (Signature of Affiant)  
President/CEO (Title of Affiant)

Subscribed and sworn to before me this 22 day of February, 2019

[Signature]  
NOTARY PUBLIC in and for the County of Riley (SEAL)

State of Kansas

My Commission Expires: 5/24/2019





Jackson County, Missouri

**AFFIDAVIT**

STATE OF ARIZONA )  
COUNTY OF MARICOPA ) SS.

Fredrick G. Schmitt Hammer III of the City of Glendale  
County of MARICOPA State of ARIZONA being duly sworn on her or his oath, deposes and says;

I, Lone Wolf Software, Inc. am the President/CEO (Title of Affiant) of Lone Wolf Software, Inc. (Name of Bidder) and have been authorized by said Bidder to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.

2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of bidder).

3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.

4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Bidder did not have on December 31, 2018 any property subject to taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.

5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.

6. Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties; or the State of Missouri and City of Kansas City, Missouri Debarment List

7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

LONE WOLF SOFTWARE, INC. (Name of Bidder)

By: Fredrick G. Schmitt Hammer III (Signature of Affiant)

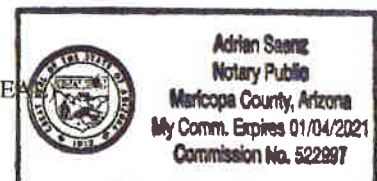
President/CEO (Title of Affiant)

Subscribed and sworn to before me this 27 day of February, 2019

NOTARY PUBLIC in and for the County of Maricopa (SE)

State of Arizona

My Commission Expires: 01-04-2021



**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** transferring \$70,500.00 within the 2019 County Improvement Fund and awarding a contract for the furnishing of a compensation study for use by the Human Resources Department to Evergreen Solutions, LLC of Tallahassee, FL, under the terms and conditions of Request for Proposals No. 55-18, at an actual cost to the County in the amount of \$70,500.00.

**RESOLUTION NO. 20104**, March 11, 2019

**INTRODUCED BY** Theresa Galvin, County Legislator

WHEREAS, the Department of Finance and Purchasing has solicited bids for the furnishing of a compensation study for use by the Human Resources Department; and,

WHEREAS, a total of eleven notifications were distributed and three responses were received and evaluated as follows:

| <u><b>VENDOR</b></u>                     | <u><b>EVALUATION POINTS</b></u> |
|--|---------------------------------|
| Evergreen Solutions<br>Tallahassee, FL   | 93.8                            |
| Management Advisory Group<br>Fairfax, VA | 87                              |
| CBIZ<br>St. Louis, MO                    | 80                              |

and,

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a contract for a compensation study for use by the Human Resources Department to Evergreen Solutions of Tallahassee, FL, for

the reason that it has submitted the lowest and best bid received as set forth in the attached recapitulation and analysis; and,

WHEREAS, a transfer is needed in order to place the funds needed for this contract in the proper spending account; and,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer be made within the 2019 County Improvement Fund:

| <u>DEPARTMENT/DIVISION</u> | <u>CHARACTER/DESCRIPTION</u>      | <u>FROM</u> | <u>TO</u> |
|----------------------------|-----------------------------------|-------------|-----------|
| County Improvement Fund    |                                   |             |           |
| Non-Departmental           |                                   |             |           |
| Cnty Improvement           |                                   |             |           |
| 013-5113                   | 58020- Buildings & Improvements   | \$70,500    |           |
| 013-5113                   | 56790- Other Contractual Services |             | \$70,500  |

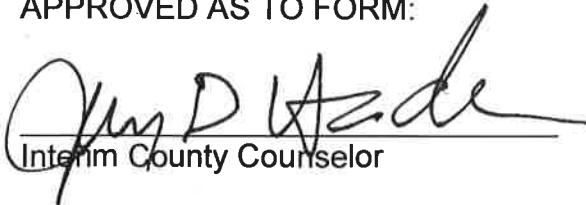
and,

BE IT FURTHER 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 hereby is authorized to execute for the County any documents necessary to the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Department of Finance and Purchasing is authorized to make all payments, including final payment on the contract.

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

APPROVED AS TO FORM:

  
Interim County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20104 of March 11, 2019, was duly passed on \_\_\_\_\_, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jo Spino, Clerk of Legislature

Funds Sufficient for this transfer are available from the sources indicated below.

ACCOUNT NUMBER: 013 5113 55020  
ACCOUNT TITLE: County Improvement Fund  
Non-Departmental Cnty Improvements  
Buildings & Improvements  
NOT TO EXCEED: \$70,500.00

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.

ACCOUNT NUMBER: 013 5113 56790  
ACCOUNT TITLE: County Improvement Fund  
Non-Departmental Cnty Improvements  
Other Contractual Services  
NOT TO EXCEED: \$70,500.00

3/5/19  
Date

  
Chief Administrative Officer



## **JACKSON COUNTY**

### **Human Resources Department**

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415 East 12th Street, First Floor  
Kansas City, Missouri 64106  
[www.jacksongov.org](http://www.jacksongov.org)

(816) 881-3135  
Fax: (816) 881-3474

**Date:** February 21, 2019

**To:** Barbara Casamento  
Purchasing Department

**From:** Dennis Dumovich, Director of Human Resources  
Ed Stoll, CAO  
Bob Crutsinger, Finance Director  
Crissy Wooderson, Jackson County Auditor  
Katherine Swing, Human Resources Administrator

**Subject:** Compensation Study RFP 55-18

It is the recommendation of the Compensation Study Review Committee to award the bid for RFP 55-18 to Evergreen Solutions, LLC. Three proposals were received, and Evergreen Solutions, LLC was selected by the committee as the best proposal.

Attached are the rating forms used by the committee to evaluate each proposal and as you can see, Evergreen, LLC received the highest average scores. Therefore, the bid should be awarded to Evergreen Solutions, LLC.

Please let me know if you have any questions.

Total  
Average

# RFP - Compensation Study

| Bidder    | Proposed       |        | Experience     |            | Pricing | Total   |
|-----------|----------------|--------|----------------|------------|---------|---------|
|           | Responsiveness | Method | Qualifications | References |         |         |
|           | 10 pts         | 30 pts | 30 pts         | 15 pts     | 15 pts  | 100 pts |
| Evergreen | 10             | 28.6   | 28.6           | 12.6       | 14      | 93.8    |
| MAG       | 10             | 27.2   | 23.2           | 14.2       | 12.4    | 87      |
| CBIZ      | 10             | 26.8   | 18.8           | 14.4       | 10      | 80      |

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## 4.0 *Response to Scope of Services*

In this section we provide our overall approach and methodology for completing this study and a detailed work plan—identifying the tasks, activities, and milestones necessary to accomplish the deliverables included in the scope of services of the Request for Proposal—and a proposed timeline.

### 4.1 Approach and Methodology

Evergreen Solutions is uniquely qualified to provide Compensation Study Services to Jackson County as our team includes recognized experts in local government human resources management and understands that there is not a “one size fits all” solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations. Specifically, we have developed a methodology that:

- focuses on market competitiveness;
- is based on the organization’s compensation philosophy;
- recognizes that compensation is comprised of more than just base pay levels;
- reflects changes in recent compensation strategies;
- designs custom solutions that take into account the diversity of needs present in the organization and allows you to select the components and options that best meet your overall needs; and
- produces a structure that improves the organization’s ability to recruit, reward, motivate, and retain talent in a competitive environment that includes both public and private sector employers.

We will work closely with the County’s designated Project Manager, executive team, and the Human Resources Department throughout the process to ensure constant communication of issues, concerns, and potential outcomes. We work closely with your staff to gain a solid understanding of your current operational realities, challenges, and desired outcomes. Moreover, Evergreen Solutions will work with you to balance your need to meet your performance goals while carefully managing the organization’s resources.

Compensation management has undergone significant transformation in the private sector and over time public sector organizations have mirrored these changes. While compensation once centered on the separate administration of base pay and core benefits, a shift has occurred that has transformed compensation management.





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Progressive organizations now recognize that to effectively recruit, reward, motivate, and retain employees, compensation management requires strategic thinking and planning. Compensation management must support an organization's overall strategic direction. To accomplish this, effective organizations design a compensation philosophy that details where an organization wants to be in relation to the market in key areas. These key areas include cash compensation, benefits, and work/life balance. Compensation is thus a reflection of the organization's philosophy.

Evergreen Solutions realizes that we will need to tailor our approach to fit the operating, fiscal, and competitive needs of the organization. Recommendations must always reflect competitive needs while supporting the organization's overall mission.

Listed below is an overview of the typically recommended approach that Evergreen takes when conducting a study of this nature.

#### **Kick Off Meeting**

Evergreen Solutions begins each engagement by meeting with our client's leadership team. Frequently, this initial meeting will accomplish several goals, including:

- finalizing the project work plan;
- identifying milestone and deliverable dates;
- gaining insight into the management structure and approach;
- collecting classification and compensation data;
- identifying additional data needs; and
- developing preliminary schedules for subsequent tasks.

At this time, we will also request a copy of the employee database that reflects current classification and compensation data.

#### **Communication Plan**

Communication is a critical component of any compensation study. Communicating with employees directly and early in the process builds support for the process and the accompanying outcomes. As part of our communication plan, we meet first with key project staff to fully understand the nature and scope of the project. The results of these meetings are then communicated to employees during the project outreach through employee orientation sessions, focus groups, and interviews. Regular updates are provided to the client's Project Manager and can be posted on the client's intranet site, if available and desired. Additionally, the communication plan for the distribution of the end product, particularly how the results will be distributed to employees, is also critical.

#### **Employee Orientation and Focus Groups**

Based on client feedback and a review of best practices, we have designed an orientation curriculum that provides employees insight into the process as well as provides a forum for answering questions and soliciting participation. Following the orientation sessions, we begin the focus group process. Focus groups are used to gain detailed insight into employee perceptions, concerns, and issues. The protocol for the



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sessions is provided to your project team in advance and refined to meet your needs.

We have found that employee orientation sessions and focus groups are critical venues for building employee participation and buy-in. Since they take place at the outset of the project, they are a critical introduction to the project and the question and answer formats allow employees to become engaged in the process. During these sessions, Evergreen Solutions consultants can also help to manage expectations since some employees may have unrealistic expectations based on anecdotal information.

**Department Head  
Interviews**

Evergreen Solutions staff conduct one-on-one interviews with department heads and/or senior management (in addition to any other employees the client determines is necessary) to identify challenges for consideration. These interviews will allow our staff to add details to our understanding of the organization and its needs. They also allow our consultants the opportunity to better understand the organizational structure of each department as well as the unique recruiting and retention issues that may be present in each department. Frequently, department directors and senior management serve as invaluable resources in explaining how internal equity relationships have evolved over time and explaining the nuances between the differences in jobs.

**Job Assessment  
Tool and  
Management  
Issue Tool**

Another important activity undertaken at this time is the distribution of Evergreen Solutions' Job Assessment Tool® (JAT). These questionnaires are central components of the job evaluation process. The JAT asks a series of questions regarding an employee's job that captures the nature of the job and how it interacts with work within the organization.

The JAT contains questions that ask about each of the following areas:

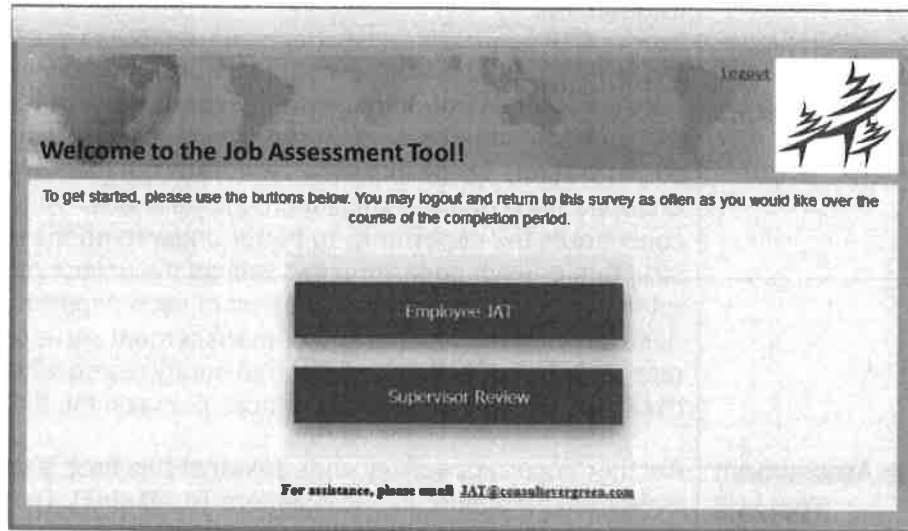
- scope of duties;
- complexity of work;
- supervision received and exercised;
- physical requirements;
- financial responsibilities;
- analytical/mental requirements;
- knowledge and skills required for the job; and
- level of responsibility/reporting relationships.

Evergreen Solutions will contact the client's Project Manager should there be a need to clarify question responses or issues with information collected from the JAT. Due to budgetary constraints faced by many of our clients, we have designed the JAT as a web-based tool so that data can be collected electronically. If requested, we can also provide a paper-based version of the tool.



**Exhibit 4-1** below depicts a screenshot of the JAT home screen showing the levels of access for a Supervisor. Supervisors have access to their own surveys in addition to the ability to review and approve the surveys of their direct reports. The supervisor review process ensures validation of the JAT data collected from employees and prevents comments made by employees from being taken out of context.

**Exhibit 4-1**  
**Supervisor's JAT Home Screen**



Source: Evergreen Solutions, 2018

**Exhibit 4-2** illustrates how Evergreen Solutions uses the JAT to collect functional details of employee's jobs. Seeking to understand how employees summarize their responsibilities in their own words allows our analysis to expand beyond what may be conveyed in a traditional job description. An informal survey of municipal employees revealed that 90 percent felt that the job descriptions held on file with their employers were inaccurate or incomplete representations of their duties. Understanding this, Evergreen Solutions designed the JAT to fill in those gaps to ensure that the entirety of an employee's job is analyzed within the context of the study.



## Exhibit 4-2

### Job Description and Responsibilities

**Basic Job-Related Information**

[Logout](#)

**Job Introduction**

Briefly provide an overview of your job, including a description of the purpose of your job and the type of work you do. This may be the same as the introduction to your current job description, but it does not need to be.

**Description**

2000

**Type of Work**

Please select the level that best describes the type of work you perform.

Type of Work:

- ☐ Clerical/Manual - Performs a variety of office and administrative support duties OR janitorial, labor-intensive tasks.
- ☐ Licensed/Trade-Related Occupations - Performs work necessitating regulated operators with their hands, physical skill and energy.
- ☐ Technical/Paraprofessional - Performs tasks requiring a solid understanding of basic algebra and statistics OR use of heavy equipment.
- ☐ Administrator - Performs tasks directly related to the management or general business operations. Exercises discretion and judgment with matters of significance.
- ☐ Managerial/Professional - Performs tasks requiring substantial knowledge, which is predominantly intellectual in nature. OR tasks related to the control or administration of part of the organization.
- ☐ Executive/Advanced Professional - Performs tasks related to managing the organization, or managing a department OR performs work requiring highly advanced knowledge.

**Education and Experience**

Please select the level that best describes how much education and experience a new-hire should be required to have for your position.

Education: ☐ Select One:

Experience: ☐ Select One:

**Licenses and Certifications**

Please list any licenses, certifications, or professional designations you believe should be required or preferred for your position.

Regulations

200


**SAVE**

Source: Evergreen Solutions, 2018

**Exhibit 4-3** shows a similar page in which employees are asked to list the Essential Functions of their job. These are the tasks and activities that define the classification and make it unique. Gathering information such as this allows Evergreen Solutions to assess the validity of the present classification structure and identify classifications or individuals within classifications that need to be restructured or reclassified.



### Exhibit 4-3 Job Functions

[Logout](#)


## Essential Job Functions

On the lines provided, please include all essential job functions you perform. For every function you list, estimate the total percent of your time spent on each function, on an annual basis and check off which tasks are a priority. A priority task is one that is core to your position.

| Task    | Percent | Priority                 |
|---------|---------|--------------------------|
| Task 1  | 500     | <input type="checkbox"/> |
| Task 2  | 500     | <input type="checkbox"/> |
| Task 3  | 500     | <input type="checkbox"/> |
| Task 4  | 500     | <input type="checkbox"/> |
| Task 5  | 500     | <input type="checkbox"/> |
| Task 6  | 500     | <input type="checkbox"/> |
| Task 7  | 500     | <input type="checkbox"/> |
| Task 8  | 500     | <input type="checkbox"/> |
| Task 9  | 500     | <input type="checkbox"/> |
| Task 10 | 500     | <input type="checkbox"/> |

Source: Evergreen Solutions, 2018

In addition to the JAT, Evergreen will also distribute our Management Issues Tool (MIT). The MIT is distributed to supervisors and managers and is used to collect specific information from supervisors and managers related to such issues as recruitment and retention problems, classification issues, pay equity issues, problems with titles, and other related issues. Each MIT will be logged and a specific response will be provided. The MIT process is designed to allow supervisors and managers to give direct input into the process and they serve as "red flags" to Evergreen Solutions staff during the analysis portion of the project.



|                       |   |
|-----------------------|---|
| <b>Job Evaluation</b> | <p>The next step in the process is to review responses to the JATs and identify any possible misclassifications. Once the review of the JATs has been completed, Evergreen's consultants will evaluate all jobs on each of the compensatory factors, score each position, and determine if there is any need for further investigation of specific positions. If serious discrepancies exist, Evergreen's consultants will work directly with the Client Project Manager to resolve any issues.</p> <p>Once work has been properly classified, changes in the current classification system rankings can be recommended. Our goal is to produce a classification system that reflects the internal equity relationships suggested by the JAT scoring conducted earlier.</p>   |
| <b>Compensation</b>   | <p>Our approach to compensation analysis is based on the belief that compensation should be organization-specific, fair, equitable, and directly tied to strategic goals. To ensure that all these criteria are met, we will conduct an extensive analysis on the relevant labor market, the internal structure and inter-relatedness of jobs within the organization, and the relative worth of jobs within the organization vis-à-vis the compensation philosophy.</p> <p>The most traditional component of a total compensation program is base pay (fixed pay). However, inclusion of benefits in total compensation strategy is not a new concept. Provision of benefits was originally a recruitment tool, though over time the provision of core benefits has become an expectation. Research shows that public sector organizations commonly use superior benefits packages as a way to offset structural disadvantages in base pay. The purpose of the survey is to collect information for comparison to current offerings, and making recommendations for change consistent with the parameters of the organization's compensation philosophy.</p> |
| <b>Market Survey</b>  | <p>A key component of assessing compensation is to consider market position, which is sometimes referred to as external equity or competitiveness. Evergreen's consultants wait until well into the classification analysis to design the market survey to ensure that jobs are understood, anomalies in classification characteristics are documented, and sufficient input has been received. The market survey will obtain standard range information related to minimum, midpoint, and maximum salaries. Data collection will focus on the public sector, but will include information from the private sector where applicable. Further, we will look to include any employers to whom the organization has recently lost employees.</p>   |
| <b>Benchmarks</b>     | <p>One of the most important components of the external assessment is in the selection and utilization of benchmark positions for the labor market survey. We will work with the client to identify the appropriate number of benchmark positions to best suit the client's needs in the labor market survey. Based on our experience, we have found that it is simply not practical to survey all positions within the organization—the resulting surveys become too cumbersome for labor market peers to complete, and the response rate on the whole suffers. We ensure, through multiple</p>  |



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checks and balances, that the benchmark positions chosen will represent a broad spectrum of positions across the organization, from all job families, pay levels, and functional areas.

## **Targets**

To conduct an external labor market assessment, we work with the client to identify the most appropriate targets to survey. Evergreen selects peer organizations based on the local labor competition, regional markets, and class-specific markets. Peer organizations should be those organizations that compete with the client for labor in at least one job family. An appropriate mix of peers in the public and private sectors will be included in the survey, and if necessary, augmented with published secondary data sources.

Typically, Evergreen waits until the outreach process has been completed to identify the complete list of market peers. This is because we often will uncover specific information during the focus group and interview sessions that identifies potentially critical survey targets. Ideally, we would like to work with the client after the outreach has been concluded to identify the final list of potential market peers.

An important factor of our methodology is that the client has the final approval of all aspects of the study. We will not proceed with the analysis unless the client is completely comfortable with the survey targets chosen. Often, there are different factors impacting an organization, such as proximity to a major metropolitan area, technology corridor, or specific market (i.e., military base), that have a direct effect on its ability to recruit and retain employees in specific positions. These factors have to be taken into account when selecting survey targets. Once the targets are selected and approved, the survey instrument is developed and sent to the client for final approval. Subsequent to client approval, the survey is then distributed to the targets in both paper and electronic formats.

Evergreen Solutions uses a four-fold method of communicating with respondents. Our staff notifies the target group that the survey is being sent or made available, confirms receipt, and encourages participation. Once the data are received, they are cleaned, validated, and summarized. A separate report is issued that shows the results of the salary survey.

## **Unifying the Solution**

After determining the appropriate division of work and market position, the compensation structure can be created. There is not a single, perfect solution for every client partner. The nuances and unique characteristics of each client necessitate a customized solution to best meet the organization's needs.

The Evergreen Team has considerable experience in developing multiple solutions and working with client partners to determine the one that best meets their needs. Our analytical team uses a variety of tools to produce various potential solutions: regression analysis, market thresholds, and other human resource models. Several major options are presented to the client's team before the implementation plan is created.



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### Compensation Administration Guidelines

It is at this stage in the process that we typically meet with the client to identify the direction of the final solution. We will present to the client a draft report for review and comment. We typically ask the client to examine the draft solution objectively and provide insights and recommendations on the direction of the report. When this process is completed, Evergreen's consultants will proceed with the final solution. The solution also contains information regarding fiscal impact and implementation.

In order for clients to maintain the recommended compensation system, Evergreen develops compensation administration guidelines for use by the client after completion of the study. The guidelines will include recommendations on installation and continuing administration of the system. The team first conducts a review of current practices and procedures then assesses their effectiveness, compliance with legal guidelines, and applicability to the recommended system.

Once this review and assessment are complete, revisions to the current practices and/or new guidelines can be recommended, as needed. At a minimum, the recommendations will address areas such as:

- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay and benefits;
- how often to adjust pay scales and survey the market;
- timing of implementation; and
- how to keep the system fair and competitive over time.

### System Maintenance

Our goal is to produce recommendations that are effective and that can be maintained by our clients. We are strongly committed to providing transparent and replicable solutions. In essence, when we complete our core assignment, our goal is that our client's staff can maintain and update the system on their own. We are readily available to provide assistance, but our goal is to give our clients all the tools and training that are needed. Towards this end we will provide the Human Resources Department with all necessary tools and training to maintain the system over time.

Based on client needs and industry best practices, Evergreen Solutions has developed a compensation and classification maintenance tool to assist our clients with implementing, managing, and updating the solutions: **JobForce Manager**. This tool allows our clients to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs. By automating these tasks, *JobForce Manager* allows our clients to not only streamline,







but also increase the fairness and transparency of regular compensation and classifications tasks after solution implementation.

**Exhibit 4-4** displays the interface from *JobForce Manager* for determining a positions pay grade; additional features include a job scoring tabulation sheet, market survey results database and summary report, pay plan report, and employee salary calculators for modeling fiscal impacts of compensation changes at the employee level. All data and reports are downloadable and printable, so they can be provided to key decision makers.

**Exhibit 4-4**  
**JobForce Manager Tool**

| Pay Plans   | Scoring/Slotting | Compensation | Market              |                 |                            |
|---|------------------|--------------|---------------------|-----------------|----------------------------|
| <div><div> Download Data</div><div> Grid Edit</div></div> |                  |              |                     |                 |                            |
| CURRENT TITLE ▲   | PAY PLAN         | JAT SCORE    | REGRESSION MIDPOINT | MARKET MIDPOINT | POSITION MIDPOINT (SELECT) |
| Accounting Specialist II  | ESP              | 212.5        | \$30,100.27         | \$31,220.80     | \$31,220.80                |
| Accounting Specialist III   | ESP              | 281.3        | \$38,058.27         | \$34,379.43     | \$40,213.96                |
| Accounting Specialist IV  | ESP              | 308.3        | \$42,315.73         | \$40,188.80     | \$44,338.90                |
| Accounting Supervisor   | ESP              | 500.0        | \$67,861.02         | \$68,380.91     | \$68,779.89                |
| Acquisition Specialist  | ESP              | 308.3        | \$42,315.73         | \$41,588.80     | \$44,338.90                |
| Administrative Aide   | ESP              | 212.5        | \$31,120.09         | \$36,634.74     | \$44,338.90                |
| Administrative Recording Secretary  | Professional     | 281.3        | \$52,088.10         | \$40,984.20     | \$68,246.18                |
| Administrative School Secretary I   | ESP              | 208.3        | \$29,285.91         | \$31,619.17     | \$33,084.13                |
| Administrative School Secretary II  | ESP              | 221.3        | \$32,543.36         | \$35,996.09     | \$34,738.33                |
| Administrative School Secretary III   | ESP              | 258.3        | \$35,800.82         | \$37,701.80     | \$38,299.01                |
| Administrative Secretary I  | ESP              | 281.3        | \$32,543.36         | \$32,190.02     | \$33,084.13                |
| Administrative Secretary I  | ESP              | 208.3        | \$29,285.91         | \$32,190.02     | \$33,084.13                |
| Administrative Secretary II   | ESP              | 221.3        | \$32,543.36         | \$35,919.04     | \$34,738.33                |
| Administrative Secretary II   | ESP              | 221.3        | \$32,543.36         | \$35,919.04     | \$34,738.33                |
| Administrative Secretary III  | ESP              | 258.3        | \$35,800.82         | \$35,971.01     | \$38,299.01                |
| Administrative Specialist   | Professional     | 231.3        | \$32,543.36         | \$43,782.83     | \$39,422.62                |
| Administrative Specialist-School Food Services  | Professional     | 275.0        | \$38,243.91         | \$42,581.08     | \$45,636.61                |

Source: Evergreen Solutions, 2018

## 4.2 Detailed Work Plan

The detailed work plan that Evergreen Solutions proposes to use to provide Compensation Study Services to Jackson County is provided in this section. Evergreen understands that the County has 1,500 full- and 300 part-time employees in 450 job titles that will be included in the study. Note: According to Addendum #2, Evergreen understands that they will be required to meet with the Legislature upon selection before approval of the contract/agreement, and to present findings and recommendations near the completion of the contract/agreement. Evergreen will further be required to meet with the executive team upon selection before approval of the contract/agreement, discuss process and scope (Task 1 of our detailed work plan), mid project update, and to



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present findings and recommendations near the completion of the contract/agreement.

Our work plan consists of the following 12 work tasks:

- Task 1: Project Initiation
- Task 2: Evaluate the Current System
- Task 3: Collect and Review Current Environment Data
- Task 4: Evaluate and Build Projected Classification Plan
- Task 5: Identify List of Market Survey Benchmarks
- Task 6: Identify Approved List of Targets
- Task 7: Conduct Market Survey and Provide External Assessment Summary
- Task 8: Develop Strategic Positioning Recommendations
- Task 9: Conduct Solution Analysis
- Task 10: Develop and Submit Draft and Final Reports
- Task 11: Develop Recommendations for Compensation Administration
- Task 12: Provide Revised Class Descriptions and FLSA Determinations

## **Task 1.0 Project Initiation**

### **TASK GOALS**

- Finalize the project plan with Jackson County (County).
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

### **TASK ACTIVITIES**

- 1.1 Meet with the County's Project Manager (CPM) and the executive team to discuss the following objectives:
- the classification and pay plan study process;
  - understand mission and current compensation philosophy (if any);
  - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
  - reach agreement on a schedule for the project including all assignments and project milestones/deliverables; and
  - establish an agreeable communication schedule.



**Task 2.0  
Evaluate the  
Current System**

- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the County and some of the short- and long-term priorities. This activity serves as the basis for assessing where the County is going and what type of pay plan will reinforce current and future goals.
- 1.3 Obtain relevant materials from the County, including:
  - any previous projects, research, evaluations, or other studies that may be relevant to this project;
  - organizational charts for the departments and divisions, along with related responsibility descriptions;
  - current position and classification descriptions, salary schedule(s), and classification system; and
  - personnel policies and procedures, including step placement policies.
- 1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.
- 1.5 Provide progress reports to the CPM.

**KEY PROJECT MILESTONES**

- Comprehensive project management plan
- Comprehensive database of County staff

**TASK GOALS**

- Conduct a comprehensive preliminary evaluation of the existing compensation plan(s) for the County.
- Develop initial compensation philosophy.

**TASK ACTIVITIES**

- 2.1 Obtain the existing pay structure and compensation philosophy. Review the existing pay structure and look for potential problems and issues to be resolved.
- 2.2 Review the County's current compensation plans, including salary, benefits, pay practices, and relates issues.
- 2.3 Determine the strengths and weaknesses of the current pay plan(s) and structure for the County.
- 2.4 Work with the CPM to draft a compensation philosophy of where the County desires to be in the market as it relates to pay.



**Task 3.0  
Collect and Review  
Current  
Environment Data**

- 2.5 Complete an assessment of current conditions that details the pros and cons of the current system as well as highlights areas for potential improvement in the final adopted solution.

**KEY PROJECT MILESTONES**

- Review of existing compensation plan(s)
- Initial compensation philosophy
- Assessment of current conditions

**TASK GOALS**

- Conduct statistical and anecdotal research into the current environment within the County.
- Guide subsequent analytical tasks.

**TASK ACTIVITIES**

- 3.1 Schedule and conduct employee orientation sessions.
- 3.2 Meet with department heads to obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.
- 3.3 Hold focus groups with a sample of employees to obtain additional relevant information and statistical/anecdotal data on specific compensation issues and policies.
- 3.4 Work with the CPM to administer the JATs and MITs. Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the CPM before distribution of the JAT/MIT questionnaire.
- 3.5 Review any data provided by the County that may provide additional relevant insight.
- 3.6 Identify career ladders, paths, and promotional opportunities for occupations.

**KEY PROJECT MILESTONES**

- JAT and MIT distribution
- Department head interviews
- Employee focus groups and orientation sessions



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**Task 4.0**  
**Evaluate and Build**  
**Projected**  
**Classification Plan**

**TASK GOALS**

- Identify the classification of existing positions utilizing Evergreen's job evaluation system.
- Review JAT responses.
- Characterize internal equity relationships within the County.

**TASK ACTIVITIES**

- 4.1 Review all draft class specifications with the CPM and the Human Resources Department.
- 4.2 Review the work performed by each classification and score. Include an evaluation of supervisory comments.
- 4.3 Review JAT scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow up with employees for jobs where uncertainty exists over data obtained from the JATs.
- 4.5 Develop preliminary recommendations for the classification structure. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the JAT scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped and spacing between jobs would be determined.
- 4.6 Review recommendations with the CPM.

**KEY PROJECT MILESTONES**

- JAT scores by class
- Recommended classification changes
- Preliminary job structure based on internal equity

**Task 5.0**  
**Identify List of**  
**Market Survey**  
**Benchmarks**

**TASK GOAL**

- Identify the proper benchmark positions for the external labor market assessment.

**TASK ACTIVITIES**

- 5.1 Identify, from the initial review, a list of classifications (benchmarks) to include in the labor market survey. **Note:** Evergreen will work with the CPM to select up to 60 benchmarks that are representative of the County's positions for the salary survey.



**Task 6.0**  
**Identify Approved**  
**List of Survey**  
**Targets**

- 5.2 Submit the proposed list of positions to the CPM for review.
- 5.3 Based on the CPM's review, make revisions to the benchmark list and finalize consistent with Evergreen's analysis.

**KEY PROJECT MILESTONES**

- Preliminary list of benchmark classifications
- Final list of benchmark positions for the external labor market assessment

**TASK GOAL**

- Identify list of targets for conducting a successful external labor market assessment.

**TASK ACTIVITIES**

- 6.1 Review with the CPM the peer organizations that should be included in the survey. **Note:** Evergreen will work with the CPM to select up to 20 targets for the salary survey to include first class cities and counties in Missouri and Kansas, especially those with a charter form of government (e.g., St. Louis County, Jackson County and Greene County).
- 6.2 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
  - size of the organization;
  - geographic proximity to the Kansas City area;
  - economic and budget characteristics; and
  - other demographic data.
- 6.3 Develop a list of survey targets by employee group. Develop a system for use of secondary data including potential sources and weighting of secondary data, if necessary.
- 6.4 Review survey methodology with the CPM and refine survey methodology prior to distribution of survey.
- 6.5 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

**KEY PROJECT MILESTONES**

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts



**Task 7.0  
Conduct Market  
Survey and  
Provide External  
Assessment  
Summary**

**TASK GOALS**

- Conduct the external labor market salary survey.
- Provide a summary of the survey results to the CPM.

**TASK ACTIVITIES**

- 7.1 Prepare a customized external labor market salary survey for the CPM's approval. Discuss questions and categories for the market survey.
- 7.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 7.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 7.4 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 7.5 Validate all data submitted.
- 7.6 Develop summary report of external labor market assessment results.
- 7.7 Submit summary report of external labor market assessment results to the CPM.

**KEY PROJECT MILESTONES**

- Market survey instrument
- Summary report of external labor market assessment results

**Task 8.0  
Develop Strategic  
Positioning  
Recommendations**

**TASK GOALS**

- Assess the appropriateness of the current compensation philosophy for the County.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

**TASK ACTIVITIES**

- 8.1 Identify the compensation philosophy and accompanying thresholds.
- 8.2 Using the market salary and benefits data collected in **Task 7.0**, and the classification data reviewed in **Task 4.0**, determine the proper pay plans for the County.



**Task 9.0  
Conduct Solution  
Analysis**

- 8.3 Identify highly competitive positions within the County and customize recommendations for compensation where required.
- 8.4 Produce a pay plan(s) for the County that best meets its needs from an internal equity and external equity standpoint.
- 8.5 Identify career ladders/promotional opportunities as deemed appropriate.

**KEY PROJECT MILESTONES**

- Proposed compensation strategic direction, taking into account internal and external equity
- Plan for addressing unique, highly competitive positions

**TASK GOALS**

- Conduct analysis comparing JAT values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

**TASK ACTIVITIES**

- 9.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan for the County.
- 9.2 Place all classifications into pay grades based on **Task Activity 9.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 9.3 Create implementation solutions for consideration that take into account the current position of the County as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.
- 9.4 Meet with the CPM to discuss the potential solutions.
- 9.5 Determine the best solution to meet the needs of the County in the short-term and long-term.
- 9.6 Document the accepted solution.

**KEY PROJECT MILESTONES**

- Initial regression analysis
- Potential solutions
- Documented final solution





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**Task 10.0**  
**Develop and**  
**Submit Draft and**  
**Final Reports**

**TASK GOALS**

- Develop and submit a draft and final report of the Compensation Study Services to Jackson County.
- Present the final report.

**TASK ACTIVITIES**

- 10.1 Produce a comprehensive draft report that captures the results of each previous step. Provide a draft final report to the CPM for review and approval. The draft final report will include the financial impact estimate for incorporating the recommendations.
- 10.2 Make edits and submit the necessary copies of the final report to the CPM.
- 10.3 Present the final report to executive team, and the Legislature, if requested.
- 10.4 Develop a communication plan for sharing study results with employees of the County.
- 10.5 Develop a plan for maintaining recommendations over time.

**KEY PROJECT MILESTONES**

- Draft and final reports
- Final presentation
- Communication plan
- Implementation and maintenance database

**Task 11.0**  
**Develop**  
**Recommendations**  
**for Compensation**  
**Administration**

**TASK GOALS**

- Develop recommendations for continued administration by County staff to sustain the recommended compensation and classification system.
- Provide training to Human Resources staff.

**TASK ACTIVITIES**

- 11.1 Develop recommendations and guidelines for continued administration and maintenance of the classification and compensation system, including recommendations and guidelines related to:



**Task 12.0  
Provide Revised  
Class Descriptions  
and FLSA  
Determinations**

- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay;
- how often to adjust pay scales and survey the market;
- the timing of implementation; and
- how to keep the system fair and competitive over time.

11.2 Recommend recruitment/retention strategies, where appropriate.

11.3 Present recommendations to the CPM for review.

11.4 Finalize recommendations.

11.5 Provide training to Human Resources staff on the utilization and maintenance of the recommended changes to the compensation and classification plan.

**KEY PROJECT MILESTONES**

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies
- Training

**TASK GOALS**

- Update existing class descriptions.
- Create new class descriptions as needed, ensuring FLSA, EEO/ADA requirement satisfaction.
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word).

**TASK ACTIVITIES**

12.1 Assess current class descriptions for form, content, validity, and ADA compliance.

12.2 Discuss new class description format with the CPM and the Human Resources Department staff.

12.3 Revise classification descriptions based on data gathered from the JAT process.



### 4.3 Proposed Timeline

- 12.4 Create new class descriptions for new classifications, as needed. Provide complete listing of the allocation of job classes to salary range assignments.
- 12.5 Make FLSA determinations based on work performed and federal requirements.
- 12.6 Recommend a systematic, regular process for reviewing job descriptions.

#### KEY PROJECT MILESTONES

- Updated class descriptions
- New class descriptions, as needed
- FLSA Determinations

Evergreen Solutions possesses the ability, staff, skills, and tools to provide Compensation Study Services to Jackson County in five months of the project start date and following the execution of the contract. This is based on a tentative start date of November 1, 2018, and a completion date of March 30, 2019.

Our proposed timeline, identified in **Exhibit 4-5** can be modified in any way to best meet the needs of Jackson County.



**Exhibit 4-5**  
**Proposed Timeline**

| PROJECT TASKS   | 2018 |     | 2019 |     |     |
|---|------|-----|------|-----|-----|
|   | NOV  | DEC | JAN  | FEB | MAR |
| 1.0 - Project Initiation  | ■    |     |      |     |     |
| 2.0 - Evaluate the Current System                                   | ■    |     |      |     |     |
| 3.0 - Collect and Review Current Environment Data                   | ■    |     |      |     |     |
| 4.0 - Evaluate and Build Projected Classification Plan              |      | ■   |      |     |     |
| 5.0 - Identify List of Market Survey Benchmarks                     |      | ■   |      |     |     |
| 6.0 - Identify Approved List of Targets                             |      | ■   |      |     |     |
| 7.0 - Conduct Market Survey and Provide External Assessment Summary |      |     | ■    | ■   |     |
| 8.0 - Develop Strategic Positioning Recommendations                 |      |     |      | ■   |     |
| 9.0 - Conduct Solution Analysis                                     |      |     |      |     | ■   |
| 10.0 - Develop and Submit Draft and Final Reports                   |      |     |      |     | ■   |
| 11.0 - Develop Recommendations for Compensation Administration      |      |     |      |     | ■   |
| 12.0 - Provide Revised Class Descriptions and FLSA Determinations   |      |     |      |     | ■   |



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## 7.0 Fees for Services

Evergreen Solutions, LLC is pleased to present our proposed fee to provide Compensation Study Services to Jackson County. Evergreen Solutions is committed to providing the highest quality consulting services to our client partners for a reasonable cost. Evergreen Solutions is fortunate that our overhead is minimal and our expenses are reasonable so we can pass that cost savings on to our clients.

Our total, not-to-exceed, fixed fee to complete all tasks identified in our detailed work plan in **Section 4.0** of our proposal is **\$72,500**. Should the County desire a benefits survey to be conducted in addition to the Salary Survey, Evergreen would charge an additional **\$8,000**.

Our fees are all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect costs (overhead), clerical support, and all other out-of-pocket expenses. Our fee also includes up to eight onsite visits to Kansas City for purposes of completing the requested work. Onsite visits would include meetings with the executive team, staff, and the Legislature as outlined in Addendum #2. Any additional onsite visits that are needed would be billed at \$1,500 per onsite visit.

Our fee is based on the following major components detailed in the scope of services of the RFP:

- Job Audit and Analysis - \$26,000
- Update Job Descriptions - \$10,000
- Study of Compensation Structures - \$29,500
- Final Report - \$7,000

**Total Fee - \$72,500**

The following is our preferred invoicing schedule:

- 25% - upon completion of Tasks 1 - 2 of our work plan
- 25% - upon completion of Tasks 3 - 4 of our work plan
- 25% - upon completion of Tasks 5 - 7 of our work plan
- 25% - upon completion of Tasks 8 - 12 of our work plan

**We are willing to negotiate the time, scope, and cost of the basic tasks, or any other options that Jackson County wishes to identify.** Evergreen Solutions federal employer identification number is 20-1833438.



# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 20104

Sponsor(s): Theresa Galvin

Date: March 11, 2019

EXECUTIVE OFFICE

FEB 28 2019

| SUBJECT   | <p>Action Requested<br/> <input checked="" type="checkbox"/> Resolution<br/> <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$70,500 within the County Improvement Fund and awarding a Contract for Compensation Study Services for use by the Human Resources Department to Evergreen Solutions, LLC of Tallahassee, FL under the terms and conditions of Request for Proposal No. 55-18.</u></p>  |   |   |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
|---|---|---|---|--|---|--|-------------|--|-------------|---|-------------|--|-------------|--------------------------------------|------|------|------|---------------------|------|------|------|------------------|----|----|------|-----------------|----|------|----|
| BUDGET INFORMATION<br><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>\$70,500.00</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>\$70,500.00</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$70,500.00</td></tr> <tr> <td>Source of funding (name of fund) and account code number:<br/>From:<br/>County Improvement Fund – Non-Departmental – Buildings &amp; Improvements<br/>013-5113-58020</td><td>\$70,500.00</td></tr> <tr> <td>To:<br/>County Improvement Fund – Non-Departmental – Other Contractual Services<br/>013-5113-56790</td><td>\$70,500.00</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)</p> <p><input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:<br/> Department: Estimated Use:</p> <p>Prior Year Budget (if applicable):<br/> Prior Year Actual Amount Spent (if applicable):</p> | Amount authorized by this legislation this fiscal year: | \$70,500.00                                 | Amount previously authorized this fiscal year: |   | Total amount authorized after this legislative action: | \$70,500.00 | Amount budgeted for this item * (including transfers): | \$70,500.00 | Source of funding (name of fund) and account code number:<br>From:<br>County Improvement Fund – Non-Departmental – Buildings & Improvements<br>013-5113-58020 | \$70,500.00 | To:<br>County Improvement Fund – Non-Departmental – Other Contractual Services<br>013-5113-56790 | \$70,500.00 |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| Amount authorized by this legislation this fiscal year:   | \$70,500.00   |   |   |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| Amount previously authorized this fiscal year:  |   |   |   |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| Total amount authorized after this legislative action:  | \$70,500.00   |   |   |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| Amount budgeted for this item * (including transfers):  | \$70,500.00   |   |   |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| Source of funding (name of fund) and account code number:<br>From:<br>County Improvement Fund – Non-Departmental – Buildings & Improvements<br>013-5113-58020 | \$70,500.00   |   |   |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| To:<br>County Improvement Fund – Non-Departmental – Other Contractual Services<br>013-5113-56790  | \$70,500.00   |   |   |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| PRIOR LEGISLATION   | <p>Prior ordinances and (date):<br/> Prior resolutions and (date):</p>  |   |   |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| CONTACT INFORMATION   | <p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>   |   |   |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| REQUEST SUMMARY   | <p>The Human Resources Department requires Compensation Study Services to evaluate the overall associate compensation package. The Purchasing Department issued Request for Proposal No. 55-18 in response to those requirements.</p> <p>Eleven notifications were distributed and three responses were received and evaluated as follows:</p> <table border="1"> <thead> <tr> <th>Description</th><th>CBIZ<br/>St. Louis, MO</th><th>Evergreen<br/>Solutions<br/>Tallahassee FL</th><th>Management<br/>Advisory Group<br/>Fairfax, VA</th></tr> </thead> <tbody> <tr> <td>Responsiveness to RFP (10 pts)</td><td>10</td><td>10</td><td>10</td></tr> <tr> <td>Proposed Method of Performance (30 pts)</td><td>26.8</td><td>28.6</td><td>27.2</td></tr> <tr> <td>Experience &amp; Qualifications (30 pts)</td><td>18.8</td><td>28.6</td><td>23.2</td></tr> <tr> <td>References (15 pts)</td><td>14.4</td><td>12.6</td><td>14.2</td></tr> <tr> <td>Pricing (15 pts)</td><td>10</td><td>14</td><td>12.4</td></tr> <tr> <td>Total (100 pts)</td><td>80</td><td>93.8</td><td>87</td></tr> </tbody> </table>  | Description   | CBIZ<br>St. Louis, MO                       | Evergreen<br>Solutions<br>Tallahassee FL       | Management<br>Advisory Group<br>Fairfax, VA | Responsiveness to RFP (10 pts)                         | 10          | 10   | 10          | Proposed Method of Performance (30 pts)   | 26.8        | 28.6   | 27.2        | Experience & Qualifications (30 pts) | 18.8 | 28.6 | 23.2 | References (15 pts) | 14.4 | 12.6 | 14.2 | Pricing (15 pts) | 10 | 14 | 12.4 | Total (100 pts) | 80 | 93.8 | 87 |
| Description   | CBIZ<br>St. Louis, MO   | Evergreen<br>Solutions<br>Tallahassee FL                | Management<br>Advisory Group<br>Fairfax, VA |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| Responsiveness to RFP (10 pts)  | 10  | 10  | 10  |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| Proposed Method of Performance (30 pts)   | 26.8  | 28.6  | 27.2  |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| Experience & Qualifications (30 pts)  | 18.8  | 28.6  | 23.2  |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| References (15 pts)   | 14.4  | 12.6  | 14.2  |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| Pricing (15 pts)  | 10  | 14  | 12.4  |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |
| Total (100 pts)   | 80  | 93.8  | 87  |  |   |  |             |  |             |   |             |  |             |                                      |      |      |      |                     |      |      |      |                  |    |    |      |                 |    |      |    |

|   |   |  |                      |               |   |               |                     |               |                            |       |
|---|---|--|----------------------|---------------|---|---------------|---------------------|---------------|----------------------------|-------|
|   | <p>The annual pricing for Compensation Study Services as follows:</p> <table border="1"> <tr> <td>CBIZ</td><td>\$95,000.00</td></tr> <tr> <td>Evergreen Solutions</td><td>\$80,500.00</td></tr> <tr> <td>Management Advisory</td><td>\$96,500.00</td></tr> </table> <p>The total price submitted Evergreen Solutions was \$80,500. However, the Human Resources Department has opted not to award the service of Updating Job Descriptions for \$10,000 as part of this contract. This brings the total award amount for this contract to \$70,500.00. A price sheet from Evergreen Solutions is attached for reference purposes.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department recommends the award of a Contract for Compensation Study Services for the Human Resources Department to Evergreen Solutions of Tallahassee, FL as the lowest and best proposal received.</p> |  | CBIZ                 | \$95,000.00   | Evergreen Solutions                         | \$80,500.00   | Management Advisory | \$96,500.00   |                            |       |
| CBIZ  | \$95,000.00   |  |                      |               |   |               |                     |               |                            |       |
| Evergreen Solutions                         | \$80,500.00   |  |                      |               |   |               |                     |               |                            |       |
| Management Advisory                         | \$96,500.00   |  |                      |               |   |               |                     |               |                            |       |
| CLEARANCE                                   | <input type="checkbox"/> Tax Clearance Completed N/A<br><input checked="" type="checkbox"/> Business License Verified<br><input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage  |  |                      |               |   |               |                     |               |                            |       |
| COMPLIANCE                                  | <input type="checkbox"/> MBE Goals<br><input type="checkbox"/> WBE Goals                      No Goals Assigned<br><input type="checkbox"/> VBE Goals   |  |                      |               |   |               |                     |               |                            |       |
| ATTACHMENTS                                 | Recommendation Memo from Evaluation Committee, Evaluation Matrices from Evaluation Committee, pertinent pages of the proposal from Evergreen Solutions  |  |                      |               |   |               |                     |               |                            |       |
| REVIEW                                      | <table border="1"> <tr> <td>Department Director:</td><td>Date: 2/27/19</td></tr> <tr> <td>Finance (Budget Approval):<br/>If applicable</td><td>Date: 2/28/19</td></tr> <tr> <td>Division Manager:</td><td>Date: 2/28/19</td></tr> <tr> <td>County Counselor's Office:</td><td>Date:</td></tr> </table>  |  | Department Director: | Date: 2/27/19 | Finance (Budget Approval):<br>If applicable | Date: 2/28/19 | Division Manager:   | Date: 2/28/19 | County Counselor's Office: | Date: |
| Department Director:                        | Date: 2/27/19   |  |                      |               |   |               |                     |               |                            |       |
| Finance (Budget Approval):<br>If applicable | Date: 2/28/19   |  |                      |               |   |               |                     |               |                            |       |
| Division Manager:                           | Date: 2/28/19   |  |                      |               |   |               |                     |               |                            |       |
| 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.



**Fiscal Note:**

Funds sufficient for this transfer are available from the sources indicated below.

PC# \_\_\_\_\_

Date: February 28, 2019

RES # 20104

| Department / Division |                                  | Character/Description |                            | From      | To        |
|-----------------------|----------------------------------|-----------------------|----------------------------|-----------|-----------|
| <b>013</b>            | <b>County Improvement Fund</b>   |                       |                            |           |           |
| 5113                  | Non-Departmental - Cnty Imprvmnt | 58020                 | Buildings & Improvements   | \$ 70,500 | \$ -      |
| 5113                  | Non-Departmental - Cnty Imprvmnt | 56790                 | Other Contractual Services |           | 70,500    |
|                       |                                  |                       |                            |           |           |
|                       |                                  |                       |                            |           |           |
|                       |                                  |                       |                            |           |           |
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|                       |                                  |                       |                            |           |           |
|                       |                                  |                       |                            |           |           |
|                       |                                  |                       |                            |           |           |
|                       |                                  |                       |                            | \$ 70,500 | \$ 70,500 |

Budget Officer 2/28/19



**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 financial advisory services for use by the Jackson County Administration to Springsted, Inc., of St. Paul, MN, under the terms and conditions of Request for Qualifications No. 66-18.

**RESOLUTION NO. 20105**, March 11, 2019

**INTRODUCED BY** Theresa Galvin, County Legislator

WHEREAS, by Request for Qualifications (RFQ) No. 66-18, the Director of Finance and Purchasing did solicit the submission of qualifications from firms interested in providing financial advisory services to the Jackson County Administration; and,

WHEREAS, the Director distributed twenty-five notifications and received four responses to the RFQ, as follows:

| <b><u>RESPONDER</u></b>               | <b><u>EVALUATION POINTS</u></b> |
|---------------------------------------|---------------------------------|
| Springsted<br>St. Paul, MN            | 94.34                           |
| George Baum<br>Denver, CO             | 92.67                           |
| PFM<br>Des Moines, IA                 | 88.33                           |
| Columbia Capital<br>Overland Park, KS | 85.67                           |

and,

WHEREAS, the proposals submitted were evaluated on the basis of responsiveness to the scope of services, qualifications, experience, approach, and references; and,


WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a twelve-month term and supply contract, with two twelve-month options to extend, for financial advisory services to Springsted Incorporated of St. Paul, MN, as the best proposal received; 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 is authorized to make all payments, including final payment on the contract, 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:

  
Interim County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20105 of March 11, 2019, was duly passed on \_\_\_\_\_, 2019 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 appropriation.

3/5/19  
Date

  
Chief Administrative Officer

# REQUEST FOR LEGISLATIVE ACTION

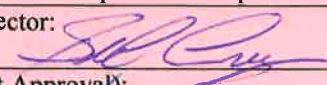
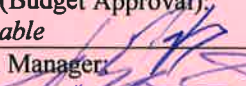
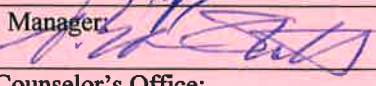
Completed by County Counselor's Office:

Res/Ord No.: 20105

Sponsor(s): Theresa Galvin

Date: March 11, 2019

| <b>SUBJECT</b>   | <p>Action Requested<br/><input checked="" type="checkbox"/> Resolution<br/><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract, with Two Twelve Month Options to Extend for Financial Advisory Services for Jackson County, Missouri Administration to Springsted Incorporated of St. Paul, MN under the terms and conditions of Request for Qualifications No. 66-18.</u></p>  |   |                                       |  |                                       |  |                                   |  |       |   |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |
|--|--|---|---------------------------------------|--|---------------------------------------|--|-----------------------------------|--|-------|---|------|-------------------------|-------|-------|-------|-------|---------------------|-------|-------|-------|-------|---------------------|------|------|------|------|-----------------|-------|-------|-------|-------|
| <b>BUDGET INFORMATION</b><br><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)<br/><input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:<br/>Department: Administration Estimated Use: \$50,000.00</p> <p>Prior Year Budget (if applicable):<br/>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: |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |
| 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:                                |  |   |                                       |  |                                       |  |                                   |  |       |   |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |
| <b>PRIOR LEGISLATION</b>   | <p>Prior ordinances and (date):<br/>Prior resolutions and (date):</p>  |   |                                       |  |                                       |  |                                   |  |       |   |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |
| <b>CONTACT INFORMATION</b>   | <p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>  |   |                                       |  |                                       |  |                                   |  |       |   |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |
| <b>REQUEST SUMMARY</b>   | <p>Jackson County, Missouri Administration requires a term and supply contract for an experienced and qualified financial firm to provide Financial Advisory Services. The Purchasing Department issued Request for Qualifications No. 66-18 in response to those requirements.</p> <p>Twenty-five notifications were distributed and four responses were received and evaluated as follows:</p> <table border="1"><thead><tr><th>Description</th><th>George Baum<br/>Denver, CO</th><th>Springsted<br/>St. Paul, MN</th><th>Columbia Capital<br/>Overland Park, KS</th><th>PFM<br/>Des Moines, IA</th></tr></thead><tbody><tr><td>Responsiveness to RFQ<br/>(10 pts)</td><td>8.67</td><td>10.00</td><td>8.67</td><td>9.00</td></tr><tr><td>Qualifications (40 pts)</td><td>36.00</td><td>37.67</td><td>34.33</td><td>35.67</td></tr><tr><td>Experience (40 pts)</td><td>38.33</td><td>37.00</td><td>35.00</td><td>34.33</td></tr><tr><td>References (10 pts)</td><td>9.67</td><td>9.67</td><td>7.67</td><td>9.33</td></tr><tr><td>Total (100 pts)</td><td>92.67</td><td>94.34</td><td>85.67</td><td>88.33</td></tr></tbody></table> <p>The above scores are a combined average based on individual scores from the three members of the Evaluation Committee. Springsted Incorporated of St. Paul, MN is recommended for award as the best proposal received. In accordance with the RFQ, administration will negotiate pricing for this contract.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department recommends the award of a Twelve Month Term and Supply Contract with Two Twelve Month Options to Extend for Financial Advisory Services to Springsted Incorporated of St. Paul, MN as the best proposal received. Pricing will be negotiated for these services.</p> | Description   | George Baum<br>Denver, CO             | Springsted<br>St. Paul, MN                     | Columbia Capital<br>Overland Park, KS | PFM<br>Des Moines, IA                                  | Responsiveness to RFQ<br>(10 pts) | 8.67   | 10.00 | 8.67  | 9.00 | Qualifications (40 pts) | 36.00 | 37.67 | 34.33 | 35.67 | Experience (40 pts) | 38.33 | 37.00 | 35.00 | 34.33 | References (10 pts) | 9.67 | 9.67 | 7.67 | 9.33 | Total (100 pts) | 92.67 | 94.34 | 85.67 | 88.33 |
| Description  | George Baum<br>Denver, CO  | Springsted<br>St. Paul, MN                              | Columbia Capital<br>Overland Park, KS | PFM<br>Des Moines, IA                          |                                       |  |                                   |  |       |   |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |
| Responsiveness to RFQ<br>(10 pts)  | 8.67   | 10.00   | 8.67                                  | 9.00   |                                       |  |                                   |  |       |   |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |
| Qualifications (40 pts)  | 36.00  | 37.67   | 34.33                                 | 35.67  |                                       |  |                                   |  |       |   |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |
| Experience (40 pts)  | 38.33  | 37.00   | 35.00                                 | 34.33  |                                       |  |                                   |  |       |   |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |
| References (10 pts)  | 9.67   | 9.67  | 7.67                                  | 9.33   |                                       |  |                                   |  |       |   |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |
| Total (100 pts)  | 92.67  | 94.34   | 85.67                                 | 88.33  |                                       |  |                                   |  |       |   |      |                         |       |       |       |       |                     |       |       |       |       |                     |      |      |      |      |                 |       |       |       |       |

|             |  |                |
|-------------|--|----------------|
| CLEARANCE   | <input type="checkbox"/> Tax Clearance Completed N/A<br><input checked="" type="checkbox"/> Business License Verified<br><input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage |                |
| COMPLIANCE  | <input type="checkbox"/> MBE Goals<br><input type="checkbox"/> WBE Goals No goals assigned<br><input type="checkbox"/> VBE Goals   |                |
| ATTACHMENTS | Recommendation Memo from V. Edwin Stoll, Evaluation Matrices from Evaluation Committee, and pertinent pages of Springsted Incorporated's response.   |                |
| REVIEW      | Department Director:    | Date: 3-5-2019 |
|             | Finance (Budget Approval):<br>If applicable   | Date: 3/5/19   |
|             | Division Manager:   | Date: 3/5/19   |
|             | 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.



**V. EDWIN STOLL**

**CHIEF ADMINISTRATIVE OFFICER**

415 East 12<sup>th</sup> Street, Suite 200  
Kansas City, Missouri 64106  
(816) 881-3064  
Fax: (816) 881-3133  
[www.jacksongov.org](http://www.jacksongov.org)

## Memorandum

TO: Barbara Casamento, Purchasing Administrator

FROM: V. Edwin Stoll, Chief Administrative Officer

DATE: February 25, 2019

RE: Financial Advisory Services RFQ 66-18

Four proposals were received on RFQ 66-18. Those proposals were reviewed by Bob Crutsinger, Director of Finance and Purchasing, John Gordon, Treasurer, and me. Attached are the rating forms used by the reviewers to evaluate the proposals and as you can see, Springsted Incorporated received the highest average score. Accordingly, it is the recommendation of that review team that the proposal of Springsted Incorporated be selected.

RFQ – Financial Advisor

*Average*

| Bidder     | Responsiveness<br>10 pts | Qualifications<br>40 pts | Experience<br>40 pts | References<br>10 pts | Total<br>100 pts |
|------------|--------------------------|--------------------------|----------------------|----------------------|------------------|
| Scoring    |                          |                          |                      |                      |                  |
| Baum       | 8.67                     | 36                       | 38.33                | 9.67                 | 92.67            |
| Springsted | 10                       | 37.67                    | 37                   | 9.67                 | 94.34            |
| Columbia   | 8.67                     | 34.33                    | 35                   | 7.67                 | 85.67            |
| PFM        | 9                        | 35.67                    | 34.33                | 9.33                 | 88.33            |



Springsted Incorporated  
9229 Ward Parkway Suite 104  
Kansas City MO 64114

Tel: 816.333.7200  
Fax: 816.333.7299  
www.springsted.com

## 1. Cover Letter

October 23, 2018

Mr. Bob Crutsinger  
Director of Finance and Purchasing  
Office of the Jackson County Purchasing Department  
Jackson County Courthouse  
415 East 12<sup>th</sup> Street, Room G-1  
Kansas City, Missouri 64106

Re: **Statement of Qualifications to Provide Financial Advisory Services, RFP No. 66-18**

Dear Mr. Crutsinger:

Thank you for the opportunity to provide Jackson County with our qualifications to provide municipal advisory services. We want to stress that, if selected as advisor, Jackson County would be a priority client for Springsted.

Included with our qualifications is a preliminary financing analysis for the planned detention center project (Appendix II). We have prepared this estimate to bring ourselves current with the recent conversations at the Courthouse as well as demonstrate a small facet of the firm's analytical capabilities. In this document, we discuss possible financing scenarios, the summary of the results is in the table below.

| Scenario                   | Preliminary Estimated Amortization Scenarios |                     |                    |
|----------------------------|--|---------------------|--------------------|
|                            | Avg. Annual Debt Service                     | Total Interest Cost | True Interest Cost |
| 20-Year General Obligation | \$12,392,679                                 | \$68,950,754        | 3.23%              |
| 20-Year Special Obligation | \$13,116,974                                 | \$83,507,895        | 3.86%              |
| 30-Year General Obligation | \$9,995,194                                  | \$119,295,488       | 3.65%              |
| 30-Year Special Obligation | \$10,708,890                                 | \$142,177,712       | 4.21%              |

The preliminary financing analysis also discusses the considerations that will impact a successful financing of the proposed detention center while balancing the capital needs of the organization as a whole. Those considerations are legal authority, method of sale, structure of debt, investment of bond proceeds, and credit enhancements. As municipal advisor to Jackson County, Springsted will work with staff and elected officials to craft the optimal financing program.



As detailed in the following qualifications, Springsted provides the following key advantages to Jackson County:

### **Unparalleled Expertise in Jackson County and the Kansas City Area**

Springsted is proud to maintain deep and long-standing relationships with municipal governments within the broader Kansas City area and Jackson County, in particular. We have proudly served as municipal advisor to large, sophisticated area governmental entities such as Johnson County, KS and the Unified Government of Wyandotte County since the 1980's. We are also the current municipal advisor for nearly every major city within Jackson County. These Jackson County cities include Independence, Blue Springs, Grandview, Grain Valley, and Oak Grove. This unparalleled experience uniquely provides Springsted with the necessary context to effectively serve Jackson County as municipal advisor.

### **Confidence that Comes from Independent Advice**

We work only for public and non-profit entities. We do not buy or sell bonds. As a truly independent advisor, Springsted has no affiliation with any underwriting firm. In the bond sale process, we work only for the issuer. Our independence gives us the freedom to tell our clients "like it is" without compromise. The advantages of selecting an independent financial advisor include:

- Free flow of information from all industry sources. As we do not underwrite bonds, investment banks more freely share their ideas and innovations with us;
- Preservation of potential bidders in a sale. When employing an underwriter as an advisor, the SEC prohibits that firm from purchasing your bonds, thereby reducing the pool of prospective bidders. With several excellent local underwriters in the Missouri bond market, the County is best served by maintaining access to these firms, which would be precluded if they were to serve as your advisor; and
- A holistic view. As stated in our mission statement, Springsted works with clients "in the long-term process of building their communities on a fiscally sound and well-managed basis." In this regard, we are different from an underwriter, who's primary focus is solely Jackson County's debt. As a full service advisor with expertise in public finance and financial planning, economic development, organizational management and investments – we are more equipped than an underwriter to craft solutions for the County's opportunities and challenges.

### **Lower Cost of Capital with an Independent Municipal Advisor**

Year after year, Springsted is one of the top municipal advisory firms in the Midwest. We are frequently "in the market" selling obligations of the type Jackson County anticipates issuing in the near-term. In 2017, we advised 225 transactions totaling \$3.364 billion in par value. We have served Missouri communities for over 20 years. Our familiarity with Missouri, its laws, and the regional capital market gives us the knowledge to aid the County in structuring and marketing its debt obligations to achieve the lowest possible cost while balancing the County's risks.

### **Stadium and Entertainment Center Experience**

Though we understand the detention center may be top of mind at the current time, stadium-related debt remains a significant portion of Jackson County's debt portfolio. Our service team includes expertise in this area. We have experience assisting clients finance and administer contracts for facilities for NBA, NHL, NFL, MLB, and MLS franchises, as well as NASCAR. Recently we completed the financing of the US Soccer Federation's National/Olympic Training Facility using subordinate lien sales tax increment revenue capital appreciation bonds in Wyandotte County, Kansas.

Jackson County, Missouri  
October 23, 2018  
Page 3

We believe after reviewing our qualifications, you will agree that Springsted uniquely possesses the public finance expertise to become Jackson County's financial advisor. We would welcome the opportunity to further discuss how we can assist Jackson County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tom Kaleko".

Tom Kaleko, CIPMA  
Executive Vice President  
[tkaleko@springsted.com](mailto:tkaleko@springsted.com)  
(816) 333-7294

sml

## 4. Firm Profile

### History and Leadership

Springsted is one of the largest and longest established independent public sector advisory firms in the United States. For over 60 years, we have continually grown in the range of our client relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing clients with a balance of national perspective and local expertise.

The Springsted Group is comprised of three companies: Springsted Incorporated, Springsted Investment Advisors and Springsted Human Capital Advisors. This structure was created to both delineate our service areas and to ensure compliance with federal regulatory requirements. This proposal is from Springsted Incorporated (SI), which provides Public Finance, Economic Development and Operational Finance/Fiscal Planning Services. However, Jackson County would have access to the services of all our related companies. Springsted Investment Advisors (SIA) provides Municipal Investment Advisor Services. Springsted Human Capital Services provides Classification and Compensation and Organizational Management as well as Executive Recruitment Services through Springsted | Waters.

Springsted is equally owned and managed by three employee-principals, two of which are women. Our headquarters are located in Saint Paul, Minnesota, with offices strategically located throughout the United States. Specifically, our regional offices include Jackson County, Missouri; Milwaukee, Wisconsin; Des Moines, Iowa; Richmond, Virginia; Denver, Colorado; Atlanta, Georgia and Dallas, Texas. Saint Paul has been our corporate home since the firm first opened its doors in the early 1950s.

Currently, we have a staff of nearly 80 professionals, including client representatives, consultants, project managers, analytical professionals and support personnel. Our size provides both subject matter expertise and contingency in the case of unforeseen circumstances.

### Our Philosophy and Service Focus

Our service philosophy is reflected in our Mission Statement which highlights *"the long-term process of building their (client) communities on a fiscally sound and well-managed basis."* Our services are built around the concept that, in order for our clients to accomplish their goals they need diversified, coordinated services. We believe optimal results cannot be achieved if a financial advisory firm focuses on one area. Springsted is unique among public sector advisors in its range of service offerings.

With a foundation in public finance, Springsted services include all related financial and management areas. Eight Practice Groups are spread across The Springsted Group: Public Finance, Operational Finance/Fiscal Planning, Housing/Economic Development, Investments, Executive Search, Compensation, Classification and Organizational Management. Each Practice Group has its own service offerings and dedicated professional staffs. This service approach permits us to focus individually or in combination each Practice Group's dedicated professional resources within the larger entity perspective, ensuring the many dimensions of projects and policy decisions are comprehensively addressed.

This comprehensive approach is reflected in our eight Practice Groups:

**Springsted Incorporated**

- Public Finance
- Economic Development
- Operational Finance/Fiscal Planning

**Springsted Investment Advisors**

- Investments

**Springsted Human Capital Advisors**

- Classification and Compensation
- Organizational Management
- Community Surveys

**Springsted | Waters Executive Recruitment**

- Executive Recruitment

## Bond Market Experience

In today's municipal bond market, Springsted's high quality financial advisory services mean being responsive to our clients' funding objectives, whether the

| 2017 Total Sales<br>225 Issues worth \$3.364 Billion |                       |                     |
|--|-----------------------|---------------------|
| Category   | Volume In<br>Millions | Number Of<br>Issues |
| <b>Total Sales</b>                                   | <b>\$3,364</b>        | <b>225</b>          |
| Competitive  | 1,807                 | 156                 |
| Negotiated   | 889                   | 31                  |
| Taxable  | 2,631                 | 21                  |
| General Obligation                                   | 1,470                 | 141                 |
| Revenue  | 1,226                 | 46                  |
| Refunding  | 1,443                 | 76                  |
| Education  | 509                   | 24                  |
| Higher Education & Student Loan                      | 760                   | 27                  |
| Utility (Water; Sewer; Electric)                     | 217                   | 8                   |
| Housing & Economic Development                       | 97                    | 7                   |
| Transportation                                       | 133                   | 13                  |

issuance is straightforward or highly complex. For relatively straightforward financings, our expertise yields efficient and cost-effective bond structures and rate options or derivative products, our expertise is reflected in the depth and sophistication of our analyses and market knowledge. The quality of our comprehensive service is a result of a large and multi-talented professional staff, state-of-the-art analytical resources and time-tested systems.

Our results are best illustrated by our clients' ongoing trust in us, with an annual average between 200 and 300 bond issues covering the full range of municipal bond and leasing tools. With an average of more than one bond sale per business day over more than two decades, our experience covers all segments of the national and many regional markets we serve. To successfully perform at this level on an ongoing basis requires a range and depth of expertise. The accompanying table of 2017 Bond Market participation, shown by

industry group, demonstrates the variety and magnitude of assisting our clients in meeting their financial objectives.

Our experience extends to assisting our clients with regulatory compliance at the federal and state levels. We have dedicated staff in both arbitrage/rebate compliance and in continuing disclosure. For arbitrage compliance, we currently track over 1,300 issues; representing 240 various municipalities, school districts, colleges, universities and nonprofit groups. We provide approximately 200 clients with continuing disclosure services.

Springsted's Bond Market experience can best be summarized as being comprehensive, from concept to compliance and as being tailored from straight forward to complex.

## Missouri Bond Issuance Experience

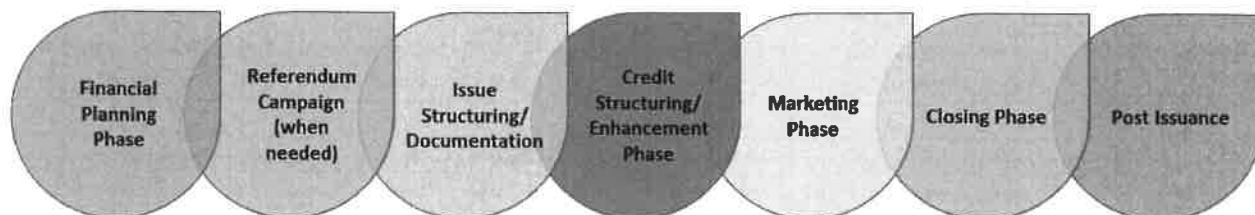
| List of Missouri Bond Issues |              |            |   |
|------------------------------|--------------|------------|---|
| Sale Date                    | Issuer       | Par Amt    | Bond Issue  |
| 6/11/2018                    | Grain Valley | 3,380,000  | General Obligation Refunding Bonds, Series 2018A  |
| 3/19/2018                    | Oak Grove    | 1,726,000  | General Obligation Refunding Bonds, Series 2018A  |
| 12/18/2017                   | Gladstone    | 7,132,000  | Certificates of Participation, Series 2017  |
| 12/18/2017                   | Gladstone    | 3,988,000  | Refunding Certificates of Participation 2017B   |
| 11/16/2017                   | Blue Springs | 11,915,000 | General Obligation Refunding Bonds, Series 2017A  |
| 9/5/2017                     | Sedalia      | 5,695,000  | Certificates of Participation, Series 2017B   |
| 8/10/2017                    | Lee's Summit | 14,575,000 | General Obligation Bonds, Series 2017A  |
| 5/15/2017                    | Oak Grove    | 5,005,000  | Certificates of Participation, Series 2017  |
| 3/7/2017                     | Parkville    | 2,353,700  | Parkville, MO Lease Purchase 2017   |
| 1/17/2017                    | Sedalia      | 3,638,100  | Refunding Certificates of Participation, Series 2017  |
| 12/15/2016                   | Blue Springs | 9,265,000  | Special Obligation Revenue Bonds (White Oak Marketplace Project) Series 2016                                |
| 11/9/2016                    | Grain Valley | 3,035,000  | Taxable Neighborhood Improvement District Limited General Obligation Bonds, Series 2016                     |
| 7/19/2016                    | Oak Grove    | 6,995,000  | 2016 COP - City Facilities  |
| 1/21/2016                    | Lee's Summit | 14,075,000 | General Obligation Bonds, Series 2016A  |
| 11/17/2015                   | Parkville    | 3,383,722  | Refunding Lease Purchase Agreement of 2015  |
| 7/22/2015                    | Gladstone    | 23,510,000 | Certificates of Participation 2015A and Taxable 2015B   |
| 6/10/2015                    | Warson Woods | 1,300,000  | Taxable Certificates of Participation (City of Warson Woods, Missouri, Lessee), Series 2015                 |
| 5/21/2015                    | Grandview    | 24,345,000 | Taxable Special Assessment, Tax-Exempt Tax Increment and Special District Revenue Bonds Series 2015 & 2015A |
| 5/18/2015                    | Grain Valley | 3,125,000  | Taxable Neighborhood Improvement District Limited General Obligation Refunding Temporary Notes, Series 2015 |
| 5/12/2015                    | Carthage     | 2,920,000  | Refunding Certificates of Participation, Series 2015  |
| 4/23/2015                    | Nixa         | 2,885,000  | Leasehold Revenue Refunding Bonds, Series 2015  |
| 1/22/2015                    | Lee's Summit | 3,970,000  | General Obligation Bonds, Series 2015A  |
| 7/16/2014                    | Lee's Summit | 7,432,500  | Refunding Lease Purchase Agreement of 2014  |
| 5/20/2014                    | Parkville    | 5,375,000  | Limited General Obligation Bonds, Series 2014A  |
| 5/20/2014                    | Parkville    | 3,675,000  | Limited General Obligation Bonds (Brink Meyer Road Improvement Project) Series 2014B                        |
| 12/9/2013                    | Grain Valley | 5,850,000  | General Obligation Refunding Bonds, Series 2013   |
| 10/3/2013                    | Lee's Summit | 6,840,000  | General Obligation Bonds, Series 2013C  |
| 9/12/2013                    | Carthage     | 1,450,000  | Refunding Certificates of Participation, Series 2013  |
| 8/21/2013                    | Raytown      | 2,310,000  | Sewerage System Refunding Bonds, Series 2013  |
| 1/24/2013                    | Lee's Summit | 13,740,000 | General Obligation Refunding Bonds, Series 2013B  |
| 1/24/2013                    | Lee's Summit | 24,360,000 | General Obligation Bonds, Series 2013A  |
| 9/11/2012                    | Carthage     | 2,135,000  | Refunding Certificates of Participation, Series 2012  |
| 9/11/2012                    | Carthage     | 2,170,000  | Combined Waterworks and Wastewater Treatment System Refunding Revenue Bonds, Series 2012                    |
| 5/22/2012                    | Grain Valley | 3,015,000  | Taxable Neighborhood Improvement District Temporary Notes, Series 2012                                      |
| 5/3/2012                     | Lee's Summit | 7,940,000  | Combined Waterworks and Sewerage System Refunding Revenue Bonds, Series 2012                                |
| 11/9/2011                    | Grain Valley | 5,234,676  | General Obligation Bonds, Series 2011 (Capital Appreciation Bonds)  |
| 5/5/2011                     | Lee's Summit | 12,000,000 | General Obligation Bonds, Series 2011-A   |

## Large County Bond Issuance Experience

| List of Large County Bond Issues |  |       |             |  |
|----------------------------------|--|-------|-------------|--|
| Sale Date                        | Issuer                                       | State | Part Amt.   | Bond Issue   |
| 7/25/2018                        | Johnson County                               | KS    | 232,790,000 | General Obligation Internal Improvement Bonds, Series 2018A                  |
| 8/8/2018                         | Johnson County                               | KS    | 148,595,000 | Lease Purchase Revenue Bonds, Series 2018A                                   |
| 9/29/2015                        | Unified Govt of Wyandotte County/Kansas City | KS    | 72,900,000  | Sales Tax Special Obligation Revenue Bonds, Series 2015A                     |
| 8/11/2015                        | Unified Govt of Wyandotte County/Kansas City | KS    | 65,229,560  | Sales Tax Special Obligation Capital Appreciation Revenue Bonds, Series 2015 |
| 2/8/2018                         | Unified Govt of Wyandotte County/Kansas City | KS    | 65,020,000  | Municipal Temporary Notes, Series 2018-I                                     |
| 2/6/2014                         | Unified Govt of Wyandotte County/Kansas City | KS    | 62,765,000  | Municipal Temporary Notes, Series 2014-I                                     |
| 2/2/2017                         | Unified Govt of Wyandotte County/Kansas City | KS    | 62,255,000  | Municipal Temporary Notes, Series 2017-I                                     |
| 2/4/2016                         | Unified Govt of Wyandotte County/Kansas City | KS    | 60,470,000  | Municipal Temporary Notes, Series 2016-I                                     |
| 2/5/2015                         | Unified Govt of Wyandotte County/Kansas City | KS    | 60,275,000  | Municipal Temporary Notes, Series 2015-I                                     |
| 2/7/2013                         | Unified Govt of Wyandotte County/Kansas City | KS    | 52,545,000  | Municipal Temporary Notes, Series 2013-I                                     |
| 11/13/2017                       | Washington County                            | MN    | 42,380,000  | General Obligation Refunding Bonds, Series 2017A                             |
| 11/18/2015                       | Johnson County                               | KS    | 41,725,000  | Public Building Commission Lease Purchase Rev Ref Bonds, Series 2015B        |
| 9/26/2013                        | Johnson County                               | KS    | 40,685,000  | Internal Improvement Bonds, Series 2013A                                     |
| 11/17/2014                       | Washington County                            | MN    | 39,155,000  | General Obligation Capital Improvement Plan Ref Bonds, Series 2014A          |
| 2/2/2012                         | Unified Govt of Wyandotte County/Kansas City | KS    | 39,030,000  | Municipal Temporary Notes, Series 2012-I                                     |
| 12/11/2014                       | Sedgwick County                              | KS    | 38,895,000  | Revenue Bonds, Series 2014-3   |
| 11/5/2014                        | Johnson County                               | KS    | 38,480,000  | General Obligation Internal Improvement Refunding Bonds, Series 2014B        |
| 5/11/2015                        | St. Louis County                             | MN    | 38,415,000  | General Obligation Capital Improvement Bonds, Series 2015C                   |
| 12/12/2011                       | Ramsey County                                | MN    | 37,765,000  | General Obligation Capital Improvement Plan Ref Bonds, Series 2011B          |
| 7/26/2012                        | Johnson County                               | KS    | 37,350,000  | Internal Improvement Bonds, Series 2012A                                     |
| 3/24/2011                        | Johnson County                               | KS    | 35,395,000  | Lease Purchase Revenue Bonds, Series 2011A                                   |
| 9/28/2016                        | Johnson County                               | KS    | 34,445,000  | General Obligation Internal Improvement Bonds, Series 2016A                  |
| 2/8/2018                         | Unified Govt of Wyandotte County/Kansas City | KS    | 34,025,000  | General Obligation Improvement Bonds, Series 2018-A                          |
| 7/21/2016                        | La Crosse County                             | WI    | 31,425,000  | General Obligation Corporate Purpose Bonds, Series 2016A                     |
| 11/18/2015                       | Johnson County                               | KS    | 30,515,000  | General Obligation Internal Improvement Bonds, Series 2015A                  |
| 2/5/2015                         | Unified Govt of Wyandotte County/Kansas City | KS    | 29,655,000  | General Obligation Improvement Bonds, Series 2015-A                          |
| 6/10/2013                        | Crow Wing County                             | MN    | 29,520,000  | General Obligation Refunding Bonds, Series 2013A                             |
| 7/26/2012                        | Johnson County                               | KS    | 27,005,000  | Internal Improvement Refunding Bonds, Series 2012B                           |
| 2/7/2018                         | St. Croix County                             | WI    | 27,000,000  | General Obligation Highway Maintenance Facility Bonds, Series 2018A          |
| 2/4/2016                         | Unified Govt of Wyandotte County/Kansas City | KS    | 26,825,000  | General Obligation Improvement Bonds, Series 2016-A                          |
| 8/27/2014                        | Sedgwick County                              | KS    | 25,745,000  | Refunding Revenue Bonds, Series 2014-2                                       |
| 11/18/2015                       | Johnson County                               | KS    | 25,540,000  | General Obligation Refunding Bonds, Series 2015B                             |
| 3/26/2012                        | Scott County                                 | MN    | 24,570,000  | General Obligation Law Enforcement Center Ref Bonds, Series 2012A            |
| 2/22/2018                        | Unified Govt of Wyandotte County/Kansas City | KS    | 24,430,000  | Revenue Bonds (Juvenile Justice Facility), Series 2018-A                     |
| 8/8/2016                         | St. Louis County                             | MN    | 23,315,000  | General Obligation Capital Improvement Bonds, Series 2016A                   |
| 10/4/2017                        | Johnson County                               | KS    | 23,125,000  | Lease Purchase Revenue Improvement and Ref Bonds, Series 2017B               |
| 6/3/2013                         | Ramsey County                                | MN    | 22,700,000  | General Obligation Capital Improvement Plan Bonds, Series 2013A              |
| 2/13/2012                        | Washington County                            | MN    | 22,475,000  | General Obligation Capital Improvement Plan Ref Bonds, Series 2012A          |
| 2/2/2017                         | Unified Govt of Wyandotte County/Kansas City | KS    | 21,995,000  | General Obligation Improvement Bonds, Series 2017A                           |
| 6/10/2015                        | Johnson County                               | KS    | 21,460,000  | Lease Purchase Revenue Bonds, Series 2015A                                   |
| 8/5/2013                         | St. Louis County                             | MN    | 20,650,000  | General Obligation Capital Improvement Bonds, Series 2013A                   |
| 2/5/2015                         | Unified Govt of Wyandotte County/Kansas City | KS    | 20,615,000  | General Obligation Refunding Bonds, Series 2015-D                            |
| 11/5/2014                        | Johnson County                               | KS    | 20,205,000  | General Obligation Internal Improvement Bonds, Series 2014A                  |
| 1/23/2013                        | Anoka County                                 | MN    | 20,145,000  | General Obligation Refunding Bonds, Series 2013A                             |
| 4/4/2016                         | Washington County                            | MN    | 20,000,000  | General Obligation Capital Improvement Plan Bonds, Series 2016A              |

## The Bond Issue Process

When it comes to the issuance of new debt, Springsted maintains processes that have been proven successful. What we wish to emphasize is that we will not take a “cookie cutter” approach. For each of the County’s debt issuances, we will prepare a customized plan of finance designed to best achieve your goals at the lowest possible cost.



Springsted’s debt issuance services permit clients to select the service approach best meeting their needs and resources. The selection ranges from a full-service approach, whereby we perform all steps in the process, to a “menu-like” approach. Our objective is to complement the client’s resources to yield an optimal financing program. We would welcome an opportunity to discuss the details underlying each of the following service components:

### Financial Planning

- Identify client financing objectives
- Establish financial framework
- Determine type of financing
- Identify funding alternatives, including tax rate impact
- Identify preliminary sale date
- Develop financing plan
- Complete special planning studies

### Referendum Campaign (when needed)

- Provide assistance during the referendum process, including scientific surveys

### Issue Structuring/Documentation

- Prepare and present sale recommendations
- Assist with underwriter selection (negotiated sales only)
- Coordinate timetable and activities of other participants
- Draft/review financing documents
- Coordinate selection of trustee
- Oversee authorization process

### Credit Structuring/Enhancement

- Analyze and recommend use of credit enhancement and ratings
- Prepare and attend rating agency presentation(s)
- Select credit enhancement provider, if appropriate

**Marketing**

- Monitor market conditions
- Generate presale market interest
- Prepare and distribute official statement
- Arrange for necessary publications
- Conduct sale
- Assist with investment of bond proceeds

**Closing**

- Coordinate closing process
- Deliver bond record
- Conduct post sale analysis

**Post-Sale Phase/Regulatory Compliance**

- Arbitrage/Rebate
- Continuing Disclosure



October 23, 2018

## **Preliminary Financing Analysis for the Detention Center Project**

### **INTRODUCTION**

The Springsted Incorporated Kansas City office has been following the discussions at the County Legislature regarding the proposed detention center project. It is our understanding the Legislature has reversed previous voluntary reductions of the property tax levy in order to generate additional revenue to finance capital needs. This policy has been enacted with the passage of the 2018 levy rates. The new levy rates are expected to generate an additional \$19.5 million annually and have been earmarked for capital project needs, including a new detention center facility.

To aid these discussions, we have prepared estimated amortization schedules for a detention center costing \$180 million, the current upper bound of preliminary cost estimates. We have provided schedules for four scenarios: General Obligation bonds amortized over 20 and 30 years as well as Special Obligation bonds amortized over 20 and 30 years.

### **ASSUMPTIONS**

Springsted has provided these amortization schedules on a preliminary basis for discussion purposes. The financing will be subject to market conditions at the time of issuance. The following assumptions were used for developing the schedules:

- Net bond proceeds in the amount of \$180 million deposited in the project fund
- July 1, 2019, bond delivery date
- Current market rates
- Level debt service payments
- The County's current Special Obligation (A1) and Long-Term Issuer Rating (Aa2) ratings by Moody's Investor's Services
- 20- and 30-year amortizations for each G.O. and Special Obligation bond scenario

## DEBT SERVICE SCHEDULES

The following table summarizes the attached debt service schedules for each of the scenarios:

| <b>Preliminary Estimated Amortization Scenarios</b> |                                 |                            |                           |
|---|---------------------------------|----------------------------|---------------------------|
| <b>Scenario</b>                                     | <b>Avg. Annual Debt Service</b> | <b>Total Interest Cost</b> | <b>True Interest Cost</b> |
| 20-Year General Obligation                          | \$12,392,679                    | \$68,950,754               | 3.23%                     |
| 20-Year Special Obligation                          | \$13,116,974                    | \$83,507,895               | 3.86%                     |
| 30-Year General Obligation                          | \$9,995,194                     | \$119,295,488              | 3.65%                     |
| 30-Year Special Obligation                          | \$10,708,890                    | \$142,177,712              | 4.21%                     |

The assumed scenarios result in a range of average annual debt service payments between \$10 million and \$13 million. This indicates the County will have flexibility when balancing the capital needs of the entire organization with available revenues under a variety of considerations.

## CONSIDERATIONS

**Legal Authority:** While we have assumed in our preliminary analysis that the detention center project is financed through special obligation bonds, the County could issue general obligation bonds if it receives voter approval. As the table above illustrates, the interest cost associated with general obligation bonds is significantly less than special obligation bonds – which would allow the County to finance a greater amount of its capital needs. As your municipal advisor, Springsted will work with the County and bond counsel to investigate all options to lower your cost of capital. Springsted is a leader in the field of financial referendums. Our referendum team leader, Dr. Don Lifo, literally wrote the book on the subject (*School Finance Elections: A Comprehensive Planning Model for Success*) and is a nationally sought lecturer. While an election may seem daunting, the financial benefits are significant. A random sample scientific survey (which Springsted can design and execute) would be helpful in determining whether an election could be favorable.

**Method of Sale:** The legal authority for the issuance will dictate the method of sale. For special obligation bonds, we would anticipate issuing the bonds through a negotiated sale with a single underwriter or a syndicate of underwriters. At the County's discretion, we would draft and circulate a request for proposal or request for qualifications for underwriting services and assist you in evaluating the responses. Acting on behalf of the County, we would serve as the coordinator of the transaction. At the time of bond pricing, we would advocate on the County's behalf to obtain optimal rates and terms.

For general obligation bonds, we would most likely recommend a competitive sale in which underwriters are invited to bid on the bonds with award to the bidder offering the lowest true interest cost. A competitive sale is possible under these circumstances due to the security strength of the full faith and credit pledge and the routine characteristics of general obligation bonds.

**Structure of Debt:** Given the range of annual debt service payments with the estimated \$19.5 million annual revenue stream, the County will have flexibility regarding structure of the debt. If hired as your municipal advisor, Springsted will work with staff and elected officials to structure the financing in a manner that takes into consideration your other capital needs. The debt can be structured in a variety of ways (front-loading principal, back-loading principal, level debt service, etc.) to accomplish your long-term goals. Other structuring considerations include when debt service will begin and the number of bond issues. In this preliminary analysis, we have assumed a single bond issue. However, the project could be financed through multiple issues; which could prove advantageous under certain conditions.

**Investment of Bond Proceeds:** Detention center projects take a long time to construct. As a result, particular attention will need to be paid to investment of the bond proceeds. For this task, we would call on our related company, Springsted Investment Advisors, to take bids on the County's behalf from large banks and insurance companies interested in acquiring the rights to invest the bond funds. The investment would most likely be in the form of a guaranteed investment contract (GIC) or a repurchase agreement (REPO). Prior to issuing the request for proposals for the investment, we would discuss with you the relative risks and returns associated with all of the County's investment options so as to tailor the investment to your financing goals, legal authorities and risk tolerance. With projects like the detention center which have a strong likelihood of cost over-runs and change orders, many of our clients choose to borrow the entire anticipated project cost and use the interest earnings to address unanticipated costs. However, the project could be "net funded" with anticipated interest earnings used to reduce the amount borrowed. This approach may be optimal if the County were to construct the project through an arrangement under which the maximum cost is fixed.

**Credit Enhancements:** Springsted will evaluate all credit enhancement options to lower your cost of capital. Prior to the recession, insured municipal bonds had become a major share of the market. Since then, the cost-effectiveness of bond insurance is now limited. Springsted will monitor the cost-effectiveness of bond insurance and make a recommendation, if advantageous to the County, at the time of bond issuance.

The Credit rating will be critical to the success of the project financing. Prior to the issuance of any debt, Springsted will utilize the credit rating agency methodology in order to understand the County's strengths and areas for improvement. Our goal is to know the County better than the rating agency analysts. Understanding that not all credit rating characteristics are directly under the County's control, we will work with you to develop short- and long-term strategies to strengthen the County's creditworthiness.

## CONCLUSION

It is the mission of Springsted to provide high quality, independent financial advisory services to jurisdictions like Jackson County and work with you in the long-term process of building your community on a fiscally sound and well-managed basis. As your municipal advisor, we will work with County staff and elected officials to craft the optimal financing structure for the proposed detention center while balancing the capital needs of the entire organization. We have provided these preliminary amortization schedules for discussion purposes and to demonstrate the value of a municipal advisor to your organization. We look forward to the opportunity to speak with you about this project and how to best serve Jackson County.

**\$181,520,000**

**Jackson County, Missouri**  
**Special Obligation Bonds, Series 2019**  
**(Dentetion Center Project) - 20 Year Term**

**Sources & Uses****Dated 07/01/2019 | Delivered 07/01/2019****Sources Of Funds**

|                          |                  |
|--------------------------|------------------|
| Par Amount of Bonds..... | \$181,520,000.00 |
|--------------------------|------------------|

|                           |                         |
|---------------------------|-------------------------|
| <b>Total Sources.....</b> | <b>\$181,520,000.00</b> |
|---------------------------|-------------------------|

**Uses Of Funds**

|   |                |
|---|----------------|
| Deposit to Project Construction Fund..... | 180,000,000.00 |
|---|----------------|

|  |              |
|--|--------------|
| Total Underwriter's Discount (0.700%)..... | 1,270,640.00 |
|--|--------------|

|                        |            |
|------------------------|------------|
| Costs of Issuance..... | 246,800.00 |
|------------------------|------------|

|                      |          |
|----------------------|----------|
| Rounding Amount..... | 2,560.00 |
|----------------------|----------|

|                        |                         |
|------------------------|-------------------------|
| <b>Total Uses.....</b> | <b>\$181,520,000.00</b> |
|------------------------|-------------------------|

**\$181,520,000**

**Jackson County, Missouri**  
**Special Obligation Bonds, Series 2019**  
**(Detention Center Project) - 20 Year Term**

**Debt Service Schedule**

| Date         | Principal               | Coupon | Interest               | Total P+I               |
|--------------|-------------------------|--------|------------------------|-------------------------|
| 12/01/2019   | -                       | -      | 2,688,419.79           | 2,688,419.79            |
| 12/01/2020   | 6,665,000.00            | 2.250% | 6,452,207.50           | 13,117,207.50           |
| 12/01/2021   | 6,815,000.00            | 2.450% | 6,302,245.00           | 13,117,245.00           |
| 12/01/2022   | 6,980,000.00            | 2.600% | 6,135,277.50           | 13,115,277.50           |
| 12/01/2023   | 7,165,000.00            | 2.750% | 5,953,797.50           | 13,118,797.50           |
| 12/01/2024   | 7,360,000.00            | 2.900% | 5,756,760.00           | 13,116,760.00           |
| 12/01/2025   | 7,575,000.00            | 3.050% | 5,543,320.00           | 13,118,320.00           |
| 12/01/2026   | 7,805,000.00            | 3.200% | 5,312,282.50           | 13,117,282.50           |
| 12/01/2027   | 8,055,000.00            | 3.300% | 5,062,522.50           | 13,117,522.50           |
| 12/01/2028   | 8,320,000.00            | 3.450% | 4,796,707.50           | 13,116,707.50           |
| 12/01/2029   | 8,605,000.00            | 3.550% | 4,509,667.50           | 13,114,667.50           |
| 12/01/2030   | 8,910,000.00            | 3.650% | 4,204,190.00           | 13,114,190.00           |
| 12/01/2031   | 9,240,000.00            | 3.700% | 3,878,975.00           | 13,118,975.00           |
| 12/01/2032   | 9,580,000.00            | 3.800% | 3,537,095.00           | 13,117,095.00           |
| 12/01/2033   | 9,945,000.00            | 3.850% | 3,173,055.00           | 13,118,055.00           |
| 12/01/2034   | 10,325,000.00           | 3.900% | 2,790,172.50           | 13,115,172.50           |
| 12/01/2035   | 10,730,000.00           | 4.000% | 2,387,497.50           | 13,117,497.50           |
| 12/01/2036   | 11,160,000.00           | 4.050% | 1,958,297.50           | 13,118,297.50           |
| 12/01/2037   | 11,610,000.00           | 4.100% | 1,506,317.50           | 13,116,317.50           |
| 12/01/2038   | 12,085,000.00           | 4.150% | 1,030,307.50           | 13,115,307.50           |
| 12/01/2039   | 12,590,000.00           | 4.200% | 528,780.00             | 13,118,780.00           |
| <b>Total</b> | <b>\$181,520,000.00</b> |        | <b>\$83,507,894.79</b> | <b>\$265,027,894.79</b> |

**Yield Statistics**

|  |                |
|--|----------------|
| Bond Year Dollars.....                 | \$2,187,113.33 |
| Average Life.....                      | 12.049 Years   |
| Average Coupon.....                    | 3.8181787%     |
| Net Interest Cost (NIC).....           | 3.8762753%     |
| True Interest Cost (TIC).....          | 3.8616072%     |
| Bond Yield for Arbitrage Purposes..... | 3.7857917%     |
| All Inclusive Cost (AIC).....          | 3.8764216%     |

**IRS Form 8038**

|                                |              |
|--------------------------------|--------------|
| Net Interest Cost.....         | 3.8181787%   |
| Weighted Average Maturity..... | 12.049 Years |



**\$182,070,000**

Jackson County, Missouri  
 Special Obligation Bonds, Series 2019  
 (Detention Center Project) - 30 Year Term

**Sources & Uses****Dated 07/01/2019 | Delivered 07/01/2019****Sources Of Funds**

|                          |                  |
|--------------------------|------------------|
| Par Amount of Bonds..... | \$182,070,000.00 |
|--------------------------|------------------|

|                           |                         |
|---------------------------|-------------------------|
| <b>Total Sources.....</b> | <b>\$182,070,000.00</b> |
|---------------------------|-------------------------|

**Uses Of Funds**

|   |                |
|---|----------------|
| Deposit to Project Construction Fund..... | 180,000,000.00 |
|---|----------------|

|  |              |
|--|--------------|
| Total Underwriter's Discount (1.000%)..... | 1,820,700.00 |
|--|--------------|

|                        |            |
|------------------------|------------|
| Costs of Issuance..... | 246,800.00 |
|------------------------|------------|

|                      |          |
|----------------------|----------|
| Rounding Amount..... | 2,500.00 |
|----------------------|----------|

|                        |                         |
|------------------------|-------------------------|
| <b>Total Uses.....</b> | <b>\$182,070,000.00</b> |
|------------------------|-------------------------|

**\$182,070,000**

**Jackson County, Missouri**  
**Special Obligation Bonds, Series 2019**  
**(Detention Center Project) - 30 Year Term**

**Debt Service Schedule**

| Date         | Principal               | Coupon   | Interest                | Total P+I               |
|--------------|-------------------------|----------|-------------------------|-------------------------|
| 12/01/2019   | -                       | -        | 2,981,016.67            | 2,981,016.67            |
| 12/01/2020   | 3,555,000.00            | 2.250%   | 7,154,440.00            | 10,709,440.00           |
| 12/01/2021   | 3,635,000.00            | 2.450%   | 7,074,452.50            | 10,709,452.50           |
| 12/01/2022   | 3,725,000.00            | 2.600%   | 6,985,395.00            | 10,710,395.00           |
| 12/01/2023   | 3,820,000.00            | 2.750%   | 6,888,545.00            | 10,708,545.00           |
| 12/01/2024   | 3,925,000.00            | 2.900%   | 6,783,495.00            | 10,708,495.00           |
| 12/01/2025   | 4,040,000.00            | 3.050%   | 6,669,670.00            | 10,709,670.00           |
| 12/01/2026   | 4,165,000.00            | 3.200%   | 6,546,450.00            | 10,711,450.00           |
| 12/01/2027   | 4,295,000.00            | 3.300%   | 6,413,170.00            | 10,708,170.00           |
| 12/01/2028   | 4,435,000.00            | 3.450%   | 6,271,435.00            | 10,706,435.00           |
| 12/01/2029   | 4,590,000.00            | 3.550%   | 6,118,427.50            | 10,708,427.50           |
| 12/01/2030   | 4,755,000.00            | 3.650%   | 5,955,482.50            | 10,710,482.50           |
| 12/01/2031   | 4,925,000.00            | 3.700%   | 5,781,925.00            | 10,706,925.00           |
| 12/01/2032   | 5,110,000.00            | 3.800%   | 5,599,700.00            | 10,709,700.00           |
| 12/01/2033   | 5,305,000.00            | 3.850%   | 5,405,520.00            | 10,710,520.00           |
| 12/01/2034   | 5,510,000.00            | 3.900%   | 5,201,277.50            | 10,711,277.50           |
| 12/01/2035   | 5,720,000.00            | 4.000%   | 4,986,387.50            | 10,706,387.50           |
| 12/01/2036   | 5,950,000.00            | 4.050%   | 4,757,587.50            | 10,707,587.50           |
| 12/01/2037   | 6,190,000.00            | 4.100%   | 4,516,612.50            | 10,706,612.50           |
| 12/01/2038   | 6,445,000.00            | 4.150%   | 4,262,822.50            | 10,707,822.50           |
| 12/01/2039   | 6,715,000.00            | 4.200%   | 3,995,355.00            | 10,710,355.00           |
| 12/01/2040   | 6,995,000.00            | 4.300%   | 3,713,325.00            | 10,708,325.00           |
| 12/01/2041   | 7,295,000.00            | 4.300%   | 3,412,540.00            | 10,707,540.00           |
| 12/01/2042   | 7,610,000.00            | 4.300%   | 3,098,855.00            | 10,708,855.00           |
| 12/01/2043   | 7,935,000.00            | 4.300%   | 2,771,625.00            | 10,706,625.00           |
| 12/01/2044   | 8,280,000.00            | 4.300%   | 2,430,420.00            | 10,710,420.00           |
| 12/01/2045   | 8,635,000.00            | 4.400%   | 2,074,380.00            | 10,709,380.00           |
| 12/01/2046   | 9,015,000.00            | 4.400%   | 1,694,440.00            | 10,709,440.00           |
| 12/01/2047   | 9,410,000.00            | 4.400%   | 1,297,780.00            | 10,707,780.00           |
| 12/01/2048   | 9,825,000.00            | 4.400%   | 883,740.00              | 10,708,740.00           |
| 12/01/2049   | 10,260,000.00           | 4.400%   | 451,440.00              | 10,711,440.00           |
| <b>Total</b> | <b>\$182,070,000.00</b> | <b>-</b> | <b>\$142,177,711.67</b> | <b>\$324,247,711.67</b> |

**Yield Statistics**

|   |                |
|---|----------------|
| Bond Year Dollars .....                 | \$3,405,912.50 |
| Average Life .....                      | 18.707 Years   |
| Average Coupon .....                    | 4.1744382%     |
| Net Interest Cost (NIC) .....           | 4.2278952%     |
| True Interest Cost (TIC) .....          | 4.2146551%     |
| Bond Yield for Arbitrage Purposes ..... | 4.1329589%     |
| All Inclusive Cost (AIC) .....          | 4.2258241%     |

**IRS Form 8038**

|                                 |              |
|---------------------------------|--------------|
| Net Interest Cost .....         | 4.1744382%   |
| Weighted Average Maturity ..... | 18.707 Years |

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**\$181,155,000**

**Jackson County, Missouri**  
General Obligation Bonds, Series 2019  
(Detention Center Project) - 20 Year Term

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**Sources & Uses**

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**Dated 07/01/2019 | Delivered 07/01/2019****Sources Of Funds**

Par Amount of Bonds..... \$181,155,000.00

**Total Sources..... \$181,155,000.00**

**Uses Of Funds**

Deposit to Project Construction Fund..... 180,000,000.00

Total Underwriter's Discount (0.500%)..... 905,775.00

Costs of Issuance..... 246,800.00

Rounding Amount..... 2,425.00

**Total Uses..... \$181,155,000.00**



**\$181,155,000**

**Jackson County, Missouri**  
**General Obligation Bonds, Series 2019**  
**(Detention Center Project) - 20 Year Term**

**Debt Service Schedule**

| Date         | Principal               | Coupon   | Interest               | Total P+I               |
|--------------|-------------------------|----------|------------------------|-------------------------|
| 12/01/2019   | -                       | -        | 2,252,179.17           | 2,252,179.17            |
| 12/01/2020   | 6,990,000.00            | 2.000%   | 5,405,230.00           | 12,395,230.00           |
| 12/01/2021   | 7,125,000.00            | 2.150%   | 5,265,430.00           | 12,390,430.00           |
| 12/01/2022   | 7,280,000.00            | 2.200%   | 5,112,242.50           | 12,392,242.50           |
| 12/01/2023   | 7,440,000.00            | 2.300%   | 4,952,082.50           | 12,392,082.50           |
| 12/01/2024   | 7,610,000.00            | 2.400%   | 4,780,962.50           | 12,390,962.50           |
| 12/01/2025   | 7,795,000.00            | 2.600%   | 4,598,322.50           | 12,393,322.50           |
| 12/01/2026   | 7,995,000.00            | 2.700%   | 4,395,652.50           | 12,390,652.50           |
| 12/01/2027   | 8,215,000.00            | 2.800%   | 4,179,787.50           | 12,394,787.50           |
| 12/01/2028   | 8,445,000.00            | 2.850%   | 3,949,767.50           | 12,394,767.50           |
| 12/01/2029   | 8,685,000.00            | 3.000%   | 3,709,085.00           | 12,394,085.00           |
| 12/01/2030   | 8,945,000.00            | 3.050%   | 3,448,535.00           | 12,393,535.00           |
| 12/01/2031   | 9,215,000.00            | 3.150%   | 3,175,712.50           | 12,390,712.50           |
| 12/01/2032   | 9,510,000.00            | 3.200%   | 2,885,440.00           | 12,395,440.00           |
| 12/01/2033   | 9,810,000.00            | 3.250%   | 2,581,120.00           | 12,391,120.00           |
| 12/01/2034   | 10,130,000.00           | 3.300%   | 2,262,295.00           | 12,392,295.00           |
| 12/01/2035   | 10,465,000.00           | 3.300%   | 1,928,005.00           | 12,393,005.00           |
| 12/01/2036   | 10,810,000.00           | 3.350%   | 1,582,660.00           | 12,392,660.00           |
| 12/01/2037   | 11,170,000.00           | 3.450%   | 1,220,525.00           | 12,390,525.00           |
| 12/01/2038   | 11,560,000.00           | 3.500%   | 835,160.00             | 12,395,160.00           |
| 12/01/2039   | 11,960,000.00           | 3.600%   | 430,560.00             | 12,390,560.00           |
| <b>Total</b> | <b>\$181,155,000.00</b> | <b>-</b> | <b>\$68,950,754.17</b> | <b>\$250,105,754.17</b> |

**Yield Statistics**

|  |                |
|--|----------------|
| Bond Year Dollars.....                 | \$2,150,686.25 |
| Average Life.....                      | 11.872 Years   |
| Average Coupon.....                    | 3.2059885%     |
| Net Interest Cost (NIC).....           | 3.2481041%     |
| True Interest Cost (TIC).....          | 3.2348930%     |
| Bond Yield for Arbitrage Purposes..... | 3.1822312%     |
| All Inclusive Cost (AIC).....          | 3.2493068%     |

**IRS Form 8038**

|                                |              |
|--------------------------------|--------------|
| Net Interest Cost.....         | 3.2059885%   |
| Weighted Average Maturity..... | 11.872 Years |

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**\$183,100,000**

**Jackson County, Missouri**  
General Obligation Bonds, Series 2019  
(Detention Center Project) - 30 Year Term

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**Sources & Uses**

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**Dated 07/01/2019 | Delivered 07/01/2019**

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**Sources Of Funds**

Par Amount of Bonds..... \$183,100,000.00

**Total Sources..... \$183,100,000.00**

**Uses Of Funds**

Deposit to Project Construction Fund..... 180,000,000.00

Original Issue Discount (OID)..... 1,567,864.80

Total Underwriter's Discount (0.700%)..... 1,281,700.00

Costs of Issuance..... 246,800.00

Rounding Amount..... 3,635.20

**Total Uses..... \$183,100,000.00**

**\$183,100,000**

**Jackson County, Missouri**  
**General Obligation Bonds, Series 2019**  
**(Detention Center Project) - 30 Year Term**

**Debt Service Schedule**

| Date         | Principal               | Coupon   | Interest                | Total P+I               |
|--------------|-------------------------|----------|-------------------------|-------------------------|
| 12/01/2019   | -                       | -        | 2,539,660.42            | 2,539,660.42            |
| 12/01/2020   | 3,900,000.00            | 2.000%   | 6,095,185.00            | 9,995,185.00            |
| 12/01/2021   | 3,980,000.00            | 2.150%   | 6,017,185.00            | 9,997,185.00            |
| 12/01/2022   | 4,065,000.00            | 2.200%   | 5,931,615.00            | 9,996,615.00            |
| 12/01/2023   | 4,155,000.00            | 2.300%   | 5,842,185.00            | 9,997,185.00            |
| 12/01/2024   | 4,250,000.00            | 2.400%   | 5,746,620.00            | 9,996,620.00            |
| 12/01/2025   | 4,350,000.00            | 2.600%   | 5,644,620.00            | 9,994,620.00            |
| 12/01/2026   | 4,465,000.00            | 2.700%   | 5,531,520.00            | 9,996,520.00            |
| 12/01/2027   | 4,585,000.00            | 2.800%   | 5,410,965.00            | 9,995,965.00            |
| 12/01/2028   | 4,710,000.00            | 2.850%   | 5,282,585.00            | 9,992,585.00            |
| 12/01/2029   | 4,845,000.00            | 3.000%   | 5,148,350.00            | 9,993,350.00            |
| 12/01/2030   | 4,990,000.00            | 3.050%   | 5,003,000.00            | 9,993,000.00            |
| 12/01/2031   | 5,145,000.00            | 3.150%   | 4,850,805.00            | 9,995,805.00            |
| 12/01/2032   | 5,305,000.00            | 3.200%   | 4,688,737.50            | 9,993,737.50            |
| 12/01/2033   | 5,475,000.00            | 3.250%   | 4,518,977.50            | 9,993,977.50            |
| 12/01/2034   | 5,655,000.00            | 3.300%   | 4,341,040.00            | 9,996,040.00            |
| 12/01/2035   | 5,840,000.00            | 3.300%   | 4,154,425.00            | 9,994,425.00            |
| 12/01/2036   | 6,035,000.00            | 3.350%   | 3,961,705.00            | 9,996,705.00            |
| 12/01/2037   | 6,235,000.00            | 3.450%   | 3,759,532.50            | 9,994,532.50            |
| 12/01/2038   | 6,450,000.00            | 3.500%   | 3,544,425.00            | 9,994,425.00            |
| 12/01/2039   | 6,675,000.00            | 3.600%   | 3,318,675.00            | 9,993,675.00            |
| 12/01/2040   | 6,915,000.00            | 3.700%   | 3,078,375.00            | 9,993,375.00            |
| 12/01/2041   | 7,175,000.00            | 3.700%   | 2,822,520.00            | 9,997,520.00            |
| 12/01/2042   | 7,440,000.00            | 3.700%   | 2,557,045.00            | 9,997,045.00            |
| 12/01/2043   | 7,715,000.00            | 3.700%   | 2,281,765.00            | 9,996,765.00            |
| 12/01/2044   | 8,000,000.00            | 3.700%   | 1,996,310.00            | 9,996,310.00            |
| 12/01/2045   | 8,295,000.00            | 3.800%   | 1,700,310.00            | 9,995,310.00            |
| 12/01/2046   | 8,610,000.00            | 3.800%   | 1,385,100.00            | 9,995,100.00            |
| 12/01/2047   | 8,935,000.00            | 3.800%   | 1,057,920.00            | 9,992,920.00            |
| 12/01/2048   | 9,275,000.00            | 3.800%   | 718,390.00              | 9,993,390.00            |
| 12/01/2049   | 9,630,000.00            | 3.800%   | 365,940.00              | 9,995,940.00            |
| <b>Total</b> | <b>\$183,100,000.00</b> | <b>-</b> | <b>\$119,295,487.92</b> | <b>\$302,395,487.92</b> |

**Yield Statistics**

|  |                |
|--|----------------|
| Bond Year Dollars.....                 | \$3,350,016.67 |
| Average Life.....                      | 18.296 Years   |
| Average Coupon.....                    | 3.5610416%     |
| Net Interest Cost (NIC).....           | 3.6461028%     |
| True Interest Cost (TIC).....          | 3.6481193%     |
| Bond Yield for Arbitrage Purposes..... | 3.5925422%     |
| All Inclusive Cost (AIC).....          | 3.6588878%     |

**IRS Form 8038**

|                                |              |
|--------------------------------|--------------|
| Net Interest Cost.....         | 3.6566018%   |
| Weighted Average Maturity..... | 18.208 Years |

## **IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** awarding a twelve-month term and supply contract with three twelve-month options to extend for the furnishing of softball umpire services for use by the Parks + Rec Department to Eastern Jackson County USSSA Umpire Association of Independence, MO, as a sole source purchase.

**RESOLUTION NO. 20106**, March 11, 2019

**INTRODUCED BY** Tony Miller, County Legislator

WHEREAS, section 1030.1, Jackson County Code, 1984, eliminates the requirement for competitive bidding when items or services to be purchased can be obtained from only one source and requires notification of and approval by the Legislature on such sole source purchases exceeding \$25,000.00; and,

WHEREAS, the Director of Finance and Purchasing recommends a twelve-month term and supply contract, with three twelve-month options to extend, for the furnishing of softball umpire services with Eastern Jackson County USSSA Umpire Association of Independence, MO, for use by the Parks + Rec Department; and,

WHEREAS, the Director further recommends that he not take competitive bids with regard to said contract for the reason that Eastern Jackson County USSSA Umpire Association of Independence, MO, is the only supplier of softball umpire services serving the eastern Jackson County area meeting the County's requirements; 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 hereby is, 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 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:

  
Interim County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20106 of March 11, 2019, was duly passed on \_\_\_\_\_, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jo Spino, Clerk of the 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 appropriation.

3/4/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:



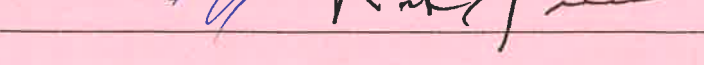


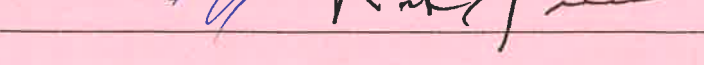


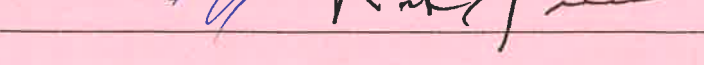
Res/Ord No.: 20106

Sponsor(s): Tony Miller

Date: March 11, 2019

EXECUTIVE OFFICE

MAR 04 2019

|   |  |   |                 |   |                 |   |                 |  |  |   |  |
|---|--|---|-----------------|---|-----------------|---|-----------------|--|--|---|--|
| SUBJECT   | <p>Action Requested<br/> <input checked="" type="checkbox"/> Resolution<br/> <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with Three Twelve Month Extensions for the furnishing of Softball League Officials for the Park's + Rec Department to Eastern Jackson County USSSA Umpire Associate of Independence, Missouri as a Sole Source.</u></p>  |   |                 |   |                 |   |                 |  |  |   |  |
| <p>BUDGET INFORMATION</p> <p><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></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)<br/> <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:<br/> Department: Parks + Rec Estimated Use: \$76,000</p> <p>Prior Year Budget (if applicable): \$76,000<br/> Prior Year Actual Amount Spent (if applicable): \$65,000</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: |  |
| 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:   |  |   |                 |   |                 |   |                 |  |  |   |  |
| PRIOR LEGISLATION   | <p>Prior ordinances and (date):<br/> Prior resolutions and (date): 18710, February 9, 2015</p>   |   |                 |   |                 |   |                 |  |  |   |  |
| CONTACT INFORMATION   | <p>RLA drafted by (name, title, &amp; phone): Craig Reich, Senior Buyer, 881-3265</p>  |   |                 |   |                 |   |                 |  |  |   |  |
| REQUEST SUMMARY   | <p>The Jackson County Parks + Rec Department requires a Term and Supply Contract for the furnishing of Softball League Officials for the 2019 Softball Leagues.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of a Twelve Month Term and Supply Contract with Three Twelve Month Extensions for the furnishing of Softball League Officials for the Parks + Rec Department of Eastern Jackson County USSSA Umpire Association of Independence, Missouri as a Sole Source.</p> <p>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 purchase is subject.</p>   |   |                 |   |                 |   |                 |  |  |   |  |
| CLEARANCE   | <p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A<br/> <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)<br/> <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>  |   |                 |   |                 |   |                 |  |  |   |  |
| COMPLIANCE  | <p><input type="checkbox"/> MBE Goals<br/> <input type="checkbox"/> WBE Goals<br/> <input type="checkbox"/> VBE Goals</p>  |   |                 |   |                 |   |                 |  |  |   |  |
| ATTACHMENTS   |  |   |                 |   |                 |   |                 |  |  |   |  |
| REVIEW  | <table border="1"> <tr> <td>Department Director:<br/></td> <td>Date:<br/>3-1-19</td> </tr> <tr> <td>Finance (Budget Approval):<br/>If applicable </td> <td>Date:<br/>3/1/19</td> </tr> <tr> <td>Division Manager:<br/></td> <td>Date:<br/>3/4/19</td> </tr> </table>   | Department Director:<br> | Date:<br>3-1-19 | Finance (Budget Approval):<br>If applicable  | Date:<br>3/1/19 | Division Manager:<br> | Date:<br>3/4/19 |  |  |   |  |
| Department Director:<br>                     | Date:<br>3-1-19  |   |                 |   |                 |   |                 |  |  |   |  |
| Finance (Budget Approval):<br>If applicable  | Date:<br>3/1/19  |   |                 |   |                 |   |                 |  |  |   |  |
| Division Manager:<br>                       | Date:<br>3/4/19  |   |                 |   |                 |   |                 |  |  |   |  |

|                            |       |
|----------------------------|-------|
| 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.



To: Craig Reich, Senior Buyer, Purchasing

From: Tina Spallo, Superintendant of Recreation

Re: Eastern Jackson County USSSA Umpire Association as a Sole Source for Softball League Officiating in 2019

Date: January 29, 2019

Craig,

Jackson County Parks + Rec is submitting that the Eastern Jackson County USSSA Umpire Association be considered a sole source for Softball League Officials for JCP+R Softball Leagues in 2019. Eastern Jackson County USSSA Umpire association has been the lone organization in the metropolitan area in recent years to bid on providing experienced, quality umpires for our softball leagues and tournaments. JCP+R have been using the Eastern Jackson County USSSA Umpire Association services for more than fifteen-years. Their service has been commendable both to the Department and to our patrons.

JCP+R are submitting that \$78,000 has been budgeted in account 300-1654-56792 in 2019, for payment to the Eastern Jackson County USSSA Umpire Association for softball officials.

The contact for the Eastern Jackson County USSSA Umpire Association (Vendor Code EJC100021) is:

Kurt Morrison  
1826 S Vassar Ave  
Independence, MO 64052

Home (816) 743-9662  
Cell (816) 729-3567

Thank you,  
Tina Spallo  
Supt. of Recreation  
Jackson County Parks + Rec

## **Craig A. Reich**

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**From:** Jaime Guillen  
**Sent:** Friday, March 01, 2019 11:24 AM  
**To:** Craig A. Reich; Thomas J. Wyrsh  
**Subject:** RE: taxes and compliance

Hi Craig,

Eastern Jackson County USSSA Umpire Association is in compliance for 2019.

Thanks,

Jaime Guillen | Compliance Review Officer  
Auditor's Office | Jackson County, MO  
[jguillen@jacksongov.org](mailto:jguillen@jacksongov.org) | (816) 881-3370

**From:** Craig A. Reich  
**Sent:** Friday, March 1, 2019 9:59 AM  
**To:** Thomas J. Wyrsh; Jaime Guillen  
**Subject:** taxes and compliance

Can you check taxes and compliance for the following vendor.

Eastern Jackson County USSSA Umpire Association  
Independence, MO

The contact, if you need it is;

Kurt Morrison  
1826 S Vassar Ave  
Independence, MO 64052

Thanks

Craig A. Reich  
Senior Buyer  
Jackson County, Missouri  
415 E. 12<sup>th</sup> St.  
Kansas City, MO 64106  
[creich@jackson.gov.org](mailto:creich@jackson.gov.org)  
(816)881-3265

The most important thing in life is to be yourself.  
UNLESS you can be Batman!  
ALWAYS BE BATMAN!!!

## **Craig A. Reich**

---

**From:** Thomas J. Wyrsh  
**Sent:** Friday, March 01, 2019 11:33 AM  
**To:** Craig A. Reich; Jaime Guillen  
**Subject:** RE: taxes and compliance

Eastern Jackson County USSSA is in compliance. Renewal date 12/31/2019. Thanks.

**From:** Craig A. Reich  
**Sent:** Friday, March 01, 2019 9:59 AM  
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**FRANK WHITE, JR.**  
Jackson County Executive

**EXECUTIVE ORDER NO. 19-06**

**TO: MEMBERS OF THE LEGISLATURE  
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.  
JACKSON COUNTY EXECUTIVE**

**DATE: MARCH 6, 2019**

**RE: APPOINTMENT TO THE JACKSON COUNTY BOARD OF  
EQUALIZATION**

RECEIVED

MAR 06 2019

MARY JO SPINO  
COUNTY CLERK

*JWK*  
*8:45am*

I hereby make the following appointment to the Jackson County Board of Equalization:

**Forestine Beasley** is appointed to fill the vacancy occasioned by the expiration of the term of Gerry Winship, for a new term to expire December 31, 2021. A copy of Ms. Beasley's resume' is attached.

  
\_\_\_\_\_  
Frank White, Jr., County Executive

Date: 3/6/19



# **Forestine Beasley**

P -816-935-5016 | E- Beasleyre@gmail.com

## **Experience**

### **Greg Patterson and Associates – Commercial Broker – 2010 – Present**

- Sale, leasing of retail, office and industrial commercial property

### **Keller Williams Eastland Partners – Broker – 2009 – 2010**

- Sale of residential properties as well as commercial retail, office and industrial property

### **Reece and Nichols – Broker Sales Associate – 2003 – 2009**

- Managed residential transactions for sellers and buyers thru out the metropolitan area
- Genesis Development Team – Crystal Ridge Community Manager – 2006 – 2007
  - A new home development of single family homes, duplex's and townhomes included a club house and swimming pool. Responsible for on site management, questions from current home owners and prospective owners Worked with project manager, construction manager, property manager

## **Professional Associations**

### **National Association of Real Estate Brokers – President - 2007 – 2012/Treasurer Present**

- NAREB members are called Realtists® and represent all professional disciplines within the real estate industry. Realtists promote the highest standards of professional integrity and follow a strict code of real estate industry ethics. We have a special charge to make certain that communities of color are treated with dignity and respect

### **Kansas City Regional Association of Realtors – KCRAR – 2003 – 2011**

- Umbrella organization for realtors that includes the multiple listing arm of the industry Provided opportunities for continuing education classes and information from the national level of the real estate industry

### **Housing Committee – KCRAR – 2004 – 2010**

- Implemented the website KCHomeprograms.com to help educate the community and realtors on the available programs to help buyers and sellers

### **Workforce Housing Specialist – 2004 – 2010**

- Special designation that required additional education and continuing education credits

### **Kansas City Home Builders Association – 2006 – 2007**

- Member while the community manager for Crystal Ridge – worked on the annual Homes Tour

## **Mayoral and City Council Appointments**

### **Public Improvement Advisory Committee – PIAC- 3<sup>rd</sup> District at large -2006- 2015**

- The PIAC's primary function is to solicit resident input and make recommendations to our elected Council representatives regarding both the citywide and neighborhood portions of the capital budget. PIAC holds a series of public hearings beginning in early

summer that provides residents the opportunity to present their projects project requests and concerns regarding the forthcoming capital budget Neighborhood recommendations had 2.5 – 3.7 million dollar budget

**Regulated Industries Advisory Board – ABAG – 3<sup>rd</sup> District Rep - 2006 – Present**

- Provides advice and counsel to the manager of the Regulated Industries Division in response to proposed changes in Chapter 10 of the City ordinances. Reviews Chapter 10 proposed ordinances amendments for compliance, issues that may arise and votes on recommendations that are presented to the city council

**Port Authority Ameristar Isle of Capri and Economic Advancement Fund – 2012 – 2015**

- Fund established by the Casino's to enhance the resources for minority and women owned business

**Truman Medical Center Board of Directors – 2015 - Present**

**Independence Avenue Overlay Steering Committee – 2014 - Present**

**Prospect Max Line Advisory Committee – Present – 2011 - Present**

**Downtown Area Plan – Steering Committee – 2018 - Present**

**Education**

Turner School of Construction Management – June 2012

Missouri Department of Transportation Fast Trac training 2011

Licensed Real Estate – Broker Missouri / Sales Kansas 2003

Bachelor of Arts – Sociology – University of Missouri at Kansas City - 1977

Associate of Arts – Home Economics – Penn Valley Community College – 1974

Southeast High School – Diploma - 1969



**FRANK WHITE, JR.**

Jackson County Executive

**EXECUTIVE ORDER NO. 19-07**

**TO: MEMBERS OF THE LEGISLATURE  
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.  
JACKSON COUNTY EXECUTIVE**

**DATE: MARCH 5, 2019**

**RE: APPOINTMENT AND REAPPOINTMENT TO THE  
HOUSING RESOURCES COMMISSION**

RECEIVED  
MAR 06 2019  
MARY JO SPINO  
COUNTY CLERK  
JFK  
3:45pm

Pursuant to section 9057, Jackson County Code I hereby make the following appointment and reappointment to the Housing Resources Commission:

**Crystal Williams** is appointed to fill the vacancy occasioned by the expiration of the term of Alfred Jordan, for a new term to expire December 31, 2022.

**Patricia Turner** is reappointed for a term to expire October 31, 2022.

  
\_\_\_\_\_  
Frank White, Jr., County Executive

Date: 3/6/19

