

## Request for Legislative Action

Res. #21154

Sponsor: Megan L. Marshall

Date: February 7, 2023

### Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21154
Sponsor(s):	Megan L. Marshall	Legislature Meeting Date:	2/7/2023

### Introduction

**Action Items:** ['Award']

**Project/Title:**

Awarding a Twelve (12) Month Contract with One (1) Twelve (12) Month Option to Extend for the furnishing of Office Supplies and Equipment to Rangel Distributing of Kansas City, KS

### Request Summary

Various County Departments require a Term and Supply Contract for the furnishing of Office Supplies and Equipment. The Purchasing Department issued Request for Proposal No. 120-22 in response to those requirements. A total of 8700 notifications were distributed, 156 document takers, and 7 submissions were received and evaluated. A summary of the scoring is attached as well as the winning bidders quotation sheet. The winning bidder has submitted their information through the Compliance Portal.

Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department recommends the award of a Twelve (12) Month Term and Supply Contract with One (1) Twelve (12) Month Option to Extend for the furnishing of Office Supplies and Equipment for use by Various County Departments to Rangel Distributing of Kansas City, KS as the lowest and best bid under the terms and conditions of Request for Proposal 120-22.

The estimated annual usage for this contract is \$250,000. This award is made on an "As Needed" basis and does not obligate the County to pay any specific amount. The availability of funds for specific purchases(s) is subject to annual appropriations.

### Contact Information

<b>Department:</b>	Finance	<b>Submitted Date:</b>	1/24/2023
<b>Name:</b>	Craig A. Reich	<b>Email:</b>	CReich@jacksongov.org
<b>Title:</b>	Senior Buyer	<b>Phone:</b>	816-881-3265

### Budget Information

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

**Single Source Funding:**

## Request for Legislative Action

Fund:	Department:	Line Item Account:	Amount:
			<b>!Unexpected End of Formula</b>

### Prior Legislation

#### Prior Ordinances

Ordinance:	Ordinance date:

#### Prior Resolution

Resolution:	Resolution date:
19531	July 17, 2017
17855	March 19, 2012

### 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:	Yes
Have all required attachments been included in this RLA?	Yes

### Compliance

#### Certificate of Compliance

In Compliance

#### Minority, Women and Veteran Owned Business Program

Goals are waived - insufficient MBE or WBE firms available
MBE: .00%
WBE: .00%
VBE: .00%

#### Prevailing Wage

Not Applicable
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### Fiscal Information

- 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.

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### History

Submitted by Finance requestor: Craig A. Reich on 1/24/2023. Comments:

Approved by Department Approver Bob Crutsinger on 1/26/2023 11:45:02 AM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 1/27/2023 10:50:13 AM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 1/30/2023 9:01:44 AM. Comments:

Approved by Budget Office Approver David B. Moyer on 1/30/2023 9:18:43 AM. Comments:

Approved by Executive Office Approver Sylva Stevenson on 1/30/2023 1:56:13 PM. Comments:

Approved by Counselor's Office Approver Jamesia Manning on 2/2/2023 10:21:32 AM. Comments:

## 1.0 Pricing Sheet - Bid No. 120-22

- 1.1 This Contract is based on Percentage of Discount off Manufactures Catalog List Prices.
- 1.2 In the spaces below please provide the Manufacturers Catalog you will be bidding on and the Discount off Manufacturer Catalog List Prices you will be offering Jackson County.

[illegible]