

# REQUEST FOR LEGISLATIVE ACTION

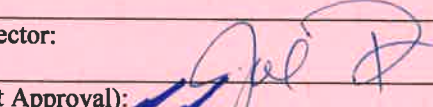
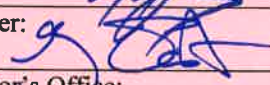
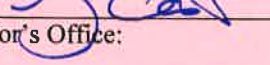
Completed by County Counselor's Office:

Res/Ord. No.: 19564

Sponsor(s): Alfred Jordan

Date: August 28, 2017

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting the transfer of funds within the General Fund and the approval of the purchase of Maintenance and Repair Agreement for the Master Control in the Department of Corrections from Southern Folger of San Antonio, Texas as a Sole Source purchase in the amount of \$16,120</u></p>														
<p>BUDGET INFORMATION  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="324 525 1461 819"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$16,120</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>\$16,120</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$16,120</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>TRANSFER FROM: 001-5101-58020 General Fund, Non-Department, Buildings and Improvements</td> <td>\$16,120</td> </tr> <tr> <td>TRANSFER TO: 001-5101-56570 General Fund, Non-Departmental, Maintenance and Repair, Miscellaneous</td> <td>\$16,120</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:	\$16,120	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$16,120	Amount budgeted for this item * (including transfers):	\$16,120	Source of funding (name of fund) and account code number:		TRANSFER FROM: 001-5101-58020 General Fund, Non-Department, Buildings and Improvements	\$16,120	TRANSFER TO: 001-5101-56570 General Fund, Non-Departmental, Maintenance and Repair, Miscellaneous	\$16,120
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PRIOR LEGISLATION	<p>Prior ordinances and (date):          Prior resolutions and (date):</p>														
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>														
REQUEST SUMMARY	<p>The Department of Corrections requires a Maintenance and Repair Agreement for the Master Control Security Electronics System, which controls all of the doors and elevators in the Department of Corrections facility. The system was installed in 1998 and upgraded in 2008. Due to the age of the system equipment, a Maintenance and Repair Agreement is required to handle ongoing maintenance and repair. Southern Folger is the manufacturer of the Master Control Security Electronics Systems and would be considered a Sole Source for the maintenance and repairs on the system.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing recommends the purchase of the Maintenance and Repair Agreement for the Master Control System at the Department of Corrections from Southern Folger of San Antonio, Texas in the amount of \$16,120.00 as a Sole Source.</p> <p>The Director of Finance and Purchasing also requests the transfer of \$16,120 within the General Fund as follows:</p> <table data-bbox="308 1701 1461 1827"> <thead> <tr> <th></th> <th>FROM:</th> <th>TO:</th> </tr> </thead> <tbody> <tr> <td>001-5101-58020 General Fund, Non-Departmental, Building &amp; Improvements</td> <td>\$16,120</td> <td></td> </tr> <tr> <td>001-5101-56570 General Fund, Non-Departmental, Maintenance &amp; Repair, Misc.</td> <td></td> <td>\$16,120</td> </tr> </tbody> </table>		FROM:	TO:	001-5101-58020 General Fund, Non-Departmental, Building & Improvements	\$16,120		001-5101-56570 General Fund, Non-Departmental, Maintenance & Repair, Misc.		\$16,120					
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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)	
ATTACHMENTS	Memorandum from L.J. Scott, Department of Corrections and the Quote from Southern Folger	
REVIEW	Department Director: 	Date: 8-18-17
	Finance (Budget Approval): <i>If applicable</i>	Date: 8/22/17
	Division Manager: 	Date: 8/22/17
	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:

- 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.

**Jackson County Department of Corrections**  
**MEMO**



**To: Barbara Casamento, Purchasing Supervisor**  
**CC: Joseph Piccinini, Deputy Director; Brian Johnson, Administrator**  
**Date: 8/11/17**  
**From: L.J. Scott, Asst Director of Administration**  
**Subject: Maintenance & Repair Agreement for Master Control – Southern Folger**

Southern Folger appears to be the only vendor that is able to provide ongoing maintenance and repair services to the equipment and programming for the Department of Corrections master control security electronics system. Southern Folger installed the original system in 1998, and completed major system upgrades in 2008. Due to the varying age of system equipment and programming, Southern Folger is best equipped to handle ongoing maintenance and repair. This system controls all the doors and elevators in the Corrections facility.

Corrections is requesting a transfer in the amount of \$16,120 from the non departmental account 001-5105-58020 into the non departmental account 001-5101-56570, Miscellaneous Maintenance and Repair to purchase this annual service agreement.



Detention Equipment Company

4634 S. Presa Street  
San Antonio TX 78223-1000  
210-533-1231 Phone • 210-533-2211 Fax

## SYSTEM MAINTENANCE PROGRAM SMP

**FACILITY NAME:** Jackson County Det. Center

**SLA #:**

**DATE:** 2017-2018 (Contract Dates TBD)

**SERVICE TECHNICIAN:**

### SYSTEM MAINTENANCE PROGRAM (SMP)

Southern Folger's Technical Service Division will develop a systems maintenance program specific to your facility that focuses on the exact systems installed at your facility. The SMP will be performed by a Southern Folger trained technician that ensures all major systems are properly maintained periodically to ensure longevity of the systems.

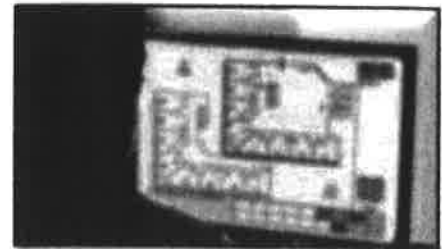


### SMP OVERVIEW

Our Technical Service team, in conjunction with staff from your facility, shall develop and perform scheduled [ ]annual, [ X ]bi-annual, or [ ]quarterly annual inspections and preventative maintenance on all equipment operating within the existing security electronic system.

Below is a list of checks that will be done by a trained service technician from Southern Folger. Upon completion of the SMP, the facility will have:

- A detailed list of system conditions will be presented to the owner open completion
- All required backups will be made and implemented in document control process
- Recommendation based on system conditions will be provided to owner



## CRITICAL SYSTEM AUDITS

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### **Critical Operational Functions**

*This ensures that all critical function below are tested and reviewed for the security system*

- Emergency Release – Test and verify that facility emergency release function is operating as intended
- Generator Backup – Test and verify that system functions correctly after a generator test has been performed
- Interlock Operation – Test and verify all interlock doors to ensure that it is operating as designed
- Group Release – Test and verify all group release doors and ensure that the right and correct groups are operational

### **System Login**

*This ensures that facilities have all the proper login to their system and provides accessibility to the system with approved usernames and passwords prevent any type of lockout from the system*

- Verify all users that are logged in on the system
- Confirm administrative login capabilities for the system
- Randomly check login capabilities to verify access levels of users
- Create new administrator login for emergency purposes

### **DATA LOGGING AND REPORTING SYSTEM**

*The logging and reporting system generates all the reports of activity performed on the system and provides facilities with an audit trail for system activities*

- Inspect and clean data logger Server
- Check data logger for proper operation and verify all data is logging correctly
- Test all reports on the system for correct operations
- Backup Information Management System for document management control

### **TOUCHSCREENS STATIONS**

*The touchscreen station is the user interface that operators use in the daily operation of the facility*

- Inspect and clean touchscreens
- Verify operational status with Security Officer
- Verify all critical functionality e.g. emergency release, interlock, group release etc
- Verify touchscreen is properly communicating with all PLCs, Servers as required
- Backup existing touchscreen program and drivers for document management control

## SYSTEM CHECKS

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### **GROUNDING AND SURGE PROTECTION**

*Grounding and Surge protects all security electronics equipment from possible power fluctuations that can cause damage to a facilities security electronics systems*

- Check surge protector status indicators for correct indication and verify that surge protection is working properly

### **CABINETS AND ENCLOSURES**

*Cabinets and Enclosures house all head-end equipment for the security electronics system*

- Inspect and clean equipment enclosures
- Check and verify correct ventilation in equipment enclosures to make sure equipment is getting required air circulation

### **FIBER OPTIC CABLE SYSTEM**

*Fiber Optics systems handle the interconnection of a facilities system over long distances*

- Check all transmitters and receivers for proper operation
- Inspect all patch panels to make sure terminations are correctly operational

### **PROGRAMMABLE LOGIC CONTROLLERS (PLC)**

*The PLC is the industrial computer system that is responsible for the communications of systems with the touchscreen stations and is the main brain of the security electronics system*

- Check communications lines and all I/O for proper operation
- Check and record condition of processor battery back-up
- Check PLC processor for any faults that may have occurred
- Verify PLC is communicating with all touchscreens and servers as required
- Backup PLC program for document management control

### **SECURITY ELECTRONICS LOCAL AREA NETWORK**

*The Electronics Local Area Network is the main network system for the all security electronics systems*

- Inspect all network switches for proper operation
- Test network cables for possible wear and tear
- Verify all IP addresses that are connected to network to ensure that there is no illegal device on network
- Make a list of all IP address on network and subnet

### **INTERCOM AND PAGING AUDIO SYSTEM**

*This is the major communication path of the security electronics system that enables operators to communicate via intercom and paging devices located at various points of the facility*

- Verify intercom audio quality
- Adjust audio amplifiers for owner desired audio levels based on manufactures specifications
- Verify audio transfers with touchscreen and PLC
- Backup Intercom configuration for document management control



### **UNINTERRUPTIBLE POWER SUPPLY**

*This is the backup power for the security electronics system*

- Review and record voltage and current for input and output
- Check system diagnostics
- Interrupt input power and test UPS
- Inspect battery system

### **Auxiliary Controls – Light Control, Panic Alarms, Duress Alarms**

*Auxiliary controls are connected to the touchscreen and PLC system via relays that enables operators to be able to control them **from the touchscreen system***

- Check all auxiliary controls for correct inputs and outputs to PLC and touchscreen
- Verify relay conditions of all auxiliary controls
- Interrupt input power and test UPS
- Inspect battery system

### **TOUCHSCREENS STATIONS**

*The touchscreen station is the user interface that operators use in the daily operation of the facility*

- Inspect and clean touchscreens
- Verify operational status with Security Officer
- Verify all critical functionality e.g. emergency release, interlock, group release etc
- Verify touchscreen is properly communicating with all PLCs, Servers as required

Backup existing touchscreen program and drivers for document management control



Quote Number 00003769  
Quote Date June 20, 2017

**Supplier**  
**Name** Southern Folger  
**Address** 4634 S. Presa St.  
San Antonio, TX 78223  
**Prepared By** Beau Carper  
(210) 531-2739  
bcarper@southernfolger.com

**Bill To**  
**Name** Jackson County ADC Jail  
**Address** 1300 Cherry St.  
Kansas City, MO 64106  
**Requested By** Seth Helmuth  
(816) 881-1024  
sjhelmuth@jacksongov.org

**Scope of Work**

1 Year - Electronics Service Level Agreement (SLA)  
2 Site Visits per Year (Duration: 3-5 days each visit, based on site conditions)  
8 hours of Emergency Service (material not included)  
Support will be provided by a local service technician with priority scheduling.

Contract Rates (Billed based on a local service technician for services outside the scope of the SLA):

Monday thru Friday 8AM to 5PM: \$85.00/HR  
Afterhours 5PM to 8AM, Weekends: \$125/HR  
Holidays: \$170/HR  
Material Discount: 15% off List Prices  
No Minimum Labor Charge

Refer to SMP document for details (attached)

Exclusion(s): Agreement does not cover PM service on detention locks or hardware.

**Estimate**

Product	Description	Quantity
SVC-CONTRACT	1 Year - Electronics Service Level Agreement	1

Total: \$16,120.00

Total Price provided does not include Taxes, if applicable.