

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> June 16, 2020	<b>PREPARED BY:</b> Liz Cupples, Information Services Assistant Director
<b>Meeting Date Requested:</b> June 21, 2020	<b>PRESENTED BY:</b> Liz Cupples, Information Services Assistant Director
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed: N/A	
<b>SUBJECT:</b> Award of Elections Building Access Addition and Electrical Modifications - Small Works Roster	
<b>FISCAL IMPACT:</b> All costs associated with this project will be paid through the 2020 Helping Americans Vote Act (HAVA) grant received by the County Auditor's Office through the Washington State Secretary of State.	
<b>BACKGROUND:</b> The County Auditor's office received a 2020 Helping Americans Vote Act (HAVA) grant through the Washington State Secretary of State to be utilized for enhancement to the safety and access of the Elections Building.  Pursuant to RCW 39.04.155, government agencies are allowed to utilize the small public works process for work estimated to be less than \$300,000.00. In accordance with RCW 39.04.155 and Franklin County purchasing policy, Resolution 2014-434, the Information Services Department, on behalf of the Auditor's Office, contacted approximately 95 vendors on the MRSC small works roster for Franklin County by email in order to obtain quotations for equipment, installation, and configuration of access control readers at our Franklin County Elections Office.  Of all the vendors contacted, only one responsive bid was received by Advanced Protection Services, Inc. of Pasco, Washington in the total bid amount of \$51,423.62, sales tax included, and  After careful review of the bid documents, the Information Services department has deemed the bid to be fair and in the best interest of Franklin County.	
<b>RECOMMENDATION:</b> Staff recommends the Franklin County Board of Commissioners award the contract to Advanced Protection Services, Inc.	
<b>SUGGESTED MOTION:</b> I hereby move to approve the resolution awarding the small works contract for the Elections Building Access Addition and Electrical Modifications to Advanced Protection Services, Inc. of Pasco, Washington.	
<b>COORDINATION:</b> The Small Public Works process for this bid for the Elections Building Access Addition and Electrical Modifications was overseen by Liz Cupples, Information Services Assistant Director, and discussed/coordinated with Jeff Burckhard, Auditor's Director of Audit Service, Ashley Heyen, Elections Administrator, Jennifer Johnson, Chief Civil Deputy Prosecuting Attorney, and Matt Mahoney, Public Works Director, all of whom agree with this proposed action.	
<b>ATTACHMENTS:</b> The documents included in this package are as follows: 1. DRAFT Resolution 2. Award Letter to Advanced Protection Services, Inc.	

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

HANDLING / ROUTING:	
<b>To the Clerk of the Board:</b> 1–Copy of the Award Letter 1–Original Resolution	<b>To the Information Services Department:</b> 1–Original Award Letter *Information Services will mail the award letter to selected vendor, and retain a copy for their files. 1–Copy of Resolution

I certify the above information is accurate and complete.



Information Services Director

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF  
FRANKLIN COUNTY WASHINGTON**

***AWARD OF FRANKLIN COUNTY ELECTIONS BUILDING ACCESS ADDITION  
AND ELECTRICAL MODIFICATIONS***

**WHEREAS**, the County Auditor's office received a 2020 Helping Americans Vote Act (HAVA) grant through the Washington State Secretary of State; and

**WHEREAS**, the County Auditor will use said grant for enhancement to the safety and access of the Elections Building, and

**WHEREAS**, pursuant to RCW 39.04.155, government agencies are allowed to utilize the small public works process for work estimated to be less than \$300,000.00; and

**WHEREAS**, in accordance with RCW 39.04.155 and Franklin County purchasing policy, Resolution 2014-434, the Information Services Department, on behalf of the Auditor's Office, contacted approximately 95 vendors on the MRSC small works roster for Franklin County by email in order to obtain quotations for equipment, installation, and configuration of access control readers at our Franklin County Elections Office, and

**WHEREAS**, of all the vendors contacted, only one responsive bid was received by Advanced Protection Services, Inc. of Pasco, Washington in the total bid amount of \$51,423.62, sales tax included, and

**WHEREAS**, after careful review of the bid documents, the Information Services department has deemed the bid to be fair and in the best interest of Franklin County, and

**WHEREAS**, pursuant to RCW 36.01.010 and RCW 36.32.120, the legislative authority of each county is authorized to enter into contracts on behalf of the county and have the care of county property and management of county funds and business; and

**WHEREAS**, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and desires to award the bid to Advanced Protection Services, Inc., finding such as being in the best interest of Franklin County.

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Franklin County Commissioners hereby awards the small public works project for the Elections Building Access Addition and Electrical Modifications to Advanced Protection Services, Inc. of Pasco, Washington.

**APPROVED** this 21<sup>st</sup> day of July, 2020.

**BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Member

Attest

\_\_\_\_\_  
Clerk of the Board



# FRANKLIN COUNTY INFORMATION SERVICES DEPARTMENT

Kevin Scott, Information Services Director  
Liz Cupples, Information Services Assistant Director

July 21, 2020

Advanced Protection Services, Inc.  
6908 West Argent Road  
Pasco, Washington 99301

**Re: Award of Franklin County Elections Building Access Addition and Electrical Modifications**

Dear Mr. Lynch:

On July 16, 2020, the Franklin County Information Services Department reviewed quotes for the Franklin County Elections Building Access Addition and Electrical Modifications. At that time your firm was the only quote that was received.

After careful review of your submitted bid in accordance with the contract documents, we have determined that Advanced Protection Services, Inc. was the successful bidder.

This letter is to advise you that the contract for the Franklin County Elections Building Access Addition and Electrical Modifications is hereby awarded to Advanced Protection Services, Inc., of Pasco, Washington, at a total bid of fifty one thousand four hundred twenty three dollars and sixty two cents (\$51,423.62), sales tax included.

Please return the three (3) contracts signed with an Insurance Certification, Public Works Performance Bond, and a Public Works Payment Bond for each of the contracts within 10 calendar days after the date of award. The County Commissioners will execute the Contracts at a scheduled meeting on or before August 4, 2020.

Recommended:

  
\_\_\_\_\_  
Kevin Scott, Information Services Director

Approved:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Keith Johnson, County Administrator

\_\_\_\_\_  
Chairman Pro Tem

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Board