

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19825

Sponsor(s): Tony Miller

Date: April 16, 2018

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract with Two Twelve Month Options to Extend for the furnishing of Animal Food and Agricultural Supplies and Equipment for use by Various County Departments to Feldman's Farm and Home of Blue Springs, MO under the terms and conditions of Invitation to Bid No. 10-18</u></p>																											
<p>BUDGET INFORMATION  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <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:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Department</th> <th style="width:50%;">Estimated Usage</th> </tr> </thead> <tbody> <tr> <td>Parks + Rec Department</td> <td>\$21,600</td> </tr> <tr> <td>Public Works Department</td> <td>\$ 6,000</td> </tr> <tr> <td>Sheriff's Office</td> <td>\$ 3,000</td> </tr> <tr> <td>Estimated Total</td> <td>\$30,600</td> </tr> </tbody> </table> <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 contract value.</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:		Department	Estimated Usage	Parks + Rec Department	\$21,600	Public Works Department	\$ 6,000	Sheriff's Office	\$ 3,000	Estimated Total	\$30,600							
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PRIOR LEGISLATION	<p>Prior ordinances and (date):            Prior resolutions and (date):</p>																											
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																											
REQUEST SUMMARY	<p>The Parks + Rec Department, the Public Works Department and the Sheriff's Office require a Term and Supply Contract for the furnishing of Animal Food and Agricultural Supplies and Equipment. The Purchasing Department issued Invitation to Bid No. 10-18 in response to those requirements.</p> <p>A total of eighteen notifications were distributed and one response was received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">Number</th> <th style="width:60%;">Description</th> <th style="width:30%;">Price/Discount</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Floating Catfish Food</td> <td>\$15.99</td> </tr> <tr> <td>02</td> <td>Dry Dog Food</td> <td>\$49.99</td> </tr> <tr> <td>03</td> <td>Wearing Apparel</td> <td>20%</td> </tr> <tr> <td>04</td> <td>Farm Supplies</td> <td>10%</td> </tr> <tr> <td>05</td> <td>Pet and Livestock Supplies</td> <td>10%</td> </tr> <tr> <td>06</td> <td>Agriculture Supplies</td> <td>10%</td> </tr> <tr> <td>07</td> <td>Tools and Hardware</td> <td>10%</td> </tr> <tr> <td>08</td> <td>Lawn and Garden</td> <td>10%</td> </tr> </tbody> </table>	Number	Description	Price/Discount	01	Floating Catfish Food	\$15.99	02	Dry Dog Food	\$49.99	03	Wearing Apparel	20%	04	Farm Supplies	10%	05	Pet and Livestock Supplies	10%	06	Agriculture Supplies	10%	07	Tools and Hardware	10%	08	Lawn and Garden	10%
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	Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department and the using departments recommend the Award of a Twenty-Four Month Term and Supply Contract with Two Twelve Month Options to Extend for the furnishing of Animal Food and Agriculture Supplies and Equipment for use by Various County Departments to Feldmans Farm and Home of Blue Springs, Missouri as the lowest and best bid under the terms and conditions of Invitation to Bid No. 10-18	
CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <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 type="checkbox"/> MBE Goals – N/A <input type="checkbox"/> WBE Goals - N/A <input type="checkbox"/> VBE Goals – N/A	
ATTACHMENTS	The Abstract of Bids Received, Recommendation Memorandums from the using departments and the pertinent pages of Feldman's bid documents.	
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i>	Date: 4/5/18
	Division Manager:	Date: 4/5/18
	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.

ITB No. 10-18		Feldman's		AMOUNT		AMOUNT		AMOUNT		AMOUNT	
DATE: 3/20/18											
COMMODITY: Animal Food and Ag Supplies											
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Floating Catfish Food	lbs	40	\$15.99							
2.0	Dry Dog Food	lbs	50	\$49.99							
3.0	Wearing Apparel	% off		20%							
4.0	Farm Supplies	% off		10%							
5.0	Pet and Livestock Supplies	% off		10%							
6.0	Ag and Farm Supplies	% off		10%							
7.0	Tools and Hardware	% off		10%							
8.0	Lawn and Garden Supplies	% off		10%							
<p>CERTIFICATION OF BID OPENING  BIDS WERE PUBLICLY  OPENED AND RECORDED</p> <p>ON: <u>March 20, 2018</u>, BY  <u>Vicki A. Rowland</u>  CLERK OF THE LEGISLATURE</p> <p><u>[Signature]</u>  PURCHASING</p>											



**JACKSON COUNTY  
Parks + Rec**

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

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

**MEMORANDUM**

**TO:** Barb Casamento  
**FROM:** Bob McMillin – Supt. Golf & Marina’s  
**DATE:** March 30 2018  
**SUBJECT: Bid No. 10-18 – Floating Fish Food**

After review, Parks + Rec recommend Feldmans, as the lowest & best bid at the price of \$15.99 for the purchase of float fish food. Parks + Rec plans on spending \$20,000 out of budget fund 300-1653-57034.

Thank You,

Bob



*Frank White Jr., County Executive*

## Barbara J. Casamento

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**From:** Jonathan Klusmeyer  
**Sent:** Monday, April 02, 2018 10:36 AM  
**To:** Barbara J. Casamento  
**Subject:** Invitation to Bid No. 10-18 Animal Food and Agricultural Supplies  
**Attachments:** 10-18 Feldman's Bid.pdf

Barbara,

1603 will use Feldmans for approximately \$1600 for Livestock supplies and equipment.

v/r

Jonathan A. Klusmeyer  
Superintendent  
Historic Sites and Outdoor Education  
Jackson County Parks+Rec  
(816) 229-8980 Ext. 103

**From:** Dianne L. Kimzey  
**Sent:** Friday, March 30, 2018 12:59 PM  
**To:** Jonathan Klusmeyer <JKlusmeyer@jacksongov.org>  
**Subject:** Fwd: Invitation to Bid No. 10-18 Animal Food and Agricultural Supplies

Please send to Barbara for your division.

Sent from my T-Mobile 4G LTE Device

----- Original message -----

**From:** Bob McMillin <BMcMillin@jacksongov.org>  
**Date:** 3/30/18 11:42 AM (GMT-06:00)  
**To:** "Barbara J. Casamento" <BCasamento@jacksongov.org>  
**Cc:** "Dianne L. Kimzey" <DKimzey@jacksongov.org>  
**Subject:** Re: Invitation to Bid No. 10-18 Animal Food and Agricultural Supplies

Barb,

Recommendation memo attached for resale fish food at Marina's.

Thanks,

Bob



Jackson County  
Public Works Department

ROAD MAINTENANCE 34900 E. Old US 40 Hwy, P.O. Box 160  
Grain Valley, Missouri 64029  
(816) 847-7050 *phone*  
(816) 847-7051 *fax*

MEMORANDUM

TO: Barbara Casamento, Purchasing Supervisor

FROM: Matt Willier, Assistant Road & Bridge Administrator-Fleet

DATE: March 30, 2018

SUBJECT: Bid No. 10-18 – Animal Food and Agricultural Supplies

Barbara, we have evaluated the above referenced bid and we recommend that the bid be awarded to Feldman's Farm & Home. We will spend approximately \$6,000.00 with them.

**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 made up of Jackson County will evaluate bids and make recommendations.
- 5.3 Jackson County, Missouri shall be the sole judge of the bids received and its decision shall be final.
- 5.4 All bids received become the property of Jackson County, Missouri and shall not be returned.

**6.0 QUESTIONS**

- 6.1 All questions regarding this Invitation to Bid must be in writing and emailed as detailed under General Conditions, Item Number Five on Page Ten of this Invitation to Bid.
- 6.2 Point of Contact for this Invitation to Bid is Barbara Casamento, email address [bcasamento@jacksongov.org](mailto:bcasamento@jacksongov.org).
- 6.3 All questions will be answered in the form of Addenda on the Jackson County, Missouri website.
- 6.4 The deadline for questions is 5:00 PM, CDT on March 13, 2018.
- 6.5 Failure to follow this procedure may result in the REJECTION of your bid.

**7.0 QUOTATIONS**

Number	Description	Price per Bag
01	Floating Catfish Food, 40 lb Bag	\$ 15.99
02	Dry Dog Food, 50 lb Bag	\$ 49.99 - requires 15 bag purchase
	<b>Miscellaneous Items</b>	<b>Discount Offered</b>
03	Wearing Apparel	20 %
04	Farm Supplies	10 %
05	Pet and Livestock Supplies	10 %
06	Agriculture and Farm Supplies	10 %
07	Tools and Hardware	10 %
08	Lawn and Garden Supplies	10 %

Company Name: Feldmans Farm + Home	Telephone No: (816) 792-0994
Person Authorized to sign bid: Renee Sanders	Title: Office manager
Signature: <i>Renee Sanders</i>	Email Address: renee@feldmans-fh.com
Website Address: www.feldmans-fh.com	Fax Number: 816 792-1360
Street Address: 310 S 7 Highway BSMO 64014	
City, State and Zip Code: Blue Springs, MO 64014	