

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19622

Sponsor(s): Alfred Jordan

Date: October 23, 2017

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract, with One Twelve Month Option to Extend, for the furnishing of Security Officer Services for use by the Department of Corrections to Twin City Security of Overland Park, Kansas under the Terms and Conditions of Invitation to Bid No. 57-17.</u></p>								
<p>BUDGET INFORMATION</p> <p><i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <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> </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 checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: Department of Corrections \$332,000</p> <p>This RLA only approves the term and supply contract. The funds were appropriated through the annual budget adoption. Figures included in the Budget Information section are for informational purposes to provide an estimate of the contract value.</p> <p>Prior Year Budget (if applicable): \$50,000 Prior Year Actual Amount Spent (if applicable): \$42,729.93</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):	\$
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PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): 19142; May 16, 2016</p>								
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Kyle Brack, Sr. Buyer, 881-3265</p>								
REQUEST SUMMARY	<p>Department of Corrections requires a Term and Supply Contract for the furnishing of Security Officer Services in the Jackson County, Missouri facilities. Additional staffing is required to better manage entry of staff through security perimeters and to help escort maintenance leaders throughout the facility. To meet these requirements, the Purchasing Department issued Invitation to Bid No. 57-17. This is a re-bid of Invitation to Bid No. 3-16 (Resolution 19142) and is necessary due to a change in specifications.</p> <p>A total of thirty four (34) notifications were distributed and four responses received. One bid was rejected due to non-responsiveness to the term & conditions of the Invitation to Bid. The following three bids were evaluated:</p> <table border="1"> <thead> <tr> <th>Company</th><th>Billing Rate per Hour, per Guard</th></tr> </thead> <tbody> <tr> <td>Twin City Security (Overland Park, KS)</td><td>\$18.85</td></tr> <tr> <td>Celtic Hills Security Services (Liberty, MO)</td><td>\$19.00</td></tr> <tr> <td>Homeland Security Protective Services (Kansas City, MO)</td><td>\$18.97</td></tr> </tbody> </table> <p>Department of Corrections has reviewed the bids and recommends Twin City Security of Overland Park, Kansas as the lowest and best bid received.</p>	Company	Billing Rate per Hour, per Guard	Twin City Security (Overland Park, KS)	\$18.85	Celtic Hills Security Services (Liberty, MO)	\$19.00	Homeland Security Protective Services (Kansas City, MO)	\$18.97
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	Pursuant to Section 1054.6 of the Jackson County Code, the Chief Financial Officer recommends the award of a Term and Supply Contract for the furnishing of Security Officer Services to Twin City Security of Overland Park, Kansas as the lowest and best bid received.	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Abstract of Bids received, Recommendation Memorandum from DOC, and the pertinent pages of Twin City Security's bid documents	
REVIEW	Department Director:	Date:
	Joe Piccinini	10-17-17
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Mark Lang	10/17/17
	Division Manager:	Date:
	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.

BID: 57-17		DATE: 8/29/17		COMMODITY: Security Officer Services													
NO	DESCRIPTION	UNIT	QTY	Twin City Security	Celtic Hills Security Services	G4S Secure Solutions	Homeland Security Protective Services	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1.0	Hourly Billing Rate	hour	1	18.85 per hr	19.00 per hr <i>per Cond</i>	20.15 per hr	18.97 per hr										

CERTIFICATION OF BID OPENING
BIDS WERE PUBLICLY
OPENED AND RECORDED

ON: August 29, 2017, BY

CLERK OF THE LEGISLATURE

Kathleen Bartle
PURCHASING



JCDC
Jackson County, MO

Memo

To: Kyle Brack
From: Joseph Piccinini
CC: Laura Scott
Date: 09/18/2017
Re: Recommendation Memo RE: Security Guard Contract for Jackson County Dept. of Corrections

Recommendation Memo RE: Security Guard Contract for Jackson County Dept. of Corrections

Bid No. 57-17 "Security Officer Services," was sent out seeking qualified security officers to monitor and manage security access to the JCDC secured perimeter and other security details as needed. The results of awarding this bid will be the significantly enhanced safety and security of the facility and the inmates, associates and civilian partners who work in and around the facility.

A review of the bid submissions was performed by JCDC associates.

After a review of the bid submissions, we recommend that the County award the bid to Twin City Security. This recommendation is based on the overall review of the bid submissions and information supplied by the bidder. The lower bid of \$18.85/hr was submitted by Twin City Security and represents, in our opinion, the lowest and best bid.

Please accept this as the Jackson County Department of Corrections recommendation to award this contract to Twin City Security.

Respectfully,

A handwritten signature in blue ink, appearing to read "Joe Piccinini", is written over a circular blue stamp.

Joe Piccinini
Director
Jackson County Department of Corrections

5.2 All responses to this Invitation to Bid become the property of the County and will not be returned.

5.3 Expenses incurred in the preparation of bid responses are the sole responsibility of the Respondent and shall not be reimbursed by the County.

6.0 Evaluation Process

All bids that are responsive to the General Conditions, Specifications and other provisions of this Invitation to Bid will be evaluated. An Evaluation Committee made up of Jackson County, Missouri staff will evaluate bids and make recommendations. Jackson County, Missouri shall be the sole judge of the bids submitted and its decision shall be final.

7.0 Questions

- 7.1 All questions regarding this Invitation to Bid must be in writing and detailed under General Conditions, Item Number Five on Page Ten of this Invitation to Bid by 5:00 PM, CDT on August 22, 2017. The Point of Contact for the Purchasing Department is kbrack@jacksongov.org. All questions will be answered in the form of Addenda on the Jackson County, Missouri website. Failure to follow this procedure MAY result in the REJECTION OF YOUR BID.
- 7.2 All answers to questions will be posted on the County's website in the form of Addenda.
- 7.3 Bidders and their agents may not contract any other County staff regarding matters covered by this Invitation to Bid during the solicitation and evaluation process. Inappropriate contact are ground for REJECTION of the Bidder's submission.

Quotation

Respondent's Quotation for Invitation to Bid No. 57-17

No.	Description	Quote
1.0	Hourly Billing Rate (hourly wage + company margin)	\$ <u>18.85</u> / hour

Purchase Order Email Address: KANSAS@TWINCITYSECURITY.COM

Bidder's Name	TWIN CITY SECURITY
Authorized Representative	BLAIR BILLINGER
Title	BRANCH MANAGER
Signature	
Phone Number	(913) 831-2525
Fax Number	(913) 831-6033
Cell Number	(913) 356-4024
Email	KANSAS@TWINCITYSECURITY.COM
Web Address	WWW.TWINCITYSECURITY.COM