

BOARD OF BIDS AND CONTRACTS DECEMBER 5, 2019

**ITEM REQUIRING BOCC APPROVAL
(5 ITEMS)**

**1. CHANGE ORDER #1 - AMENDMENT TO DISABILITY COCOON CONTRACT --
SEDGWICK COUNTY DEVELOPMENTAL DISABILITY ORGANIZATION (SCDDO)
FUNDING -- CAPACITY DEVELOPMENT
(Contract Amendment)**

Contract #4011-12

	Disability Cocoon LLC
Amendment to contract length	Extend the current contract for an additional six (6) months

On the recommendation of Britt Rosencutter, on behalf of SCDDO, Jennifer Blasi moved to **accept the change order to extend the contract for six (6) additional months with Disability Cocoon LLC**. Linda Kizzire seconded the motion. The motion passed unanimously.

This extension is being requested to allow the Disability Cocoon LLC additional time to meet the required outcomes and scope of work as outlined in the original proposal. Disability Cocoon LLC has experience unexpected delays in completing implementation. No additional funds are required.

Note:

The programs under this contract address the shortage of qualified direct support staff and/or increase client independence through the use of technology. The chosen vendor has been working with multiple providers in the community to educate them on opportunities to utilize and implement technology to safely reduce staffing costs. The original contract term is from January 1, 2019 through December 31, 2019. The new expiration date will be June 30, 2020.

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**2. ON-CALL HEATING, VENTILATION AND AIR CONDITIONING SERVICES -- FACILITIES MAINTENANCE
FUNDING -- FACILITIES MAINTENANCE**

(Request sent to 80 vendors)

RFB # 19-0086 Contract

		Central Mechanical Wichita L.L.C.	Dean E. Norris, Inc.	P1 Group, Inc.
Cost plus percent methodology for all Heating, Ventilation, and Air Conditioning (HVAC) materials, OR equipment rental.		15%	20%	Up to \$2,500.00 is 20%; \$2,501.00 to \$5,000.00 is 15%; Above \$5,000.00 is 13%
A.) Foreman/Journeyman				
Business Hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.	Per Hour	\$70.00	\$75.00	Chiller Tech \$105.00; Journeyman \$92.00
After Hours	Per Hour	\$100.00	\$112.50	Chiller Tech \$136.00; Journeyman \$120.00
B.) Apprentice				
Business Hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.	Per Hour	\$55.00	\$55.00	\$78.00
After Hours	Per Hour	\$70.00	\$82.50	\$102.00
C.) Helper/Laborer				
Business Hours, Monday through Friday, 8:00 a.m. – 5:00 p.m.	Per Hour	\$39.00	\$55.00	\$62.00
After Hours	Per Hour	\$58.50	\$82.50	\$91.00
D.) Service Call				
Service Call Charge		\$35.00	\$50.00	\$40.00
Acknowledge Addendum		Yes	Yes	No
No Bid		Associated Air Products, Inc.	Cook's Heating & Air	Dan's Heating & Cooling
		H & W Heating & Cooling, LLC	Heaven Engineering, LLC	Mike's & Sappio's Heating & Condition
		Roth Heating & Air	Sandifer Engineering	Superior Plumbing
		Five Star Mechanical, Inc.	Ferguson Enterprises, Inc.	Gene Hensley Co., Inc.
		Moody Heating & Air, Inc.	Mussat Heating & Cooling, Inc.	Piping & Equipment Co., Inc.
		WSM Industries		

On the recommendation of Lee Barrier, on behalf of Facilities Maintenance, Jennifer Blasi moved to **accept the proposals from Central Mechanical Wichita L.L.C. and Dean E. Norris, Inc. and establish contract pricing for a period of one (1) year with two (2) one (1) year options to renew.** Russell Leeds seconded the motion. The motion passed unanimously.

Note:

The majority of service calls happen during regular business hours and are performed at the Foreman/Journeyman labor rate.

Our current vendor is Dean E. Norris, Inc. The total annual spend in 2018 was \$43,741.58. The current year to date spend is \$67,844.62.

Questions and Answers

Russell Leeds: Currently we are contracted with Dean E. Norris, Inc., is that correct?

Lee Barrier: Yes, sir.

Russell Leeds: Do we have experience with Central Mechanical Wichita LLC as well?

Andrew Dilts: That is correct. Central Mechanical Wichita LLC use to be our on-call vendor prior to Dean E. Norris, Inc.

Russell Leeds: So we're accepting both. So we have two on-calls?

Andrew Dilts: Correct.

Russell Leeds: They're fairly comparable in price?

Andrew Dilts: Correct.

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3. RMS/JMS CONSULTANT -- SHERIFF'S OFFICE

FUNDING -- SHERIFF'S OFFICE

(Joint Governmental Purchase utilizing NPPGov Contract #PS18016)

#19-2084 Contract

	Mission Critical Partners, LLC		
	Hours	Hourly Rate	
Phase 1: Project Kickoff, Proposal Evaluation, and Contract Support			
Use Case Demonstrations and Contract Negotiations			
Consultant	45	\$212.00	\$9,540.00
Technology Specialist II	45	\$212.00	\$9,540.00
Project Manager	20	\$207.00	\$4,140.00
Total	110		\$23,220.00
Phase 2: Implementation and Post-Cutover Support			
Implementation and Post-Cutover Support			
Consultant	20	\$212.00	\$4,240.00
Technology Specialist II	190	\$212.00	\$40,280.00
Project Manager	40	\$207.00	\$8,280.00
Total	250		\$52,800.00
Grand Total			\$76,020.00

On the recommendation of Josh Lauber, on behalf of the Sheriff's Office, Angela Caudillo moved to accept the quote from Mission Critical Partners, LLC in the amount of \$76,020.00 and establish contracted rates based on NPPGov Contract #PS18016 good through July 31, 2021 with three (3) one (1) year options to renew. Linda Kizzire seconded the motion. The vote passed four to one with Jared Schechter abstaining from the vote.

The Sedgwick County Sheriff's Office in conjunction with Sedgwick County Emergency Communications is in the RFP process for a new Computer Aided Dispatch (CAD), Records Management System (RMS), and Jail Management System (JMS). Sheriff's Office sees the need to employ the services of an industry expert. Emergency Communications has already enlisted the service of this consultant and are seeing the benefits.

Mision Critical Partners, LLC will provide the Sheriff's Office with consulting support specific to law enforcement databases. Additionally, they will provide support during vendor demonstrations, contract negotiations, implementation, system cutover, and Go-Live.

Questions and Answers

Russell Leeds: Questions from the Board on this item?

Angela Caudillo: This would be an integrated system between those two departments, Sheriff's Office and Emergency Communications. Is that correct?

Col. David Mattingly: Col. David Mattingly, Sherriff's Office. That's exactly right. They would be working together to further the project jointly.

Angela Caudillo: They would need separate consultants or it's going to be the same consultant?

Col. David Mattingly: It will be the same consultant.

Russell Leeds: Other questions? I have a question for legal counsel, regarding Captain?

Mike Fessinger: It is my recommendation that Cap. Schechter abstain. If that is your question?

Russell Leeds: That is my question.

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4. SHREDDING, HARD DRIVE DESTRUCTION AND BOX STORAGE -- VARIOUS DEPARTMENTS
FUNDING -- VARIOUS DEPARTMENTS

(Joint Governmental Purchase utilizing State of Kansas Contract #47126)

#19-2085 Contract

Underground Vaults & Storage, Inc.						
	Scheduled Recurring Services & Call In		As Needed Services			
On Site - Mobile Shredding	Per Console	Per 64-65 gallon polycart	Mass Clean out under 1000 lbs./per lb.	Mass Clean out over 1000 lbs./per lb.	Minimum Pickup Fee	Service before routine scheduled route
	\$8.00	\$10.00	\$0.20	\$0.20	\$20.00	\$1.00/mile
Off Site - Mobile Shredding	Per Console	Per 64-65 gallon polycart	Mass Clean out under 1000 lbs./per lb.	Mass Clean out over 1000 lbs./per lb.	Minimum Pickup Fee	Service before routine scheduled route
	\$4.00	\$5.00	\$0.10	\$0.10	\$10.00	\$1.00/mile
Hard Drive Destruction	Mobile: Price Per Hard Drive	Off Site: Price Per Hard Drive	Minimum Pickup Fee			
	N/A	\$5.00	\$10.00			
Box Storage	Storage per box per month*	Intake and Cataloguing Fee (Includes Courier Fee)	Pull Fee (Includes Courier Fee)	Refile Fee (Includes Courier Fee)	Mileage Rate in excess of 10 miles	Purchase of Boxes (price per box)
	\$0.15	1st item \$14.00, each additional item \$1.50	1st item \$14.00, each additional item \$1.50	1st item \$14.00, each additional item \$1.50	\$1.00	\$2.50

On the recommendation of Josh Lauber, on behalf of various departments, Jared Schechter moved to **accept the contracted rates above from Underground Vaults & Storage, Inc. based on State of Kansas Contract #47126 through September 30, 2024 with five (5) year one (1) year options to renew.** Jennifer Blasi seconded the motion. The motion passed unanimously.

While some records are stored within the Sedgwick County Records Center as well as at departments, Sedgwick County has utilized commercial storage for permanent and temporary records since the 1960s with approximately 14,500 units in commercial storage currently. The county does not have a facility with adequate space and structure that can withstand natural and man-made disasters or provide appropriate security.

Records stored are from various departments and elected offices, including, but not limited to: Appraiser's Office, County Clerk, COMCARE, Election Office, Finance, Health Department, Human Resources, County Counselor, Records Management and Archives, Regional Forensic Science Center, Register of Deeds, Sheriff's Office, and the Treasurer's Office.

Note:

*Box storage based on 1.2 cubic foot boxes; long boxes shall be priced double the established fee for storage; all other fees shall be established.

Questions and Answers

Russell Leeds: Do we have questions from the Board on this item? Can you verify that we're currently using this vendor? Is that correct?

Anna Meyerhoff: Anna Meyerhoff, Central Services. Yes, this is our current commercial storage vendor.

Russell Leeds: What is our annual cost currently?

Anna Meyerhoff: It varies from year-to-year, based on destructions and intake, but on average \$100,000.00 across all departments.

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5. 2020 RECOMMENDED INSURANCE RENEWALS -- RISK MANAGEMENT

FUNDING -- RISK MANAGEMENT

(Insurance Premiums)

Coverage	Effective: Month - Day	2016 -17 Insurance Premiums	2017 -18 Insurance Premiums	2018 -19 Insurance Premiums	2019 -20 Insurance Premiums	2020 -21 Insurance Premiums	Limits and Deductibles & Renewal Notes
1) Property - Includes Buildings, Business Personal Property, Boiler and Machinery, Roads/Bridges, & Fire Fleet Physical Damage	7-1	Lexington/Lloyds (PEPIP)	Lexington/Lloyds (PEPIP)	Lexington/Lloyds (PEPIP)	Lexington/Lloyds (PEPIP)	Lexington/Lloyds (PEPIP)	Deductible - per Occurrence: \$250,000 - Wind & Hail; \$100,000 - All Other Perils. Policy includes \$500,000 per Occurrence, subject to deductible, for unscheduled tunnels, bridges, dams, catwalks, roadways, streets, sidewalks, street lights and traffic signals.
Total Values insured		\$682,408,542	\$689,152,046	\$716,752,215	\$749,704,131	TBD	2019 Premium was roughly estimated to be a 12% increase, but came in at a little over 9%. For 2020, Carrier will take a 2% inflationary increase in values. They are unable to predict renewal premiums at this time. The property market has deteriorated rapidly and continues to worsen. Renewal Premium reflects a 25% increase however, with loss activity and unpredictability of market, this premium could jump higher than 25%. See attached 2020 market outlook documentation.
Renewal Premium		\$414,200	\$410,660	\$448,527	\$524,439	\$655,549	
Average Rate		\$0.063	\$0.060	\$0.062	\$0.070	TBD	
2) Cyber - Included on Property Coverage	7-1	Included in Property Premium	Included in Property Premium	Included in Property Premium	Included in Property Premium	Included in Property Premium	Third Party Liability - 2,000,000 limit for liability, Penalties, Website Media Content, \$1,000,000 for Privacy Notification Costs First Party - 2,000,000 Cyber Extortion, Data Protection and Business Interruption loss. In 2019, endorsed \$500,000 breach response for individuals.
3) Pollution - Included on Property Coverage	7-1	Included in Property Premium	Included in Property Premium	Included in Property Premium	Included in Property Premium	Included in Property Premium	2,000,000 Limit/ \$500,000 per bacteria/virus indoor environmental condition, UST subject to \$750,000 retention. Various deductibles apply.
4) Sirens		Self-Insured	Self-Insured	Self-Insured	Self-Insured	Self-Insured	
5) Underground Storage Tanks	4-29	KS UST Program	KS UST Program	KS UST Program	KS UST Program	KS UST Program	1,000,000 Limit, \$10,000 Deductible. Coverage for Pollution from Underground Storage Tanks. For 2020: Estimated with 10% increase.
Renewal Premium		\$2,780	\$2,406	\$2,529	\$2,610	\$2,871	
6) Auto Fleet Liability		Self-Insured	Self-Insured	Self-Insured	Self-Insured	Self-Insured	
7) Fire Fleet Physical Damage	7-1	Included in Property	Included in Property	Included in Property	Included in Property	Included in Property	
8) EMS Professional Liability		Self-Insured	Self-Insured	Self-Insured	Self-Insured	Self-Insured	
9) Crime	1-1	Fidelity & Deposit	Travelers	Travelers	Travelers	Travelers	Policy Limits: \$500,000 each for Computer Fraud, Employee Dishonesty, Forgery & Alteration, Funds Transfer Fraud, Social Engineering Fraud, Dedt. \$50,000.
Renewal Premium		\$6,423	\$8,144	\$9,000	\$8,205	\$8,417	
10) Money & Securities		Self-Insured	Self-Insured				
11) Miscellaneous Bonds – public officials	1-8	C N A Estimated	Travelers	Travelers	Travelers	Travelers	Fidelity Bonds for 10 public officials with various limits - 2nd year of 3 year term that expires 1/8/22.
Number of Public Officials		7	7	7	10	10	
Renewal Premium		\$4,000	\$677	\$950	\$1,041	\$1,041	

12) Insurance Agent Fee	10-1	Truss, LLC	Truss, LLC	Truss, LLC	Truss, LLC	Truss/HUB	RFP - October 1, 2015 - October 1, 2020
		\$30,500	\$30,500	\$30,500	\$30,500	\$30,500	
Coverage Information	Effective: Month - Day	2016 -17 Insurance Premiums	2017 -18 Insurance Premiums	2018 -19 Insurance Premiums	2019 -20 Insurance Premiums	2020 -21 Insurance Premiums	Limits and Deductibles & Renewal Notes
13) Excess Workers Compensation	1-1	Safety National Casualty	MW Employers Casualty	MW Employers Casualty	Safety National Casualty	Safety National Casualty	Coverage for claims exceeding \$750,000 for Worker's Compensation Injuries to Employees. 2nd Year of 2 Year Term. For 2020: updated payrolls provided by county.
Retention		\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	
Total Payroll		\$118,420,418	\$118,872,658	\$122,725,417	\$122,251,876	\$119,405,958	
Renewal Premium		\$116,341	\$111,245	\$114,414	\$117,117	\$114,391	
14) COMCARE - Professional Liability	1-1	Zurich	Zurich	Zurich	Zurich	Zurich	Professional Liability limits for Fund Participants: Zurich: \$200,000 per claim / \$600,000 aggregate + \$800,000 per claim / \$2,400,000 aggregate ; Professional Liability limits for Non-Fund Participants: \$1,000,000 per claim / \$3,000,000 aggregate, \$5000 Deductible. Renewal Pricing not available as of 12/2/19, Rough estimate for 2020 based on current market conditions and loss history.
		\$39,210	\$40,288	\$49,399	\$52,629	\$60,000	
15) Comcare - Professional Liability – Doctors	1-1	KaMMCO	KaMMCO	KaMMCO	KaMMCO	KaMMCO	KaMMCO Limits: \$200,000 per claim / \$600,000 aggregate + Healthcare Stabilization Fund Limits: \$800,000 per claim / \$2,400,000 aggregate. For 2020: HCSF took a 6% increase.
Number of Doctors		6	6	6	6	6	
Premium		\$26,842	\$27,592	\$28,328	\$31,161	\$30,931	
16) Regional Forensic Science Center - Professional Liability	1-1	KaMMCO	KaMMCO	KaMMCO	KaMMCO	KaMMCO	KaMMCO Limits: \$200,000 per claim / \$600,000 aggregate + Healthcare Stabilization Fund Limits: \$800,000 per claim / \$2,400,000 aggregate. For 2020: HCSF took a 6% increase.
Number of Doctors		3	2	3	3	3	
Premium		\$11,483	\$9,761	\$15,442	\$16,986	\$16,386	
17) EMS - Physician Professional Liability	1-1	KaMMCO	KaMMCO	KaMMCO	KaMMCO	KaMMCO	KaMMCO Limits: \$200,000 per claim / \$600,000 aggregate + Healthcare Stabilization Fund Limits: \$800,000 per claim / \$2,400,000 aggregate. For 2020: HCSF took a 6% increase.
Number of Doctors		1	1	1	1	1	
Premium		\$5,049	\$10,946	\$15,575	\$17,133	\$19,421	
18) Health Department - Professional Liability	12-31	Ironshore	Ironshore	Ironshore	Ironshore	Ironshore	Limits: \$500,000 per claim / \$1,500,000 aggregate - \$5,000 per claim deductible Renewal Pricing not available as of 12/2/19; Estimating an 8% increase based on current market conditions.
		\$14,295	\$14,295	\$14,295	\$15,010	\$16,211	
19) Aircraft Hull & Liability	1-1	Catlin	Endurance	Endurance	Endurance	Endurance	Increased liability limit to \$10,000,000 after board meeting on 12-15-17. For 2020: Broker advises aviation market has shifted over the last 18 months to hard market conditions.
Number of seats		8	8	8	8	8	
Premium		\$11,450	\$10,950	\$14,500	\$15,225	\$16,750	
Avg Rate per seat		\$1,431	\$1,369	\$1,812	\$1,903	\$2,094	
20) Leased Aircraft Premium Estimate (Not to exceed - subject to Underwriting)	N/A						This coverage would only be needed if it was necessary to rent/lease a replacement aircraft during the year.
		\$0	\$0	\$0	\$0	\$0	
21) Auto Physical Damage - Comprehensive coverage on 4 vehicles required by FEMA grant	Didn't renew 7-30-2017	National Continental	Didn't renew	N/A	N/A	N/A	Coverage requirement - continuous from: 7/30/11 to 7-30-17; no longer needed, not renewed.

Number of vehicles		4	0	0	0	0	
Premium		\$1,009	\$988	\$0	\$0	\$0	
Renewal Premium as Issued*		\$683,582	\$678,452	\$743,459	\$810,176	\$972,468**	

*Does not include endorsements or audits

**Estimated Premium

On the recommendation of Joe Thomas, on behalf of Risk Management, Angela Caudillo moved to **accept the insurance premium renewals as listed for an estimated total cost of \$972,468.00**. Linda Kizzire seconded the motion. The motion passed unanimously.

The insurance marketplace made a pretty swift turnaround in the 3rd Quarter of 2019. We are now seeing consistent increases in all lines of coverage except Workers Compensation which is still seeing competitive pricing and that result is contingent on individual experience. Significant increases are being seen in the Property and Auto lines. Property increases are being driven by the increase in CAT (catastrophe) losses across the country and higher construction costs. In addition to the rate increases, we are also seeing higher deductibles. Auto increases are being driven by the number of inattentive drivers along with the fact that there are more cars on the road now than ever before.

As a standard practice, coverage is only marketed every 3-5 years. This allows us to maintain a loyal relationship with our carriers.

The county's Workers Compensation was moved to Safety National last year; the county is in the 2nd year of a two year policy.

The Aviation coverage has shifted over the last 18 months to hard market conditions. We had been in a soft market where rates had been down for a very long time. To add to the soft market, we also had an influx of companies who started their own aviation divisions so capacity was not a problem. The markets that have been long term players had to do whatever was necessary to maintain their market share against these new carriers. Looking ahead, we now are seeing underwriters increase rates on ALL coverage lines. Carriers are looking hard at renewals and exposure on limits or expansion coverages that could be reduced. A close examination of the risk profile is being done as markets feel they are not profitable at the premium levels written. They still incur the same amount of losses with high awards being offered by court systems. The cache of carriers is further narrowed by the age of the county's plane and head pilot. Several carriers were approached, but Endurance continues to offer the best coverage and price.

The Property coverage is scheduled to be remarketed in 2020. The property market has deteriorated and continues to harden. There is a large loss that is currently estimated over \$1 Million for damages incurred at the Zoo by a wind/hail event in June of 2019. As of right now, the carrier is looking for a 2% increase in exposures but can't speak to the expected increases for the 7/1/20 renewal date. The documentation we provided on the fluctuating market is depicting property increases anywhere from 10-40% depending on loss history.

The Crime coverage is currently with Travelers. Travelers continues to be a strong contender in this line of coverage and recently came out with improved coverages in 2019. However, we do have an alternate quote pending. It was not available as of 12/2/19.

The broker offered to remarket the Professional Lines this year. There was internal discussion at the county to determine if the Professional lines should be remarketed but the go ahead wasn't given to do so. The Health Care Stabilization Fund went up 6% this year.

Questions and Answers

Russell Leeds: Do we have questions from the Board on this item?

Angela Caudillo: Some of these are saying the premium rates for renewal isn't available, it's estimated. Can you talk about what we're approving if the rates aren't there?

Brent Shelton: Brent Shelton, Deputy Chief Financial Officer. If you will notice on the first part of that spreadsheet, you have different renewal dates. So they will have an estimated renewal premium based on what they're seeing in terms of market conditions. Some of these aren't going to renew until July, March, October some in January. So at this point you're approving an estimated renewal rates and some we do know going forward.

Angela Caudillo: If it's different the Commission approves it will settle it up at the end?

Brent Shelton: Because of the market hardening conditions really increased rates we could bring that back.

Angela Caudillo: Okay. Thank you.

Russell Leeds: If the rates change significantly, would you bring it back before the Board? Would you consider or look at other vendors at that point?

Brent Shelton: The procedure that we've used is to engage an independent broker. They're shopping all the markets for us, that's the \$30,000.00 fee that you see on there. We've had the same broker since the RFP was issued in 2015. So they're shopping the market place for us and continue to do that. I think that is one of the reasons we're looking for that potential quote on our property lines where we're seeing the biggest increases this year.

Joe Thomas: Mike in the past we've used the word "estimated" just because of this very reason. That would cover it?

Mike Fessinger: Yes. Would there be a material change in the estimated cost versus the actual cost it would be my recommendation that we execute some sort of change order that would come back before you for consideration. So you would have oversight in the event of a large or meaningful change in these totals.

Russell Leeds: Thank you. Do we have any more questions from the Board?