



JACKSON COUNTY DRUG TASK FORCE

TO: Monsherry Terrell, Purchasing Administrator, Jackson County Department of Finance/Purchasing

FROM: Dan Cummings, Jackson County Drug Task Force

SUBJECT: 2027 Office Space Lease Contract Renewal Request

Sir,

The purpose of this correspondence is to request the renewal of a competitively bid contract with EL LLC, a Missouri Limited Liability company, for the lease of office space for the Jackson County Drug Task Force (JCDF).

The JCDF currently leases office space from EL LLC, a Missouri limited liability company. The JCDF has leased this office space from EL LLC since 2011 with the current 5 year, annually renewable lease, set to expire in December, 2026. EL LLC is a family owned small business located in Jackson County, Missouri.

The JCDF is a covert Law Enforcement Unit specializing in covert narcotics and violent crime cases. Because of the very nature of this work confidentiality is of the utmost importance requiring a safe, secure and confidential office space in which to work.

Any leased office space for the JCDF will require many unique design characteristics to include:

- Building: Stand-alone building, preferably located within a business district. Building must not be located on a main thoroughfare however, have easy access to major thoroughfares and highways.
- JCDF staff must be sole tenants of building and building must not be located within a "strip mall" or next to any hotel/motel.
- Building must have 24-hour security system with video surveillance and keyless entry system with the capability to code at least 30 key cards with 24-hour access available to staff.
- Building must have interior room that is at least 1,600 square feet to accommodate at least 19 cubicles with 6 secure individual offices.
- Dedicated high speed internet to accommodate 30 computer work stations.
- Secured, lighted and fenced parking lot for at least 30 vehicles. Lot must have 6' fence with electronic entrance gate for quick and easy access.
- Secured garage area large enough to store at least 6 vehicles

- Approximately 2,000 square foot secured interior room to store sensitive items. Room must have reinforced walls and door with an additional security system with alarm and video surveillance.
- Secured room for storing classified, confidential and/or sensitive records.

The JCDTF has searched for office space with the above requirements and to date, no properties have been located that offer all of the listed requirements for the JCDTF office space.

Additionally, in 2021 the Jackson County Purchasing Department issued a request for Proposal, 60-21 seeking proposals from qualified respondents to provide lease office space for use by the JCDTF. EL LLC was the only response to Request for Proposal No 60-21.

As indicated, because of the nature of narcotics and violent crime investigations, the need for officer safety and confidentiality on the part of the vendor is of utmost importance. A covert law enforcement agency such as the JCDTF must deal with contractors and vendors that can be trusted not to divulge information that would compromise an officer or an investigation. Knowing the background and history of a vendor that we deal with on a one-to-one basis is a necessity. Over the last fourteen years EL LLC has demonstrated that they understand the need for confidentiality in dealing with the JCDTF office space and have maintained that confidentiality over fourteen years.

For the above reasons I respectfully request the renewal of the contract with EL LLC for 2027 office lease contract for the JCDTF.

Respectfully submitted,

Dan Cummings
Officer-in-Charge
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