

1 **BILL NO. S-12-03-15**

2 **SPECIAL ORDINANCE NO. S-_____**

3 **AN ORDINANCE** approving the awarding of ITB
4 #3511 - BUILDING SECURITY AT CITIZENS
5 SQUARE by the City of Fort Wayne, Indiana, by
6 and through its Department of Purchasing and ISI
7 SERVICES INC. for the PROPERTY
8 MANAGEMENT DEPARTMENT.

9 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL**
10 **OF THE CITY OF FORT WAYNE, INDIANA;**

11 **SECTION 1.** That ITB #3511 - BUILDING SECURITY AT CITIZENS
12 SQUARE between the City of Fort Wayne, by and through its Department of
13 Purchasing and ISI SERVICES INC. for the PROPERTY MANAGEMENT
14 DEPARTMENT, respectfully for:

15 Building Security at Citizens Square;
16 involving a total cost of ONE HUNDRED FORTY-THREE THOUSAND, FOUR
17 HUNDRED AND 00/100 DOLLARS - (\$143,400.00) all as more particularly set
18 forth in said ITB #3511 - BUILDING SECURITY AT CITIZENS SQUARE which
19 is on file in the Office of the Department of Purchasing, and is by reference
20 incorporated herein, made a part hereof, and is hereby in all things ratified,
21 confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect

from and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Carol Helton, City Attorney

REF. NO.:	3511
DEPT:	Property Management
DATE:	3/19/12
ITEM/SERVICE:	Building Security at Citizens Square
ADVERTISED BID:	YES
DATES ADVERTISED:	2/23/12 & 3/1/12
DATE OPENED:	3/12/12
SINGLE SOURCE:	No
NO. OF VENDORS NOTIFIED:	3
NO. OF VENDORS RECEIVING BID:	3
NO. OF VENDORS RETURNING BID:	7
NO. OF VENDORS DISQUALIFIED:	0
DATE SENT TO DEPT FOR RECOMM:	3/13/12
DATE RECOMM RECEIVED BACK:	3/15/12
DATE SENT TO LAW DEPT:	3/19/12
INTRODUCTION DATE:	3/27/12
DISCUSSION DATE:	4/3/12
PASSAGE DATE:	4/10/12

ITB #3511- Building Security							
3/13/2012							
VENDOR	AP Private Det.	American Security	G4S	VSS	ISI	Diamond	Allen Protection
Labor rate per hour	\$ 19.87	\$ 22.99	\$ 23.42	\$ 22.22	\$ 19.12	\$ 21.92	\$ 22.85
Estimated monthly cost	\$ 12,418.75	\$ 14,368.75	\$ 14,637.50	\$ 13,887.50	\$ 11,950.00	\$ 13,700.00	\$ 14,281.25

COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

RFPs & BIDS

Bid/RFP #	ITB #3511
Awarded To	ISI SECURITY INC.
Amount	\$19.12 PER MAN-HOUR/ESTIMATED \$11,950.00 PER MONTH
Conflict of interest on file?	☒ Yes ☐ No
Number of Registrants	9
Number of Bidders	7
Required Attachments	RFPs – attach Award Matrix; Bids – attach Tab Sheet

EXTENSIONS

Date Last Bid Out	
# Extensions Granted To Date	

SPECIAL PROCUREMENT

Contract #/ID (State, Federal, Piggyback - Authority)	
Sole Source/ Compatibility Justification	

BID CRITERIA *(Take Buy Indiana requirements into consideration.)*

Most Responsible, Responsive Lowest	☒ Yes ☐ No <i>If no, explain below</i>
If not lowest, explain	

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase — (if available).</i>	
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	BUILDING SECURITY AT CITIZENS SQUARE

REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	

FUNDING SOURCE

<i>Account Information:</i>	0002BER3-531M



CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

Property Management Department
200 E. Berry St., Suite 490
Fort Wayne, IN 46802
(260) 427-2673
Fax: (260) 427-1393

March 15, 2012

City Council Members
City of Fort Wayne

RE: ITB #3511
Building Security at Citizens Square
ISI Services Inc.

Dear Council Members:

On March 3, 2012 the City of Fort Wayne received seven (7) bids for the Building Security Contract at Citizens Square. ISI Services Inc. had the lowest bid of \$19.12 per man-hour and meets our specifications. This amounts to an estimated cost of \$11,950.00 per month.

We are asking for City Council approval of this contract. The funds for these expenditures will be appropriated out of Fund 0002BER3-531M.

If you have any questions on the above, please feel free to contact me at 427-2673.

Sincerely,

A handwritten signature in cursive script, reading "Jack Willis", is positioned below the word "Sincerely,".

Jack W. Willis, P.E.
Property Manager
Energy Manager

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