

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator

DATE: December 12, 2022

SUBJECT: Approval of a nineteen day contract extension with PPC Solutions

STATEMENT OF ISSUE: The Board of County Commissioners approved shifting responsibility for Courthouse Security to the Jefferson County Sheriff's Office, concurrent with the expiration of the five-year contract with PPC Solutions in December 2022. The Sheriff is prepared to assume these responsibilities on January 3, 2023. This creates a nineteen-day gap in Courthouse security coverage. That gap can be covered by retaining PPC Solutions for an additional nineteen days.

ANALYSIS: The attached extension will keep PPC Solutions in place through December 30, 2022. Jefferson County Code limits contract duration to five (5) years unless a longer term is approved by the Board of County Commissioners – see below. This extension will cause the contract term to exceed the five-year limitation.

"3.55.040 Multiyear contracts authorized.

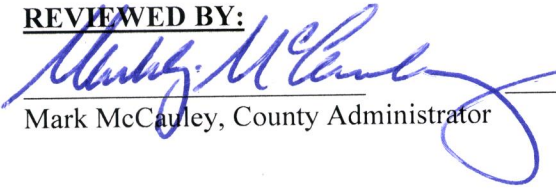
- (1) In no event shall contracts exceed five years in length, **unless a longer length is authorized by statute or authorized by the board of county commissioners**, or the types of contracts listed below when the nature of the contract warrants a longer term:"

Given the urgent nature of the requirement, the fact that PPC Solutions is the only provider available on such short notice and for such a short duration and the \$6,000 cost the Board could approve this as a sole source contract.

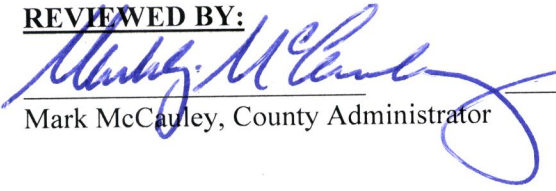
FISCAL IMPACT: The cost of this extension – approximately \$6,000 - is already budgeted in Non-departmental.

RECOMMENDATION: That the Board approve the attached nineteen (19) day extension of the Professional Services Agreement with PPC Solutions, Inc beyond the five-year limitation. Additionally, approve the ratification of any expenses incurred after the five-year term expires and the approval of the nineteen day extension.

REVIEWED BY:


Mark McCauley, County Administrator

Date

 12/8/22

Professional Services Agreement Extension

Jefferson County Courthouse Private Security Screening Services

The Professional Services Agreement, entered into on December 11, 2017, by and between Jefferson County, Washington, located at 1820 Jefferson Street, Port Townsend, WA 98368, and PPC Solutions, Inc., located at 18303 E. Appleway Ave., Spokane Valley, WA 99016, for the provision of private security screening services at the Jefferson County Courthouse is hereby extended for nineteen (19) days until December 30, 2022, per the terms specified in Section IV. of the original agreement and as modified by the attached Exhibit C – Rate/cost Schedule.

IN WITNESS THEREOF, County and PPC Solutions, have executed this Agreement on November _____, 2022.

PPC Solutions, Inc.

JEFFERSON COUNTY, WASHINGTON

By Sheila Leslie
PPC Solutions Principal Representative

By Heidi Eisenhour, Chair
Board of County Commissioners

ATTEST:

Approved as to form only:



December 8, 2022

Carolyn Gallaway
Clerk of the Board

Philip C. Hunsucker
Chief Civil Deputy Prosecuting Attorney

Exhibit C — Rate/cost Schedule

Labor rate - estimated hours

	Annual Hours	Hourly Rate	Total
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Three officers working 40 hrs/week (less 10 holidays)	5800 hrs	x \$23.25	= \$134,850
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Hours worked in excess of a standard 40-hour work week,
at the request of the County, shall be billed at \$32.93/hour

Total annual cost shall not exceed \$135,000

1 orig: PPC SOLUTIONS } 10.25.21
cc: And.

Retain: 2028.

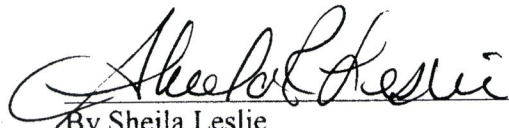
Professional Services Agreement Extension

Jefferson County Courthouse Private Security Screening Services

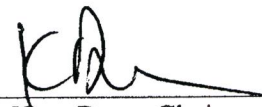
The Professional Services Agreement, entered into on December 11, 2017, by and between Jefferson County, Washington, located at 1820 Jefferson Street, Port Townsend, WA 98368, and PPC Solutions, Inc., located at 18303 E. Appleway Ave., Spokane Valley, WA 99016, for the provision of private security screening services at the Jefferson County Courthouse is hereby extended for a period of one year until December 11, 2022, per the terms specified in Section IV. of the original agreement and as modified by the attached Exhibit C – Rate/cost Schedule.

IN WITNESS THEREOF, County and PPC Solutions, have executed this Agreement on
October 25, 2021.

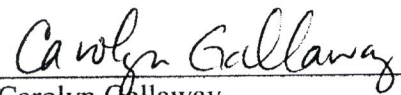
PPC Solutions, Inc.


By Sheila Leslie
PPC Solutions Principal Representative

JEFFERSON COUNTY, WASHINGTON


By Kate Dean, Chair
Board of County Commissioners

ATTEST:


Carolyn Gallaway
Clerk of the Board

Approved as to form only:


October 20, 2021
Philip C. Hunsucker
Chief Civil Deputy Prosecuting Attorney

PPC SOLUTIONS

Exhibit C — Rate/cost Schedule

Labor rate - estimated hours

	Annual Hours	Hourly Rate	Total
Three officers working 40 hrs/week (less 10 holidays)	5800 hrs	x \$23.25	= \$134,850
Hours worked in excess of a standard 40-hour work week, at the request of the County, shall be billed at \$32.93/hour			
Total annual cost shall not exceed \$135,000			

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, Interim County Administrator

DATE: October 25, 2021

SUBJECT: Request for Board of County Commissioners approval of a one-year Professional Services Agreement extension for Jefferson County Private Security Screening Services provided by PPC Solutions, Inc.

STATEMENT OF ISSUE:

The original Professional Services Agreement with PPC Solutions, Inc. approved by the Board on December 11, 2017 was for two years with three potential one-year extensions. Last year, the BOCC approved the first of these potential three one-year extensions. We are now asking the Board to approve the third of the three potential one-year extensions.

ANALYSIS:

Courthouse security is mandated by the Washington State Administrative Office of the Courts (AOC). The County secured the services of PPC Solutions, Inc. to be compliant with AOC rules regarding courthouse security. This contract extension will keep the County compliant with those rules.

FISCAL IMPACT:

The annual cost of the contract established in 2017 is \$135,000, which is the proposal price plus \$3,300 for potential overtime hours. The contract amount has been flat at \$135,000 for four years. This amount is included in the County's baseline budget. Experience has shown that we typically underspend against this contract. This extension includes an increase in the hourly rate paid to the security staff (from \$21.95 to \$23.25) as indicated in the updated RFP Exhibit C – Rate/cost Schedule, which is attached to the original contract and to this contract extension. However, this will not change the \$135,000 contract amount. Depending on events an increase in the contract amount could be necessary at some point.

RECOMMENDATION:

That the Board approve the third of three one-year extensions contemplated in the original Professional Services Agreement with PPC Solutions, Inc.

REVIEWED BY:


McCauley, Interim County Administrator

Date

10/20/21

CONTRACT REVIEW FORM

CONTRACT WITH: PPC Solutions, Inc. - 3rd Yearly Extension TRACKING NO.: PPC 2022 3rd Ext.
(Contractor/Consultant)
CONTRACT FOR: Courthouse Security Screening Services TERM: Until Dec 11, 2022

COUNTY DEPARTMENT: Central Services

For More Information Contact: Mark McCauley
Contact Phone #: 360-385-9130

RETURN TO: Mark McCauley
(Person in Department)

RETURN BY: ASAP
(Date)

AMOUNT: \$135,000

PROCESS: ☐ Exempt from Bid Process
☐ Consultant Selection Process
☐ Cooperative Purchase
☐ Competitive Sealed Bid
☐ Small Works Roster
☐ Vendor List Bid
☒ RFP or RFQ
☐ Other

Revenue General Fund

Expenditure \$135,000

Matching funds Required _____

Source(s) of Matching Funds _____

Step 1: REVIEW BY RISK MANAGEMENT

Review by: _____

Date Reviewed: _____

☐ APPROVED FORM

☐ Returned for revision (See Comments)

Comments: Electronically approved by Risk Management on 10/20/2021.
Hourly rate increase. One year extension. Same contract amount.

Step 2: REVIEW BY PROSECUTING ATTORNEY

Review by: _____

Philip C. Hunsucker

Date Reviewed: _____

Chief Civil Deputy Prosecuting Attorney

☐ APPROVED AS TO FORM

☐ Returned for revision (See Comments)

Comments _____

Electronically approved as to form by PAO on 10/20/2021.
Contract Amendment only as to term and rates.

Step 3: (If required) DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY

Step 4: CONTRACTOR/CONSULTANT SIGNS APPROPRIATE NUMBER OF ORIGINALS

Step 5: SUBMIT TO BOCC FOR APPROVAL

Submit original Contract(s), Agenda Request, and Contract Review form. Also, please send 2 copies of just the Contract(s) (with the originals) to the BOCC Office. Place "Sign Here" markers on all places the BOCC needs to sign.
MUST be in BOCC Office by 4:30 p.m. TUESDAY for the following Monday's agenda.
(This form to stay with contract throughout the contract review process.)