

Request for Legislative Action

Res. 20981
Sponsor: Tony Miller
Date: June 13, 2022

Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	20981
Sponsor(s):	Tony Miller	Legislature Meeting Date:	6/13/2022

Introduction

Action Items: ['Award']

Project/Title:

Awarding a Twelve (12) Month Term and Supply Contract with One (1) Twelve (12) Month Option to Extend for the furnishing of Security Officer Services for use by Parks + Rec Department to Homeland Security Protective Service under terms and conditions of Invitation to Bid 42-22

Request Summary

Parks + Rec requires a Term & Supply contract for the furnishing of Security Services at the Lake Jacomo South Boat Dock, Longview Marina and Blue Springs Marina. The Purchasing Department issued Invitation to Bid 42-22 in response to those requirements.

A total of 255 notifications were distributed and 1 response was received from Homeland Security Protective Service as follows:

No.	Description	Qty	Unit of Measure	Price
1	Lake Jacomo South Boat Dock	1	Hour	\$ 32.00
2	Longview Lake Marina	1	Hour	\$ 32.00
3	Blue Springs Lake Marina	1	Hour	\$ 32.00

Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Twelve (12) Month Term & Supply with One (1) Option to Extend, for the furnishing of Security Officer Services for use by Parks + Rec to Homeland Security Services of Kansas City, MO as the lowest and best bid received.

This award is made 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 appropriation.

The Parks Department estimates spending \$40,000 this year for this service.

Contact Information

Department:	Parks + Rec	Submitted Date:	6/1/2022
Name:	Dianne L. Kimzey	Email:	DKimzey@jacksongov.org
Title:	Deputy Director of Enterprise Operations	Phone:	816-503-4825

Request for Legislative Action

Budget Information			
Amount authorized by this legislation this fiscal year:			\$ 0
Amount previously authorized this fiscal year:			\$ 0
Total amount authorized after this legislative action:			\$
Is it transferring fund?			No
Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
			!Unexpected End of Formula

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
19884	June 4, 2018

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Formal Bid
Core 4 Tax Clearance Completed:	Not Applicable
Certificate of Foreign Corporation Received:	Yes
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Less than \$50000	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Request for Legislative Action

Fiscal Information

- 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.

History

Submitted by Parks + Rec requestor: Dianne L. Kimzey on 6/1/2022. Comments:

Approved by Department Approver Michele Newman on 6/1/2022 3:45:01 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 6/2/2022 10:22:29 AM. Comments:

Approved by Compliance Office Approver Katie M. Bartle on 6/3/2022 3:44:08 PM. Comments:

Approved by Budget Office Approver Mark Lang on 6/6/2022 9:17:20 AM. Comments: No fiscal note required on a T&S contract.

Approved by Executive Office Approver Troy Schulte on 6/6/2022 12:49:35 PM. Comments:

Approved by Counselor's Office Approver Katherine Henry on 6/8/2022 10:18:31 AM. Comments:



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: Katelyn Edgar, Senior Buyer

FROM: Dianne Kimzey, Deputy Director Parks + Rec *DK*

DATE: May 31, 2022

RE: Recommendation for Bid No. 42-22

The Parks + Rec Department is recommending Homeland Security for bid number 42-22 Security Officer Services based on the bids received for this service.

Services will be provided for overnight security at various Park sites.

Estimated total expenses for the Department will be \$40,000 for 2022.



Frank White, Jr., County Executive

					Homeland Security Protective Service Kansas City, MO \$96.00 3 \$96.00	
					Total Cost Selected # Selected (\$)	
#	Items	Selected	Lowest	QuantityRequired	UnitPrice	TotalCost
#0-1	Lake Jacomo South Boat Dock (Billable Price Per Hour)	\$32.00	\$32.00	1 Per Hour	\$32.00	\$32.00
#0-2	Longview Lake Marina (Billable Price Per Hour)	\$32.00	\$32.00	1 Per Hour	\$32.00	\$32.00
#0-3	Blue Springs Lake Marina (Billable Price Per Hour)	\$32.00	\$32.00	1 Per Hour	\$32.00	\$32.00



42-22 - Security Officer Services

Project Overview

Project Details	
Reference ID	42-22
Project Name	Security Officer Services
Project Owner	Katelyn Edgar
Project Type	ITB
Department	Parks + Rec
Budget	\$0.00 - \$0.00
Project Description	Jackson County, Missouri is seeking bids for the furnishing of Security Officer Services for the use by the Parks + Rec Department.
Open Date	Apr 08, 2022 5:00 PM CDT
Close Date	May 10, 2022 2:00 PM CDT



Seal status

Requested Information	Unsealed on	Unsealed by
Greater Kansas City Metropolitan Area Memo, Item 4.1.8	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Provide a brief background of your firm, Item 4.1.9	May 10, 2022 2:03 PM CDT	Katelyn Edgar
References, Item 4.1.10	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Provide a Staffing Plan, Item 4.1.11	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Provide your Firm's training procedures, Item 4.1.12	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Provide description of Uniforms and Equipment, Item 4.1.13	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Standard Contract	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Affidavit	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Certificate of Compliance	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Statement of Contractor's Qualifications	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Acknowledgement of Receipt of Addenda	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Exhibit F, Bidder's Exceptions	May 10, 2022 2:03 PM CDT	Katelyn Edgar
Pricing Sheet for Invitation to Bid No. 42-22 (BT-06OD)	May 10, 2022 2:03 PM CDT	Katelyn Edgar



Questions and Answers

Homeland Security Protective Service

Missing Requested Information

Katelyn Edgar, May 10, 2022 2:26 PM CDT

Good Afternoon, In review of you submitted bid for ITB No. 42-22, there is some missing information that needs to be cleared up before consideration: Item 4.1.2; Please complete the top lines of the form (with your information) and return. If this information is in your submitted bid, please indicate where the information may be found. If not, please have this information submitted to be by 5:00pm CDT on Thursday, May 12, 2022. If you have any questions, please feel free to reach out to me. Thank you



Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
Homeland Security Protective Service	Apr 28, 2022 1:17 PM CDT	roger brough	rogerbroughkc@gmail.com	MjA5NjU0



Project Criteria

Criteria	Points	Description
A - Proposal	0 pts	
A-1 - Greater Kansas City Metropolitan Area Memo	Pass/Fail	If bidder is not located in the Greater Kansas City Metropolitan Area, bidder must provide detailed information with their bid on how the specifications of this Invitation to Bid will be met. Jackson County, Missouri reserves the right to determine if bidder's information on contract performance is acceptable.
A-2 - Brief Background	Pass/Fail	Provide a brief background of your firm, including: Year of firm inception and history, Ownership Structure, Ability to perform the services required in this Invitation to Bid, What distinguishes your firm from others that may bid.
A-3 - References	Pass/Fail	References: Provide Firm Name, Contact Name(s), Telephone Number(s), Email Address(es) of three (3) references that your firm has provided similar services for.
A-4 - Staffing Plan	Pass/Fail	Provide a Staffing Plan for the services required by this Invitation to Bid.
A-5 - Training Procedures	Pass/Fail	Provide your Firm's training procedures for Security Officers.
A-6 - Uniforms and Equipment	Pass/Fail	Provide description of Uniforms and Equipment to be provided for each Security Officer.



B - Forms	0 pts	
B-1 - Standard Contract	Pass/Fail	
B-2 - Affidavit	Pass/Fail	
B-3 - Certificate of Compliance	Pass/Fail	
B-4 - Statement of Contractor's Qualifications	Pass/Fail	
B-5 - Addenda	Pass/Fail	
B-6 - Exhibit F, Bidder's Exceptions	Pass/Fail	
Total	0 pts	



Scoring Summary

Active Submissions

	Total	A - Proposal	A-1 - Greater Kansas City Metropolitan Area Memo	A-2 - Brief Background	A-3 - References
Supplier	/ 0 pts	/ 0 pts	Pass/Fail	Pass/Fail	Pass/Fail
Homeland Security Protective Service	0 pts	0 pts	Pass	Pass	Pass

	A-4 - Staffing Plan	A-5 - Training Procedures	A-6 - Uniforms and Equipment	B - Forms	B-1 - Standard Contract
Supplier	Pass/Fail	Pass/Fail	Pass/Fail	/ 0 pts	Pass/Fail
Homeland Security Protective Service	Pass	Pass	Pass	0 pts	Pass



	B-2 - Affidavit	B-3 - Certificate of Compliance	B-4 - Statement of Contractor's Qualifications	B-5 - Addenda	B-6 - Exhibit F, Bidder's Exceptions
Supplier	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
Homeland Security Protective Service	Pass	Pass	Pass	Pass	Pass



Proposal Scores

Homeland Security Protective Service - Scoring Summary

Evaluation Group 1 - Purchasing Evaluation

	A - Proposal	A-1 - Greater Kansas City Metropolitan Area Memo	A-2 - Brief Background	A-3 - References	A-4 - Staffing Plan
Reviewer	/ 0 pts	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
Katelyn Edgar	0 pts	Pass	Pass	Pass	Pass
	Average:	Pass	Pass	Pass	Pass
		↓	↓	↓	↓
Calculated:	0 pts	Pass	Pass	Pass	Pass



	A-5 - Training Procedures	A-6 - Uniforms and Equipment	B - Forms	B-1 - Standard Contract	B-2 - Affidavit
Reviewer	Pass/Fail	Pass/Fail	/ 0 pts	Pass/Fail	Pass/Fail
Katelyn Edgar	Pass	Pass	0 pts	Pass	Pass
	Pass	Pass	Average:	Pass	Pass
	↓	↓		↓	↓
Calculated:	Pass	Pass	0 pts	Pass	Pass



	B-3 - Certificate of Compliance	B-4 - Statement of Contractor's Qualifications	B-5 - Addenda	B-6 - Exhibit F, Bidder's Exceptions
Reviewer	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
Katelyn Edgar	Pass	Pass	Pass	Pass
	Pass	Pass	Pass	Pass
	↓	↓	↓	↓
Calculated:	Pass	Pass	Pass	Pass



Evaluation Group 2 - Department Evaluation

Reviewer
Katelyn Edgar
Evaluator No. 1
Calculated:



Proposal Score Comments

Homeland Security Protective Service - Scoring Comments

A-1 - Greater Kansas City Metropolitan Area Memo - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Not Applicable, Vendor located in metro area.

A-2 - Brief Background - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-3 - References - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass



A-4 - Staffing Plan - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-5 - Training Procedures - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

A-6 - Uniforms and Equipment - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass



B-1 - Standard Contract - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

B-2 - Affidavit - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass; uploaded under Internal Files.

B-3 - Certificate of Compliance - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass



B-4 - Statement of Contractor's Qualifications - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

B-5 - Addenda - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass

B-6 - Exhibit F, Bidder's Exceptions - Reviewer Scores

Reviewer	Score	Reason	Comments
Katelyn Edgar	Pass	Meets the requirement(s)	Pass