

**ITEMS REQUIRING BOCC APPROVAL
5 ITEMS**

1. ELECTRONIC WAIT LINE MANAGEMENT SYSTEM -- TREASURER'S OFFICE

FUNDING -- TREASURER'S OFFICE

(Request sent to 143 vendors)

RFP #15-0066 Contract

	Alzatex, Inc.	Lavi Industries*	QLess, Inc.	Q-Matic Corporation	Tensator, Inc.
Implementation fees	\$6,000.00	\$10,495.00	\$7,900.00	\$82,108.00	\$8,800.00
Hardware fees	\$62,000.00	\$31,260.00	\$10,900.00	\$42,345.42	\$16,945.36
Software fees	\$50,000.00	\$12,360.00	\$35,000.00	\$36,806.52	\$20,471.98
Training	included	\$2,000.00	included	included	\$2,995.00
Sub-total implementation cost	\$118,000.00	\$56,115.00	\$53,800.00	\$161,259.94	\$49,212.34
1st year maintenance and support	\$15,900.00	\$16,944.00	included	included	\$5,951.00
Recurring annual maintenance and support (years 2 and 3)	\$37,992.00 per year	\$16,944.00 per year	\$35,000.00 per year	\$36,806.52 per year	\$5,951.00 per year
Total three year cost	\$209,884.00	\$106,947.00	\$123,800.00	\$234,872.98	\$67,065.34
No Bids	Heartland Technology Solutions	Open Technologies, Inc.	Best Buy	Take A Number, Inc.	Queue Solutions, LLC
	Synergetic Consulting	Crowd Control DIRECT, Inc.	Allure Global Solutions	VanDyke Software, Inc.	The Sidwell Company
	EDC Systems	Grape City	Globanet	Nexlearn, LLC	Cybertron IT
	Howard Technology Solutions	Perfect Output, LLC & LaserEquipment			

On the recommendation of Kimberly Evans, on behalf of the Treasurer's Office, Tim Kaufman moved to **accept the best proposal from QLess, Inc. for an initial cost of \$53,800.00 and establish contract pricing for maintenance and support for three years for a total cost of \$123,800.00.** Linda Kizzire seconded the motion. The motion passed unanimously.

An electronic wait line management system will allow users to hold a place in line that can be scheduled from anywhere the customer has access to a phone or PC or by a kiosk in each Tag Office location. The system allows the users to reserve a spot in line, or make an appointment for a specific time of day and the system will then notify them via email or text message to return to the office to complete their transaction(s). This system is currently being used in Johnson County with very favorable results.

Note - Tensator, Inc. did not offer a hosted solution, which is the preferred solution to the county. A hosted solution occurs when the vendor houses the software on their own servers and the end user accesses the software from any web-based application. If the county would choose to host the software internally, additional servers would need to be purchased and maintained by county staff.

*Text messaging is an additional \$0.02 per text.

Question: Can you describe the current system and how this system would enhance what is going on now? Randy Bargdill with the Treasurer's Office answered that the current system is a manual system where a citizen is required to come into the Tag Office and pull a number for their place in line, sometimes having to wait several hours to complete a transaction. With the new automated system, a citizen can reserve an appointment from a mobile phone or PC without having to visit the office first. They can then be notified when they are close to the front of the line and come at that time to avoid long wait times.

Question: What if someone doesn't want to use the system and they go into the Tag Office? Will the people that use the system have priority over that person? Randy Bargdill with the Treasurer's Office answered that those citizens who do not wish to use the automated system will be required to come into the Tag Office and use the kiosk to reserve a place in line. Those using the kiosk would still have the opportunity to leave and return later after an estimated wait time had passed if they chose to, rather than sitting at the Tag Office for an extended period of time.

**2. ON-CALL ARCHITECTURAL & ENGINEERING SERVICES -- FACILITIES DEPARTMENT
FUNDING -- VARIOUS DEPARTMENTS**

(Request sent to 137 vendors)

RFP #15-0070 Contract

Title of Staff Position and Hourly Rate	Spangenberg Phillips Tice, LLC dba Spangenberg Phillips Tice Architecture	Richard B. Kraybill dba Kraybill Architect	Hanney & Associates Architects	Schaefer, Johnson, Cox, Frey Architecture
Project Architect	\$120.00	\$105.00	\$70.00	\$90.00
Project Manager	\$100.00	\$85.00	\$50.00	\$110.00
Interior Design	\$114.00	\$90.00	\$55.00	\$75.00
Landscape Design	\$112.00	\$75.00	\$75.00	\$75.00
Electrical Engineer	\$85.00	\$82.50	\$100.00	\$85.00
Mechanical Engineer	\$85.00	\$82.50	\$70.00	\$95.00
Structural Engineer	\$118.00	\$90.00	\$85.00	\$100.00
Civil Engineer	\$100.00	\$100.00	\$145.00	\$100.00
Title of Staff Position and Hourly Rate	PBA Architects, PA	WDM Architects, PA	LK Architecture, Inc.	Wildcat Construction Co., Inc.
Project Architect	\$65.00	\$90.00	\$100.00	
Project Manager	\$95.00	\$105.00	\$85.00	Martin K. Eby Construction Co., Inc.
Interior Design	\$65.00	\$75.00	\$70.00	
Landscape Design	\$100.00	\$75.00	\$85.00	
Electrical Engineer	\$85.00	\$130.00	\$90.00	Evans Building Co., Inc.
Mechanical Engineer	\$85.00	\$130.00	\$90.00	
Structural Engineer	\$110.00	\$120.00	\$120.00	Lowe-North Construction, Inc.
Civil Engineer	\$120.00	\$120.00	\$100.00	
No Bids	Coonrod & Associates Construction Co., Inc.	Arambula Construction	Krehbiel Architecture	Skinner Design Studios
	Greening Construction, Inc.	Howard+Helmer Architecture	Schultz Squared Architects, LLC	Design-Build Construction, Inc.

On the recommendation of Kimberly Evans, on behalf of the Facilities Department, Jennifer Dombaugh moved to **accept the proposals from Hanney & Associates Architects and Schaefer, Johnson, Cox, Frey Architecture and establish contracted hourly rates as identified above for a period of one (1) year with two (2) one (1) year options to renew.** Tim Kaufman seconded the motion. The motion passed unanimously.

Services acquired under this contract will include cost estimating, preparation of schematic drawings, bidding assistance and other typical architectural and engineering services for various county projects, including ADA upgrades, interior remodel, space planning, etc. Two firms have been recommended for contract award to allow flexibility for the Project Manager to consider experience, availability, cost and depth of staff on smaller projects. For projects with a construction budget projected at greater than \$50,000 but less than \$350,000, each firm will submit a quote and the project will be awarded to the low bidder. Projects greater than \$350,000 will be bid through the traditional process.

A review committee comprised of Steve Claassen and Tania Cole - Facilities and Kimberly Evans - Purchasing reviewed the proposals and agreed that Hanney & Associates and Schaefer, Johnson, Cox, Frey Architecture met the requirements and scope of the RFP. Recommendation considerations included qualifications, experience, depth of staff, previous county or other municipal projects, and various cost factors based on traditional high usage. The two firms selected are small and large in their depth of staff, vary in experience both with the county and in the private sector, and provided competitive hourly rates. Both firms have completed multiple small and large projects for the county in a successful manner.

Annual spend for the most recent contract year was approximately \$63,000.00. However, spend amount varies greatly depending on ADA, CIP and other available funding.

Question: Where did the \$350,000 threshold come from? Tania Cole with Project Services answered that she does not recall a specific decision that led to that figure being used, but that the county has used that number for the past several years. Mike Pepoon, Legal Advisor answered that he is not aware of any legal requirement that necessitates the use of that specific number. Steve Claassen with the Facilities Department added that this number was a staff decision and has been used for the past 12 years.

Question: Do we normally have two on-call A&E firms? Tania Cole with Project Services answered that we have historically awarded this contract to two firms.

BOARD OF BIDS AND CONTRACTS AUGUST 27, 2015

**3. PROPERTY/CASUALTY INSURANCE AGENT SERVICES -- RISK MANAGEMENT
FUNDING -- RISK MANAGEMENT**

(Request sent to 37 vendors)

RFP #15-0082 Contract

	Cretcher Heartland, LLC	Apex Insurance Agency, Inc.	USI Insurance Services, LLC & USI Midwest, LLC	CBIZ Insurance Services, Inc.
Year One	\$30,500.00	\$30,000.00	\$30,000.00	\$36,000.00
Year Two	\$30,500.00	\$30,000.00	\$30,000.00	\$36,000.00
Year Three	\$30,500.00	\$30,000.00	\$30,000.00	\$36,000.00
Year Four	\$30,500.00	\$30,000.00	\$30,000.00	n/a
Year Five	\$30,500.00	\$30,000.00	\$30,000.00	n/a
Total five year cost	\$152,500.00	\$150,000.00	\$150,000.00	incomplete
No Bids	Farm Bureau Financial Services		HUB International Insurance Services, Inc.	

On the recommendation of Kara Kingsley, on behalf of Risk Management, Linda Kizzire moved to **accept the best responsive proposal from Cretcher Heartland, LLC and execute a five year contract for an estimated total cost of \$152,500.00***. Jennifer Dombaugh seconded the motion. The motion passed unanimously.

A review committee comprised of Mick McBride and Diana Mansouri - Risk Management, Rick Durham - Finance, Carli Sanchez - Budget and Kara Kingsley - Purchasing evaluated the proposals for content, qualifications, experience and methodology.

Apex Insurance Agency, Inc. did not provide a thorough response and did not include the required Certificate of Insurance or references.

USI Insurance Services, LLC & USI Midwest, LLC did not provide an adequate response to our request for them to discuss their working relationship with our current insurance companies. Their response provided no specific information as to whether they were able to contract with our current insurance companies, nor did they provide alternative insurance companies that would be willing to issue a policy to Sedgwick County.

Cretcher Heartland, LLC holds the current 5-year contract for insurance agent services. The previous fee was \$28,000.00 per year less any insurance policy commissions received during the contract term.

*The annual fee will be reduced by any annual insurance policy commissions received by the agent. It is estimated that a commission from KaMMCO (\$5,000.00 annually) will reduce the annual fee. This is based on historical information about KaMMCO's practice. KaMMCO provides the professional liability insurance for the doctors on county staff.

BOARD OF BIDS AND CONTRACTS AUGUST 27, 2015

**4. TRUCK MOUNTED SNOW PLOWS -- FLEET MANAGEMENT
FUNDING -- ONE WAY REVERSIBLE SNOWPLOW**

(Request sent to 29 vendors)

RFB #15-0084 SC #8000070232

	Qty	Henke Manufacturing Corporation		J-Craft, Inc.		Midwest Truck Equipment, Inc.	
		Unit Price	Extended price	Unit Price	Extended price	Unit Price	Extended price
Make/model		Henke 39-52-11 ISR Henke 41R11ISR		Henke OWC 39-52-11 IS Henke OWC 41R11IS		Henke 39-52-11 ISR Henke 41R11ISR	
1. 11' 39-52" One way reversible snow plows	5	\$12,878.00	\$64,390.00	\$12,798.00	\$63,990.00	\$12,776.64	\$63,883.20
2. 11' 41" Reversible snow plows	6	\$12,878.00	\$77,268.00	\$12,798.00	\$76,788.00	\$12,776.64	\$76,659.84
3. Maintenance manual	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Parts book	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand total		\$141,658.00		\$140,778.00		\$140,543.04	
Delivery date		60-75 days ARO		60-90 days ARO		60-90 days ARO	
No Bids		Central States Thermo King, Inc.			Valk Manufacturing Company		

On the recommendation of Kara Kingsley, on behalf of Fleet Management, Jennifer Dombaugh moved to **accept the low bid from Midwest Truck Equipment, Inc. in the amount of \$140,543.04.** Tim Kaufman seconded the motion. The motion passed unanimously.

BOARD OF BIDS AND CONTRACTS AUGUST 27, 2015

**5. UPGRADE, SUPPORT AND MAINTENANCE FOR GRANICUS -- DIVISION OF □
INFORMATION AND OPERATIONS
FUNDING -- DIVISION OF INFORMATION AND OPERATIONS
(Hardware/Software Maintenance)**

#15-2069 Contract

	Granicus, Inc.
Transfer of local data to the cloud (one-time fee)	\$1,000.00
Support fee Legistar	\$2,507.74/mo \$90,278.64/total
3-year support fee for Performance Accelerator	\$18,000.00
Total three year maintenance and support cost	\$109,278.64

On the recommendation of Kimberly Evans, on behalf of the Division of Information and Operations, Tim Kaufman moved to **accept the quote from Granicus, Inc. in the amount of \$1,000.00 in one-time implementation costs and establish contract pricing for recurring maintenance and support at the rates listed for a three (3) year total cost of \$109,278.64.** Linda Kizzire seconded the motion. The motion passed unanimously.

Granicus has been in place since 2004 and integrates with Legistar to provide open and transparent meetings throughout the county. These programs allow storage of video and agenda minutes and make these items accessible to the citizens of Sedgwick County.

These upgrades consist of locally stored data now being hosted by the vendor.