

# REQUEST FOR LEGISLATIVE ACTION

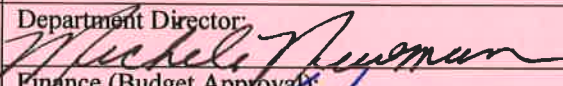
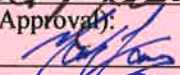
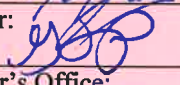
Completed by County Counselor's Office:

Res/~~KIA~~ No.: 19639

Sponsor(s): Tony Miller

Date: November 13, 2017

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$28,570.05 within the Park Fund and requesting approval to purchase of forty-five Picnic Tables for Jackson County, Missouri Parks + Rec Department to R.J. Thomas Manufacturing of Cherokee, Iowa under the Terms and Conditions of Invitation to Bid No. 80-17.</u></p>																		
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$28,570.05</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>\$28,570.05</td></tr> <tr> <td>Source of funding (name of fund) and account code number:</td><td>\$28,570.05</td></tr> <tr> <td colspan="2"><b>TRANSFER:</b></td></tr> <tr> <td>From: 003-1602-55010 Park Fund, Park Operations, Regular Salaries</td><td></td></tr> <tr> <td>To: 003-1602-57230 Park Fund, Park Operations, Other Operating Supplies</td><td>\$28,570.05</td></tr> <tr> <td colspan="2">* If account includes additional funds for other expenses, total budgeted in the account is: \$</td></tr> </table> <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:  Department: Estimated Use:</p> <p>Prior Year Budget (if applicable): n/a  Prior Year Actual Amount Spent (if applicable): n/a</p>	Amount authorized by this legislation this fiscal year:	\$28,570.05	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:		Amount budgeted for this item * (including transfers):	\$28,570.05	Source of funding (name of fund) and account code number:	\$28,570.05	<b>TRANSFER:</b>		From: 003-1602-55010 Park Fund, Park Operations, Regular Salaries		To: 003-1602-57230 Park Fund, Park Operations, Other Operating Supplies	\$28,570.05	* If account includes additional funds for other expenses, total budgeted in the account is: \$	
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PRIOR LEGISLATION	<p>Prior ordinances and (date):  Prior resolutions and (date): n/a</p>																		
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Kyle Brack, Sr. Buyer, 881-3265</p>																		
REQUEST SUMMARY	<p>The Parks + Rec Department requires the purchase of forty-five (45) picnic tables for the updating and improvement of various County park locations. In response to these requirements, the Purchasing Department issued Invitation to Bid No. 80-17.</p> <p>A total of twenty-seven (27) notifications were distributed and eleven (11) responses received. Nine (9) bidders were deemed non-responsive to the terms &amp; conditions and specifications and, therefore, were not evaluated. Two (2) responses were evaluated as follows:</p> <table border="1"> <thead> <tr> <th>Bidder</th><th>City, State</th><th>Quote</th></tr> </thead> <tbody> <tr> <td>R.J. Thomas Manufacturing</td><td>Cherokee, Iowa</td><td>\$28,570.05</td></tr> <tr> <td>Jamestown Advanced Products</td><td>Jamestown, New York</td><td>\$34,605.00</td></tr> </tbody> </table>	Bidder	City, State	Quote	R.J. Thomas Manufacturing	Cherokee, Iowa	\$28,570.05	Jamestown Advanced Products	Jamestown, New York	\$34,605.00									
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R.J. Thomas Manufacturing	Cherokee, Iowa	\$28,570.05																	
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	<p>Two bidders, R.J. Thomas Mfg. and Jamestown Advanced Products, met the minimum specifications of "caterpillar style" picnic tables that Parks + Rec required. These styles are specified so that the Parks + Rec shelter grounds can maintain a uniform appearance across all parks.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the purchase of Picnic Tables to R.J. Thomas Mfg. of Cherokee, Iowa as the lowest and best bid that met all minimum specifications requested, per Invitation to Bid No. 80-17.</p> <p>The Chief Financial Officer also requests the transfer of \$28,570.05 within the Parks Fund as follows:</p> <table> <tr> <td></td><td>FROM:</td><td>TO:</td></tr> <tr> <td>003-1602-55010 Park Fund, Park Operations, Regular Salaries</td><td>\$28,570.05</td><td></td></tr> <tr> <td>003-1602-57230 Park Fund, Park Operations, Other Operating Supplies</td><td></td><td>\$28,570.05</td></tr> </table>			FROM:	TO:	003-1602-55010 Park Fund, Park Operations, Regular Salaries	\$28,570.05		003-1602-57230 Park Fund, Park Operations, Other Operating Supplies		\$28,570.05
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003-1602-57230 Park Fund, Park Operations, Other Operating Supplies		\$28,570.05									
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)										
COMPLIANCE	<input checked="" type="checkbox"/> MBE Goals – No goals assigned <input checked="" type="checkbox"/> WBE Goals – No goals assigned <input checked="" type="checkbox"/> VBE Goals – No goals assigned										
ATTACHMENTS	Abstract of Bids Received, Award Recommendation Memorandum from Parks + Rec, and R.J. Thomas Manufacturing's quote sheet										
REVIEW	Department Director:  Finance (Budget Approval): If applicable:  Division Manager:  County Counselor's Office:	Date: 11-1-17 Date: 11/2/17 Date: 11/2/17 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:

## Jackson County, Missouri

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

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

Date: November 2, 2017

RES # 19639

Department / Division	Character/Description	From	To
<b>Park Fund - 003</b>			
1602 - Park Operations	55010 - Regular Salaries	\$ 28,571	\$ -
1602 - Park Operations	57230 - Other Operating Supplies		28,571
		\$ 28,571	\$ 28,571

Budget Office

11/2/17



**JACKSON COUNTY**  
**Parks + Rec**

22807 Woods Chapel Road  
Blue Springs, Missouri 64015  
MakeYourDayHere.com

**Res. 19639**

Michele Newman, Director  
(816) 503-4800  
Fax: (816) 795-1234

October 30, 2017

To: Kyle Brack, Purchasing Department  
From: Bruce Wilke, Parks Department *BW*

Re: Bid No. 80-17  
Picnic Tables

Kyle,

After reviewing the bids, only two bidders meet the specifications of "caterpillar style" tables. We are specifying caterpillar style tables to maintain a uniform appearance of tables within our shelters. Of the two bids meeting specifications, R.J. Thomas Manufacturing submitted the low bid of \$28,570.05. Jamestown Advanced Products submitted the second low bid in the amount of \$34,605.00. We recommend the bid be awarded to R.J. Thomas Manufacturing.

Fund Transfer details: \$28,570.05

From: 003-1602-55010; Park Fund-Maintenance and Operations- Regular Salaries

To: 003-1602-57230; Other Operating Supplies

Please feel free to call me at 816-503-4802 if you have any questions.



*Frank White Jr., County Executive*



Bid No. 80-17		DATE: 10/24/17		COMMODITY: Picnic Tables		Kay Park Rec.		Belson Outdoors		Playground Compliance		R.J. Thomas Mfg.		Athco	
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Picnic Tables	ea	45	52,785.00	46,058.90	42,165.00	28,570.05	27,990.00							

CERTIFICATION OF BID OPENING  
BIDS WERE PUBLICLY  
OPENED AND RECORDED

ON: October 24, 2017 BY [Signature]

CLERK OF THE LEGISLATURE  
[Signature]

PURCHASING

ABSTRACT — OF —

Bid No. 80-17		DATE: 10/24/17		COMMODITY: Picnic Tables		Jamestown Advanced Products		Highland Products Group		School Outfitters		Global Equipment		Diversified Metal Fabricators	
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Picnic Tables	ea	45	34,605.00	28,240.00	32,850.00	20,385.00	24,300.00							

CERTIFICATION OF BID OPENING  
BIDS WERE PUBLICLY  
OPENED AND RECORDED

ON: October 24, 2017, BY [Signature]

CLERK OF THE LEGISLATURE  
[Signature]

PURCHASING



- 4.4 Acknowledgement of Receipt of Addenda
- 4.5 Bidder's Quotation
- 4.6 Bidder's Exceptions, if any
- 4.7 Include Manufacturer's Specifications and Warranty Information with your bid.

**5.0 EVALUATION PROCESS**

- 5.1 All bids received that are responsive to the General Conditions, Specifications, and other provisions of this Invitation to Bid will be evaluated.
- 5.2 An Evaluation Committee comprising of Jackson County, Missouri employees will evaluate bids and make recommendations.
- 5.3 Jackson County, Missouri shall be the sole judge of the bids submitted and its decision shall be final.

**6.0 QUESTIONS**

- 6.1 All questions regarding this Invitation to Bid must be in writing and emailed as detailed under General Conditions, Item Five on Page Ten of this Invitation to Bid by 5:00pm, CDT on October 17, 2017. The Point of Contact for this Invitation to Bid is Kyle Brack – email address is [kbrack@jacksongov.org](mailto:kbrack@jacksongov.org). All questions will be answered in the form of Addendum on the County's website.
- 6.2 Bidders and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must follow this procedure. Bidder or their agents may not contact any other County staff regarding matters covered by this Invitation to Bid during the solicitation and evaluation process. Inappropriate contact are grounds for REJECTION of the Bidder's submission.

**7.0 QUOTATIONS**

- 7.1 Quotations shall include all freight, delivery, and other miscellaneous charges.

No.	Description	Quantity	Unit Price	Total Price
1	8' Wheelchair and ADA compliant picnic tables	45	\$ \$634.89	\$ \$28,570.05

Price includes delivery to one location. Destination must be able to receive and unload freight.  
DELIVERY: Will ship (45) days ARO.

- 7.2 The County may be interested in purchasing additional picnic tables in the near future. For how long will the above-quoted pricing be honored for? (60) days.

7.3 Manufacturer and model number: T602/G-8RB As Specified: tables will have (2) full length seats, hot dip galvanized frame finish, black perforated steel top/seats, 8 ft. long.

<b>Bidder's Name</b>	R.J. Thomas Mfg. Co. Inc.
<b>Authorized Representative</b>	Bob Simonsen
<b>Title</b>	Mkt. Mgr.
<b>Signature</b>	<i>Bob Simonsen</i> 10-16-17
<b>Phone Number</b>	800-762-5002
<b>Fax Number</b>	712-225-5796
<b>Cell Number</b>	
<b>Email</b>	pilotrock@rjthomas.com
<b>Web Address</b>	www.pilotrock.com