

REQUEST FOR LEGISLATIVE ACTION

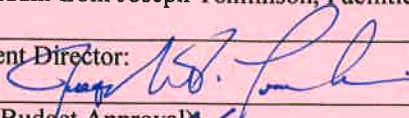

Completed by County Counselor's Office:

Res/Ord No.: 19740

Sponsor(s): Greg Grounds

Date: February 26, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing a Twelve Month Term and Supply Contract with Two Twelve Month Options to Extend for the furnishing of Steam HVAC parts for the Facilities Management Division from Spence Engineering/Control Products of Fenton, Missouri as a Sole Source purchase.</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></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) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Facilities Management Division Estimated Use: \$75,000</p> <p>This RLA only approves the Term and Supply Contract. The funds were appropriated through the annual budget adoption. Figures included in the Budget Information Section are for informational purposes to provide an estimate of the annual contract amount.</p> <p>Prior Year Budget (if applicable): 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:	
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Amount budgeted for this item * (including transfers):											
Source of funding (name of fund) and account code number:											
PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date):</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>										
REQUEST SUMMARY	<p>The downtown Courthouse and the Detention Center are heated by a steam system that is supplied by a city provider. The steam is "stepped down" to a usable temperature utilizing high pressure valves and then routed to the individual radiator units. The high pressure valves, bellows and pilot valves needed to rebuild and repair the County radiators are manufactured by Spence Engineering/Control Products of Fenton, Missouri.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Purchasing Department recommends the purchase of Steam HVAC parts from Spence Engineering/Control Products of Fenton, Missouri as a Sole Source purchase. Research done by both the Purchasing Department and the Facilities Management Division indicates these parts can only be obtained by the manufacturer of the radiators, high pressure valves, bellows and pilot valves.</p> <p>This award is made on an "as needed" basis and does not obligate Jackson County, Missouri for any specific amount. The availability of funds for specific purchases are subject to appropriation.</p>										
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										

COMPLIANCE	<input type="checkbox"/> MBE Goals – N/A <input type="checkbox"/> WBE Goals – N/A <input type="checkbox"/> VBE Goals – N/A	
ATTACHMENTS	Memorandum from Joseph Tomlinson, Facilities Management Supervisor	
REVIEW	Department Director: 	Date: 02/02/18
	Finance (Budget Approval): If applicable 	Date: 2/8/18
	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.



JACKSON COUNTY
Facilities Management Division

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MEMORANDUM

From: Joseph Tomlinson, Facilities Management Administrator

To: Barbara Casamento, Purchasing Department Supervisor

Date: 01/23/2018

Subject: Spence Engineering Sole Source

Barbara,

This memorandum is being prepared and submitted to request the use of Spence Engineering of Fenton, MO as a sole source vendor for HVAC parts relative to the Facilities Management Division's needs.

The Downtown Courthouse and The Jackson County Detention Center are provided heat via a steam system that is supplied to these buildings by a city provider. This steam is "stepped down" to a usable temperature utilizing high pressure valves that then route this steam to the individual radiator units in the respective complexes. These specific, high pressure valves are manufactured by Spence Engineering. Spence is also the manufacturer of a majority of the valves, bellows, and pilot valves that correspond to radiators throughout the county.

Previously in 2017, the JCDC experienced a steam station failure, taking the system for the Corrections buildings offline. FMD was tasked with rebuilding these stations to allow for the steam to once again be distributed through the complex. In doing so, we identified the stations as being manufactured by Spence Engineering. Area HVAC vendors (C.D. Jones, Johnstone, and Key Refrigeration) were contacted in an effort to procure the proper valves. We were informed that Spence Engineering was the solitary regional distributor and manufacturer of this material, and was willing and able to ship it for next-day installation.

Ultimately, FMD was able to procure the necessary items utilizing another vendor as the expenditure was under \$5,000.00. Moving forward, it is vital that FMD have access to a higher expenditure ceiling as well as a sole source designation with Spence, the manufacturer and distributor, especially with the addition of the JCDC Complex to the Facilities stable of buildings.

I am requesting Spence Engineering be designated as a sole source Term and Supply distributor for HVAC material and equipment.

Your consideration in this matter is greatly appreciated.

Thank you,


Joseph Tomlinson

Facilities Management Administrator

Frank White, Jr., County Executive