



# City of Olathe

## COUNCIL AGENDA ITEM

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**MEETING DATE:** 1/5/2021

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**FOCUS AREA:** Exceptional Services (Legal Department: Municipal Court)

**STAFF CONTACT:** Ron Shaver/Kristi Orbin

**SUBJECT:** Acceptance of proposal and consideration of award of contract to Clarence M. Kelley & Associates to provide screening personnel for the security checkpoint at the Municipal Court.

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**ITEM DESCRIPTION:**

Acceptance of proposal and consideration of award of contract to Clarence M. Kelley & Associates to provide screening personnel for the security checkpoint at the Municipal Court.

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**SUMMARY:**

A security screening addition to the Municipal Court facility was recently completed. The addition will house a security screening checkpoint, allowing all people and baggage entering the building to be screened for weapons. The final step in the project is to secure qualified personnel to conduct the screening at the security checkpoint.

On December 2, 2020 the solicitation for security services closed and seven (7) responses were received. Clarence M Kelley and Associates, Inc. was the highest scoring. Vendors were evaluated by city staff based on capability, qualification, experience, overall proposal and cost.

This contract will be used to provide armed professionals to guide people through the security checkpoint as they enter the Municipal Court facility. The security personnel will be trained and responsible for operation of the walkthrough magnetometer and baggage x-ray screening equipment.

Staff recommends an award of contract to Clarence M. Kelley & Associates based on their qualifications, reputation, capabilities and experience providing the required services in a local government environment.

Staff recommends award of contract to Clarence M Kelley and Associates, Inc for five (5) years with annual performance review through 12/31/2026.

Staff anticipates that screening of visitors to the Court will begin no earlier than January 18<sup>th</sup>. Screening will begin once the screening equipment is installed and the contractor's personnel are assigned and trained to use the equipment.

There were no Olathe vendors in the area that could perform the services being requested. 316 vendors were notified.

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**FINANCIAL IMPACT:**

Estimated annual expenses will be:	Year 1 - \$129,500.80
	Year 2 - \$129,500.80
	Year 3 - \$135,990.40

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Funds for these annual expenses will come from the Court Security Fee and the Municipal Court operating budget.

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**ACTION NEEDED:**

Accept the proposal and award the contract for security screening personnel to Clarence M. Kelley & Associates.

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**ATTACHMENT(S):**

- A. Final Composite Score Sheet
- B. Professional Services Agreement - Clarence M. Kelley & Associates