

ITEMS REQUIRING BOCC APPROVAL
January 28, 2021
(6 Items)

1. ON-CALL MARKETING SERVICES -- DEPARTMENT ON AGING
FUNDING -- DEPARTMENT ON AGING

(Request sent to 38 vendors)

RFP #20-0067 Contract

	Apples & Arrows	Bajillion Agency	Candid, LLC dba Candid Marketing & Communications
On-Call Marketing Services Hourly Rate			
	Quarterly Marketing Plans - \$4,000.00/yr Design Support - \$100.00 Copy Writing - \$100.00 Videography - \$200 Photography - \$180.00 Production - \$150.00	\$135.00	\$125.00
	CAS Corporation dba Cohlmia Marketing	Jajo Inc.	J2 Design Solutions dba Lifeboat Creative
On-Call Marketing Services Hourly Rate			
	\$150.00	Plan - \$85.00 Discover - \$135.00 Solve - \$140.00 Execute - \$135.00 Launch - \$100.00 Average Billing Rate - \$120.00	\$110.00
	Lundmark Advertising + Design dba Lundmark Advertising	Novella Brandhouse Studio, LLC dba Novella Brandhouse	Nye and Associates
On-Call Marketing Services Hourly Rate			
	\$100.00	Brand Strategy - \$150.00 Marketing Strategy - \$150.00 Copywriting - \$150.00 Graphic Design - \$150.00 Creative Direction - \$150.00 Account Management - \$150.00 Video/Radio Prod. Average - \$150.00	\$65.00
	Pop Machine Agency	Venice Communications, Inc.	
On-Call Marketing Services Hourly Rate			
	Meetings - \$60.00	Creative Design - \$150.00	Ad Campaign - \$150.00
	Marketing Services - \$100.00	Social Media Campaign & Ad Management - \$175.00	PR Pitching/ Media Campaigns - \$200.00
	Crisis Communications Planning, Messaging, Speech Writing - \$200.00	Graphic Design - \$150.00	Email Marketing - \$150.00
		Brand/Logo Development - \$150.00	Media Buying - \$120.00
		Market Research - \$200.00	Broadcast/Video/Podcast - \$125.00
		Studio Production - \$250.00	On-Location Production - \$220.00
		Captioning - \$85.00	Media Backup - \$300.00/project
		Direction - \$200.00	Production Supervision - \$125.00
		Rough-Cut Editing - \$285.00	Visual Effects/Graphics/Titles - \$205.00
		Audio Effects/Music - \$150.00	Final Editing and Sound Mixing - \$290.00
		3D Animation - \$205.00	Search Engine Optimization - \$125.00
		SEM/Paid Search - \$100.00	SEM Audits, Consulting - \$125.00
		Set up - \$140.00	
No Bid	Armstrong Chamberlin Strategic Marketing	Baseline Creative, Inc.	Bothner & Bradley, Inc.
	Colab	Craig Plank	Exhibit Arts, LLC
	Express Employment Professionals	Justin McClure Creative	Lamar Advertising Company
	On The Lake Creative Services, Inc.	RSM Marketing	Tower Systems South, Inc.

On the recommendation of Jaimee Witmer, on behalf of Department on Aging, Ellen House moved to **accept the proposal from Apples & Arrows for the hourly rates listed above for a contract period of three (3) years**. Anna Meyerhoff seconded the motion. The motion passed unanimously.

A committee comprised of Monica Cissell, Michelle Stroot - Department on Aging; Valarie Florio - Health Department; and Jaimee Witmer - Purchasing, reviewed all proposal responses based on criteria set forth in the RFP and unanimously chose Apples & Arrows.

Central Plains Area Agency on Aging (CPAAA) and Department on Aging are looking for an on-call marketing firm to develop a positive public agency image and assist with brand development for the agency. The Department on Aging wants to promote the agency and specific services through consistent advertising efforts while aligning with the overall goals and mission of the organization. The selected firm will provide creative assistance through the development and implementation of advertising, brand development, and program promotion.

The contract period will be for three (3) years and will assist in carrying out marketing services, which cannot be provided in-house primarily for CPAAA activities and, as needed, Department on Aging activities. The three (3) year time period will help to develop and carryout a strategic marketing plan that has a consistent message. Previously, there has not been a long-term contract for marketing in place.

Note:

The 2020 spend for marketing was \$35,512.78, all for media buys or promotional item purchases.

At the meeting of the Board of Bids and Contracts on Thursday, January 14, 2021 there was consideration of Item 3 (RFP #20-0067 – On-Call Marketing Services for Department on Aging).

Several questions were asked concerning this item, one of which pertained to whether the county's Strategic Communications office was aware of and involved in discussions of this project.

It was determined that those conversations had not taken place and so this item was deferred until that was accomplished. The meeting between the evaluation committee and members of Communications' staff was conducted on Tuesday, January 19, 2021, the results of which Mr. Tony Guiliano provided authorization to proceed with this recommendation.

Questions and Answers (January 14, 2021)

Anna Meyerhoff: It says that the marketing services could be not be provided in-house. So these are items that cannot be done by Strategic Communications?

Michelle Stroot: This is for services that we need a quick turn around on due to our grant period. We have a lot of marketing funding coming in. Yes, some of the services could be provided in-house but we have a large amount of services needed. We are needing a marketing agency to be there for us consistently.

Anna Meyerhoff: Was Strategic Communications consulted because they do have oversight on marketing for the county as a whole. I don't see where they reviewed the RFP. I don't see them as a member of the committee that reviewed the responses.

Michelle Stroot: They were not on the committee.

Josh Lauber: Were they communicated with Michelle?

Michelle Stroot: I don't know if Monica communicated with them.

Anna Meyerhoff: I am not comfortable making a decision today until the Strategic Communications department has reviewed this and has input even if it was done by an outside marketing firm. What is done needs to meet county messaging.

Michelle Stroot: This is primarily for CPAAA, which is the three (3) county area that most of our grant that we receive for three (3) county area Central Plains Area agency on Aging.

Anna Meyerhoff: You do mention, as needed Department on Aging activities. So if you intend to leverage it for county department, Strategic Communications needs to be a partner.

Russell Leeds: Is the grant funding received by CPAAA?

Michelle Stroot: That is the primary funding source. We have a few programs such as Transportation and Retired Seniors Volunteer Program (RSVP) that we may use this for. We are keeping this open ended but yes the contract is primarily for CPAAA activities and will be used for CPAAA funding, which will be state and federal grants.

Ellen House: Is there any problem with pushing this down the road a week or two (2) in order to answer the questions that were raised?

Kirk Sponsel: No that would not be an issue if you want more information to assist you in your decision making.

Josh Lauber: Would that be a deferral? Make a motion to defer for one (1) week?

Kirk Sponsel: Yes, you would have to make a motion to defer one (1) week or two (2) weeks as preferred.

Randy Bargdill: Is there a time limit on the grant that would prevent us from holding it for one (1) week?

Michelle Stroot: We received Cares funding for our largest program, the Older Americans Act. The deadline for that is September 30th, so we are on a time line.

Russell Leeds: Is that September 30, 2021?

Michelle Stroot: Yes, and we have other funding sources but that large funding amount we just received is the reason why we are looking for outside help.

Anna Meyerhoff: It is a three (3) year contract so this will go beyond this Cares funding. I move to defer for one (1) week until this can be reviewed by Strategic Communications.

Russell Leeds: The spend for 2020 on marketing for CPAAA and Department on Aging, collectively it appears, was about \$35,000.00. Having a contract with any one of these vendors, and you specifically selected Apples & Arrows, how does that impact the \$35,000.00 over the course of the year? Would these companies help us develop the media products that we spent for media buys last year or would we still be paying for TV adds and newspaper adds on top of assistance from the marketing firm?

Michelle Stroot: We will still be making media buys on top of the marketing firm. We will do that ourselves so there will not be an upcharge. The firm will help us with design, brand development and a time line on making our marketing more consistent and strategic.

Russell Leeds: They are going to help you develop a plan and you will execute that plan over the next three (3) years? You may tweak it in-between or as you go along.

Michelle Stroot: Yes.

Russell Leeds: My final question is the bids from the various vendors are all over the place. It's hard to compare one to the other with the table we have in front of us. Obviously the RFP had an opportunity to look at all of the details. Can you briefly describe how Apples & Arrows was the best value for the county based on the fact everybody gave different types of quotes or bids.

Michelle Stroot: Yes, and Jaimee feel free to jump in since you did the calculation. Based on the Purchasing calculations, most of the agencies were in that range. There were of course a few outliers. I would say they were in the middle section.

Russell Leeds: So for the services they offer and the price that they offer, the team believed them to be the best value? The best selection for the county and for CPAAA?

Michelle Stroot: Yes, they were not the lowest bidder. Based on the other items we scored them on such as experience working in the field and availability, they were the top scorer. Their cost was in the mid range, there were a few that were really low and a few that were higher. Most of them were in a similar range Apples & Arrows.

Randy Bargdill: How long is the quote good for Apples & Arrows?

Michelle Stroot: Jaimee do you know the answer to that?

Russell Leeds: When does the bidder quote expire?

Britt Rosencutter: I helped Jaimee on the committee and there is not a deadline on it. I think we can work with them if we need to extend it a little further. I do not think that will be an issue.

Russell Leeds: Apples & Arrows is a local firm located in Sedgwick County is that correct?

Jaimee: Correct.

2. ROAD IMPROVEMENTS -- PUBLIC WORKS
FUNDING -- R175 PREVENTATIVE MAINTENANCE-16+
 (Request sent to 47 vendors)

RFB #20-0069 SC # 8000177824

	Conspec Inc., dba Kansas Paving	Cornejo & Sons	Pavement Pro's LLC
Engineer's Estimate: \$302,540.00			
2021 Crack Seal (R175H)	\$330,450.00	\$420,280.00	\$228,235.00
Bid Bond	Yes	Yes	Yes
No Bid	Dondlinger Construction	L & M Contractors, Inc.	Nowak Construction Co., Inc.
	Pearson Construction, LLC	Unruh Excavating	Wildcat Construction

On the recommendation of Josh Lauber, on behalf of Public Works, Tim Myers moved to **accept the low bid from Pavement Pro's LLC in the amount of \$228,235.00**. Linda Kizzire seconded the motion. The motion passed unanimously.

This project consists of routing, cleaning, and filling cracks with a hot applied joint sealing compound in pavement on 80 miles of selected county roads.

Questions and Answers

Tim Myers: Have we used Pavement Pro's LLC before?

Josh Lauber: We have. I don't know if Jim Weber is on the call with us or Public Works?

Jim Weber: We have used them for a number of years. They do good work.

**3. SENIOR SHOPPING & DELIVERY SERVICE -- DEPARTMENT ON AGING
FUNDING -- DEPARTMENT ON AGING**

(Request sent to 10 vendors)

RFP #20-0071 Contract

	Senior Services, Inc. of Wichita		
Delivery fee	\$13.00 per delivery		
No Bid	Costco	Sam's Club	Wal-Mart

On the recommendation of Jaimee Witmer, on behalf of the Department on Aging, Anna Meyerhoff moved to **accept the quote from Senior Services, Inc. of Wichita at the above listed rate good through December 31, 2021.** Linda Kizzire seconded the motion. The motion passed unanimously.

A committee comprised of Stacy Nilles, Annette Graham, Dorsha Kirksey, and Michelle Stroot - Department on Aging; and Jaimee Witmer - Purchasing; reviewed the proposal response based on criteria set forth in the RFP and recommend Senior Services, Inc. of Wichita.

The Sedgwick County Department on Aging is seeking a creative, efficient, and an updated model for older adults who are unable to shop on their own, and order groceries and household items to be delivered to their homes. The Senior Shopping & Delivery Service is a grocery delivery service for anyone age 60 years of age or older and is a resident of Sedgwick County, Kansas. The person must be a homebound individual not currently receiving assistance through other agencies, family, volunteers, neighbors, or churches. Older adult participants will be responsible for paying for grocery items and Sedgwick County will pay the service fee for the ordering and delivery of items.

Note:

The goal of this program is to serve at least 180 seniors within the budget of \$53,300.00.

Questions and Answers

Ellen House: They are bidding \$13.00 per delivery? Dillons, Aldis, and Target all do it for \$9.99 a delivery.

Stacy Nilles: Our thought was we didn't get very many other bids. Plus it's not alot of money for larger corporations to provide this service so they were not interested. The person calls in the order to Senior Services then Senior Services takes down the order and puts it in the system. Dillons does the shopping. Senior Services will pick up the items and deliver it to the home.

4. FIRE ALARM TESTING AND INSPECTION -- VARIOUS DEPARTMENTS

FUNDING -- VARIOUS DEPARTMENTS

(Request sent to 30 vendors)

RFB #20-0062 Contract

Yearly Costs	Blue Star and Electric Inc.	Johnson Controls	Marmic Fire and Safety	Pinnacle Fire & Automation	Siemens Industry Inc.
1. Juvenile Detention Facility *	\$3,290.00	\$3,840.00	\$3,019.00	\$2,650.00	\$6,349.92
2. Juvenile Residential Facility *	\$800.00	\$600.00	\$615.00	\$593.00	\$864.62
3. Ark Valley Lodge	\$155.00	\$240.00	\$145.00	\$257.00	\$306.28
4. Adult Detention Facility	\$14,435.00	\$14,800.00	\$4,225.00	\$6,970.00	\$19,863.04
5. EMS Administration	\$255.00	\$360.00	\$495.00	\$458.00	\$672.00
6. Extension Service	\$630.00	\$720.00	\$775.00	\$622.00	\$1,033.75
7. Historic Courthouse	\$1,110.00	\$1,080.00	\$1,010.00	\$790.00	\$2,254.17
8. Juvenile Courthouse	\$2,635.00	\$3,000.00	\$1,027.00	\$797.00	\$2,538.06
9. Main Courthouse	\$2,800.00	\$4,080.00	\$2,200.00	\$1,533.00	\$7,207.08
10. Munger	\$480.00	\$360.00	\$410.00	\$379.00	\$576.23
11. Parking Garage	\$230.00	\$240.00	\$135.00	\$265.00	\$103.55
12. Regional Forensic Science Center	\$575.00	\$720.00	\$830.00	\$399.00	\$1,102.68
13. Jail Annex*	\$870.00	\$720.00	\$650.00	\$678.00	\$998.99
14. Fleet Management Building	\$270.00	\$360.00	\$450.00	\$415.00	\$600.11
15. Office of Medical Director	\$150.00	\$240.00	\$165.00	\$254.00	\$302.97
16. Douglas Tag Office	\$200.00	\$240.00	\$215.00	\$328.00	\$431.44
17. Public Safety Center	\$915.00	\$1,680.00	\$1,015.00	\$957.00	\$2,726.40
18. CIS*	\$920.00	\$720.00	\$735.00	\$573.00	\$975.71
19. RASC*	\$1,090.00	\$840.00	\$805.00	\$668.00	\$1,020.83
20. Ronald Reagan	\$1,035.00	\$840.00	\$830.00	\$526.00	\$845.48
21. SCOAP*	\$680.00	\$1,920.00	\$745.00	\$564.00	\$838.89
TOTAL	\$33,525.00	\$37,600.00	\$20,496.00	\$20,676.00	\$51,612.00
Acknowledge Addenda	No	Yes	Yes	No	Yes
No Bid	C & C Group	Fire Protection Services, Inc.	Heritage Fire Sprinkler, Inc.	McDaniel Co., Inc.	Midwest Fire Protection, LLC

On the recommendation of Lee Barrier, on behalf of various departments, Ellen House moved to **accept the low overall bid from Marmic Fire and Safety at the rates listed and to establish contract pricing for one (1) year with three (3) one (1) year options to renew.** Anna Meyerhoff seconded the motion. The motion passed unanimously.

Note:

2020 spend was \$21,741.58. Marmic has been the county provider since 2016.

* Locations requiring Annual Inspection and Semi-Annual Visual Inspection.

Questions and Answers

Tim Kaufman: Have we done business with this provider in the past?

Lee Barrier: They have been our provider since 2016.

5. KRONOS WORKFORCE TIMEKEEPER MAINTENANCE AND SUPPORT -- DIVISION OF INFORMATION & TECHNOLOGY (DIT)
FUNDING -- ENTERPRISE RESOURCE
 (Hardware/Software Maintenance)

#20-2076 Contract

Maintenance and Support - Workforce (Hardware and Software) 03/17/2021 - 03/16/2022	Kronos Incorporated
Software Support Services	\$62,769.86
Equipment Support Services	\$30,867.91
Educational Services	\$11,087.51
Total	\$104,725.28

On the recommendation of Josh Lauber, on behalf of Division of Information & Technology, Tim Kaufman moved to **accept the quote from Kronos Incorporated in the amount of \$104,725.28 effective March 17, 2021 through March 16, 2022.** Linda Kizzire seconded the motion. The motion passed unanimously.

Kronos Workforce provides the e-timesheet system and various time clocks for Sedgwick County departments. This system integrates with SAP to provide a complete timekeeping/payroll solution.

Note:

Total spend for 2020 was \$100,697.32.

Questions and Answers

Tim Meyers: This year's bid is just up a little from last year, is that correct?

Josh Lauber: Mr. Greg Gann are you on the phone?

Greg Gann: Yes I am. This is adjusted for inflation and it is an expected cost.

6. 2021 SAP ENTERPRISE SUPPORT -- ENTERPRISE RESOURCE PLANNING (ERP)
FUNDING -- ENTERPRISE RESOURCE
 (Hardware/Software Maintenance)

#21-2003 Contract

	SAP Public Services, Inc.
SAP Enterprise Support - Appendix 8 effective 3/25/2011; (PPS and BPC modules) 1/1/2021-12/31/2021	\$175,124.18
SAP US Payroll Tax Process by Business Solutions Inc. Standard Support 1/1/2021-12/31/2021	\$8,013.60
SAP Enterprise Support Amendment 2 - Appendix 1 1/1/2021-12/31/2021	\$188,432.42
SAP Enterprise Support - Appendix 3 (Additional mySAP.com users) 1/1/2021-12/31/2021	\$49,092.12
SAP Enterprise Support Test Data Migration Server Software - Appendix 6 1/1/2021-12/31/2021	\$792.41
SAP Enterprise Support - Appendix 7 effective 12/23/2010 (Additional Users) 1/1/2021-12/31/2021	\$39,061.44
Total	\$460,516.17

On the recommendation of Josh Lauber, on behalf of Enterprise Resource Planning, Ellen House moved to **accept the quote from SAP Public Services, Inc. in the amount of \$460,516.17 good through December 31, 2021.** Tim Meyers seconded the motion. The motion passed unanimously.

Note:

SAP Enterprise Support pricing is based on the number and types of licenses (standard and professional) currently in use by the county and may fluctuate from year to year.

There was no increase from last year on this support.