
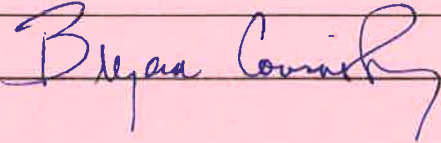


# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:  
 Res/Ord No.: 20413  
 Sponsor(s): Crystal Williams  
 Date: April 20, 2020

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance  Project/Title: <u>Requesting the transfer of funds within the Special Road and Bridge Fund and authorizing the purchase of a Annual Software Maintenance Contract for use by Parks + Rec Department and the Public Works Department from Cartegraph of Dubuque, Iowa in the amount of \$54,600 as a Sole Source purchase</u>																											
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$54,600</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$54,600</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$54,600</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>TRANSFER from: 004-1506-56790 Special Road &amp; Bridge Fund, Public Works Road &amp; Bridge, Other Contractual Services</td> <td style="text-align: right;">\$ 7,300</td> </tr> <tr> <td>TRANSFER to: 004-1506-56662 Special Road &amp; Bridge Fund, Public Works Road &amp; Bridge, Software Maintenance</td> <td style="text-align: right;">\$ 7,300</td> </tr> <tr> <td>004-1506-56662 Special Road &amp; Bridge Fund, Public Works Road &amp; Bridge, Software Maintenance</td> <td style="text-align: right;">\$20,000</td> </tr> <tr> <td>SUB-TOTAL</td> <td style="text-align: right;">\$27,300</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>003-1602-56662 Park Fund, Park Operations, Software Maintenance</td> <td style="text-align: right;">\$27,300</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$54,600</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 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): _____          Prior Year Actual Amount Spent (if applicable): _____</p>		Amount authorized by this legislation this fiscal year:	\$54,600	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$54,600	Amount budgeted for this item * (including transfers):	\$54,600	Source of funding (name of fund) and account code number:		TRANSFER from: 004-1506-56790 Special Road & Bridge Fund, Public Works Road & Bridge, Other Contractual Services	\$ 7,300	TRANSFER to: 004-1506-56662 Special Road & Bridge Fund, Public Works Road & Bridge, Software Maintenance	\$ 7,300	004-1506-56662 Special Road & Bridge Fund, Public Works Road & Bridge, Software Maintenance	\$20,000	SUB-TOTAL	\$27,300			003-1602-56662 Park Fund, Park Operations, Software Maintenance	\$27,300			TOTAL	\$54,600
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PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): 19415, 3/13/2017																											
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253																											
REQUEST SUMMARY	<p>The Annual Software Maintenance Agreement for the Software used to Track Assets for the Parks + Rec Department and the Public Works Department has expired. The departments would like to renew the agreement for 2020. Cartegraph would be considered a Sole Source for this Agreement as they are the developer of the Software.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing, the Director of Parks + Rec and the Director of Public Works recommend the purchase of this Annual Maintenance Agreement as a Sole Source purchase.</p> <p>The Director of Finance and Purchasing also requests the transfer of funds within the Special Road and Bridge Fund as follows:</p> <table style="width:100%; margin-top: 10px;"> <tr> <td style="width:80%;"></td> <td style="text-align: right;">From:</td> <td style="text-align: right;">To:</td> </tr> <tr> <td>004-1506-56790 Special Road &amp; Bridge Fund, Road &amp; Bridge, Other Contractual Svcs</td> <td style="text-align: right;">\$7,300</td> <td></td> </tr> <tr> <td>004-1506-56662 Special Road &amp; Bridge Fund, Road &amp; Bridge, Software Maintenance</td> <td></td> <td style="text-align: right;">\$7,300</td> </tr> </table>			From:	To:	004-1506-56790 Special Road & Bridge Fund, Road & Bridge, Other Contractual Svcs	\$7,300		004-1506-56662 Special Road & Bridge Fund, Road & Bridge, Software Maintenance		\$7,300																	
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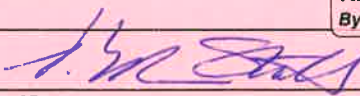
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals      No goals set <input type="checkbox"/> VBE Goals	
ATTACHMENTS	Memorandum from Earl Newill of the Public Works Department and an Invoice from Cartegraph	
REVIEW	 Department Director:	Date: 4/6/2020
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager:	Date:
	County Counselor's Office: 	Date: 4/15/20

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.

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input 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 <input type="checkbox"/> WBE Goals      No goals set <input type="checkbox"/> VBE Goals		
ATTACHMENTS	Memorandum from Earl Newill of the Public Works Department and an Invoice from Cartegraph		
REVIEW	Department Director:	Date:	
	Finance (Budget Approval): <i>If applicable</i>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>APPROVED</b>  <small>By Mark Lang at 2:46 pm, Apr 07, 2020</small> </div>	Date:
	Division Manager: 		Date: 4-9-2020
	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:

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- This legislative action does not impact the County financially and does not require Finance/Budget approval.

**Fiscal Note:**

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

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

Date: April 7, 2020

RES # 20413

Department / Division	Character/Description	From	To
<b>004 Special Road &amp; Bridge Fund</b>			
1506 Road & Bridge Maintenance	56790 Other Contractual Services	\$ (7,300)	\$ -
1506 Road & Bridge Maintenance	56662 Software Maintenance	-	7,300

**Fiscal Note:**

This expenditure was included in the Annual Budget

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

Department / Division	Character/Description	Not to Exceed
<b>003 Park Fund</b>		
1602 Park Operations	56662 Software Maintenance	\$ 27,300
<b>004 Special Road &amp; Bridge Fund</b>		
1506 Road & Bridge Maintenance	56662 Software Maintenance	\$ 27,300

**APPROVED**  
 By Mark Lang at 2:56 pm, Apr 07, 2020  
 Budget Office



**JACKSON COUNTY**  
**Public Works Department**

Jackson County Technology Center  
303 West Walnut Street  
Independence, Missouri 64050  
jacksongov.org

(816) 881-4530  
Fax: (816) 881-4448

Date: December 17, 2019  
To: Barbara Casamento, Purchasing Administrator *Earl Newill*  
From: Earl Newill, Chief Engineer  
Re: **Sole Source Renewal Cartegraph Asset Management Software for Public Works and Parks + Rec**

Public Works and Parks + Rec use the Cartegraph software system to manage our assets. The existing contract will expire at the end of this 2019. We desire to continue using the software in 2020 and would like to pay the invoice sent by Cartegraph in the amount of \$54,600.00

Because Cartegraph is the incumbent system, and we don't have the ability to install an alternate system without going through the RFP process, we believe Cartegraph should be considered a sole source product.

The funds needed for the 2020 payment are as follows:

**Public Works**

Transfer from:

004-1506-56790 \$7,300.00

To:

004-1506-56662

After Transfer total funds should be \$27,300.00

**Parks + Rec**

Transfer from:

003-1602-56676 \$2,000

003-1602-57190 \$2,579

003-1602-57390 \$2,000

003-1602-57220 \$1000

To:

003-1602-56662

After transfer total funds should be \$27,300.00

Let me know if you have any questions about this.

*Frank White, Jr., County Executive*



# INVOICE

3600 Digital Dr, Dubuque, Iowa, 52003, United States  
 Phone: 563-556-8120 Fax: 563-556-8149  
 www.Cartegraph.com  
 achremil@cartegraph.com

<b>Invoice Number</b>	BD0000665
<b>Invoice Date</b>	11/7/2019
<b>End User</b>	
<b>Document Type</b>	Invoice

**Billing Address**

Earl Newill  
 InterIm Public Works Director  
 Jackson County  
 1030 S. Crysler  
 Independence, MO 64052  
 United States

**Shipping Address**

Jackson County  
 1030 S. Crysler  
 Independence, MO 64052  
 United States

PO / Contract	Payment Terms	Due Date
PA467	Net 30 Days	12/7/2019

	Product Name	Term Start Date	Term End Date	Quantity	Unit Price	Tax Value	Net Value
1	Advanced Asset	1/1/2020	12/31/2020	1	\$4,016.25	\$0.00	\$4,016.25
2	Advanced Requests	1/1/2020	12/31/2020	1	\$2,677.50	\$0.00	\$2,677.50
3	Advanced Resources	1/1/2020	12/31/2020	1	\$2,677.50	\$0.00	\$2,677.50
4	Advanced User Tools	1/1/2020	12/31/2020	1	\$2,677.50	\$0.00	\$2,677.50
5	Advanced Work	1/1/2020	12/31/2020	1	\$4,016.25	\$0.00	\$4,016.25
6	Cartegraph User Pack Subscription - 100 Named Users	1/1/2020	12/31/2020	1	\$18,742.50	\$0.00	\$18,742.50
7	OMS Platform - Enterprise	1/1/2020	12/31/2020	1	\$13,387.50	\$0.00	\$13,387.50
8	Shared Hosting	1/1/2020	12/31/2020	1	\$5,250.00	\$0.00	\$5,250.00
9	Systems Integration Support	1/1/2020	12/31/2020	1	\$1,155.00	\$0.00	\$1,155.00
<b>Net Total</b>							\$54,600.00
<b>Tax Total</b>							\$0.00

	Product Name	Term Start Date	Term End Date	Quantity	Unit Price	Tax Value	Net Value
<b>Invoice Total</b>							<b>\$54,600.00</b>

**GO GREEN:**

GO GREEN: For your convenience, we do accept ACH/EFT payments. If you have any questions or comments about your software licensing agreement, service invoicing and setting up electronic payments, please contact Mary Jo at 800.688.2656, ext. 3312 or maryjosmock@cartegraph.com. For renewal invoice questions, please contact Stacy at 800.688.2656, ext. 3334 or stacyloney@cartegraph.com or Ashley at 800.688.2656, ext. 5298 or ashleygephart@cartegraph.com. Credit card payments: <http://www.Cartegraph.com/Payments> Please note the invoice # from above with payment. Accounts that are past due will be assessed a monthly 1.5% finance charge retroactive from the invoice date.