

REQUEST FOR LEGISLATIVE ACTION

EXECUTIVE OFFICE

NOV 13 2019

Version 6/10/19

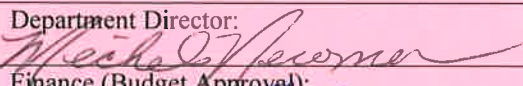
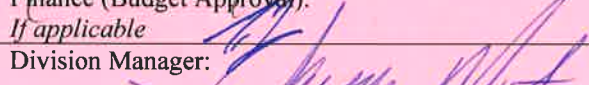
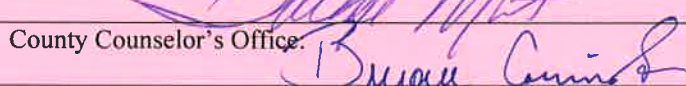
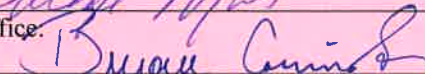
Completed by County Counselor's Office:

Res/Ord No.: 20303

Sponsor(s): Crystal Williams

Date: November 18, 2019

SUBJECT	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with a Twelve Month Option to Extend, for the furnishing of T-Shirts and Wearing Apparel for Various County Departments to Raytown Screen Printing under the terms and conditions of Invitation to Bid No. 53-19</u></p>																										
<p>BUDGET INFORMATION</p> <p><i>To be completed By Requesting Department and Finance</i></p>	<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)</p> <p><input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:</p> <p>Department: Estimated Use:</p> <table border="1"> <thead> <tr> <th>Department</th><th>Estimated Usage</th></tr> </thead> <tbody> <tr> <td>Parks + Rec</td><td>\$50,000.00</td></tr> <tr> <td>Department of Corrections</td><td>\$20,000.00</td></tr> <tr> <td>Public Works</td><td>\$10,000.00</td></tr> <tr> <td>Communications</td><td>\$ 2,000.00</td></tr> <tr> <td>COMBAT</td><td>\$ 1,000.00</td></tr> <tr> <td>Human Resources</td><td>\$ 1,000.00</td></tr> <tr> <td>Total</td><td>\$84,000.00</td></tr> </tbody> </table> <p>This RLA only approves the term and supply contract. The funds are appropriated through the annual budget adoption. Figures included in the Budget Information section are for informational purposes to provide an estimate of the contract value.</p> <p>Prior Year Budget (if applicable):</p> <p>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	\$50,000.00	Department of Corrections	\$20,000.00	Public Works	\$10,000.00	Communications	\$ 2,000.00	COMBAT	\$ 1,000.00	Human Resources	\$ 1,000.00	Total	\$84,000.00
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PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): 19242, August 29, 2016</p>																										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																										
REQUEST SUMMARY	<p>The County requires a Term and Supply Contract for the furnishing of T-Shirts and Wearing Apparel for various County Departments. The Purchasing Department issued Invitation to Bid No. 53-19 to meet these requirements.</p> <p>A total of nineteen notifications were distributed and three responses were received and evaluated as follows:</p> <table border="1"> <thead> <tr> <th>No</th><th>Description</th><th>Raytown Screen Greenwood, MO</th><th>SP Designs Cape Coral, FL</th><th>AD Wear Houston, TX</th></tr> </thead> <tbody> <tr> <td>01</td><td>T-Shirt, Short Sleeve, Crew Neck</td><td>\$1.90</td><td>\$2.02</td><td>\$1.91</td></tr> <tr> <td>02</td><td>T-Shirt, Short Sleeve, W/Pocket</td><td>\$3.84</td><td>\$4.25</td><td>\$3.84</td></tr> <tr> <td>03</td><td>T-Shirt, Long Sleeve</td><td>\$3.21</td><td>\$3.51</td><td>\$3.21</td></tr> </tbody> </table>	No	Description	Raytown Screen Greenwood, MO	SP Designs Cape Coral, FL	AD Wear Houston, TX	01	T-Shirt, Short Sleeve, Crew Neck	\$1.90	\$2.02	\$1.91	02	T-Shirt, Short Sleeve, W/Pocket	\$3.84	\$4.25	\$3.84	03	T-Shirt, Long Sleeve	\$3.21	\$3.51	\$3.21						
No	Description	Raytown Screen Greenwood, MO	SP Designs Cape Coral, FL	AD Wear Houston, TX																							
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03	T-Shirt, Long Sleeve	\$3.21	\$3.51	\$3.21																							

	04	Sport Shirt	\$4.70	\$6.08	\$5.13
	05	Sweatshirt	\$4.40	\$4.81	\$5.13
	06	Discount on Catalog Items	50%	20%	20%
	<p>Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department recommends the award of a Twelve Month Term and Supply Contract, with a Twelve Month Option to Extend, for the furnishing of T-Shirts and Wearing Apparel for County Wide use to Raytown Screen Printing of Greenwood, Missouri as the lowest and best bid received.</p> <p>This award is made on an "as needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriation.</p>				
CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <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)				
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals				
ATTACHMENTS	<p>The Abstract of Bids Received, a Detailed Recap of Bids Received and the pertinent pages of Raytown Screen Printing's bid documents.</p>				
REVIEW	Department Director:  Finance (Budget Approval):  If applicable Division Manager:  County Counselor's Office: 				Date: 11-13-19 Date: 11/13/19 Date: 11-13-19 Date: 11/14/19

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.

ABSTRACT OF BIDS

Invitation to Bid No. 53-19 T-Shirts and Wearing Apparel Opens: 2:00 PM, CDT on 10/15/2019		Raytown Screen Print Greenwood MO		SP Designs Cape Coral FL		AD Wear & Specialty Houston TX	
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	T-Shirt, Crew Neck, 100% Cotton Neutral			\$ 1.90	\$ 2.02	\$ 1.91	
2	T-Shirt, Crew Neck, W/Pocket, 100% Cotton Neutral			\$ 3.84	\$ 4.25	\$ 3.84	
3	T-Shirt, Long Sleeve, Crew Neck, 100% Cotton Neutral			\$ 3.21	\$ 3.51	\$ 3.21	
4	Sport Shirt, Pique, 100% Cotton, Neutral			\$ 4.70	\$ 6.08	\$ 5.13	
5	Sweatshirt, Long Sleeve, Crew Neck, Neutral			\$ 4.40	\$ 4.81	\$ 4.43	
6	Catalog Items - Discount			50%	20%	20%	
7	Screen Printing Charges Per Item - One Color			.75	.90	.70	
8	Embroidery Charges per 1000 stitches, one color			.75	5.00	3.75	
9	Artwork, Charge per Hour			30.00	N/C	N/C	
10	Digitizing Services, Charge per Hour			30.00	N/C	N/C	
CERTIFICATION OF BID OPENING BIDS WERE PUBLICLY OPENED AND RECORDED ON: <u>October 15, 2019</u> , BY <u>Yvonne H. Boenland</u> CLERK OF THE LEGISLATURE <u>Farahat Casamendi</u> PURCHASING							

Recap of 53-19 T-Shirts

No	Description	Raytown	SP Designs	Ad Wear
1	T-Shirt, 100% Cotton			
	Neutrals Size Small - XL	\$ 1.90	\$ 2.02	\$ 1.91
	Additional Charge for 2X	\$ 1.50	\$ 4.59	\$ 3.91
	Additional Charge for 3X	\$ 2.50	\$ 5.16	\$ 5.91
	Additional Charge for 4X	\$ 3.00	\$ 5.16	\$ 5.91
	Additional Charge for 5X	\$ 3.50	\$ 5.16	\$ 5.91
	Heathers Size Small - XL	\$ 2.06	\$ 2.27	\$ 2.09
	Additional Charge for 2X	\$ 1.75	\$ 4.15	\$ 4.09
	Additional Charge for 3X	\$ 2.75	\$ 5.57	\$ 6.09
	Additional Charge for 4X	\$ 3.25	\$ 5.57	\$ 6.09
	Additional Charge for 5X	\$ 3.50	\$ 5.57	\$ 6.09
	Colors Size Small - XL	\$ 2.15	\$ 2.46	\$ 2.09
	Additional Charge for 2X	\$ 1.75	\$ 4.35	\$ 4.09
	Additional Charge for 3X	\$ 2.75	\$ 5.85	\$ 6.09
	Additional Charge for 4X	\$ 3.25	\$ 5.85	\$ 6.09
	Additional Charge for 5X	\$ 3.50	\$ 5.85	\$ 6.09
2	T-Shirt W/Pocket 100% Cotton			
	Neutrals Size Small - XL	\$ 3.84	\$ 4.25	\$ 3.84
	Additional Charge for 2X	\$ 1.55	\$ 6.03	\$ 5.84
	Additional Charge for 3X	\$ 2.55	\$ 7.84	\$ 6.84
	Additional Charge for 4X	\$ 3.05	\$ 7.93	\$ 6.84
	Additional Charge for 5X	\$ 3.55	\$ 7.98	\$ 6.74
	Heathers Size Small - XL	\$ 4.33	\$ 4.90	\$ 4.31
	Additional Charge for 2X	\$ 1.75	\$ 6.97	\$ 6.31
	Additional Charge for 3X	\$ 2.75	\$ 8.80	\$ 7.31
	Additional Charge for 4X	\$ 3.25	\$ 8.96	\$ 7.31
	Additional Charge for 5X	\$ 3.75	\$ 8.96	\$ 7.31
	Colors Size Small - XL	\$ 5.16	\$ 5.71	\$ 4.31
	Additional Charge for 2X	\$ 1.75	\$ 8.02	\$ 6.31
	Additional Charge for 3X	\$ 2.75	\$ 9.85	\$ 7.31
	Additional Charge for 4X	\$ 3.25	\$ 9.95	\$ 7.31
	Additional Charge for 5X	\$ 3.75	\$ 10.05	\$ 7.31
3	T-Shirt Long Sleeve			
	Neutrals Size Small - XL	\$ 3.21	\$ 3.51	\$ 3.21
	Additional Charge for 2X	\$ 1.60	\$ 4.71	\$ 5.21
	Additional Charge for 3X	\$ 2.60	\$ 6.11	\$ 6.21
	Additional Charge for 4X	\$ 3.10	\$ 6.11	\$ 6.21
	Additional Charge for 5X	\$ 3.60	\$ 6.11	\$ 6.21
	Heathers Size Small - XL	\$ 4.05	\$ 4.33	\$ 4.43
	Additional Charge for 2X	\$ 1.60	\$ 5.53	\$ 6.43
	Additional Charge for 3X	\$ 2.60	\$ 6.93	\$ 7.43
	Additional Charge for 4X	\$ 3.10	\$ 6.93	\$ 7.43
	Additional Charge for 5X	\$ 3.60	\$ 6.93	\$ 7.43
	Colors Size Small - XL	\$ 4.31	\$ 4.69	\$ 4.43

Recap of 53-19 T-Shirts

	Additional Charge for 2X	\$ 1.75	\$ 5.89	\$ 6.43
	Additional Charge for 3X	\$ 2.75	\$ 7.29	\$ 7.43
	Additional Charge for 4X	\$ 3.25	\$ 7.29	\$ 7.43
	Additional Charge for 5X	\$ 3.75	\$ 7.29	\$ 7.43
4	Short Shirt, Short Sleeve			
	Neutrals Size Small - XL	\$ 4.70	\$ 6.08	\$ 5.13
	Additional Charge for 2X	\$ 2.00	\$ 8.08	\$ 7.13
	Additional Charge for 3X	\$ 3.00	\$ 8.18	\$ 8.13
	Additional Charge for 4X	\$ 3.50	\$ 8.18	\$ 8.13
	Additional Charge for 5X	\$ 4.00	\$ 8.18	\$ 8.13
	Heathers Size Small - XL	\$ 4.70	\$ 6.08	\$ 5.13
	Additional Charge for 2X	\$ 2.00	\$ 8.08	\$ 7.13
	Additional Charge for 3X	\$ 3.00	\$ 8.18	\$ 8.13
	Additional Charge for 4X	\$ 3.50	\$ 8.18	\$ 8.13
	Additional Charge for 5X	\$ 4.00	\$ 8.18	\$ 8.13
	Colors Size Small - XL	\$ 4.70	\$ 6.08	\$ 5.13
	Additional Charge for 2X	\$ 2.00	\$ 8.08	\$ 7.13
	Additional Charge for 3X	\$ 3.00	\$ 8.18	\$ 8.13
	Additional Charge for 4X	\$ 3.50	\$ 8.18	\$ 8.13
	Additional Charge for 5X	\$ 4.00	\$ 8.18	\$ 8.13
5	Sweatshirt, Long Sleeve			
	Neutrals Size Small - XL	\$ 4.40	\$ 4.81	\$ 4.43
	Additional Charge for 2X	\$ 1.75	\$ 6.31	\$ 6.43
	Additional Charge for 3X	\$ 2.75	\$ 7.21	\$ 7.43
	Additional Charge for 4X	\$ 3.25	\$ 7.21	\$ 7.43
	Additional Charge for 5X	\$ 3.75	\$ 7.21	\$ 7.43
	Heathers Size Small - XL	\$ 5.59	\$ 6.22	\$ 5.91
	Additional Charge for 2X	\$ 1.75	\$ 7.20	\$ 7.91
	Additional Charge for 3X	\$ 2.75	\$ 8.07	\$ 8.91
	Additional Charge for 4X	\$ 3.25	\$ 8.07	\$ 8.91
	Additional Charge for 5X	\$ 3.75	\$ 8.07	\$ 8.91
	Colors Size Small - XL	\$ 5.85	\$ 6.54	\$ 5.91
	Additional Charge for 2X	\$ 1.75	\$ 7.84	\$ 7.91
	Additional Charge for 3X	\$ 2.75	\$ 8.74	\$ 8.91
	Additional Charge for 4X	\$ 3.25	\$ 8.74	\$ 8.91
	Additional Charge for 5X	\$ 3.75	\$ 8.74	\$ 8.91
6	Discounts			
	Discount off Pricing	50%	20%	20%
	Mark-Up on Pricing	30%	N/B	N/B
7	Screen Printing Charges			
	1 Color	\$ 0.75	\$ 0.90	\$ 0.70
	2 Color	\$ 1.50	\$ 1.65	\$ 0.85
	3 Color	\$ 2.25	\$ 2.30	\$ 1.00

Recap of 53-19 T-Shirts

	4 Color	\$ 3.00	\$ 2.85	\$ 1.50
	5 Color	\$ 3.75	\$ 3.35	\$ 1.80
	6 Color	\$ 4.25	\$ 3.80	\$ 2.00
8	Embroidery Charges			
	Per 1000 Stitches			
	1 Color	\$ 0.75	\$ 5.00	\$ 0.53
	2 Color	\$ 0.75	\$ 5.00	\$ 0.53
	3 Color	\$ 0.75	\$ 5.00	\$ 0.53
	4 Color	\$ 0.75	\$ 5.00	\$ 0.53
	5 Color	\$ 0.75	\$ 5.00	\$ 0.53
	6 Color	\$ 0.75	\$ 5.00	\$ 0.53
9	Artwork Charges per Hour	\$ 30.00	N/B	N/B
10	Digitizing Services per Hour	\$ 30.00	N/B	N/B

- 6.3 Bidders and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must follow this procedure. Bidders or their agents may not contact any other County personnel regarding matters covered by this Invitation to Bid during the solicitation and evaluation process. Inappropriate contacts are grounds for REJECTION of the bid.

7.0 QUOTATION

No.	Description	Neutrals	Heathers	Colors
01	T-Shirt, Crew Neck, 100% Cotton, 6.1 Ounce Gildan Ultra Cotton No. 2000 or Comparable Adult Sizes Small to 5XL			
	Small to XL	\$ 1.90	\$ 2.06	\$ 2.15
	Additional Charge for 2XL	\$ 1.50	\$ 1.75	\$ 1.75
	Additional Charge for 3XL	\$ 2.50	\$ 2.75	\$ 2.75
	Additional Charge for 4XL	\$ 3.00	\$ 3.25	\$ 3.25
	Additional Charge for 5XL	\$ 3.50	\$ 3.50	\$ 3.50
	Manufacturer & Catalog No. Bid: Gildan #2000			
02	T-Shirt, Crew Neck, With Pocket, 100% Cotton 6.1 Ounce, Gildan Ultra Cotton No. 2400 or Comparable, Adult Sizes Small to 5XL #2300			
	Small to XL	\$ 3.84	\$ 4.33	\$ 5.16
	Additional Charge for 2XL	\$ 1.55	\$ 1.75	\$ 1.75
	Additional Charge for 3XL	\$ 2.55	\$ 2.75	\$ 2.75
	Additional Charge for 4XL	\$ 3.05	\$ 3.25	\$ 3.25
	Additional Charge for 5XL	\$ 3.55	\$ 3.75	\$ 3.75
	Manufacturer & Catalog No. Bid: Gildan #2300			
03	T-Shirt, Long Sleeve, Crew Neck, 100% Cotton 6.1 Ounce, Gildan Ultra Cotton or Comparable Adult Sizes Small to 5XL			
	Small to XL	\$ 3.21	\$ 4.05	\$ 4.31
	Additional Charge for 2XL	\$ 1.60	\$ 1.60	\$ 1.75
	Additional Charge for 3XL	\$ 2.60	\$ 2.60	\$ 2.75
	Additional Charge for 4XL	\$ 3.10	\$ 3.10	\$ 3.25
	Additional Charge for 5XL	\$ 3.60	\$ 3.60	\$ 3.75
	Manufacturer & Catalog No. Bid: Gildan #2400			
04	Sport Shirt, Pique, 100% Cotton, 6.5 Ounce Gildan Ultra Cotton No. 3800 or Comparable Adult Sizes Small to 5XL			
	Small to XL	\$ 4.90	\$ 4.90	\$ 4.90
	Additional Charge for 2XL	\$ 2.00	\$ 2.00	\$ 2.00
	Additional Charge for 3XL	\$ 3.00	\$ 3.00	\$ 3.00
	Additional Charge for 4XL	\$ 3.50	\$ 3.50	\$ 3.50
	Additional Charge for 5XL	\$ 4.00	\$ 4.00	\$ 4.00
	Manufacturer & Catalog No. Bid: Gildan #3800			

Gildan Pocket T
is #2300

No.	Description	Neutrals	Heathers	Colors
05	Sweatshirt, Long Sleeve, Crew Neck, 50/50 Cotton Polyester, 7.75 Ounce, Gildan Heavy Blend No. 18000 or Comparable Adult Sizes Small to 5XL Small to XL	\$ 4.40	\$ 5.59	\$ 5.85
	Additional Charge for 2XL	\$ 1.75	\$ 1.75	\$ 1.75
	Additional Charge for 3XL	\$ 2.75	\$ 2.75	\$ 2.75
	Additional Charge for 4XL	\$ 3.25	\$ 3.25	\$ 3.25
	Additional Charge for 5XL	\$ 3.75	\$ 3.75	\$ 3.75
	Manufacturer & Catalog No. Bid: Gildan #18000			
06	Catalog Items:			
	Discount Off Pricing	Yes/No	50 %	
	Mark-Up On Pricing	Yes/No	30 %	Cost x 30%
07	Screen Printing Charges Per Item:			
	One Color	\$.75		
	Two Colors	\$ 1.50		
	Three Colors	\$ 2.25		
	Four Colors	\$ 3.00		
	Five Colors	\$ 3.75		
	Six Colors	\$ 4.25		
08	Embroidery Charges per 1000 Stitches/Item:			
	One Color	\$.75		
	Two Colors	\$ "		
	Three Colors	\$ "		
	Four Colors	\$ "		
	Five Colors	\$ "		
	Six Colors	\$ "		
09	Artwork, Charge per Hour	\$ 30.00		
10	Digitizing Services per Hour	\$ 30.00		

Company Name: Raytown Screen Printing	Web Site Address: —
Person Authorized to Sign Bid: Dan Soltys	Telephone Number: 816-804-1854
Title: Owner	Fax Number: —
Signature: [Signature]	Email Address: jdsoltys@gmail.com
Street Address: 1003 Doc Henry Rd.	
City, State and Zip Code: Greenwood, Mo 64034	