



DeKalb County Government

Manuel J. Maloof Center
1300 Commerce Drive
Decatur, Georgia 30030

Agenda Item

File ID: 2024-1246

Substitute

11/19/2024

Purchasing Type: Change Order (CO)

Public Hearing: YES NO

Department: Purchasing & Contracting

AGENDA ITEM:

Commission District(s): ALL

CO - Change Order No. 3 to Contract No. 1274588 Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew): for use by the Departments of Facilities Management (FM), Watershed Management (DWM), and Police Services (PS). This contract consists of the installation, maintenance and repair of all card access points. This request seeks to increase the contract funds and term through June 30, 2025 with a price increase. This request also seeks to add Public Works - Sanitation to the contract. Awarded to: Southeastern Security Professionals, LLC. Amount Not To Exceed: \$312,000.00.

Information Contact: Michelle Butler, Chief Procurement Officer

Phone Number: (404) 687-3581

PURPOSE:

Awarded by the BOC on December 24, 2021, for an amount not to exceed \$215,000.00. On April 26, 2022, the BOC approved Change Order No. 1 to increase funding for an amount not to exceed \$585,000.00 for the inclusion of Department of Watershed Management and additional sites. On December 13, 2022, the BOC approved the 1st renewal option and added additional locations for service for an amount not to exceed \$705,000.00. On December 12, 2023, the BOC approved the 2nd renewal option for an amount not to exceed \$675,000.00. On May 14, 2024, the BOC approved Change Order No. 2 to increase funding for an amount not to exceed \$104,000.00 for inclusion of Police Services. This contract consists of the Installation, Maintenance, and Repair of all card access points. This request seeks to increase the contract funds and term through June 30, 2025 with a price increase. This request also seeks to add Public Works - Sanitation to the contract.

This substitute is submitted to revise the request in its entirety.

RECOMMENDATION:

Recommend award of Change Order No. 3 with:

Southeastern Security Professionals, LLC, 1780 Corporate Drive, Ste. 410, Norcross, GA 30093

Amount Not To Exceed: \$312,000.00

ADDITIONAL INFORMATION:



DeKalb County Government

Manuel J. Maloof Center
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1. Contract Effective Date: January 1, 2022
2. Contract Expiration Date: December 31, 2024
3. Amount Spent To Date: \$982,525.97
 - \$384,506.33 - Initial Award
 - \$365,172.62 - 1st Renewal
 - \$232,847.02 - 2nd Renewal
4. Funding:
 - \$150,000.00 - General (FM)
 - \$100,000.00 - Operating (DWM)
 - \$ 52,000.00 - Operating (PS)
 - \$ 10,000.00 - Operating (SAN)

AGENDA NOTES

Solicitation Name and Number	ITB 21-101439 Card Access (Keyscan) Installation, Maintenance, and Repair (Annual Contract with 2 Options to Renew)
Procurement Agent	Toneya B. Dawson
Vendor agrees to extend under the same prices, terms and conditions	No, with a price increase
Solicitation Name, Number and Contract Number of expiring contract	ITB 21-101439 Card Access (Keyscan) Installation, Maintenance, and Repair (Annual Contract with 2 Options to Renew) CPA 1274588 Southeastern Security Professionals, LLC
Total Award Amount	<u>\$2,284,000.00</u> \$215,000.00 – Initial \$585,000.00 – CO1 \$705,000.00 – 1 st Renewal \$675,000.00 – 2 nd Renewal \$104,000.00 – CO2
Amount Spent To Date	<u>\$982,525.97</u> \$384,506.33 – Initial \$365,172.62 – 1 st Renewal \$232,847.02 – 2 nd Renewal
Prime Contractor Information and LSBE – Subcontractor	<u>Southeastern Security Professionals, LLC – Prime</u> Scott Carter, Commercial Account Manager Years in Business: 20 Years Doing Business with DeKalb: 11 LSBE Participation – Waived due to bidder being the sole bidder.
Attachments	UD CO Forms



DeKalb County

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: <u>Police Services</u>	From: Purchasing and Contracting
ITB No.: <u>21-101439</u>	Title: <u>Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew)</u>
Effective Date: <u>January 1, 2022</u>	Expiration Date: <u>December 31, 2024</u>
Contract APPROVED Amount: <u>\$2,284,000.00</u>	Number of Renewals to Date: <u>2</u>

Contractor(s)	Contract No.	Agrees to Extend
<u>Southeastern Security Professionals LLC</u>	<u>1274588</u>	<u>Yes</u>

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: \$52,000.00
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise 3 Digit Fund Code Police - 274 SPLOST Category _____
CIP Line-Item No. (if applicable): _____

Justification:
SSP services is used to complete repair or modifications to the door access hardware in police buildings. The door access hardware in these buildings is serviced by SSP, LLC.

Vendor 1: _____ \$ _____
Vendor 2: _____ \$ _____


Department Director Signature

10/24/2024
Date

For Use by Purchasing and Contracting:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Additional Comments:		
_____	_____	
Purchasing and Contracting Signature	Date	



**DeKalb County
Department of Purchasing and Contracting
Change Order Request Form**

User Department: Department of Watershed Management	From: Purchasing and Contracting
ITB No.: 21 - 101439	Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew)
Effective Date: January 1, 2022	Expiration Date: December 31, 2024
Contract APPROVED Amount: \$2,284,000.00	Number of Renewals to Date: 2

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security Professionals LLC	1274588	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: \$100,000.00
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise 3 Digit Fund Code 511 SPLOST Category _____
CIP Line-Item No. (if applicable): _____

Justification:

This contract will be utilized by the Department of Watershed Management for repairs and upgrade of key card access system at all DWM Facilities. DWM is working with P & C to rebid this service. DWM would like to increase funding and extend the contract through 06/30/2025.

Vendor 1: Southeastern Security Professionals LLC \$ \$100,000.00

Vendor 2: _____ \$ _____

David Hayes Digitally signed by David Hayes
Date: 2024.10.02 16:45:50 -04'00'

Department Director Signature

10.02.2024

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Purchasing and Contracting Signature

Date



**DeKalb County
Department of Purchasing and Contracting
Change Order Request Form**

User Department: Facilities Management	From: Purchasing and Contracting
ITB No.: 21 - 101439	Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew)
Effective Date: January 1, 2022	Expiration Date: December 31, 2024
Contract APPROVED Amount: \$2,284,000.00	Number of Renewals to Date: 2

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security Professionals LLC	1274588	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: \$150,000.00
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise 3 Digit Fund Code 100 SPLOST Category _____
CIP Line-Item No. (if applicable): _____

Justification:

Facilities Management is requesting above contract be extended for an additional six months. Also requesting an additional \$150,000.00 be added to the contract.

Vendor 1: Southeastern Security Professionals \$ \$150,000.00

Vendor 2: _____ \$ _____



Department Director Signature

10/14/2025

Date

For Use by Purchasing and Contracting:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
<u>Additional Comments:</u>		
_____	_____	
Purchasing and Contracting Signature	Date	



DeKalb County
GEORGIA

Department of Purchasing and Contracting
Change Order Request Form

User Department: Sanitation

From: Tracy A. Hutchinson

CPA No.: 12745988

Title: Card Access, Installation, Maintenance and Repair

Effective Date: 1/1/22

Expiration Date: 12/31/24

Contract APPROVED Amount: \$2,284,000.00

Contractor(s)	Contract No.	Vendor agrees to extend
Southeastern Security Professionals, LLC	1274588	Yes

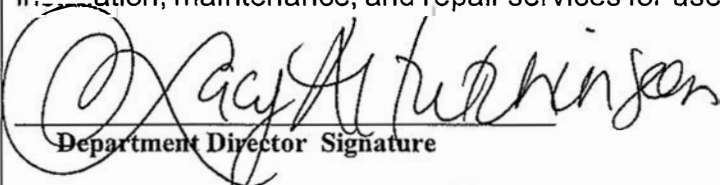
User Department Recommendation:

Renew

Bid

Justification:

Sanitation requests a CO to increase the contract by \$10,000.00. Consists of keyscan card access, installation, maintenance, and repair services for use by the Sanitation Division.


Department Director Signature

11/16/24
Date

Funding: General Enterprise

3 Digit Fund Code 541 - Sanitation Operating

CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Purchasing and Contracting Signature

Date