

Request for Legislative Action

Res. #21050

Sponsor: Crystal Williams

Date: September 26, 2022

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21050
Sponsor(s):	Crystal J. Williams	Legislature Meeting Date:	9/26/2022

Introduction

Action Items: ['Award']

Project/Title:

Awarding a Twelve Month Term and Supply Contract with One Twelve Month Option to Extend for the furnishing of Professional Mortuary Services to Muehlebach Mortuary, Inc. of Kansas City, Missouri under the Terms and Conditions of Request for Proposal 71-22.

Request Summary

The County requires a Term and Supply Contract for the furnishing of Professional Mortuary Services to bury or cremate decedents who die in Jackson County and are without sufficient means available to provide for the expense of the cremation or burial.

Twenty-two notifications of the Notice of the Request for Proposals were distributed, and two notifications viewed. Two candidates submitted responses/proposals. The Public Administrator evaluated the proposals according to the following criteria: Total of One Hundred points available, and distributed as follows: Responsiveness to the Request for Proposals 10 points. Ability to meet all Requirements 20 points, Experience and Qualifications 10 points, References 10 points, and Pricing 50 points.

The higher scoring submission was from Muehlebach Mortuary, Inc. with 92 points. Charter Funerals of Missouri, LLC also bid and recieved a total of 88 points.

Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing reommends the award for the furnishing of Professional Mortuary Services to Muehlebach Mortuary, Inc under the terms and conditions of Request for Proposal 71-22 as the lowest and best proposal received.

This award is on an "As Needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations. The total Estimated Annual Amount is \$150,000.00.

Contact Information

Department:	Public Administrator	Submitted Date:	9/6/2022
Name:	John P. Killian	Email:	JKillian@jacksongov.org
Title:	Public Administrator	Phone:	816-881-3871

Budget Information

Amount authorized by this legislation this fiscal year:	\$ 0
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Request for Legislative Action

Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$
Is it transferring fund?	No
Single Source Funding:	
Fund:	Department:
Line Item Account:	Amount:
	!Unexpected End of Formula

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
19575	September 11, 2017

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Formal Bid
Core 4 Tax Clearance Completed:	Yes
Certificate of Foreign Corporation Received:	Not Applicable
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals are waived - insufficient MBE or WBE firms available	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none"> This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order. 	

Request for Legislative Action

Submitted by Public Administrator requestor: John P. Killian on 9/6/2022. Comments:

Approved by Department Approver Michelle E. Morris on 9/6/2022 3:10:48 PM. Comments:

Returned for more information by Purchasing Office Approver Barbara J. Casamento on 9/7/2022 12:28:50 PM. Comments: Please see email from BJC

Submitted by Requestor John P. Killian on 9/7/2022 3:24:15 PM. Comments: The recommendation memo was updated after the first submitted. We need to delete the first recommendation memo (the one that only scored 90 points rather than 100).

Approved by Department Approver Michelle E. Morris on 9/8/2022 8:36:32 AM. Comments:

Returned for more information by Purchasing Office Approver Barbara J. Casamento on 9/8/2022 11:39:52 AM. Comments: I would put each vendors total points in the summary

Submitted by Requestor John P. Killian on 9/8/2022 12:23:51 PM. Comments:

Approved by Department Approver Michelle E. Morris on 9/8/2022 12:27:17 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 9/8/2022 12:33:52 PM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 9/8/2022 1:34:54 PM. Comments:

Approved by Budget Office Approver Mark Lang on 9/8/2022 2:26:13 PM. Comments: No fiscal note required for T&S contracts.

Approved by Executive Office Approver Troy Schulte on 9/8/2022 2:56:35 PM. Comments:

Returned for more information by Counselor's Office Approver Elizabeth Freeland on 9/15/2022 4:04:52 PM. Comments: Please use on agenda date for prior legislation. Thanks!

Submitted by Requestor John P. Killian on 9/15/2022 4:20:31 PM. Comments: Corrected prior legislation submission date.

Approved by Department Approver Michelle E. Morris on 9/16/2022 7:54:42 AM. Comments:

Approved by Purchasing Office Approver Craig A. Reich on 9/16/2022 12:32:58 PM. Comments: Page 3 of 3