



Legislation Text

File #: 23-1423, **Version:** 1

STRATEGIC PRIORITY: Government Performance & Financial Management

AGENDA DATE: June 14, 2023

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Jack Ireland

SUBJECT

Authorize a five-year service price agreement for polygraph testing and examination services for the Police Department - Ruiz Protective Service, Inc., only bidder - Estimated amount of \$743,860 - Financing: General Fund (subject to annual appropriations)

BACKGROUND

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for polygraph testing and examination services for all police sworn and selected civilian applicants. All applicants applying for police officer positions are required to have a polygraph examination as part of the personnel screening process. The pre-employment polygraph examination is an essential tool utilized by police administrators as part of the selection process of possible candidates.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a "living wage" rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$17.82; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On May 22, 2019, the City Council authorized a three-year service price agreement for pre-employment polygraph testing and examinations for the Fire-Rescue Department and the Police Department with Ruiz Protective Service, Inc. and Dallas Polygraph Services by Resolution No. 19-0781.

FISCAL INFORMATION

Fund	FY 2023	FY 2024	Future Years
General Fund	\$49,590.68	\$148,772.00	\$743,860.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$743,860.00	Professional Services	38.00%
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
0.00%	100.00%	\$743,860.00
<ul style="list-style-type: none"> • This contract does not meet the MWBE goal; however, the prime is MBE. • Ruiz Protective Service, Inc. - Local; Workforce - 0.00% Local 		

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> • Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements
	<ul style="list-style-type: none"> • Negotiations are not allowed

The Office of Procurement Services received the following bid from solicitation number BV23-00020854. We opened it on January 6, 2023. We recommend the City Council award this service price agreement in its entirety to the only bidder.

<u>Bidder</u>	<u>Address</u>	<u>Amount</u>
Ruiz Protective Service, Inc.	2646 Andjon Drive Dallas, TX 75220	\$743,860

Note: The Office of Procurement Services conducted a single bid review and found no exceptions.

OWNER

Ruiz Protective Service, Inc.

Hector Ruiz, President

Andrew Ruiz, Vice President