

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: 6/18/19	ITEM TIME:
--------------------	------------

FROM:	J. Kennedy/S. Faulkner/R. DuBois
TODAY'S DATE:	6/4/19
AGENDA TITLE:	Consideration to waive the formal purchasing process and approve the Professional Services Agreement to Western Security, LLC for annual fire alarm system tests and inspections at four (4) Routt County facilities.
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
Consideration to waive the formal purchasing process and approve the award and authorization of the Board of County Commissioners Chair to sign the Professional Services Agreement to Western Security, LLC for annual fire alarm system tests and inspections at four (4) Routt County facilities in the amount of \$5,400.00 for calendar year 2019.	
II. RECOMMENDED ACTION:	
Motion to waive the formal purchasing process, approve the award, and authorize the Board of County Commissioners Chair to sign the Professional Services Agreement to Western Security, LLC for annual fire alarm system tests and inspections at four (4) Routt County facilities in the amount of \$5,400.00 for calendar year 2019.	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED BUDGET: \$20,000	
PROPOSED EXPENDITURE: \$5,400	
FUNDING SOURCE(S): GF Security Courthouse 10106105 731350 \$2,000 GF Security Detention Center 10106107 731350 \$14,000 GF Security Justice Center 10106115 731350 \$3,000 GF Repair & Maintenance Multi Use Bldg. 10147235 734600 \$1,000	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
None	

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

We are requesting a waiver of the formal purchasing process to remain consistent with the current vendor who supplied the equipment and has been performing all maintenance and repairs for the Facilities Manager. At the suggestion of the County Attorney, we are bringing the multiple sites under one Professional Services Agreement to reduce the administrative burden on the County and the vendor.

This purchase adheres to the purchasing policy and procedure as cited in the Routt County Purchasing manual 6th Edition, Section 3.3 "Waiver of the Formal Purchasing Process" as to the following criteria:

- A particular material, professional service or service is required in order to standardize or maintain standardization for the purpose of reducing financial investment or simplifying administration.
- Where the process may cause undue delay or hardship for a department.
- Waiver of the competitive process is found to be in the best interests of the County and its citizens.

VI. LEGAL ISSUES:

None anticipated

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None anticipated

VIII. SUMMARY AND OTHER OPTIONS:

Motion to waive the formal purchasing process and approve the award and authorization of the Board of County Commissioners Chair to sign the Professional Services Agreement to Western Security, LLC for annual fire alarm system tests and inspections at four (4) Routt County facilities for \$5,410.00 for calendar year 2019.