



**FORMAL BID –  
REQUEST FOR APPROVAL**

**Approved by Consent Agenda:**  
  
*TO BE COMPLETED BY COUNCIL STAFF ONLY*

Title of Bid: J.D.Power AKA N.A.D.A. Bid #: Sole Source

Dept.: Assessor Contact Person: Scott Shipman Ext.: 7427

Description (product/service, justification and use):

St. Charles County Assessor includes amongst his duties the Missouri statutory requirement of valuing and assessing motor vehicles based on the trade-in value published in the past October issue of the National Automobile Dealers' Association (NADA) Official Used Car Guide pursuant to Missouri Revised Statute Section 137.115.9;

The Missouri State Tax Commission has directed all Assessor's to use the NADA/JD Power guide for the 2023 tax year.

Award to: J.D. Power, a Delaware corporation Location: 320 E. Big Beaver Road Suite 500, Troy, MI 48083

Price: \$ 67,500.00 Contract term (if applicable): 1 year (see attached )

Bid opening held on: \_\_\_\_\_ Opened by: \_\_\_\_\_

Account number to be charged for purchase: 2111100-44370

If bid was not awarded to lowest bidder, please explain:

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:



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## Additional Bids Received

The following additional bids were received:

Vendor: _____	Price: _____
Location: _____ Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: _____	Price: _____
Location: _____ Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: _____	Price: _____
Location: _____ Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: _____	Price: _____
Location: _____ Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: _____	Price: _____
Location: _____ Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vendor: _____	Price: _____
Location: _____ Meets all specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No


For each vendor that doesn't meet specifications, please explain why:

Vendor: \_\_\_\_\_

Vendor: \_\_\_\_\_

Sole source justification memos from (1) dept. and (2) vendor attached.

Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.

  
\_\_\_\_\_  
Department Director/Elected Official Signature

14 Oct 2022  
\_\_\_\_\_  
Date

Tracy A. Bayne  
\_\_\_\_\_  
Approval or Concurrence of Director of Finance

10/14/22  
\_\_\_\_\_  
Date

*Approve this purchase from J.D. Power as a sole source purchase.*

BELOW ONLY TO BE COMPLETED FOR BIDS AT LEAST \$15,000 AND LESS THAN \$50,000. See instructions at the top of pg. 1. *TABayne*

\_\_\_\_\_  
Director of Administration Signature

\_\_\_\_\_  
Date