REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office: Res/Ord No.: 19248

Sponsor(s): Alfred Jordan
Date: September 6, 2 September 6, 2016

SUBJECT	Action Requested	
	Resolution	
	Ordinance	
	Project/Title: Awarding a Contract for a Surplus Asset Liquidation and/or Auc	tion Service with Palated
	Services for use by the Sheriff's Office to Property Room.Com of Frederick, M	D under the terms and conditions
	of the National Joint Powers Alliance (NJPA) Contract Number 041316-PRC, a	on existing government contract
BUDGET	The state of the s	in existing government contract.
INFORMATION	Amount authorized by this legislation this fiscal year:	\$
To be completed	Amount previously authorized this fiscal year:	\$
By Requesting	Total amount authorized after this legislative action:	\$
Department and	Amount budgeted for this item * (including transfers):	\$
Finance	Source of funding (name of fund) and account code number:	•
	* If account includes additional funds for other expenses, total budgeted in the account is: \$	
	OTHER FINANCIAL INFORMATION:	
	No budget impact (no fiscal note required)	
1	Term and Supply Contract (funds approved in the annual budget); estimated	d value and use of contract:
	Department: Estimated Use: \$	
	Prior Year Budget (if applicable):	
	Prior Year Actual Amount Spent (if applicable):	
PRIOR	Prior ordinances and (date):	
LEGISLATION	Prior resolutions and (date): 18853, June 15, 2015	
CONTACT		
INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Super-	visor, 881-3253
REQUEST		
SUMMARY	The Sheriff's Office is in need of Surplus Asset Liquidation and/or Auction Ser	vices to dispose of the inventory
	of seized and/or recovered items on an "as needed" basis. Pursuant to Missouri	State Law and relevant Court
	Orders, the inventory of seized and/or recovered items need to be disposed of vi	ia sale or auction. This contract
	would allow for items that were not destroyed to be picked up from the Sheriff'	s Office and sold on a website, in
,	lots or individually. There will be no cost to the County for these services, the	recommended vendor will sell the
	items, deduct their processing fee and the Sheriff's Office would receive any re-	maining funds as revenue.
	Pursuant to Section 1020 4 of the Joseph County Code the Diverton of Figure	ID 1
	Pursuant to Section 1030.4 of the Jackson County Code, the Director of Finance award of a Contract for the furnishing of Surplus Asset Liquidation and/or Auct	and Purchasing recommends the
10.0	Services for use by the Sheriff's Office to Property Room.Com of Frederick, M	Dunden the terms and a 1''
	of National Joint Powers Alliance (NJPA) Contract Number 041316-PRC, an ex	b under the terms and conditions
CLEARANCE	of the sound towers trinance (Not 11) Contract Number 041310-1 RC, all ca	cisting government contract.
	Tax Clearance Completed (Purchasing & Department) N/A	
2 2	Business License Verified (Purchasing & Department) N/A	
	Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Audi	tor's Office)
		tor's Office)
ATTACHMENTS	A Memorandum from Capt. David Epperson of the Sheriff's Office and the per	inent pages of the Contract with
	Property Room Com	ment pages of the contract with
REVIEW	Department Director:	Date://
	81 Sent cem	29 VIIVAG
	Finance (Budget Approval)	Date:
	If applicable William	Shall
	Division Manager:	Date: /
	1001	7/11/16
	County Counselor's Office:	Date:

\Box 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 Information (to be verified by Budget Office in Finance Department)

OFFICE OF JACKSON COUNTY, MISSOURI SHERIFF INTER-OFFICE MEMORANDUM

TO: Barbara Casamento

FROM: Captain David Epperson

DATE: 06/06/2016

SUBJECT: Property Room.Com

Ms. Casamento,

I am submitting this memorandum to inform you of our desire to continue to use the services of Propertyroom.com.

The Sheriff's office utilizes this service to auction seized and abandoned property which has no further evidentiary value and has been deemed releasable by a destruction order from the Prosecutors Office. This company hauls the property to their facility where it is auctioned online. The company keeps a percentage of the proceeds with remaining monies being sent to the State of Missouri Treasurers Office.

Thank you for your consideration with this request.

FORM E CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by NJPA if complete the vendor authorized signatures as part of	the vendor is awarded a contract. The vendor should f the RFP response.)
NJPA Contract #: 041316-PRC	
Proposer's full legal name: PropertyRoom.com, Inc.	·
agree to provide the products and services contained	ve been awarded a contract. As an awarded vendor, you d in your proposal and to meet all of the terms and this RFP, and in any exceptions that are accepted by NJPA.
tour years from the expiration date of the currently av	16 and will expire on June 22, 2020 (no later than the later of varded contract or four years from the date that the NJPA contract may be extended for a fifth year at NJPA's
NJPA Authorized Signatures: NJPA DIRECTOR OF COOPERATIVE CONTRACTS AND PROCUREMENT/CPO-SIGNATURE	Jeremy Schwartz (NAME PRINTED OR TYPED)
NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE	Chad Coauette (NAME PRINTED OR TYPED)
Awarded on May 19, 2016	NJPA Contract # 041316-PRC
Vendor Authorized Signatures:	
The Vendor hereby accepts this C ontr act award, inclu	uding all accepted exceptions and amendments.
Vendor Name FROPERTY ROOM. CON	, FNC.
Authorized Signatory's Title	CEO
Clerk	ANDREW J. NASH
/ENDOR AUTHORIZED SIGNATURE	(NAME PRINTED OR TYPED)

NJPA Contract # 041316-PRC

PropertyR	oom.	com
Federal Ta	x ID:	86-0962102

NJPA Standard Fees & Services Addendum

	Account	#	
NJPA	Member	#	

- (2) **Net Proceeds.** For each Firearm Asset, Owner Net Proceeds equals Winning Bid less Success Fee less PP Costs.
- c. In Place Auction Service ("In Place"). Applying to Assets that Owner and Contractor mutually agree to auction in place, Contractor will sell In Place Assets via public internet auction on one or more Contractor selected websites using descriptions and digital images supplied by Owner. Owner will maintain physical control of In Place Assets and transfer possession to Buyers after sale. Owner will pay Contractor a Success Fee as described below.

(1) Success Fee. For each In Place Asset, Success Fee equals 2.5% of Winning Bid.

- (2) Net Proceeds. For each In Place Asset sold at auction, Winning Bid less Success Fee less PP Costs equals Owner Net Proceeds.
- d. Haul Away Auction Service ("Haul Away"). Applying to fleet vehicles and equipment, Contractor will tow Assets to, or take delivery at, Yards. Contractor will store, image, describe, list and sell Haul Away Assets via public internet auction on one or more Contractor selected websites. Contractor may work with one or more subcontractors ("Subcontractor") for storage and processing of Assets at Yards. Owner will pay Contractor a Success Fee as well as other fees as specified below.

(1) Success Fee. For each Haul Away Asset, Success Fee equals 12.5% of Winning Bid.

(2) Tow & Miscellaneous Fees. Tow and Miscellaneous Service Fees are indicated in fee schedule below that specifies tow processes and related fees for Client-specific needs ("Tow & Miscellaneous Fee Schedule"). The Tow & Miscellaneous Fee Schedule will distinguish between Assets that can be hauled away on a standard vehicle transporter (such as automobiles and light trucks) from over-sized Assets (e.g., cranes, buses, backhoes).

Fee Type	Fee Description	Rate Description	Rate
Light Tow	Light duty vehicles up to 11,000 GVWR	Per vehicle towed	First 30 miles free. \$10 for every 10 miles over the 1st 30 free miles
Medium Tow	Medium duty vehicles 11,001 - 33,000 GVWR and oversized vehicles such as an F-350 w/ dual wheels, etc.)	Per vehicle towed	Billed at cost by subcontractor
Heavy Tow	Heavy duty vehicles 33,001+ GVWR	Per vehicle towed	Billed at cost by subcontractor - see standard schedule
Re-list / Re-run	Fee for re-listing asset more than three (3) times due to any type of client imposed bidding restriction	Per re-list of asset on 4 th or subsequent attempt	\$35 / re-list
Storage - light & medium duty	Storage for assets stored for any reason other than awaiting auction	Per day over 30 days after pickup date	\$5 / day
Storage - heavy duty	Storage for assets stored for any reason other than awaiting auction	Per day over 30 days after pickup date	\$8 / day
De-identification	De-identifying assets	Charged in 15 minute increments for the labor to de-identify	\$20 / quarter hour
Decal Removal	Removal of a decal	Charged in 15 minute increments for the labor to perform decal removal	\$20 / quarter hour; \$45 minimum charge per vehicle (\$45 maximum charge per vehicle for Light Duty Vehicles

- (3) **Net Proceeds.** For each Haul Away Asset, Winning Bid less the sum of Success Fee, Tow & Miscellaneous Fees, and PP Costs equals Owner Net Proceeds.
- e. Impound Storage & Auction Service ("Impound"). Applying to citizen vehicles seized and or impounded by Owner, Contractor will receive tows of Impound Assets at tow yard facilities ("Yards"), storing Assets while Owner decides whether to release to a citizen or auction. For release-to-citizen vehicles ("Released Vehicles"), Contractor will process and collect fees from citizens. For auctioned vehicles, Contractor will store, image, describe and sell Impound Assets via public internet auction on one or more Contractor selected websites. Contractor may work with one or more sub-contractors

Property	yRo	om.	com	
Federal	Tax	ID:	86-096	2102

NJPA Standard Fees & Services Addendum

	Account	#	
NJPA	Member	#	

("Subcontractor") for storage and processing of Assets at Yards. Owner will pay Contractor a Success Fee as well as other fees as specified below.

- (1) Success Fee. For each Impound Asset sold at auction, Success Fee equals 12.5% of the Winning Bid.
- (2) Tow & Miscellaneous Fees. Tow and Miscellaneous Service Fees are indicated in fee schedule below that specifies tow processes and related fees for Client-specific needs ("Tow & Miscellaneous Fee Schedule"). The Tow & Miscellaneous Fee Schedule will distinguish between Assets that can be hauled-away on a standard vehicle transporter (such as automobiles and light trucks) from over-sized Assets (e.g., cranes, buses, backhoes).
- (3) Storage Fees. Impound storage fees are indicated in the fee schedule below. Owner retains rights to charge citizens higher storage fees for Released Vehicles and Contractor will collect those storage fees along with other citizen fees set by Owner, such as tow charges, administrative charges, court processing fees, etc. ("Citizen Payments"). In the event that Assets are stored for an extended period of time without being released by Owner for auction, Owner agrees to reimburse Contractor for such storage fees in a manner to be mutually agreed upon.

Fee Type	Fee Description	Rate Description	Rate
Light Tow	Light duty vehicles up to 11,000 GVWR	Per vehicle towed	Billed at cost by subcontracto
Medium Tow	Medium duty vehicles 11,001 - 33,000 GVWR and oversized vehicles such as an F-350 w/ dual wheels, etc.)	Per vehicle towed	Billed at cost by subcontractor
Heavy Tow	Heavy duty vehicles 33,001+ GVWR	Per vehicle towed	Billed at cost by subcontractor
Re-list / Re-run	Fee for re-listing asset more than three (3) times due to any type of client imposed bidding restriction	Per re-list of asset on 4 th or subsequent attempt	\$35 / re-list
Owner Storage Fees	Daily storage for assets stored and awaiting auction	Per day	\$8 / day
Citizen Storage Fees	Daily storage for release vehicles	Per day	\$15 / day
De-identification	De-identifying assets	Charged in 15 minute increments for the labor to de-identify	\$20 / quarter hour
Decal Removal	Removal of a decal	Charged in 15 minute increments for the labor to perform decal removal	\$20 / quarter hour; \$45 minimum charge per vehicle (\$45 maximum charge per vehicle for Light Duty Vehicles)

- (4) Net Proceeds. For each Impound Asset, the sum of Winning Bid and Citizen Payments less the sum of Success Fee, Tow & Miscellaneous Fees, Owner/Citizen Storage Fees and PP Costs equals Owner Net Proceeds.
- 4. **Modifications.** Contractor may, from time to time, modify Standard Fees & Services. To effect a fee change, Contractor will provide Owner advance written notice which will include an update to this Addendum.

	<u>OWNER</u>	
Signature		
Name		
Title		
Date		

CONTRACTOR	