

Legislation Text

File #: BILL NO. 17-131, **Version:** 1

AN ORDINANCE APPROVING THE AWARD OF BID NO. 2017-041 FOR A ONE-YEAR CONTRACT WITH FOUR (4) POSSIBLE ONE-YEAR CONTRACT RENEWALS FOR COURT SECURITY PERSONNEL TO HOMELAND SECURITY PROTECTIVE SERVICES, (CONTRACT NO. 2017-041) AND AUTHORIZING THE CITY MANAGER TO ENTER INTO SAID CONTRACT FOR THE SAME BY AND ON BEHALF OF THE CITY OF LEE'S SUMMIT, MISSOURI. (F&BC 5/8/17)

Issue/Request:

Bid 2017-041 was evaluated by staff from the Finance Department to determine the lowest and best overall value that met all specifications stated in the Invitation to Bid. The bid from Homeland Security Protective Services earned the highest scores that met all minimum specifications.

Key Issues:

- The City has contracted services for security personnel during Municipal Court sessions for well over ten years.
- Homeland Security Protective Services has been the service provider for the past five and a half years having been awarded the prior bid for services.
- The bid from Homeland Security Protective Services earned the highest scores per the evaluation criteria that met all minimum specifications and their pricing is a continuation of the current contracted hourly rate.
- Upon award by the City Council, a one-year contract will be executed with four possible one year contract renewals. A copy of the contract document is attached.

Proposed Council Motion:

FIRST MOTION: I move for second reading of AN ORDINANCE APPROVING THE AWARD OF BID NO. 2017-041 FOR A ONE-YEAR CONTRACT WITH FOUR (4) POSSIBLE ONE-YEAR CONTRACT RENEWALS FOR COURT SECURITY PERSONNEL TO HOMELAND SECURITY PROTECTIVE SERVICES, (CONTRACT NO. 2017-041) AND AUTHORIZING THE CITY MANAGER TO ENTER INTO SAID CONTRACT FOR THE SAME BY AND ON BEHALF OF THE CITY OF LEE'S SUMMIT, MISSOURI.

SECOND MOTION: I move for adoption of AN ORDINANCE APPROVING THE AWARD OF BID NO. 2017-041 FOR A ONE-YEAR CONTRACT WITH FOUR (4) POSSIBLE ONE-YEAR CONTRACT RENEWALS FOR COURT SECURITY PERSONNEL TO HOMELAND SECURITY PROTECTIVE SERVICES, (CONTRACT NO. 2017-041) AND AUTHORIZING THE CITY MANAGER TO ENTER INTO SAID CONTRACT FOR THE SAME BY AND ON BEHALF OF THE CITY OF LEE'S SUMMIT, MISSOURI.

Background:

- The Court Security Personnel provide assistance during court dockets and various other times as needed by the Court.
- The normal function of the security officer is to screen all persons entering the courtroom by utilizing the court security equipment thus protecting the safety and wellbeing of the employees, citizens and all who utilize the

Court.

- The Procurement and Contract Services Division issued Bid No. 2017-041 on November 15, 2016 for a yearly contract for Court Security Personnel for Municipal Courts.
- The bid was advertised and emailed to 8 potential suppliers. An additional 36 potential bidders were notified through the City's e-procurement system, Public Purchase.
- Three (3) bids were received by the November 29, 2016 bid opening date.
- The bids were evaluated on the following criteria:
 1. Evidence of Experience with Similar Projects (30-pts)
 2. Expertise of Firm Personnel (20-pts)
 3. Price of Service (50-pts)
- A copy of the unofficial bid tabulation and score sheet is attached. Homeland Security Protective Services received the highest cumulative score.

Impact/Analysis:

Security services are imperative for the safety of City staff and public during Court sessions and other activities as required.

Presenter: Conrad Lamb, Director of Finance

Recommendation: Staff recommends the approval of AN ORDINANCE APPROVING THE AWARD OF BID NO. 2017-041 FOR A ONE-YEAR CONTRACT WITH FOUR (4) POSSIBLE ONE-YEAR CONTRACT RENEWALS FOR COURT SECURITY PERSONNEL TO HOMELAND SECURITY PROTECTIVE SERVICES, (CONTRACT NO. 2017-041) AND AUTHORIZING THE CITY MANAGER TO ENTER INTO SAID CONTRACT FOR THE SAME BY AND ON BEHALF OF THE CITY OF LEE'S SUMMIT, MISSOURI.