

**REQUEST FOR LEGISLATIVE ACTION**

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20431

Sponsor(s): Charlie Franklin

Date: May 18, 2020

<p>SUBJECT</p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Thirty Six Month Term and Supply Contract with Two Twelve-Month Options to Extend for the furnishing of Leased Copiers for the use by Various County Departments to All Copy Products of Lenexa, KS and GFI Digital of Kansas City, KS under the terms and conditions of Invitation to Bid 28-19. The Thirty-Six Month Term and the Two Twelve Month Options to extend make the cost of leasing new equipment financially viable to the using departments. A shorter term and extension would substantially increase the monthly payment on the equipment.</u></p>										
<p>BUDGET INFORMATION  <i>To be completed                  By Requesting                  Department and                  Finance</i></p>	<table border="1" data-bbox="357 651 1453 829"> <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:  <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: Estimated Use:</p> <p>Total Estimated Use: \$200,000</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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Source of funding (name of fund) and account code number:											
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date):                  Prior resolutions and (date): 18329, December 2, 2013</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, &amp; phone): Craig A. Reich, Senior Buyer, 816-881-3265</p>										
<p>REQUEST SUMMARY</p>	<p>Various County Departments require a Term and Supply Contract for the furnishing of Lease Copiers. The County's leased fleet of copiers is seven years old and the equipment is at the end of its usable life cycle. New equipment is needed, and the Purchasing Department issued Invitation to Bid 28-19 in response to these needs.</p> <p>A total of 29 notification were distributed and 8 responses were received and evaluated. Attached is a Recap of Bids Received. The Director of Finance and Purchasing is recommending a split award between GFI Digital of Kansas City, KS and All Copy Products of Lenexa, KS as the lowest/best overall bids received. The split award is being recommended due to the difference in cost breaks for different quantities and products amongst the bidders. The split award will enable the using departments to take advantage of these cost breaks.</p> <p>Pursuant to 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Thirty Six Month Term and Supply Contract with Two Twelve Month Options to Extend, for the furnishing of Leased Copiers for the use by Various County Departments under the terms and conditions of Invitation to Bid 28-19 to GFI Digital of Kansas City, KS and All Copy Products of Lenexa KS as the lowest and best bids received.</p> <p>This award is on an "as needed" basis and does not obligate Jackson County, Missouri to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.</p>										

CLEARANCE	<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)	
COMPLIANCE	<input type="checkbox"/> MBE Goals (No Goals Assigned) <input type="checkbox"/> WBE Goals (No Goals Assigned) <input type="checkbox"/> VBE Goals (No Goals Assigned)	
ATTACHMENTS	Pertinent pages of successful bids	
REVIEW	Department Director:	Date: 5-13-2020
	Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 11:53 am, Apr 28, 2020
	Division Manager:	Date: 5-14-2020
	County Counselor's Office:	Date: 5/14/20

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.