AGENDA OF THE FINANCE COMMITTEE

TUESDAY, JUNE 18, 2024, 4:30 PM

In person at City Hall, Room 207.
Virtual attendance is also available via Zoom.
Immediately following Personnel Committee.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:
   https://us02web.zoom.us/j/88142524379?pwd=ekliUHNVYTJ1RFpOUHVubTdXOHZYZz09

   Or call in by phone: +1 312 626 6799
   Meeting ID: 881 4252 4379
   Passcode: 846368

   If you wish to speak at this public meeting or leave a comment, please fill out the online Comment Form prior to the meeting. More detailed Zoom Instructions can be found online.

B. Roll Call.

C. Approval of the Agenda.

1. Approval of the Finance Committee agenda for the Tuesday, June 18, 2024 meeting.

D. Approval of Minutes.

1. Approval of the Finance Committee minutes from the June 4, 2024 meeting.

E. Regular Business.

1. Consideration with possible action to approve the Purchase of 36 LIFEPAK-1000 Defibrillators for a total cost of $83,633.04.

2. For consideration with possible action to approve the budget amendment resolution for $40,000 to move from DPW salaries to DPW consulting to cover surveying consulting expenses due to vacant ROW Specialist.

3. For consideration with possible action to approve adding "all languages for translation" versus Spanish only for the American Rescue Plan Act (ARPA) 9-2-015 Translator request.
4. For consideration with possible action to approve staff recommended reallocation of American Rescue Plan Act (ARPA) grant Capital Improvement and Organizational Priorities for a total allocation of $10,000,000 and entering Memorandum of Understanding (MOU) for corresponding reallocations as needed.
5. For consideration with possible action to approve staff recommended reallocation of American Rescue Plan Act (ARPA) grant Economic Impact for a total allocation of $13,695,519.23 and entering Memorandum of Understanding (MOU) for corresponding reallocations as needed.
6. For consideration with possible action the request from the Purchasing Department to contract natural gas before the current contract expires and report out after contract activation.
7. For consideration with possible action to update the City of Green Bay's Procurement Manual to raise the Common Council approval level from $25,000 to $50,000 and corresponding changes.
8. For consideration with possible action to bring back the contract with Security Pro Intel for Security Guard Services held on June 4, 2024 Finance Committee meeting to include a City Hall Security Plan.

F. Informational.

1. 2024 Contingency Account: $238,788.00
2. The next Finance Committee meeting will be held on July 23, 2024 at 4:30 PM.

G. Adjournment.

1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Finance Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

MEETING DATE	PREPARED BY
June 18, 2024	

AGENDA ITEM # E.1

Consideration with possible action to approve the Purchase of 36 LIFEPAK-1000 Defibrillators for a total cost of $83,633.04.

BACKGROUND

RECOMMENDATION

Approval of the request.

FISCAL IMPACT

ATTACHMENTS

1. Finance Request 6-18-24 Police Defibrillators Package

Purchasing Department
100 North Jefferson Street • Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

5/23/2024

Finance Committee 6/18/2024.

Consideration and possible action to approve a Purchase of 36 ea. LIFEPAK 1000 Defibrillators for a total cost of 83,633.04. This cost takes into account current outdated units will be traded back. This purchase will be made directly with Stryker.

This is a government purchase utilizing a Sourcewell Contract Purchase #041823. This is to be funded through the 2024 Bonded Money for the City of Green Bay Police Department.

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

Green Bay Police Department

2024 Approved Bonded Funds

Requisition #140

Department Contact for this Requisition: Rick Jurkanis @ 3237

Specs for Defibrillators (36 Each)

Total cost: $83,633.04 (Includes trade in of 27 current defibrillators and shipping costs)

Account Number: $85,000 approved 2024 Bond Funds (See below for funding breakdown)

Created and Approved by Rick Jurkanis 6/05/24

Note: Quote provided by Stryker. Sourcewell Contract #041823.

Please review specs with Captain Andy Opperman before issuing Purchase Order

$83,633.04: 2024 Bond 423300-55140-27336

stryker

Sourcewell Contract #: 041823

Quote Number:	10901768		
Version:	1		
Prepared For:	CITY OF GREEN BAY POLICE	Rep:	Joe Lancelle
	Attn:	Email:	joe.lancelle@stryker.com
		Phone Number:	

Quote Date: 04/29/2024
Expiration Date: 08/21/2024

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	99425-000023	LIFEPAK 1000 Graphical Display - includes one non-rechargeable battery, one carrying case w/ shoulder strap, two pair QUIK-COMBO REDI-PAK electrodes and Ship Kit	PCE	36	$2,516.68	$90,600.48
2.0	41425-000034	Ship Kit - Literature, LP1000, W RCHG, English	PCE	36	$0.00	$0.00
				Equipment Total:		$90,600.48

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-PFR3-LP1K	TRADE-IN-PHILIPS HEARTSTART FR3 TOWARDS PURCHASE OF LIFEPAK 1000	27	-$300.00	-$8,100.00

Price Totals:

Estimated Sales Tax (0.000%):	$0.00
Freight/Shipping:	$1,132.56
Grand Total:	$83,633.04

Prices: In effect for 30 days

Terms: Net 30 Days

Stryker Medical - Accounts Receivable - accountsreceivable@stryker.com - PO BOX 93308 - Chicago, IL 60673-3308

stryker

Sourcewell Contract #: 041823

Quote Number:	10901768
Version:	1
Prepared For:	CITY OF GREEN BAY POLICE
	Attn:

Rep:	Joe Lancelle
Email:	joe.lancelle@stryker.com
Phone Number:	

Quote Date:	04/29/2024
Expiration Date:	08/21/2024

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.

Rick Jurkanis

From: Thomas Walenski
Sent: Wednesday, June 5, 2024 10:32 AM
To: Rick Jurkanis
Cc: Troy VanHandel; Kristal Tyczkowski
Subject: FW: Defibs
Attachments: GBPD Quote.pdf

Morning Rick

This one is ready to go – should go through fin/coun for approval.

Sourcewell Purchase – no need for a RFB

THOMAS J. WALENSKI
Procurement Manager
City of Green Bay
Purchasing Department
920.448.3048
greenbaywi.gov

From: Lancelle, Joe <joe.lancelle@stryker.com>
Sent: Thursday, May 23, 2024 2:04 PM
To: Thomas Walenski <Thomas.Walenski@greenbaywi.gov>
Cc: Troy VanHandel <Troy.VanHandel@greenbaywi.gov>; Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>
Subject: Re: Defibs

Hey Thomas,

Let me know if this works!

Thanks!

Joe Lancelle
Account Manager - Northern Wisconsin & Upper Michigan
Stryker Emergency Care
EMS + Physio Control
C 920 639 4239
joe.lancelle@stryker.com
www.ems.stryker.com

From: Thomas Walenski <Thomas.Walenski@greenbaywi.gov>
Date: Thursday, May 23, 2024 at 1:45 PM
To: "Lancelle, Joe" <joe.lancelle@stryker.com>
Cc: Troy VanHandel <Troy.VanHandel@greenbaywi.gov>, Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>
Subject: RE: Defibs

Afternoon Joe

We would like to use the contract and use your pricing. We checked with Sourcewell and they said that was perfectly acceptable.
So, if you could adjust your quote to list the Sourcewell Contract and match the pricing you gave us we will be able to get this purchase rolling.

Thanks

THOMAS J. WALENSKI
Procurement Manager
City of Green Bay
Purchasing Department
920.448.3048
greenbaywi.gov

From: Lancelle, Joe <joe.lancelle@stryker.com>
Sent: Thursday, May 23, 2024 1:26 PM
To: Thomas Walenski <Thomas.Walenski@greenbaywi.gov>
Cc: Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>; Troy VanHandel <Troy.VanHandel@greenbaywi.gov>
Subject: Re: Defibs

Thomas,

You bet! Contract number is 041823

Joe Lancelle
Account Manager - Northern Wisconsin & Upper Michigan
Stryker Emergency Care
EMS + Physio Control
C 920 639 4239
joe.lancelle@stryker.com
www.ems.stryker.com

From: Thomas Walenski <Thomas.Walenski@greenbaywi.gov>
Date: Thursday, May 23, 2024 at 1:15 PM
To: "Lancelle, Joe" <joe.lancelle@stryker.com>
Cc: Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>, Troy VanHandel <Troy.VanHandel@greenbaywi.gov>
Subject: RE: Defibs

> You don't often get email from thomas.walenski@greenbaywi.gov. Learn why this is important

Afternoon Joe

Appreciate you looking into that for us – can you share with me the Contract #

Thanks

THOMAS J. WALENSKI
Procurement Manager
City of Green Bay
Purchasing Department
920.448.3048
greenbaywi.gov

From: Lancelle, Joe <joe.lancelle@stryker.com>
Sent: Thursday, May 23, 2024 1:06 PM
To: Thomas Walenski <Thomas.Walenski@greenbaywi.gov>
Cc: Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>; Troy VanHandel <Troy.VanHandel@greenbaywi.gov>
Subject: Re: Defibs

Hey Thomas,

Sourcewell is offered for the Lifepak1000, but the price with that contract would be $2,664.72 per device. So you are getting better pricing without using it.

Let me know if you have any other questions or need anything else from me.

Thanks!

Joe Lancelle
Account Manager - Northern Wisconsin & Upper Michigan
Stryker Emergency Care
EMS + Physio Control
C 920 639 4239
joe.lancelle@stryker.com
www.ems.stryker.com

From: Thomas Walenski <Thomas.Walenski@greenbaywi.gov>
Date: Wednesday, May 22, 2024 at 10:35 AM
To: "Lancelle, Joe" <joe.lancelle@stryker.com>
Cc: Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>, Troy VanHandel <Troy.VanHandel@greenbaywi.gov>
Subject: FW: Defibs

You don't often get email from thomas.walenski@greenbaywi.gov. Learn why this is important

EXTERNAL EMAIL
Morning Joe

Can you check to see if there is a contract that is offered for this purchase – Omnia-Sourcewell-GSA

If so – can you add that information to the quote.

Thanks

THOMAS J. WALENSKI
Procurement Manager

City of Green Bay
Purchasing Department
920.448.3048
greenbaywi.gov

From: Rick Jurkanis <Rick.Jurkanis@greenbaywi.gov>
Sent: Wednesday, May 22, 2024 10:26 AM
To: Thomas Walenski <Thomas.Walenski@greenbaywi.gov>
Subject: Defibs

Rick Jurkanis
Business Manager
Green Bay Police Department
920.448.3237 | rick.jurkanis@greenbaywi.gov

stryker

Sourcewell Contract #: 041823

Quote Number:	10901768		
Version:	1		
Prepared For:	CITY OF GREEN BAY POLICE	Rep:	Joe Lancelle
	Attn:	Email:	joe.lancelle@stryker.com
		Phone Number:	
Quote Date:	04/29/2024		
Expiration Date:	08/21/2024		

Equipment Products:

#	Product	Description	U/M	Qty	Sell Price	Total
1.0	99425-000023	LIFEPAK 1000 Graphical Display - includes one non-rechargeable battery, one carrying case w/ shoulder strap, two pair QUIK-COMBO REDI-PAK electrodes and Ship Kit	PCE	36	$2,516.68	$90,600.48
2.0	41425-000034	Ship Kit - Literature, LP1000, W RCHG, English	PCE	36	$0.00	$0.00
					Equipment Total:	$90,600.48

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Product	Description	Qty	Credit Ea.	Total Credit
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stryker

Sourcewell Contract #: 041823

Quote Number:	10901768		
Version:	1		
Prepared For:	CITY OF GREEN BAY POLICE	Rep:	Joe Lancelle
	Attn:	Email:	joe.lancelle@stryker.com
		Phone Number:	

Quote Date:	04/29/2024
Expiration Date:	08/21/2024

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
June 18, 2024	

AGENDA ITEM # E.2

For consideration with possible action to approve the budget amendment resolution for $40,000 to move from DPW salaries to DPW consulting to cover surveying consulting expenses due to vacant ROW Specialist.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. sharpscans@greenbaywi.gov_20240613_092247
2. Resolution-Budget amendment - DPW $40,000 ROW specialist contracting

Inter-Office Memo

Date: June 13, 2024

To: Finance Committee

From: Steve Grenier, Director of Public Works

Re: Budget Amendment – 2024 Budget

On April 2, 2024, Tom Giese, Right-of-Way Specialist, retired after 38 years of service to the City of Green Bay. Amongst the many job responsibilities the Right-of-Way Specialist has are drafting of legal descriptions, verification and recording of easements, disposition of property and rights-of-way, and other complex surveying functions for City-owned property. The Department of Public Works has been actively recruiting to fill the Right-of-Way Specialist position, but have not yet been successful.

Although the position remains open, the job responsibilities of the position still need to be completed. To accomplish these tasks, the Department of Public Works proposes to have 2 to 3 surveying consulting firms under contract in an as-needed capacity. Having several firms under contract ensures that staff will have the flexibility to work with firms the have capacity at the time needed and not be subject to varying workload that the consultants have.

The Department of Public Works proposes a budget amendment to transfer unutilized general salaries for the Right-of-Way Specialist into Contractual Services to fund the necessary work. This will retain budget neutrality for the Engineering Division.

Decrease 101500-50001 by $40,000
Increase 101500-53001 by $40,000

RESOLUTION AUTHORIZING
BUDGET TRANSFER OF FUNDS

June 25, 2024

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY, RESOLVED:

Pursuant to the recommendation of the Finance Committee at its meeting of June 18, 2024, the following 2024 budget transfer of funds is hereby authorized:

	ACCOUNT		AMOUNT
From:	101500 50001	DPW Salaries & benefits	$40,000.00
To:	101500 53001	DPW Consulting	$40,000.00

This budget amendment request to cover surveying consulting firms to complete the job responsibilities of vacant right-of-way specialist.

Adopted ____________________________

Approved ___________________________

____
Mayor

____
Clerk

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
June 18, 2024	

AGENDA ITEM # E.3

For consideration with possible action to approve adding "all languages for translation" versus Spanish only for the American Rescue Plan Act (ARPA) 9-2-015 Translator request.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 9-2-015 ARPA Translator Request

Project Name	**Spanish/English Bilingual Specialist**			Does this project address majority disproportionately impacted communities (drop down menu)	Yes

Requester Celestine Jeffreys, Clerk

Senior Leadership Strategy (Pick at least one from drop down menu)	Equitable Community Development	Employee Recruitment and Engagement	Commitment to Service excellence (city services)		
Federal Categories (Pick at least one from the drop down menu)	Respond to Health Emergency	Revenue Replacement			
Request amount	**$79,411 annually ($100,000 for Spanish translation services granted by Council)**				
Project summary	In order to meet the demand for Spanish language interpretation, I'd like to hire a Spanish/English bilingual specialist, for the length of the grant, to translate the City's existing documents, add vital information to our website, and provide live Spanish interpretation to residents. The clerk's office, as the first stop for many residents, has experienced increasing demand for interpretation, especially around licenses. We also need to have our licensing documents in Spanish, online. Other departments such as DPW and Parks could use the services of an interpreter and a translator.				
Project Outcomes	The outcomes are to: have core documents, instructions and web pages in Spanish; provide live interpretation for residents.				
Possible other funding sources	None that I know of.				
Additional Notes	This person would need to demonstrate near-native abilities with the Spanish and English languages and be familiar with with the vocabulary and syntaxis of the most common variations of Spanish spoken by Green Bay's Spanish-speaking residents (Mexican Spanish, Puerto Rican Spanish and Central-American Spanish). This person would need to work highly collaboratively with departments to understand processes, procedures and policies, so that translation and interpretation are accurate.				

Report to the
Finance Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
June 18, 2024	

AGENDA ITEM # E.4

For consideration with possible action to approve staff recommended reallocation of American Rescue Plan Act (ARPA) grant Capital Improvement and Organizational Priorities for a total allocation of $10,000,000 and entering Memorandum of Understanding (MOU) for corresponding reallocations as needed.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. ARPA reallocations 6-14-24 Capital

	Current Allocations	Funds by Category	
Capital Improvement and Organizational Priorities	$ 10,000,000.00	$ 10,000,000.00	$ -
Economic Impact	$ 13,695,516.23	$ 13,695,516.23	$ -
Grant award	$ 23,695,516.23	$ 23,695,516.23	$ -

Capital Improvement and Organizational Priorities

Department	ID	Description	2022 Approved Allocation	Recommended Reallocation	2024 Revised Allocation
Administration	9-2-015	Translator	$100,000		$100,000
Administration	10-6-001	FY22 One Time Expense	$655,000	($47,037)	$607,963
Administration	1-6-303	FY23 CIP	$538,480	($41,557)	$496,923
Administration	6-6-201	4th floor Scanning	$80,000	($19,657)	$60,343
Administration	11-6-206	FY23 Replace Equip	$24,000	$487	$24,487
Administration	3-7-001	Administrative overhead	$500,000		$500,000
Administration	10-7-003	Annual ARPA Audits	$18,000		$18,000
CED	7-2-211	Urban Planning Position	$300,000		$300,000
CED	9-3-202	Comp Plan Update	$300,000		$300,000
DPW	***5-6-302***	***W. Side Sand Bunker***		***$126,422***	***$126,422***
DPW	***5-6-301***	***E. Side Salt Shed***		***$300,000***	***$300,000***
DPW	5-3-209	RRFB Streets	$300,000	$85,889	$385,889
DPW	2-6-001	Roads	$1,500,000		$1,500,000
Fire	6-1-204	Fire Station Site	$25,000		$25,000
Fire	6-1-205	Fire Station Land	$1,000,000		$1,000,000
Fire	11-6-204	Fire Mattresses	$20,000	($1)	$19,999
Fire	11-6-203	Fire Clothing	$43,400		$43,400
HR	1-4-004	FY22 COLA	$84,408		$84,408
HR	11-6-205	FY23 COLA	$390,000		$390,000
IT	***5-6-310***	***Technology Lifecyle***		***$65,000***	***$65,000***
IT	2-7-008	City Hall Cnf Rm Upgrades	$29,570	($5,830)	$23,740
IT	6-6-202	Cybersecurity	$210,000	($3,659)	$206,341
IT	1-6-301	Email Security	$40,000	$3,659	$43,659
IT	10-6-205	Upgrade Council Chambers	$125,000	$8,995	$133,995
IT	10-6-006	Replace Datacenter	$500,000		$500,000
Parks	***5-3-305***	***Park Solar Project***		***$48,000***	***$48,000***
Parks	11-6-207	FY23 Parks New Equip	$36,000	($36,000)	$0
Parks	11-6-208	FY23 Parks Repair	$13,900	($13,900)	$0
Parks	5-2-211	Historic Pavilion Reno	$1,298,061	$0	$1,298,061
Parks	5-2-210	Bay Beach Ride	$800,000		$800,000
PD	***4-1-303***	***Background software***		***$8,000***	***$8,000***
PD	***4-6-309***	***Police station roof***		***$20,000***	***$20,000***
PD	2-3-002	FY21 Body Cam	$307,316		$307,316
PD	11-6-202	FY23 Body Cam	$263,055		$263,055
Unallocated Reserve - Adminstration			$222,335	($222,335)	$0
			$9,501,189	**$276,476**	**$10,000,000**

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
June 18, 2024	

AGENDA ITEM # E.5

For consideration with possible action to approve staff recommended reallocation of American Rescue Plan Act (ARPA) grant Economic Impact for a total allocation of $13,695,519.23 and entering Memorandum of Understanding (MOU) for corresponding reallocations as needed.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. ARPA reallocations 6-14-24 Economic

Economic Impact

Department	ID	Description	2022 Approved Allocation	Recommended Reallocation	2024 Revised Allocation
CED	7-2-209	Flooded Home Grants	$250,000	($234,996)	$15,004
CED	6-2-212	Rotating Arts Grant	$50,000	$0	$50,000
CED	5-2-203	Great Being Home	$250,000	($120,000)	$130,000
CED	5-2-201	Home improvement loans	$500,000	($110,333)	$389,667
CED	5-2-202	Curb Appeal	$500,000	$250,000	$750,000
CED	2-2-006	Tourism Grants	$450,000	$416,631	$866,631
CED	7-5-218	Stormwater Grant	$920,000	($382,145)	$537,856
CED	2-2-003	City Façade	$1,300,000	$377,999	$1,677,999
CED	2-3-207	Gap Financing	$1,500,000		$1,500,000
CED	7-6-212	RDA Vacant Parcels	$1,000,000	$2,843	$1,002,843
CED	2-2-004	Microbusiness	$40,000		$40,000
CED	2-2-005	Farmers Market	$75,000		$75,000
CED	5-2-213	GBF Homeless Staff	$90,000		$90,000
CED	6-2-211	Art Grants	$150,000		$150,000
CED	7-2-215	Shipyard District	$25,000		$25,000
CED	7-2-219	Neighborhood Dev Staff	$60,000		$60,000
CED	9-2-214	GBCC Sm Bus Staff	$180,000		$180,000
CED	9-3-004	Nghbrhd Home Assoc.	$150,000		$150,000
CED	1-1-302	United Way Childcare	$100,000		$100,000
DPW	***5-1-303***	***Security Barricades***		***$400,000***	***$400,000***
DPW	7-5-204	Baird Cr-Burgundy Ct	$720,000		$720,000
DPW	5-5-001	E Seymour Park SW	$1,000,000		$1,000,000
DPW	7-2-202	Sidewalks	$550,000		$550,000
DPW	7-5-001	Rain Barrels	$60,000		$60,000
DPW	7-5-201	Nicolet Stormwater	$250,000		$250,000
Parks	12-6-201	Parks Projects	$1,000,000	($60,000)	$940,000
Parks	5-2-211	Historic Pavilion Reno	$151,939	$62,475	$214,414
Parks	6-2-203	Snow Guns	$500,000		$500,000
PD	***4-2-307***	***Recruit/ Retain***		***$150,000***	***$150,000***
PD	***4-1-301***	***Public Safety Initiatives***		***$436,848***	***$436,848***
PD	11-6-201	PD Overhire/recruit	$303,400	($303,400)	$0
PD	5-1-205	Police Fence	$148,100	($148,100)	$0
PD	9-1-001	Violence Reduction	$126,500	($126,500)	$0
PD	9-2-007	Nat Ballistic Database	$314,000	($125,642)	$188,358
PD	5-1-206	Police Community roof	$25,000	($7,500)	$17,500
PD	5-1-208	Speed Boards	$22,000	($1,013)	$20,987
PD	9-2-009	Lot Cop	$35,000	($699)	$34,301
PD	10-1-301	Mobile Response Team	$175,642	$0	$175,642
PD	9-1-008	Recruit/ Retain	$88,000	$53	$88,053
PD	9-2-006	Licence plate reader	$151,000	$8,413	$159,413
Unallocated Reserve - Administration			$761,411	($761,411)	$0
**new requests*		**TOTAL**	**$13,971,992**	**($276,476)**	**$13,695,516**

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
June 18, 2024	

AGENDA ITEM # E.6

For consideration with possible action the request from the Purchasing Department to contract natural gas before the current contract expires and report out after contract activation.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Finance Request Natural Gas Contract Preapproval 6-2024

100 North Jefferson Street, Green Bay, Wisconsin 54301-5026
greenbaywi.gov

Purchasing Department
100 North Jefferson Street · Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

TO: Finance Committee

Subject: Procurement of Natural Gas Contract

Date: 6-13-2024

Background: The City of Green Bay's Purchasing Department has been diligently monitoring the natural gas market in order to secure the most favorable pricing and terms for the city's energy needs. As part of our strategic procurement efforts, we have identified an opportunity to lock in a new natural gas contract starting in October 2024.

Proposal: We propose allowing the Procurement Manager to contract with our Contract Administrator, Tradition Energy, to secure a new Natural Gas Contract. This contract would commence in October 2024. Given that Natural Gas Futures pricing is subject to daily fluctuations, granting the Procurement Manager the authority to contract with Tradition Energy provides us with the flexibility to lock in pricing at the most advantageous rates between now and October 2024.

Previous Success: In 2022, the City of Green Bay successfully executed a similar strategy, enabling us to lock in the lowest available price for natural gas during that time period. This proactive approach to procurement has proven to be effective in mitigating costs and optimizing savings for the city.

Requested Motion: We request approval from the City Council to empower the Purchasing Department to contract natural gas before the current contract expires. The specifics of the contract, including price and term, will be reported at the subsequent Council Meeting following contract activation.

Conclusion: Securing a new natural gas contract through Tradition Energy will allow the City of Green Bay to continue benefiting from competitive pricing and favorable terms. By granting the Purchasing Department the authority to act proactively in the market, we aim to optimize cost savings and ensure efficient energy procurement for the city.

Please find attached the price report detailing competitive vendor pricing and contract durations for your reference.

Respectfully submitted,

Thomas J. Walenski

Thomas J. Walenski

Procurement Manager City of Green Bay

Customer Information			
Customer Name:	City of Green Bay	**Phone:**	920-448-3048
Contact:	Thomas Walenski	**Email:**	Thomas.Walenski@greenbaywi.gov
Address:	100 North Jefferson Street Green Bay, WI 54301		

Account Information			
Utility:	WPS	**Estimated Volume:**	46,581
Pricing Zone:	WI	**Current Rate:**	6.95000
Acct #'s/ESI #'s	28	**Current Est Budget:**	$ 323,737.95
Pricing Type:	New Request - Fixed Price		
Current Provider:	TERM	**Creation Date:**	June 13, 2024

Tradition Energy

Energy Advisor:	Michael English
Direct Line:	312-281-7483
Email:	Michael.English@TraditionEnergy.com

Supplier Fixed Price Comparison / Savings and Budget Analysis

Terms	12 months	24 months	36 months	48 months		
Start Date	Nov-24	Nov-24	Nov-24	Nov-24		
End Date	Nov-25	Nov-26	Nov-27	Nov-28		
DTH Usage	46,581	93,162	139,743	186,324		

TERM	5.1000	5.2500	5.3500	5.3800		
Proj. Annual Budget	$ 237,563.10	$ 244,550.25	$ 249,208.35	$ 250,605.78		
Est. Annual Savings	$ 86,174.85	$ 79,187.70	$ 74,529.60	$ 73,132.17		
Est. Term Savings	$ 86,174.85	$ 79,187.70	$ 74,529.60	$ 73,132.17		
Est. % Savings	26.6%	24.5%	23.0%	22.6%		

CREDIT: Pending SWING %: 0% PAY TERM: 25 Days

TERM	5.1500	5.3000	5.4000	5.4300		
Proj. Annual Budget	$ 239,892.15	$ 246,879.30	$ 251,537.40	$ 252,934.83		
Est. Annual Savings	$ 83,845.80	$ 76,858.65	$ 72,200.55	$ 70,803.12		
Est. Term Savings	$ 83,845.80	$ 153,717.30	$ 216,601.65	$ 212,409.36		
Est. % Savings	25.9%	23.7%	22.3%	21.9%		

CREDIT: Pending SWING %: 10% PAY TERM: 25 Days

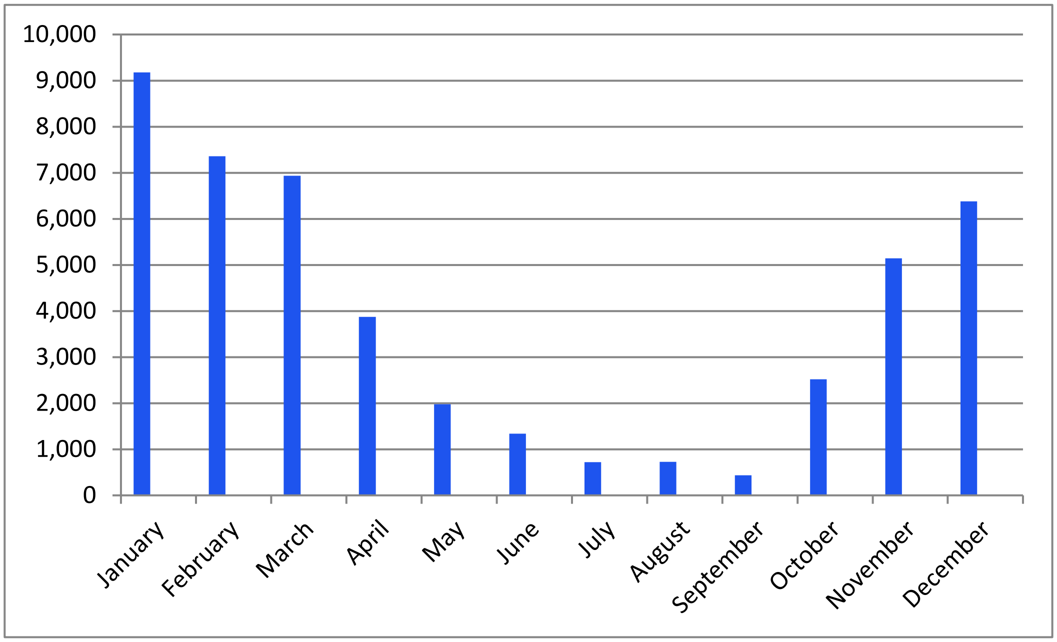
*Does Not Include Taxes

Customer Name City of Green Bay

Annual DTH 46,581

No. of Accounts 28

MONTH	TOTAL (DTH)
January	9,179
February	7,358
March	6,933
April	3,875
May	1,977
June	1,339
July	723
August	725
September	432
October	2,517
November	5,143
December	6,380
Total	**46,581**



Account Number	Service Address	City	State	Zip	Utility / TDSP	Annual DTH
0401430435-00024	3489 Humboldt Ave	Green Bay	WI	54311	Wisconsin Public Service (WPS)	373
0406166366-00002	330 S Jefferson S	Green Bay	WI	54301	Wisconsin Public Service (WPS)	766
0401430435-00020	2650 West Point	Green Bay	WI	54304	Wisconsin Public Service (WPS)	851
0405302051-00017	1880 East Shore D	Green Bay	WI	54301	Wisconsin Public Service (WPS)	892
0405302051-00018	1660A East Shore	Green Bay	WI	54302	Wisconsin Public Service (WPS)	742
0405190199-00003	1430A E Walnut St	Green Bay	WI	54301	Wisconsin Public Service (WPS)	203
0405373963-00016	1313 Bay Beach Rd	Green Bay	WI	54302	Wisconsin Public Service (WPS)	1,125
0401430435-00021	501 S Washington	Green Bay	WI	54301	Wisconsin Public Service (WPS)	818
0401430435-00018	929 University	Green Bay	WI	54302	Wisconsin Public Service (WPS)	778
0401277306-00151	919 Crocker St	Green Bay	WI	54301	Wisconsin Public Service (WPS)	988
0405421592-00012	901 University	Green Bay	WI	54302	Wisconsin Public Service (WPS)	9,758
0401430435-00017	885 Shawano Ave	Green Bay	WI	54303	Wisconsin Public Service (WPS)	966
0401277306-00148	830 Augusta St	Green Bay	WI	54303	Wisconsin Public Service (WPS)	770

0404469322-00029	519 Oneida St	Green Bay	WI	54303	Wisconsin Public Service (WPS)	5,555
0401277306-00150	481 Skyline Blv	Green Bay	WI	54302	Wisconsin Public Service (WPS)	119
0405254109-00004	333 Main St	Green Bay	WI	54301	Wisconsin Public Service (WPS)	0
0401303144-00013	315 S Baird St	Green Bay	WI	54301	Wisconsin Public Service (WPS)	257
0401303144-00012	307 S Adams St	Green Bay	WI	54301	Wisconsin Public Service (WPS)	2,002
0401430435-00019	2310 Finger Rd	Green Bay	WI	54302	Wisconsin Public Service (WPS)	805
0404469322-00030	1820 Mills St	Green Bay	WI	54302	Wisconsin Public Service (WPS)	2,813
0401430435-00022	1701 W Mason St	Green Bay	WI	54303	Wisconsin Public Service (WPS)	641
0401277306-00149	1474 Bond St	Green Bay	WI	54303	Wisconsin Public Service (WPS)	171
0405702671-00197	1424 Admiral Ct	Green Bay	WI	54303	Wisconsin Public Service (WPS)	6,338
0401430435-00023	130 N Henry St	Green Bay	WI	54302	Wisconsin Public Service (WPS)	426
0404469322-00031	1190 Lore Ln	Green Bay	WI	54303	Wisconsin Public Service (WPS)	2,835
0405190199-00013	1058 Reed St	Green Bay	WI	54303	Wisconsin Public Service (WPS)	958
0405190199-00014	1025 S Fisk St	Green Bay	WI	54304	Wisconsin Public Service (WPS)	1,565
0405357426-00059	100 N Jefferson	Green Bay	WI	54301	Wisconsin Public Service (WPS)	3,066

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
June 18, 2024	

AGENDA ITEM # E.7

For consideration with possible action to update the City of Green Bay's Procurement Manual to raise the Common Council approval level from $25,000 to $50,000 and corresponding changes.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. City of Green Bay Procurement Manual with highlighted edits 6-14-25

Titletown, USA

City of Green Bay

Purchasing Department

Procurement Manual

Revised: June 1, 2020

TABLE OF CONTENTS

1. Purchasing Department Mission

The mission of the Purchasing Department is to assist all City Departments in the effective and efficient procurement of goods and services that are consistent with quality and delivery needs at the lowest possible cost and overall best value for the City. The Purchasing Department provides leadership in procurement to ensure the City's process is fair, competitive, efficient, and conducted under strict ethical guidelines.

2. General Information

Fair and open competition is a core principle of public procurement and inspires public confidence that goods and services are procured equitably and economically. Documentation of the acts taken and effective monitoring mechanisms are important means of avoiding improprieties and establishing public confidence in the procurement process. It is the duty of all City staff to maintain the public trust by adhering to City standards of professional conduct and ethical behavior. All City personnel are responsible for maintaining the integrity of the procurement process and will be held accountable for actions taken that do not conform to the established procurement process.

3. Applicable Laws, Codes, and Ordinances

All City purchases shall be made in accordance with all Federal, State, and Local Laws, Codes and Ordinances. Purchasing authority is granted by section 66.0131 of the Wisconsin Statutes and by Section 1.76 of The City of Green Bay Code of Ordinances. Except where more restrictive by City Ordinance or defined in this manual, all procurement functions will follow the laws and guidelines set forth by the State of Wisconsin State Procurement Manual. The Procurement Manager along with designated senior staff have the authority to require more restrictive requirements over the State Procurement Manual should it be determined it is in the best interest of the City.

4. Roles and Responsibilities

The general roles and responsibilities regarding procurement are as follows:

- Procurement Manager
  - Provide oversight and leadership for procurement related policies and procedures.
  - Conduct formal competitive solicitations such as bids, proposals, quotes, etc.
  - Conduct negotiations for professional services.
  - Provide procurement information to City leadership when necessary.
  - Attend Committee or City Council meetings when necessary to discuss and advise on purchasing issues and the results of bids and proposals.
  - Delegate procurement authority to Departments when appropriate.
  - Approve sole source and single source purchases.
  - Approve requests to waive the competitive solicitation process when appropriate with written justification from Departments.
- Purchasing Staff
  - Provide procurement support to City staff.
  - Conduct formal competitive solicitations such as bids, proposals, quotes, etc.
  - Process requisitions, purchase orders, and P-Card statements via ERP system.
- Department Heads/Managers
  - Identify the needs of the Department, develop specifications, scope of work, etc.
  - Communicate Department needs to the Purchasing Department and plan appropriate procurement methods.

- Approve Department purchases for goods within budget authority.
- Approve Department purchases for goods and services for ~~$25,000~~ or [1] less within budget authority.
- Seek approval from and report purchases to the City Council when appropriate.
- Create written justifications for sole source/single source purchases or written requests to waive the competitive solicitation process for approval by the Procurement Manager.

- Department Staff
  - Identify the needs of the Department, develop specifications, scope of work, etc. Communicate those needs to the Purchasing Department.
  - Seek approval from Department Head/Manager when appropriate.
  - Review bids for compliance with specifications as needed.
  - Verify delivery of goods and services and if they meet the specifications and/or scope of work.

5. Purchasing Process Basics

The goal of all successful procurements is to get it right:

Right Goods or Services
Right Quantity
Right Time
Right Place
Right Price

The Process can be broken down into a few basic steps:

Step One - Identify the Need (Requesting Department):
This is the most critical step to a successful procurement. All needs must be identified including:

- Determine exact specifications and quantity for products.
- Right sizing for vehicles and equipment
- Does it need to be compatible with current equipment or software?
- Detailed scope of work for services.
- When the product or service is needed.
- Description of how products or services will be delivered and to where.
- Are installation, training, or future maintenance services required?
- Estimated cost and budget availability.
- Secure approvals to proceed with the purchase.

Step Two – Procurement (Requesting Department and Purchasing Department)

- Check surplus – does another Department have what is needed in surplus or the ability to provide the services?
- Work with the Purchasing Department to identify the correct procurement method – open market, cooperative purchases, quotes, bids, proposals, sole source, etc.
- Conduct the procurement, and if necessary use a competitive process.
- If necessary, work with the Purchasing Department and Law Department to negotiate and execute a contract agreement with the selected vendor.
- Place the order.

Summary of Comments on City of Green Bay Procurement Manual Updated 3-2024 New Spend Thresholds.pdf

Page: 4

Number: 1 Author: thomaswa Subject: Inserted Text Date: 3/20/2024 9:31:28 AM

$50.000 Reflect new Council Approval Limit

Step Three –Receiving goods or services (Requesting Department)

- Verify delivery/service dates and follow up if necessary.
- Inspect deliveries thoroughly and report any deficiencies in quality or quantity immediately.
- Receive on the purchase order (if applicable) in the ERP system.

Step Four – Payment Processing (Requesting Department/Purchasing Department/Finance Department)

- Verify that product or services have been received and are in good order.
- Match invoices with the original order and packing slips.
- Submit invoice for payment

6. Developing Specifications

Specifications establish the design, type of construction, quality, functional capability and performance level desired. Identify the need and the key factors to fulfill the need completely. Be specific, identify grade, type, or other industry standards that must be met. It is very difficult to disqualify a poor quality product if the specifications are vague or limited.

Specifications may include:

- Type of construction or materials.
  "Product shall be stainless steel" is typically not specific enough in most cases.
  "Product shall be 20 gauge 304 stainless steel" is a much better specification.
- Minimum level of performance required.
  "High capacity fan" is typically not specific enough in most cases.
  "Fan shall be 50 CFM (cubic feet per minute) minimum" is a much better specification.
- Physical characteristics, size, weight, color, shape, etc.
  "Lightweight design" is typically not specific enough in most cases.
  " Product weight shall not exceed 20 lbs." is a much better specification.
- Delivery and installation requirements. Is the City responsible for unloading the product from the vendor's truck? Does the product need to be unloaded by the vendor and set in a specific location? Is the vendor required to install the product?
- Quantity and packaging requirements. 1000 items loose in a box or 10 bundles of 100?
- Warranty requirements.
- Training requirements.
- This or equal quality. Identify a specific product (by manufacturer and part number) that meets all our needs and allow bidders to bid that product or an alternate product of equal quality.
- Scope of services. Include method of service delivery, onsite, online, phone, etc. Identify timeliness of service delivery, response time, lead time, time to complete project. Describe in detail what is required including outcomes desired.

7. Procurement Thresholds and Approval Levels

Procurement process thresholds:

- Purchases less than ~~$5,000~~ [1] may be purchased on the open market by Departments directly if the pricing is generally known to be fair. Quotes should be used when an appropriate price is unknown.
- Purchases of ~~$5,000-$24,999~~ [2] may be made only after using a competitive process determined by the Purchasing Department. Competitive processes include, but are not limited to, Simplified Bidding (See 8.1), Request for Bid (RFB), Request for Proposal (RFP), Request for Quote (RFQ), and Cooperative Purchase Contracts.

Page: 5

Number: 1 Author: thomaswa Subject: Inserted Text Date: 3/20/2024 8:43:44 AM

$10,000 This change was made in 2022. Document to reflect current threshold

Number: 2 Author: thomaswa Subject: Inserted Text Date: 3/20/2024 8:45:15 AM

$10,000 - 24,999 Change reflects 10k threshold.

- Purchases of $25,000 or greater may only be made after using a Sealed Competitive process as determined by the Purchasing Department. Sealed processes include Request for Bid (RFB) and Request for Proposal (RFP) (see sections 8.3 and 8.4).
- If a dollar value is unknown or additional information about a product or service is needed to form a bid or proposal packet, a Request for Information (RFI) will be issued to determine scope and estimated cost.

Approval Levels:

- All purchases of ~~$25,000~~ [1] and greater must be brought to the Common Council for approval.

8. Procurement with Special Funds

In the event that a procurement is needed when the purchase will be made utilizing specified funds such as, but not limited to, grants, loans, Federal or State funds, those procurements shall be done in accordance to the rules and regulations associated with those funds. At no time shall the procurement violate any rules or stipulations attached to the funds.

9. Procurement Methods

The following methods are approved competitive processes to be used in the procurement process. The Purchasing Department should be contacted to determine the best method for a particular procurement. The Procurement Manager shall have the final authority on the method of procurement to be used. Consultation with the law department will be done when necessary (as determined by the Procurement Manager) on final contract documents.

9.1 Simplified Bidding (State Procurement Manual PRO-C-8)

Simplified Bidding is a method of procurement used when the estimated cost of a transaction is ~~$5,000-$9,999.~~ [2] Simplified bidding takes place when three or more qualified suppliers are solicited to submit quotes on a procurement. However, "three or more" is a minimum. The definition of "three or more" bidders is not to be used to restrict competition or to prevent qualified bidders from quoting on procurements.

Procedure:

A. The Department first determines the estimated cost of the procurement. To establish whether the simplified bidding process is appropriate or if the Purchasing Department must facilitate the solicitation. The Department will use the estimated dollar amount applicable to the entire contract duration in determining if Simplified Bidding is appropriate.

B. When the estimated cost is less than ~~$5,000~~ [3] the Department may award to the vendor judged best able to supply ("best judgment"). In choosing a vendor, the following should be considered: location of delivery point, quality of articles to be supplied, price of articles, conformity with specifications, purpose for which articles are required, and date of delivery.

C. When the estimated cost is ~~$5,000 through $9,999~~ [4] the requesting Department solicits and compares, whenever possible, a minimum of three bids from qualified bidders from any of the current sources below:

1. Price lists,
2. Quotes on file, or
3. Written quotes.

E-mail quotes from vendors are considered written documentation of a bid. Phone and verbal quotes should be confirmed in writing by the vendor. The Department must have a procedure to check the

Page: 6

Number: 1 Author: thomaswa Subject: Inserted Text Date: 3/20/2024 8:46:46 AM
$50,000 Proposed new Council Approval amount - Reflects State of Wisconsin Procurement Approval Level.

Number: 2 Author: thomaswa Subject: Inserted Text Date: 3/20/2024 8:48:41 AM
$10,000 -24,999 Proposed new level of Simplified Bidding

Number: 3 Author: thomaswa Subject: Inserted Text Date: 3/20/2024 8:49:22 AM
$10,000 reflects new threshold

Number: 4 Author: thomaswa Subject: Inserted Text Date: 3/20/2024 8:50:10 AM
$10,000-24,999 Reflects new threshold

invoice against the purchase order/charged to assure proper pricing. The Department is responsible for ensuring that purchases do not exceed $9,999. If a Department feels it is in the best interest to use simplified bidding on purchases greater than $10,000 they should contact the Procurement Manager to discuss and justify this request.

D. Once all bids are obtained the Department shall review and select the lowest, qualified, responsible bidder to provide the goods and/or services. If a Purchase Order is to be issued all applicable quotes must be attached to the requisition submitted in the Enterprise Resource Planning (ERP) system by the requesting Department. If a P-card is used for the purchase, all quotes should be attached to the P-Card statement in which the purchase was made on. The Purchasing Department will conduct random audits of Simplified Bidding processes conducted by Departments. If it is found that a Department violates purchasing policies on a recurring basis, reeducation on the process may be required. In extreme circumstances purchasing authority delegation may be taken away from that Department.

E. If at any time you would like assistance from the Purchasing Department with this process and/or obtaining quotes please reach out to via email at purchasingag@greenbaywi.gov or by calling x3047.

Recordkeeping:

A. Documentation of all simplified bidding transactions is required.

1. When the cost is less than ~~$5,000,~~ [1]the Department shall keep documentation related to the purchase on file in the Department office.

2. When the estimated cost is over ~~$5,000,~~ [2]all quotes obtained should be attached to the P-Card transaction or the requisition submitted via the ERP system by the requesting Department. The Department must have a procedure in place to check the accuracy of the invoice.

9.2 Request for Quote (RFQ)

A Request for Quote is a competitive solicitation process in which Purchasing Department staff utilizes procurement resources to reach a broad pool of potential suppliers. Purchases of $10,000 up to $25,000 will generally, but not always, utilize this process. Purchases of $10,000 and greater require communication with the Purchasing Department. The RFQ process is meant to be an agile tool for competitive solicitation of quotes and depending upon complexity, will generally take about 1-3 weeks to complete.

Process:

- The Department shall identify the need, notify the Purchasing Department (via phone, email, or requisition), and develop detailed specifications. Purchasing can assist with the specification development if necessary.
- The Purchasing Department shall incorporate the specifications into a standard RFQ template and work with the Department to determine a schedule.
- The Purchasing Department shall conduct the RFQ process, advertise the solicitation, and open the quotes received.
- The Purchasing Department will assist Departments in reviewing quote responses and making recommendations for award. RFQs shall be awarded to the lowest responsive, responsible bidder that meets all the needs, terms, conditions and specifications.
- The Purchasing Department shall work with the Department in creating the final contract document (if necessary).

9.3 Request for Bid (RFB)

A Request for Bid is a formal solicitation that is conducted by the Purchasing Department for goods and services for $25,000 or more and that can be defined with clear specifications. The RFB process is a formal solicitation and depending upon complexity can take 3-4 weeks to complete.

Page: 7

Number: 1	Author: thomaswa	Subject: Inserted Text	Date: 3/20/2024 8:51:57 AM

$10,000 Reflects new threshold

Number: 2	Author: thomaswa	Subject: Inserted Text	Date: 3/20/2024 8:52:51 AM

$10,000 Reflects new threshold

Process:

- The Department shall identify the need, notify the Purchasing Department, and develop detailed specifications. Purchasing can assist with the specification development if necessary.
- The Purchasing Department shall incorporate the specifications into a standard bid template and work with the Department to schedule the bid.
- The Purchasing Department shall conduct the bid process, advertise, collect questions, work with the Department on answers/addenda, and open the bids.
- The Purchasing Department will assist Departments in reviewing bid responses and making recommendations for award. Bids shall be awarded to the lowest responsive, responsible bidder that meets all the needs, terms, conditions and specifications.
- The Purchasing Department shall assist the Department in creating the final contract document or purchase order.

9.4 Request for Proposal (RFP)

A Request for Proposal is a formal solicitation conducted by the Purchasing Department that is used for goods and/or services that are not able to be clearly defined, outcome requirements that have multiple methods to accomplish, or for projects for which the skill or quality of the Contractor needs to be weighed with the cost. RFP solicitations are weighted and scored by an evaluation team and awarded to the highest scoring proposer. RFP's are complex formal solicitations and the entire process including advertising, evaluation, and scoring can take 4-6 weeks.

Process:

- The Department shall identify the needs and notify Purchasing Department.
- Purchasing Department will work with the Department to develop proposal requirements and response requirements, a scoring matrix for each requirement and a format for submitting costs.
- Purchasing Department shall incorporate the requirements into a RFP template and work with the Department to schedule the RFP.
- Purchasing Department shall facilitate the RFP process, advertise, collect questions, work with the Department on answers/addenda, and collect the submittals.
- Purchasing Department will assist in negotiating contract price and terms with the awarded proposer.
- Purchasing Department will work with Corporation Counsel and the Department in creating the final contract document.
- Purchasing Department will report the results of the RFP process to the Department for the Department's discussion and action, if any.

9.5 Request for Information (RFI)

A Request for Information is a type of request used when information and pricing is not readily available for goods, professional services, specialized services or specific construction projects that require a higher degree of skill than usual. The Request for Information may be used to create a short list of vendors for either direct negotiation or bid requests.

9.6 Professional Services

Professional Services do not require a competitive process. Examples of professional services include but are not limited to Banking, Financial, Consulting, Legal Counsel, Medical, Architecture and Engineering, and Real Estate services. Just because a service can be labeled as a professional service does not mean bypassing the competitive process is the best approach. Please consult with the Purchasing Department if you have questions regarding obtaining professional services.

9.7 Cooperative Purchasing

The City may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of goods and services. Cooperative purchases shall be made in accordance with public procurement principles of open and equitable competition. The City may also purchase from any other government entity without the intervention of bids, Section 66.0131 (2) Wisconsin Statute.

Common cooperative purchasing contracts include:

- State of Wisconsin Cooperative Contracts
- ~~University of Wisconsin Cooperative Contracts~~ 1
- General Services Administration (GSA) Schedule 70 & 84

State of Wisconsin and UW contracts may be searched on VendorNet:
http://vendornet.state.wi.us/

GSA contracts may be searched at:
https://www.gsaadvantage.gov

9.8 Used Equipment Purchases

The purchase of used equipment from vendors when, in the discretion of that Department's respective head, the purchase of said used equipment will result in considerable savings to the City, shall be submitted to the Procurement Manager or Procurement Manager's designee for review and approval for waiving requirements of the competitive process. Respective Department head must provide written justification to Procurement Manager or Procurement Manager's designee for review and approval.

9.9 Sole Source/Single Source Purchasing

"Sole Source Purchasing" is a procurement process initiated with a specific vendor without competition who has a unique product or service. The product or service has to be truly unique in design or service method, not just a preferred brand or service provider. Purchases that are considered "sole source" must be approved by the Procurement Manager prior to purchase.

"Single Source Purchasing" is a procurement process initiated with a specific vendor without completion who has a product or service that is offered by other vendors, but the specific product/service offered by the vendor is desired (ex. purchasing a specific product that matches other already purchased products for parts and maintenance compatibility.) Purchases that are considered "single source" must be approved by the Procurement Manager prior to purchase.

The "No Substitute" form must be completed and submitted to the Procurement Manager for approval of these purchases.

10. Public and Legal Notices (State Procurement Manual PRO-C-6)

The following defines notice types and when they are required to be used:

1. "Legal Notice" means an advertisement of procurement in the Green Bay Press Gazette
2. "Public Notice" means a posting of a procurement to the official designated website. Posts to Wisconsin VendorNet will automatically create a public notice. Posting to the DemandStar website shall also be part of public notice.

Any Request for Bid or Request for Proposal where the estimated cost is to be more than $50,000 (greater than $5,000 for public construction projects) shall be advertised with both Legal and Public notices. Two (2) legal

Number: 1 Author: thomaswa Subject: Inserted Text Date: 3/20/2024 8:55:04 AM

National Purchasing Cooperatives

notice insertion into the ~~Green Bay Press Gazette~~ shall occur. All RFB's and RFP's, regardless of estimated value, shall be advertised publically on the DemandStar platform and the State of Wisconsin VendorNet site.

11. Information Technology (IT) Purchases

All requisitions and purchases for information technology (IT) equipment or software must have prior approval from the Director of IT. If a RFB or RFP is issued, the Director of IT shall provide input about the compatibility and other issues related to the software or equipment prior to an award being made. This is to ensure the compatibility of the requested equipment and software with existing systems and also ensure the new technology does not pose risks to cybersecurity of City systems. The Director of IT may waive the compatibility requirement.

12. Emergency Purchases

An "emergency situation" is a situation which:

1. Threatens the public health, safety, or welfare; and all of the following conditions exist: was unforeseen; calls for immediate action; and cannot be responded to using established procurement methods; or
2. Exists as the result of activation of the Emergency Operations Center or a State of Emergency being declared by the Mayor of the City of Green Bay or the Governor of the State of Wisconsin.

The existence of an emergency situation does not preclude the use of the competitive bidding process in its entirety. Department Heads and purchasing staff will obtain such competition as is practical under the emergency requirements of the situation.

If an emergency occurs, all purchases shall be made in accordance with section ESF 7 of the City of Green Bay Emergency Operations Plan.

13. Tied Bids

Tied bids exist when the total costs of two or more responses to a request for bid are identical. Cost totals can be carried out to two decimal points to break a tie. Tied bids do not apply to requests for proposals. If the final scores of two or more proposals are identical, the best and final offer process shall be used to break the tie.

If a tied bid occurs, award may be made to the bidder offering the best additional economic benefits to the City such as discounts for early payment, volume discounts, more advantageous contract term, etc.

If all economic benefits are equal, the Procurement Manager or designee and one witness may conduct and document one of the following processes to complete the award:

- If only two vendors are tied, flip a coin: Assign "heads" to the vendor whose company name is alphabetically first and "tails" to the other vendor. Flip the coin allowing the coin to come to rest on the floor. If "heads" is up, the vendor whose company name is alphabetically first wins. If "tails" is up, the other vendor wins.
- If more than two vendors are tied, draw lots: Assign similar sized pieces of paper for each tied vendor and conduct a blind draw to select one awarded vendor.

The process used and results shall be documented on the bid tabulation.

Number: 1 Author: thomaswa Subject: Inserted Text Date: 3/20/2024 9:27:38 AM

Official Newspaper of the City of Green Bay

14. Surplus

Departments with surplus items of value shall contact Purchasing Department to determine the best method of redistribution, sale or disposal. Purchasing staff will provide the proper paperwork for the Department to complete, if necessary. Methods of sale include, but are not limited to:

- Online Auction
- Direct Sales
- Trade-in (if requiring new equipment)

15. Waiver of Competitive Process

The Procurement Manager may waive the competitive process requirement, if multiple bids, quotations or proposals are not obtainable, for professional services not conducive to competition, or in cases of immediate need for goods and services due to unforeseen circumstances. The Procurement Manager will require written justification from Departments as to the circumstances requiring the waiver.

16. Appeals Process

Notices of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should identify Wisconsin Statutes or City of Green Bay ordinance provisions that are alleged to have been violated.

The written notice of protest must be filed with the Procurement Manager, Green Bay, WI, 100 North Jefferson St. Room 101, Green Bay, WI 54301, and received no later than 72 business hours after the intent to award notice is issued.

The Procurement Manager shall inform the Finance Director and conduct an investigation regarding each protest and may request information from Departments or the Law Department when necessary. The Procurement Manager may also create an evaluation team to review the merits of the protest, depending on the complexity of the project.

Report to the
Finance Committee of the City of Green Bay

MEETING DATE	PREPARED BY
June 18, 2024	

AGENDA ITEM # E.8

For consideration with possible action to bring back the contract with Security Pro Intel for Security Guard Services held on June 4, 2024 Finance Committee meeting to include a City Hall Security Plan.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. City Hall Security Plan Dec 2023
2. Finance Request Security Gaurd City Hall 6-4-2024

City Hall Security Plan **Dec 2023**

Contract security services

- Concierge-type service to greet people when they arrive and direct them to where they are going.
- Armed vs. unarmed.
- Sign in people visiting upper floors and call ahead.

Facility changes – will require one-time and some ongoing funds.

- Front desk modifications – access from hall rather than Clerk's Office.
- South doors locked for exit only. All building entry will be from north doors, either Jefferson Street or parking lot.
- Security cameras on all floors monitored from front desk; also in Shift Commander's office.
- Elevators and stairwell doors locked to allow exit only; key card access to upper floors.
- Service center on first floor for most common public functions (pet licenses, tax payments, parking citations, etc.)
- Consider prohibiting firearms in the building. Screening will require added security resources.

Safety planning for public meetings

- Emergency evacuation plan for Mayor/Council/City Staff, including training on this plan.
- Emergency evacuation plan for the public.
- Police presence for Council meetings.
- Guidance for Alders regarding concealed weapons.

Code of conduct

- Prohibited items.
- Conduct in City offices.
- Conduct in public meetings.
    - Script for presiding officer to warn of conduct violations, and to stop the meeting to resolve disruptions.
    - Policy for removal from the meeting.

Purchasing Department
100 North Jefferson Street • Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

5/23/2024

Finance Committee 6/4/2024.

Consideration and possible action to approve a Contract with Security Pro Intel. Inc. for Security Guard Services at the City of Green Bay City Hall.

This was an RFP Solicitation 2024-06 and Evaluators scored proposals and Security Pro Intel Inc. has the highest score (see bid summary). This was competitively bid (see bid summary). Estimated annual cost for this service is approximately $94,000.00.

Funding Source: Annual Operating Budget

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

CITY OF GREEN BAY BID SUMMARY
RFB# 2024-06 Security City Hall-On Site Personnel
ISSUED: 02/27/2024 DUE: 03/26/2024
CC: 99046, 90568
Scoring Criteria & Points

		Highest Score (Avg.)			---->			---->			---->		
Evaluation Team Total Possible Points		Security Pro Intel, Inc.			REDI Transport			Star Protection and Patrol			Tri-Bolt, LLC		
	Categories	Option #1			Option #2			Option #3			Option #2		
		EV1	EV2	EV3	EV1	EV2	EV3	EV1	EV2	EV3	EV1	EV2	EV3
25	Organizational Capabilites	20	25	25	22	20	25	20	20	5	15	20	5
20	Staff/Qualifications/Experience	15	17	15	18	20	20	10	15	5	10	15	5
25	Methodology & Implementation Plan	20	22	25	10	20	20	10	18	0	10	18	0
20	Illustrative Examples	19	20	20	15	15	20	10	15	5	5	12	0
10	Pricing & References	8	6	10	4	5	8	6	7	5	8	8	5
100	Vendor Score(s) (Total Possible Points = 100)	82	90	95	69	80	93	56	75	20	48	73	15
		44.50			40.33			25.17			22.67		

Recommendation: Award to Security Pro Intel, Inc. (Option #1) as the highest scoring vendor that provided the best overall solution and value to the City of Green Bay.

Purchasing Department
100 North Jefferson Street • Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

5/23/2024

RE: Notice of Intent to Award
RFB # 2024-06 Security City Hall – On Site Personnel

Dear Sir/Madam:

The evaluation of proposals received for this RFB has been completed and the following is recommended for award:

The City of Green Bay Police Department is recommending awarding the Security City Hall – On Site Personnel to Security Pro Intel, Inc.

The recommended award will be brought for approval before the next Finance Committee meeting scheduled for June 4, 2024 at 4:30pm.

The meeting is open to the public and attendance is not required. As the room and time may change, please confirm the date, time, and location if you plan to attend.

Please see the summary of bids received for this project.

Thank you for your continued interest in doing business with the city of Green Bay. If you have any questions, or require additional information, please feel free to contact me at 920-448-3049.

Sincerely,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

Attachment

BID PROPOSAL

FOR CITY OF GREEN BAY

RFB #2024-06 – CITY HALL SECURITY

Due Date: Tuesday, March 26, 2024; 2:00 PM CST

Prepared by Juan Antonio Reyes
For Security Pro Intel, Inc.
7150 Windsor Lake Parkway
Suite 102
Loves Park, IL 61111
Email: jreyes@securityprointel.com and
contracts@securityprointel.com
Website: www.securityprointel.com

SECURITY PRO INTEL, INC.

7120 Windsor Lake Parkway
Suite 102 | Loves Park, IL | 61111
Office: (815) 637-6950 | Fax: (815) 637-6955
Toll Free: (888) 206-3307
www.securityprointel.com

March 25, 2024

ATTN: Thomas J Walenski
City of Green Bay Purchasing Department
100 North Jefferson Street- Room 101
Green Bay, WI 54301

RE: RFB #2024-06 – City Hall Security

Dear Mr. Walenski:

Please consider this our letter of interest in providing security services for the Green Bay City Hall.

We understand that the City of Green Bay is seeking qualified experienced security professionals with a focus on safety, reliability, courtesy, knowledge, and efficiency. Security Pro Intel, Inc. (SPI) specializes in providing armed security officers who will provide the best services and continue to utilize resources to implement efficiencies for a best-in-class security program. We are proud of our longstanding presence and are confident that we can outline our valued approach and capabilities in this proposal.

Over the past several years, we have seen increased spending on security services both in the government and private sectors with the perception of security slowly changing from incident response to a driving force of the operational management plan. To provide our customers with the best service, SPI understands the importance of developing a strong team through continuous training programs, adapting quickly to change, and applying effective methods of security management to provide a quality product.

SPI is a private security company, headquartered in Loves Park, Illinois, that was founded in 2003 by President Juan Reyes. Mr. Reyes is a Desert Storm Marine Corp Veteran, has over 15 years of experience in local law enforcement and holds a bachelor's degree in criminal justice. He took advantage of a wide variety of training opportunities as a police officer including 911 Critical Management Training, Homeland Security Training, Narcotics Detections, and OSHA trained and certified.

As Juan was getting ready to retire from the police force, he had seen the need to have better trained security officers to better serve communities around the area. He took the chance in founding SPI and now it is a million-dollar operation. His role as founder has contributed to his goal of building a quality security team that all could be proud of. Our operations have expanded into Wisconsin over the past five years with an office based out of Beloit, WI. Our company is currently also expanding our operations into the State of Indiana.

Juan turned over the CEO position to his son, J. Antonio Reyes in 2019. J. Antonio Reyes is responsible for the day-to-day operations and scheduling of our officers. Additionally, J. Antonio Reyes is currently serving in the U.S. Navy and has nine (9) years of experience in counterterrorism, counterintelligence, data science, and data analytics. This experience is displayed in our modus operandi and provides a multifaceted approach to our security operations and training.

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In this proposal we will address all the requirements listed in the RFB and we believe we have the experience and resources to provide the City of Green Bay with the security services required. SPI holds a current State of Illinois license, as well as all other appropriate Federal, State and Local licenses, and is properly insured.

We appreciate the opportunity to submit this proposal to the City of Green Bay and look forward to working with you during the evaluation process.

Sincerely,

Juan Reyes
President
Email: president@securityprointel.com

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TABLE OF CONTENTS

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SPI WORK EXPERIENCE & CAPABILITIES

Security Pro Intel, Inc. (SPI) has been serving the Midwest since 2003. As a veteran-owned business, we provide considerable experience in security risk management services and solutions. We pride ourselves on being one of the best in the field with our standards resolutely high and with the belief in providing the best possible service regardless of the situation.

Over the past five years, we have seen increased spending on security services both in the government and private sectors with the perception of security slowly changing from incident response to a driving force of the operational management plan. To provide our customers with the best service, SPI understands the importance of developing a strong team through continuous training programs, adapting quickly to change, and applying effective methods of security management to provide a quality product.

The company prides itself and tries to lead by example as stated in the company's mission statement.

SPI's mission statement:

"Our mission is to provide exemplary service by adhering to the highest level of professionalism, honor, integrity, and protection for our client's properties, patrons, and staff; and to continually strive to enhance their well-being by maintaining a safe and secure environment to our communities in which we proudly serve."

SPI is a private security company, headquartered in Loves Park, Illinois, that was founded in 2003 by President Juan Reyes. Mr. Reyes is a Desert Storm Marine Corp Veteran, has over 15 years of experience in local law enforcement and holds a bachelor's degree in criminal justice. He took advantage of a wide variety of training opportunities as a police officer including 911 Critical Management Training, Homeland Security Training, Narcotics Detections, and OSHA trained and certified.

As Juan was getting ready to retire from the police force, he had seen the need to have better trained security officers to better serve communities around the area. He took the chance in founding SPI and now it is a million-dollar operation. His role as founder has contributed to his goal of building a quality security team that all could be proud of. Our operations have expanded into Wisconsin over the past five years with an office based out of Beloit, WI. Our company is currently also expanding our operations into the State of Indiana.

Juan turned over the CEO position to his son, J. Antonio Reyes in 2019. J. Antonio Reyes is responsible for the day-to-day operations and scheduling of our officers. Additionally, J. Antonio Reyes is currently serving in the U.S. Navy and has nine (9) years of experience in counterterrorism, counterintelligence, data science, and data analytics. This experience is displayed in our modus operandi and provides a multifaceted approach to our security operations and training.

SPI has a Lieutenant position for each state where security services are provided. William Giamarese is the person responsible for the State of Wisconsin. He has been with the company since 2020. He has over 10 years of experience in the security field. He has supervisors at each of our sites in Wisconsin that report directly to him.

SPI employs 50 - 60 full-time and part-time employees, including former and current police officers, military, and qualified individuals.

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Security Pro Intel, Inc. (SPI) provides a range of services including uniformed armed or unarmed officers, executive protection, event security, mobile patrolling, to background screening services and investigations, consulting as well as training for officers and your staff. It's not just the quality of our service that sets us apart, but it's our style – we ensure all our security officers are well-presented, courteous, articulate, and punctual.

Along with being one of the top security firms, Security Pro Intel, Inc. is also recognized as follows:

- An equal opportunity employer
- A veteran-owned business
- A minority-owned small business in Illinois and currently working to finalize our certifications in Wisconsin and Indiana.

SPI officers hold the proper certification requirements as set forth by the State of Illinois and Wisconsin and attend regular training to stay current with guidelines. Our officers are highly trained professionals and able to meet the requirements of each specific client. The next page provides a breakdown of services offered by our company.

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SECURITY PRO INTEL, INC.

SPI provides a variety of security services to meet all our customer needs. Our staff is highly experienced and professionally trained with many providing extensive law enforcement and/or military backgrounds. Below you will find the security services provided by our company.

PROTECTION	
Armed Guard Services	Commercial Safety
Unarmed Guard Services	Construction Sites
Executive Protection	Mall/Retail Security
Transport Services	Patient/Prisoner Watch
Extradition Services	School Districts
Airport Security Services	K-9 Dog Services
Armored Car Services	Bike / Mount Patrol
Alarm Response Services	Traffic Control
Bodyguard Services	Event Security
Residential Patrol	Crowd Management
University Campus	Parking Enforcement
24-Hour Dispatch	First Responder Services

RISK ASSESSMENT
Security Site Evaluation & Surveillance Equipment Inspection
Security Policy & Procedures Review
Security Manual Review / Preparation
Management & Employee Safety Training
Security Consulting

TRAINING
Basic Initial Security Officer Training
Arrest Techniques & Restraint Devices
Firearms Training
Conceal & Carry Weapon Training (CCW) for Illinois & Utah
First Aid Training (American Red Cross – ARC/AED/CPR/First Aid Training)

INVESTIGATION & SURVEILLANCE
Surveillance
Loss Prevention
Attorney Services (Process Servers)
Private Detective Services
Employment Background Investigations
Insurance Fraud Investigations
Domestic & Family Investigations

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SPI RECRUITMENT PROCESS AND TRAINING OVERVIEW

Security Pro Intel strives to maintain an exceptional workforce and hire individuals who can perform their duties under stressful situations, demonstrate leadership skills, are adaptable to change, and have excellent communication skills. Many of our officers have military training, and/or experience in law enforcement and security. To provide the best security team for our clients, there are standards set by SPI and the States of Wisconsin and Illinois. These include the following:

- All SPI officers are either licensed by the Illinois Department of Financial and Professional Regulation (IDFPR), the Wisconsin Department of Safety and Professional Services (DSPS) or hold licenses for both states.
- All armed officers shall have completed a firearm-training course and will undergo annual certification and are required to have a license.
- All employees must be at least 18 years of age, a United States Citizen or must be eligible to work in the United States and must be of good moral character. For armed officers, all employees must be at least 21 years of age.
- Employees must be physically able to perform all duties required as a security officer; must have no disabilities that would prevent performance of duty.
- Employees must have reliable transportation with a valid driver's license and be available to work as needed by SPI.
- Employees must be able to read, write, and speak English fluently, although several of our officers are bilingual. Security officers are expected to be able to fill out a variety of reports while they are on duty.
- Employees must have at least a high school diploma (or equivalent) to be considered for a position, though we do encourage employees to continue their education beyond high school.
- Employees must be able to pass a state and federal background check, as required for licensing and by our clients. Employees must be willing to submit to additional background investigations as needed.
- No security officer or supervisor can be hired if convicted of a felony. A person living with a mental illness would not be eligible to be hired as a security officer or supervisor.

Background Checks. Please note that in addition to filling out an employment application, all security officers must pass an employment background screening process that includes:

- Social security number trace
- State and federal criminal records check
- E-Verify
- Terrorist name check

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- Drug screening checks
- Former employer checks
- Personal reference checks

SPI will also adhere to the requirements for all security personnel at the City Hall of Green Bay as outlined in Sec. 111.31 et seq. Wisconsin Stats where no employee will have the following:

  - no conviction record for a Class A misdemeanor or felony
  - Class B or C misdemeanor if misdemeanor occurred within the last 3 years (excluding traffic crimes except those listed in paragraph d. below)
  - Second-offense or higher violations of the following: Operating under the influence of an intoxicant or other drug, operating with a detectable amount of controlled substance, operating with a prohibited alcohol concentration, or any other violation under Wis. Stat. sec. 346.63 that is charged as a misdemeanor or felony.

Before allowing any employee or agent to perform security services at the City Hall of Green Bay, SPI would furnish our client with copies of all such investigation materials and documents including a copy of employee's resume and driver's license record under this agreement.

Armed Officers. SPI, as contractor if chosen, shall only assign armed security personnel under this Agreement, if:

- the company holds all permits required for the security agency by the Wisconsin Department of Safety and Professional Services (DSPS) to employ and utilize armed private security personnel.
- all employees assigned as armed security personnel at City Hall of Green Bay under this agreement have been issued and continue to hold valid, current permits, and certifications required by the Wisconsin DSPS to carry a firearm and go armed as a private security person, including but not limited to a certification of proficiency to carry a firearm (a Wisconsin Concealed Carry license alone is not considered adequate under this Agreement); and
- all armed employees must follow all rules established by the Wisconsin DSPS for performing armed private security guard work and all other applicable laws and regulations and hold any other permits that may be required by law.

Firearms and Other Weapons. SPI, under this RFB, agrees to operate in compliance with Wisconsin Administrative Code Chapter SPS 34, and all other applicable regulations, at all times while performing work under this Agreement. SPI's officers may carry any other type of lawful weapon only if approved by SPI and the Green Bay Police Department, and in compliance with all laws applicable to such weapons.

Recruitment Process and Standards for Security Supervisory Staff
The recruiting process for our security supervisory staff includes everything outlined in the previous section for our security officers. In addition to the baseline criteria, we consider the following criteria:

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- Security experience with SPI or a previous employer
- Past supervisory experience with SPI or a previous employer
- Military or law enforcement experience
- Completed training certifications with SPI and outside the firm.

As per the RFB regarding officer supervision, SPI shall supervise the security personnel provided under the contract and shall be solely responsible for their performance. SPI security officer(s) conform to the highest standards of protection service. Further, SPI agrees to remove from service any of our officer(s) upon request of the City Hall of Green Bay. Without limiting SPI responsibility, SPI officer(s) shall conform to the rules and regulations at the properties in accordance with written instructions from the officials at the City Hall of Green Bay.

SPI TRAINING PROGRAM FOR SECURITY OFFICERS

Training is a very important part of what makes SPI stand out from other security companies. All officers go through SPI's training program which consists of level training, site-specific training, client-requested additional training, continuing education, and elective training courses. All courses meet or exceed the requirements by the Wisconsin DSPS as well as for the Illinois DFPR.

To provide a specialized training program (or on-site training program), we take extra care to thoroughly document a training plan for our officers plus provide surprise visits on-site to make sure they are providing security services accordingly. Assessment sheets are created by the Director of Operations to measure each security officer and their performance. If an officer still shows areas of improvement, then we use the assessment sheets as a guide to ensure all proper security protocol is followed.

As stated previously, all officers are required to be back in the classroom every 6 months to keep up on their techniques and knowledge (including on-site training materials if it pertains to the security officer) as well as the latest techniques in the security industry.

To ensure compliance with the state and federal mandated requirements, officer training is tracked three ways: SPI's electronic personnel database, SPI's individual employee compliance file and Individual Training Records maintained by the instructor(s). Most of the training is led by Juan Reyes. Depending on the training required, Juan will also bring in other certified instructors to train officers.

SPI's primary training is its Security Level Training. The curriculum is broken down into three levels. Each officer is provided continued training in their current level until each officer shows proficient skills to progress to the next level.

LEVEL I TRAINING

LEVEL I Training consists of a mandated 20-hour training course. This training course includes Introduction to Security, Patrolling 1 & 2, Report Writing, Basic Laws of Arrest, Post Orientation, Uniform & Equipment, and Customer Service. In addition to the state mandates, SPI requires all employees to be trained in Crisis Prevention Intervention (CPI), National Incident Management System (NIMS), CPR, First Aid, and AED Usage.

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LEVEL II TRAINING

LEVEL II Training involves officers receiving the same training as Level I officers and receiving additional tactical training. Level II officers go through the Monadnock Training Program (handcuffing, proper searching, baton, defensive tactics, pressure points, holds & take-downs, etc.).

Officers also go through Advanced Report Writing, Oleoresin Capsicum ("OC" or pepper spray) Techniques, Verbal Judo and X26 TASER Training.

LEVEL III TRAINING

LEVEL III Training includes the completion of Level I and Level II training. The supervisory team collectively decides which officers have proven themselves to be exemplary employees and offer the opportunity to go through Level III training. Level III training involves the IDFPR mandated 40-hour Firearms Training course or the Wisconsin 36-hour firearms training course for new firearms permits as described in Wis. Admin. Code SPS § 34.03(1). The training must be provided by a firearms proficiency certifier approved by the Department.

For Wisconsin, applicants who wish to apply equivalent training under SPS 34.03(2) must submit evidence they were authorized by another licensing jurisdiction or governmental agency to carry a firearm while on duty as a police officer, a security guard, or a private detective in the five years immediately before applying to the department for a firearms permit.

Additional advanced tactical training in such areas as Weapons Retention & Rapid Deployment is also given to all officers in this level.

SITE-SPECIFIC TRAINING

Site-Specific training goes above and beyond the level training. This training involves:

- reviewing of security officer requirements as specified by this proposal and the security plan developed with our clients including training paid for by SPI.
- scheduling, staffing requirements, and education on each employee's responsibilities for specific locations, and static posts for security officers and supervisors.
- site orientation and walk through conducted by Juan and the Director of Operations.

SPI understands the City of Green Bay requirements prior to the assignment to the properties and on a regular basis to train its officers on the following topics:

- Legal restrictions/responsibility/authority
- Communications procedures/radio and telephone
- Patrol procedures
- Report writing

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- Safety vulnerabilities and principles
- Public relations; and
- Tactical awareness and threat assessment.

SPI also understands that officer(s) and employees must demonstrate satisfactory knowledge of Wisconsin law as it pertains to private security, arrest, search, and seizure. SPI must certify this training of Wisconsin law has taken place prior to the assignment of personnel, and re-certify each officer annually, after their initial assignment to City Hall.

USE OF TRAINEES

SPI understands the company may assign a new employee, designated as a "Trainee," if the trainee has been issued a temporary private security permit under Wis. Stat. sec. 440.25(5r). SPI also understands:

- all trainees will go through the training process as set forth by our own company standards and as set forth by our clients.
- and agrees that during such time all trainees shall obtain all required permit(s) and shall not work as the primary guard on any property without prior approval from our clients.
- trainees will not work on site unless they have all the required permits and have been approved to work the site from our clients.
- trainees whose permit has been denied shall not be able to work on site.
- copies of all required private security or private detective permits and certificates of proficiency to carry a firearm (if applicable) shall be provided to the client upon request and shall be posted in the respective office(s) where the employee works if an office is provided under this agreement.

ADDITIONAL TRAINING

Additional training can be requested by the client for our security officers. SPI works closely with each client to ensure all members of the security team are trained. For example, one of our clients requires SPI officers to undergo OSHA and DEA Compliance Training prior to work at their location. We also understand the requirements as set forth in this RFB that all officers will comply with the required training as set forth by the Green Bay Police Department.

CONTINUING EDUCATION

Continuing education is required of SPI officers at least every 6 months. SPI will also adhere to any additional training policies set forth by our clients.

Not only do we provide and educate our officers with new and updated information in the related security field, often as part of the continuing education, "seasoned" level II and level III officers will assist with Level I and Level II Training Classes.

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ELECTIVE TRAINING COURSES

Elective training courses are offered in addition to SPI's basic and continuing training curriculum. SPI officers can participate in a wide variety of elective training courses. This can include everything from Terrorist Patrol to Bomb Threat Training & Management.

SPI TRAINING PROGRAM FOR SECURITY SUPERVISORY STAFF

The supervisory staff participates in the same training as all security officers plus they have additional classroom training specific for supervisors. They are trained on-site by the Director of Operations. The training staff takes time to work with each member of the supervisory staff for each site to ensure they are following proper protocols and post orders.

Supervisory staff members will report directly to the Director of Operations and the President daily. Surprise on-site visits will also be part of the training program to ensure supervisors are taking a leadership role to manage the security staff, communication is being properly managed with our client, and site responsibilities are being accomplished.

Feedback from our clients is always encouraged. This helps us to ensure the supervisory and security staff are providing the best service.

UNIFORMS

Officer(s) shall be completely outfitted with client-approved uniforms, identification, and other equipment as needed and deemed acceptable by the City Hall of Green Bay. SPI officer(s) are always in uniform while on duty.

EQUIPMENT

Phones. SPI will supply a cell phone or similar mobile device if requested by our client and each phone is equipped with the SilverTrac Guard Management app, an application that tracks the officer during their shift and produce daily automated reports showing everything done while on duty. The phones shall also be programmed with the phone numbers to contact any staff members and the Green Bay Police Department and Fire Departments.

Other Equipment. SPI will supply all other necessary equipment. Officer(s) will use equipment and/or supplies owned by our client or its affiliates only with the express permission of the client.

Patrol Vehicles. SPI will provide and maintain all vehicles needed to transport officer(s) between the various properties.

Keys. Our client may provide the SPI officer(s) with access to key(s) to the property, but SPI officer(s) will not be provided a "master" key or any keys to the resident units, or access to such keys. SPI will comply with procedures established by the client for access to keys, including a procedure to return keys to a secure location on site at the end of each shift using a method to be agreed upon with each Site Manager and shall also comply with any requirements for keys in this RFB.

SPI officer(s) will immediately report to the supervisor and the client if any keys are lost, stolen, or missing. SPI officer(s) will ensure all keys are properly stored at the end of each shift and/or expiration of this contract. SPI understands that we would be responsible for all costs associated with lost or stolen keys, including the cost of re-keying a building or buildings.

SPI would indemnify, defend, and hold harmless the City of Green Bay and the City Hall of Green Bay and their officers, officials, agents and employees from all claims, expenses, losses, damages, and attorney's fees, including third party claims, resulting from, or arising out of SPI or SPI employees, agents or subcontractor's loss, mishandling, use or access to such keys. The parties intend the preceding sentence to be read together with section 12.a. to provide the maximum protection and benefit to the client. This paragraph shall survive the termination or expiration of this Agreement.

PERMITS AND LICENSING

SPI officer(s) perform all security work in a thorough and professional manner in accordance with the accepted methods and practices and are always in strict compliance with all federal, state, and local ordinances, laws, and regulations. SPI will obtain and pay for all necessary permits, training, approvals, and acceptances required by law.

ALCOHOL AND DRUG CONSUMPTION

SPI officer(s) shall not consume alcoholic beverages eight (8) hours prior to reporting for duty nor on the job at any time. SPI officer(s) shall not consume illegally controlled substances at any time prior to or while on the job. SPI officer(s) must always conduct themselves in a professional manner while on the job.

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SPI UNIFORM POLICY

Professionalism is something that SPI, as a company, prides itself on. Part of being a professional security officer is to look the part, which is why SPI employees are required to have Class A uniforms. Due to the public nature of a security officer's duties and the business necessity of uniformed personnel presenting an image of professionalism and authority, a code relative to an officer's appearance in uniform is hereby prescribed. All officers are expected to come dressed appropriately for their job. They should arrive on the site in the designated uniform, with their company badge, and be ready to start their shift.

To ensure all officers are properly attired in their uniforms, supervisors will conduct random officer inspections. Inspection will include uniform, appearance, and personal hygiene. These inspections will remain in the employee personnel file, for the duration of their employment.

Each uniform option is discussed with each client and the client makes the final decision on what is worn for duty.

A. Level I, II, & III Uniform Requirements

Level I and II Officers are required to wear duty belts which contain only equipment that the officer has been trained on. For example, an officer that has not been trained and certified on a taser should not be carrying a taser or a stun gun on his or her duty belt. Level III Officers carry a firearm and a holster along with their certified level I and level II equipment plus they are required to wear an outer vest.

B. Class A Uniform

Class A Uniform is the standard uniform for SPI Officers. Class A Uniforms consist of a long- or short-sleeved black shirt with the appropriate SPI patches, matching black uniform pants, company ID, SPI cap, black socks, a black undershirt, and black shoes (no tennis shoes).

C. Professional Business Dress Uniform

We have clients that prefer for our officers to not be wearing our standard company uniform. One popular option with clients is for our officers to wear business slacks, with black shoes, a white button down shirt and a nice sports jacket with our security emblem on the coat and visible.

D. Personal Hygiene

All officers are required to maintain a good level of personal hygiene at all times. Excessive perfume or cologne is not acceptable.

The hair length of male officers is not to extend beyond the top of the collar on a button-front dress shirt. Facial hair is limited to a neat and trimmed mustache or beard.

Female officers who have hair longer than ½ inch over a collar on a button-front dress shirt must have their hair pulled back into a ponytail or a bun.

E. Jewelry

Officers may wear rings and/or non-dangling earrings. If an officer has facial piercings, he or she is expected to wear an invisible spacer while on duty. For the safety of the officer, it is recommended that officers do not wear any kind of jewelry while on duty. All officers wear jewelry at their own risk.

If worn, eyeglasses and sunglasses must be in keeping with the uniform. Exaggerated size or shapes, mirrored lenses, or neon-colored frames, for example, are not considered acceptable.

Class A uniforms are the standard uniform for SPI officers. Class A uniforms consist of the company ID, SPI cap, a long- or short-sleeved black shirt with the appropriate SPI patches, a black undershirt (if applicable), matching black uniform pants, black socks, and black shoes (no tennis shoes). Please see below for examples of approved uniform components.

These shirts must have the SPI badge emblem (see photo 1 below) sewn on the front left side of the shirt above the pocket and SPI logo emblems (see photo 2 below) – on the shoulder of each shirt sleeve. All shirts are to be free of stains and tears. It also must be pressed and clean without wrinkles.

Photo 1

Photo 2

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Acceptable black uniform pants include BDUs or cargo pants. See below. The bottom of each pantleg should just touch the top of the shoe causing a slight break in the leg crease.

The SPI cap, black socks, a black undershirt (if applicable), and black shoes (no tennis shoes) complete the look of the Class A uniform. See below. The ball cap (if worn) is to be worn squarely and firmly on the head.

If SPI stock is not available at the time of hire, the employee will be given instructions for appropriate uniform ordering. All orders for uniforms will have to be approved by the President of SPI.

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The President of SPI has approved alternatives for the summer uniform. Officers may wear shorts that are one (1) inch above the knee, SPI Cap, short-sleeve button down shirt, a black polo shirt (only if approved by the site being worked), short black socks, and black shoes (no tennis shoes). See below.



SPI has a business formal uniform that is requested by our clients. It includes a black blazer, black pants, white button-down shirt, black socks, black shoes, and black tie (black tie may or may not be worn). It is the discretion of the client. This uniform must be cleaned and pressed at all times.



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UNIFORM LEVEL REQUIREMENTS

As stated, Class A Uniforms are the standard uniform for SPI Officers. Class A Uniforms consist of company ID, SPI cap, a long- or short-sleeved black shirt with the appropriate SPI patches, black undershirt (if wearing one), matching black uniform pants, , black socks, and black shoes (no tennis shoes).

Level I, II, & III Uniform Requirements

Level I, II, and III officers are required to wear equipment that the officer has been trained on along with the standard Class A Uniform. Listed below is the equipment required for each level of officer.

Level 1	Level 2	Level 3
SPI company ID	SPI Company ID	SPI Company ID
Duty Belt	Duty Belt	Bullet Proof Vest
Inner Belt	Inner Belt	Outer/Inner Carrier
Belt Keepers	Belt Keepers	Duty Belt
Handcuffs and case	OC Spray and Holder	Inner Belt/Belt Keepers
OC Spray and Holder	21" or 26" ASP Baton and Holder	Firearm **(Certified by SPI)** and Holster
Med Pack	Handcuffs and Case	OC Spray and Holder
Vest	Med Pack	21" or 26" ASP Baton and Holder
	Vest	Handcuffs and Case
	If certified: Taser and Holder	Med Pack
		If certified: Taser and Holder

Photo below – uniformed officer with Gig Line (see red arrow in photo).

Gig line is a military term that refers to **the alignment of the seam of the uniform shirt, belt buckle, and uniform trouser fly-seam**. To be properly dressed, these three should align to form a straight line down the front of a person's body.

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SCOPE OF WORK FOR SECURITY OFFICER SERVICES

Security Pro Intel (SPI) understands the security service requirements as set forth in the RFB. SPI understands the company will provide the personnel and equipment needed for the City Hall in Green Bay.

The specific duties of the SPI security officer(s) assigned to this contract will include but are not limited to:

SCHEDULE | OFFICER SELECTION

- Provide one officer on shift from Monday through Friday during City Hall hours. The officer is active and certified and in good standing with the State of Wisconsin as either a law enforcement officer (retired or active) or an experienced security officer.

- SPI will submit each candidate's drug screening results and background checks to be reviewed by the City of Green Bay for satisfactory completion. The approval of a candidate is required by the City of Green Bay or else the candidate will not be allowed to provide security services. SPI also understands the costs for the drug screening and background checks will be covered by the company and all information must be sent over to the City of Green Bay Human Resources Department no later than 14 calendar days prior to contract commencement date and prior to new officers starting once the contract has been awarded.

- SPI will provide a letter to the City of Green Bay Human Resources detailing each of the licensed officers that will be working for review and approval. The City of Green Bay reserves the right to remove a candidate employee immediately for any conduct determined to be detrimental to the City of Green Bay.

- SPI will provide each officer with uniforms, flashlights, batteries, chargers, smart phones, a firearm with holster, spare magazine, and magazine pouch. The preferred uniform will be a "soft" uniform consisting of a sport coat with the company logo, and dress/casual pants. (See our uniform section for complete uniform styles offered.)

OPERATIONS

- SPI will ensure that all uniformed personnel are on time, alert, and capable of performing their assigned duties in a professional manner. All security officers are dressed in security uniforms provided by the company. The one officer or the supervisor will work Monday – Friday from 7am – 5pm (time may vary per season and may change based on the direction of the City of Green Bay).

- SPI also acknowledges any officer that does not report on time, a replacement officer will be sent within one hour of receiving the notice unless another arrangement is made with the City of Green Bay.

- SPI understands and acknowledges the ability to return a phone call from a responsible contact person within twenty minutes of receiving a call from the City of Green Bay.

- SPI recognizes and respects the confidential nature of doing business with the City of Green Bay and acknowledges not to disclose any confidential information to any uninvolved persons or agencies.

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- There will be monthly quality meetings between SPI and the representatives of the City of Green Bay.

- SPI will provide post orders for the post and update the materials annually or whenever required.

- An account manager from SPI is assigned to the City Hall of Green Bay for quarterly site visits and provides detailed reports on inspection to the appropriate contact within 48 hours of the visit. The account manager provides a proactive role in making necessary recommendations, reviews and maintains all records, provide special training (if required), participate in security related exercises and skill evaluations, and serve as primary contact on all matters with the City of Green Bay.

- SPI will assign a supervisor assigned to this contract and must work at least one full shift per week. The supervisor will be fully trained and be able to perform all required duties.

- Security officer duties include:
  - Reporting to duty on time and in proper uniform.
  - Conduct a sweep of the entire City Hall before the doors open to the public.
  - Greet and visually inspect all employees and clients entering city hall.
  - Check visitors in who have appointments with City Hall personnel.
  - Assist anyone who becomes ill or has a medical emergency.
  - Assist as a crowd monitor for special functions during their shift as directed.
  - Notify the Green Bay Police Department of any violations of city ordinances, state, and federal laws.
  - Record and report all property damage discovered while on shift as well as report anything out of the ordinary or unusual.

TRAINING

- SPI will provide a detailed pre-site training plan for all officers assigned to the city hall which includes a minimum of 16 hours of pre-site training on topics provided by GBPD and GBMFD Training Staff that must be completed prior to starting the work assignment. The topics include Professional Communication Skills (4 hours), First Aid-including CPR/AED and Stop the Bleed (4 hours), Firearms (4 hours), and Defensive Tactics (4 hours).

- All security officers must be required to receive at least 8 hours of refresher and/or new training as determined by the contractor and/or the City of Green Bay on an annual basis.

- SPI acknowledges proof of pre-site officer training must be provided to the City of Green Bay or else the candidate will not be allowed to provide security services.

RESPONSIVE PROPOSER WORKSHEEET

RFB#: 2024-06

b. Security officer total – 50 hours weekly – Work Hours will mirror City Halls Work Hour Schedule. Hours may adjust seasonally. Please indicate below estimated lead officer hours up and above the 50 hour Security Officer Schedule.
c. The City of Green Bay reserves the right to reduce, increase or modify the hours as deemed appropriate to meet the needs without penalty.

RESPONSIVE PROPOSER WORKSHEET

This worksheet is to be completed by the Proposer.

A responsive proposal will provide information supporting all the items on this worksheet as part of the bid package.

A responsive bid will include information on all the following elements:

A Security Firm

- Are you a security firm? YES ✓ NO______
    - A security firm is defined by the city of Green Bay as a firm that derives 51% or greater of its annual revenue from security guard services, private investigations, and security consulting.
- Percent of annual revenue derived from security services: 100 %

Experience Type	Years Experience	
Total number of years in business	22	(5 years minimum)
Public Service Agencies	22	(5 years minimum)

Employee Information

Number of employees on payroll 30-40

COST TABULATION PAGE

Position	Bill Rates	Associated Pay Rates
Security Officer	$ 55.00 / hr.	$ 82.50 / hr
Lead Officer / Supervisor	$ 65.00 / hr.	$ 97.50 / hr

Questions:
1. What is the lead time after notice to proceed? 30 Days

If yes, please explain:

FORM A: SIGNATURE AFFIDAVIT

RFB#: 2024-06

Form A: Signature Affidavit

RFB #: 2024-06

This form must be returned with your response.

In signing Bids/Proposals, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise take any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit Bids/Proposals, that Bids/Proposals have been independently arrived at, without collusion with any other Proposers, competitor or potential competitor; that Bids/Proposals have not been knowingly disclosed prior to the opening of Bids/Proposals to any other Bidders/Proposers or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this Bid/Proposal, hereby agrees with all the terms, conditions, and specifications required by the City in this Request for Bids/Proposals, declares that the attached Bids/Proposals and pricing are in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

Bidders/Proposers shall provide the information requested below. Include the legal name of the Bidders/Proposers and signature of the person(s) legally authorized to bind the Bidders/Proposers to a contract.

Has your Company ever been debarred ___ Yes _X_ No If, So Please Explain

Security Pro Intel, Inc.

COMPANY NAME

SIGNATURE

3/22/2024

DATE

Juan Reyes

PRINT NAME OF PERSON SIGNING

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FORM B: RECEIPT OF FORMS AND SUBMITTAL CHECKLIST

RFB#: 2024-06

CITY OF GREEN BAY 1854 Titletown, USA

Form B: Receipt of Forms and Submittal Checklist

RFB #: 2024-06

This form must be returned with your response.

Proposers hereby acknowledge the receipt and/or submittal of the following forms:

Forms	Initial to Acknowledge SUBMITTAL	Initial to Acknowledge RECEIPT
Description of Services/Commodities	N/A	JR
Form A: Signature Affidavit	JR	N/A
Form B: Receipt of Forms and Submittal Checklist	JR	N/A
Form C: Vendor Profile	JR	N/A
Form D: Bid Offer Form	JR	N/A
Form E: References	JR	N/A
Statement of Qualifications (SOQ) if necessary	JR	
Appendix A: Standard Terms & Conditions	N/A	JR
Appendix B: Contract for Purchase of Services	N/A	JR
Addendum #		

Security Pro Intel, Inc.
COMPANY NAME

FORM C: VENDOR PROFILE

RFB#: 2024-06

Form C: Vendor Profile

RFB #: 2024-06

This form must be returned with your response.

COMPANY INFORMATION

COMPANY NAME (Make sure to use your complete, legal company name.) Security Pro Intel, Inc.			
FEIN 83-3892908	(If FEIN is not applicable, SSN collected upon award)		
CONTACT NAME (Able to answer questions about proposal.) Juan Reyes	TITLE CEO, Owner		
TELEPHONE NUMBER (815) 637-6950	FAX NUMBER (815) 637-6955		
EMAIL jreyes@securityprointel.com OR office@securityprointel.com			
ADDRESS 7120 Windsor Lake Parkway, Suite 102	CITY Loves Park	STATE IL	ZIP 61111

ORDERS/BILLING CONTACT

Address where City purchase orders/contracts are to be mailed and person the department contacts concerning orders and billing.

CONTACT NAME Effie Reyes	TITLE Office Manager		
TELEPHONE NUMBER (815) 637-6950	FAX NUMBER (815) 637-6955		
EMAIL accounting@securityprointel.com			
ADDRESS 7120 Windsor Lake Parkway, Suite 102	CITY Loves Park	STATE IL	ZIP 61111

CREDIT CARD

STATE IF COMPANY ACCEPTS PAYMENT BY CREDIT CARD: ***The City does not pay service charges.***	**YES** ✓ or **NO** ____ (check one)

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FORM D: BID OFFER FORM

RFB#: 2024-06

Form D: Bid Offer Form

RFB #: 2024-06

This form must be returned with your response.

Prepare the bid offer form as all inclusive, not-to-exceed, fixed fees:

- Fixed Fee – All prices, rates, fees and conditions outlined in the proposal shall remain fixed and valid for the entire length of the contract and any/all renewals.
- Please consider a price proposal as supplemental info to this bid form (Please note the bid form should be filled out also if that is the case)

<u>SECURITY OFFICER SERVICES – SCOPE OF WORK</u>

I. <u>GENERAL:</u> It is the intent of this Scope of Work to describe the minimum requirements for *SECURITY OFFICER SERVICES* for the City of Green Bay City Hall Complex. The terms of the contract shall be for a period of one (1) year from the date of award with the option to extend for four (4) additional one-year periods upon mutual consent. Bill rates may be negotiated for the coming year extension.

II. <u>CONTRACTOR EXPERIENCE AND OTHER REQUIREMENTS:</u>
   a. The Proposer must be an ongoing security firm where security guard services, private investigations, and security consulting account for at least 51% of the annual revenue.
   b. The Proposer must have a minimum of five (5) years' experience in providing security officers in the following types of environments:
      i. Metropolitan office buildings
      ii. Public service agencies
   c. The Proposer must include the following information in their bid:
      i. Number of years in business
      ii. Number of employees on payroll
      iii. Employee turnover rate for the past 3 years
   d. The Proposer must also be able to furnish trained, licensed, uniformed, and bonded officers.
   e. The successful proposer will be required to provide a certificate from a bonding company or a certificate of insurance and affidavit of no interest. The standard insurance requirements will be:
      i. Coverage Amounts: Worker's Compensation Statutory Limit
      ii. Comprehensive Liability
         1. Bodily injury $500,000 per occurrence - $1,000,000 aggregate
      iii. Property Damage
         1. $500,000 per occurrence
      iv. Employee Dishonesty Coverage at a minimum of $30,000 per security officer
      v. Umbrella
         1. $2,000,000

f. Proposer must be licensed by the State of Wisconsin as a security contractor or private detective agency (in accordance with SS. 440.26). A copy of the Proposer's agency license must be included with the Proposer's proposal.
g. Officers supplied by the Proposer must have a current State of Wisconsin Private Security Permit.
h. The City of Green Bay reserves the right to have the final determination in the officers selected and scheduled for this position.
i. Officers supplied by the Proposer **MUST** have the following qualifications:
    i. Active and certified, in good standing, as an active-duty law enforcement officer in the state of Wisconsin and be fully employed (minimum of 35 hours per week) as a law enforcement officer with a recognized local or state law enforcement agency; <u>or</u>

    ii. Be a credentialed retired Wisconsin law enforcement officer in good standing with their former agency; <u>and</u>

    iii. Have a minimum of (3) consecutive years' full-time active law enforcement experience with a recognized local, state, or federal law enforcement agency; <u>and</u>

    iv. Be off duty from law enforcement agency while providing armed security services for Proposer; <u>and</u>

    v. Demonstrate and maintain firearms proficiency with their duty handgun in accordance with relevant state Law Enforcement Training and Standards. Documentation of proficiency shall be provided to the Green Bay Police Department Training Division at the time of hiring and annually. Failure to maintain proficiency in any area may lead to a discontinuation of service.

j. The Proposer must be able to provide a return phone call from a responsible contact person within twenty minutes of receiving a call from the City of Green Bay.
k. The Proposer must include details of the type of pre-site training that is given to their security officers in the proposal. Security officers that are assigned to this contract must have a minimum of 16 hours of pre-site training on the following topics provided by GBPD and GBMFD Training Staff prior to starting their work assignment:
    i. Professional Communication Skills (4 hours)
    ii. First Aid (including CPR / AED and Stop the Bleed) (4 hours)
    iii. Firearms (4 hours)
    iv. Defensive Tactics (4 hours)
l. Officers shall also be required to receive at least 8 hours of refresher and / or new training as determined by the contractor and / or the City of Green Bay on an annual basis.

m. Proof of pre-site officer training must be provided to the City of Green Bay. Additionally, a candidate's drug screening and background check must be submitted to the City of Green Bay. Pre-site training, drug screen and background check will be reviewed by the City of Green Bay for satisfactory completion. Security officers who have not received the required pre-site training or have not passed a certifiable drug screening test and background check detailed herein will not be allowed to provide the services requested herein.
n. The successful Proposer must supply a letter detailing each of the licensed officers that will be working. This letter shall be provided to the City of Green Bay Human Resources Manager for review and approval prior to starting any work. The letter for each officer will confirm they have completed a background check, list all training completed, outline candidates educational background and passed a certifiable drug screening test and are participating in a drug re-screening program that is acceptable to the standards of the City of Green Bay. All costs related to the drug screening tests shall be the responsibility of the Proposer.
o. All costs associated with the background investigations shall be the responsibility of the Proposer.
p. The City of Green Bay reserves the right to remove a contract employee immediately for any conduct determined to be detrimental to the City of Green Bay. The City of Green Bay Human Resources Department will notify the Proposer of a determination to remove a contract employee giving cause.
q. The successful Proposer is required to provide documentation for proof of pre-site training and on the job training, along with the drug testing, and the background checks to the City of Green Bay Human Resources Department no later than fourteen (14) calendar days prior to the contract commencement date and prior to new officers starting once the contract has been awarded.
r. Recognizing the confidential nature of the information associated with this work, neither the Proposer nor any of the contractor's employees shall discuss nor disclose any information regarding any of the internal security operations of the City of Green Bay and this Scope of Work with any uninvolved persons or agencies. The security contractor shall not release any information either verbally or in writing to any uninvolved persons and agencies without prior written approval from the City of Green Bay. Also, no photographs of the city hall complex or its operations covered by this Scope of Work are permitted without the written consent of the City of Green Bay.
s. Proposer shall ensure that all uniformed personnel provided under this Scope of Work are on time, alert, and capable of performing their assigned duties. If the assigned officer does not report on time, the Proposer is required to send a replacement officer within one hour of receiving the notice unless another arrangement has been made with the City of Green Bay.
t. All services shall be performed in a professional manner. All security officers shall be dressed in security uniforms provided by the successful proposer. They shall be neat and clean; and their appearance shall set a good example.
u. The successful Proposer shall be responsible for furnishing their security officers with uniforms, flashlights, batteries, chargers, smart phones. Additionally, the Proposer shall

be responsible for furnishing their security officers with a duty firearm, holster, spare magazine(s), and magazine pouch(s).

   i. Duty Firearms will be chambered in 9mm, .40, or .45 with a minimum 10 round magazine capacity. Spare magazines will also have a minimum 10 round capacity.
   ii. Uniforms for this Scope of Work will be “soft” in appearance (plain clothes) and will consist of sport coat (with company logo) and dress / business casual pants. Acceptable uniforms may also include a pullover (with company logo) and dress / business casual pants. Sport coat and / or pullover will allow for the duty firearm and spare magazine(s) to be concealed.
   iii. Proposer must provide colored pictures of the different types of uniforms that are available with their proposal submittal.

v. Officers must have a valid security company ID containing a picture of the officer. This picture ID card must be displayed at all times while in the facility as part of their uniform requirements.

w. Security Officer coverage can be modified by the City of Green Bay upon request without affecting the proposed billing rates (i.e. increase or decrease the number of required hours, increases or decreases in the number of officers required, or changes in required duties.
   i. The City of Green Bay will provide the Contractor with a minimum of twenty-four (24) hours for any changes.

x. Monthly quality meetings shall be conducted between representatives of the City of Green Bay and the Proposer in order to discuss methods of maintaining and improving the overall quality of service provided by the Proposer.

y. Security level improvements shall not be implemented without the prior approval of the City of Green Bay.

z. Proposer is required to provide annually updated written post orders documenting operational instructions the officers are to follow. These procedures are to be created with input from the City of Green Bay and must be approved by the city before they are implemented. All officers shall read and be signed off on these post orders as part of their ongoing training.

aa. Proposer shall be required to perform all necessary security services and duties as outlined in the Scope of Work. The requirements of this Scope of Work shall continue uninterrupted despite strikes, threats of strikes or walkouts, terrorist activities, emergencies and adverse weather conditions or disasters (natural, deliberate or accidental). Should the Proposer at any time be unable to provide the required personnel or equipment, the City of Green Bay reserves the right to obtain resources on the open market from other security contractors as need arises. Should the cost for obtaining resources from other security contractors exceed those proposed by the successful Proposer, the City of Green Bay shall make deductions from current invoices for the difference between the proposed price and the open market price.

III. Account Manager Duties

a. Provide administration and operational direction of the security team in carrying out the provisions of the security program. Provide quarterly site visits and provide a detailed report on the inspection to the appropriate contact within 48 hours of the visit.

b. In a proactive role, recommend to the City of Green Bay new or revised security procedures as deemed necessary for consideration at monthly quality meetings.
c. Review and maintain all security records / reports to assure accuracy and completeness.
d. Provide special training at the request of the City of Green Bay's designated contact person in order to address specific client concerns regarding deficiencies in guard training or performance.
e. Participate in security related training exercises and skill evaluations.
f. Serve as the primary contact for the City of Green Bay on any matters regarding the contract and service provided.

IV. Supervisor or Lead Officer

a. Operate as the primary supervisor and document all instances of performance deficiencies and communicate them to the appropriate contact at the City of Green Bay.
b. Serve as a coach and mentor to security officers assigned to the city hall complex.
c. Provide site specific training for new security officers according to the provisions explained within this Scope of Work.
d. Be fully trained and able to perform the duties described in Section V in any conditions.
e. Supervisors / Lead Officers must work at least one full shift per week.

V. Security Officers Duties

a. Report for work on time and in uniform according to the standards established therein.
b. Conduct a security sweep of City Hall (interior) prior to doors being opened to the public.
c. Greet and visually inspect all employees and clients entering city hall.
d. Direct clients to their required destination in city hall and answer any questions they may have.
e. Check in visitors who have appointments with city hall personnel on floors 2-6
    i. Log in their visit with the current data collection system
    ii. Notify the appropriate city hall personnel of their client's arrival.
    iii. Issue a visitor's pass.
    iv. Provide access to the secure elevator / stairwell.
    v. Collect visitors' passes when they leave.
f. Assist persons who become ill and call for emergency help. Otherwise assist with the City's first response to medical emergencies.
g. Assist in serving as crowd monitor for special functions during their shift as directed by the City of Green Bay representative.
h. Notify the Police for violations of city ordinances, and state and federal laws.
i. Record and report all property damage discovered.
j. Report any out of the ordinary or unusual situations.
k. Perform other related duties as may be assigned by the by the designated City of Green Bay representative.
l. Respond to any disturbances or threats to life and bodily security inside city hall or in the parking lot of city hall and notify police immediately. Attempt to de-escalate verbal disturbances. Take appropriate and necessary lawful actions to stop any threat to life or bodily security.
m. Activate appropriate alarm systems (fire / active threat)

n. Monitor security cameras as needed.

VI. References

a. Proposer must include with their proposal the names of at least five (5) firms (current and past) for whom they have provided security officer services similar to those described in this specification. References shall include the name of the firm and the name and phone number of the contact person.

VII. Work Locations

a. Green Bay City Hall – 100 N. Jefferson St.

VIII. Equipment and Keys Supplied by the City of Green Bay

a. All property furnished by the City of Green Bay as part of this contract shall remain the property of the City of Green Bay and shall be used only in the performance of the duties outlined in this Scope of Work.

b. During the contract term, the contractor shall be responsible for the loss or damage of any equipment supplied by the City of Green Bay that is the result of negligence or unauthorized use by the contractor's employees.

c. Upon termination, for whatever reason, the Contractor is responsible for the return of all equipment and keys assigned to them.

d. Failure to return all equipment and keys shall result in a penalty whereby the Contractor will be held liable for all costs associated with changing of all locks resulting from non-returned or lost keys and/or the replacement cost of said equipment. Said penalty shall be deducted from the City's outstanding balance due the contractor at the time of the termination or will be invoiced to the vendor if there are no outstanding invoices.

IX. Equipment Supplied by the Contractor

a. The Proposer must supply all the uniforms for their personnel. Uniforms shall be of the same color and style, and well suited for the conditions at the work location. Footwear shall be appropriate for the conditions at the assignments.

b. The Proposer will be responsible for mobile communications. The Proposer shall provide smart phones for all security officers.

X. Salary Requirement and Bill Rates

a. The only acceptable bill rates are as follows:

i. Security officer rate

ii. Supervisor / Lead Officer Rate

iii. Security officer overtime rate

iv. Supervisor / Lead Officer overtime rate

b. The City of Green Bay assumes the responsibility for a per-request Emergency Call Out fee. This fee may be billed to the City of Green Bay when staffing is requested with less than 24 hours' notice. New staffing requests with less than 24 hours' notice may also be billed at the overtime rate from the start of the request to the end of the request or through the end of the successful Proposer's pay week, whichever occurs first. Requests continuing into a new pay week will be billed at the regular time rate.

c. Overtime will be 1.5 times the respective hourly rate for security officers, lead officers / supervisors. Overtime rates may be billed for holidays established by the contractor.

XI. Coverage

a. One officer or lead officer / supervisor will be assigned to this post Monday – Friday from 7am – 5pm.

b. Security officer total – 50 hours weekly – Work Hours will mirror City Halls Work Hour Schedule. Hours may adjust seasonally. Please indicate below estimated lead officer hours up and above the 50 hour Security Officer Schedule.
c. The City of Green Bay reserves the right to reduce, increase or modify the hours as deemed appropriate to meet the needs without penalty.

RESPONSIVE PROPOSER WORKSHEET

This worksheet is to be completed by the Proposer.

A responsive proposal will provide information supporting all the items on this worksheet as part of the bid package.

A responsive bid will include information on all the following elements:

A Security Firm

- Are you a security firm? YES ✓ NO______
  - A security firm is defined by the city of Green Bay as a firm that derives 51% or greater of its annual revenue from security guard services, private investigations, and security consulting.
- Percent of annual revenue derived from security services: 100 %

Experience Type	**Years Experience**
Total number of years in business	22 (5 years minimum)
Public Service Agencies	22 (5 years minimum)

Employee Information

Number of employees on payroll 30-40

COST TABULATION PAGE

Position	Bill Rates	Associated Pay Rates
Security Officer	$ 55.00 / hr.	$ 82.50 / hr
Lead Officer / Supervisor	$ 65.00 / hr.	$ 97.50 / hr

Questions:
1. What is the lead time after notice to proceed? 30 Days

If yes, please explain:

7120 Windsor Lake Parkway
Suite 102 | Loves Park, IL | 61111
Office: (815) 637-6950 | Fax: (815) 637-6955
Toll Free: (888) 206-3307
www.securityprointel.com

FORM E: REFERENCES

RFB#: 2024-06

COMPANY NAME

Form E: References

RFB #: 2024-06

This form must be returned with your response.

REFERENCE #1 – CLIENT INFORMATION			
COMPANY NAME City of Janesville	CONTACT NAME Shelley Slapak, Recreation Director		
ADDRESS 18 North Jackson St.	CITY Janesville	STATE WI	ZIP 53547
TELEPHONE NUMBER (608) 755-3032	FAX NUMBER		
EMAIL slapaks@ci.janeswville.wi.us			
CONTRACT PERIOD 07/05/2020 - present	YEAR COMPLETED ongoing	TOTAL COST $49,500.00	
DESCRIPTION OF THE PERFORMED WORK Provided security for Rockport Pool, Janesville Ice Arena, and Rec Nights at several elementary schools. Monitor and secure entry to the various sites, monitor activity, and ensure rules for each site were maintained.			

REFERENCE #2 – CLIENT INFORMATION			
COMPANY NAME Whiteside County Housing Authority	CONTACT NAME Jennifer Rylander, Exective Director		
ADDRESS 401 W. 18th St.	CITY Rock Falls	STATE IL	ZIP 61071
TELEPHONE NUMBER (815) 625-0581	FAX NUMBER		
EMAIL wcha@wcopha.org			
CONTRACT PERIOD January 2015 to present	YEAR COMPLETED ongoing	TOTAL COST approx. $34,000/yr	
DESCRIPTION OF THE PERFORMED WORK unarmed mobile patrol, monitor/secure residents/buildings/visitors/staff, decrease/eliminate drug activity and ensure property rules are enforced			

REFERENCE #3 – CLIENT INFORMATION			
COMPANY NAME Community Development Authority - Madison, WI	CONTACT NAME Larry Kilmer, Director, Housing Operations		
ADDRESS Madison Municipal Building, Room 161 215 Martin Luther King, Jr. Blvd	CITY Madison	STATE WI	ZIP 53703-3348
TELEPHONE NUMBER (608) 264-2305	FAX NUMBER		
EMAIL lkilmer@cityofmadison.com			
CONTRACT PERIOD May 2022 to present	YEAR COMPLETED ongoing	TOTAL COST $1,154,400 (over a 5-year contract)	
DESCRIPTION OF THE PERFORMED WORK Patrol in and around all buildings in housing authority, enforcing all local ordinances and policies for CDA-City of Madison federal properties. Decrease/eliminate drug activity around buildings.			

Appendix A
City of Green Bay
Solicitations
Standard Terms and Conditions

General. Throughout this document, "City of Green Bay," "City" and "Purchasing" shall be synonymous and mean the City of Green Bay. The words "bid" and "proposal" are synonymous, as are the words "bidder," "proposer," "vendor," and "contractor." The phrases "request for proposal," "request for bids," "request for quotes," "quote," "request," "invitation," and "solicitation" shall also be synonymous.
As applied to the winning or selected bidder, the words "bid," "proposal," and "contract" are synonymous.

Purchase Order. A City Purchase Order or other Contract may be issued to the awarded Vendor and shall constitute the entire agreement of the City and Vendor and no other terms and conditions, whether oral or written, shall be effective or binding unless expressly agreed to in writing by the City following issuance of the Purchase Order.
If a Purchase Order is not executed, this Request for Bids Standard Terms and Conditions, the City's published Request for Bids, and the version of the Vendor's bid that was accepted by the City, shall constitute a contract and will be the entire agreement.

Bid Selection. This Request for Bids does not commit the City to award a contract, pay any costs incurred in preparation of bids, or to procure or contract for services or equipment. The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this Request for Bids at any time without prior notice. The City reserves the right to accept or reject any or all bids submitted, without indicating any reasons for such rejections(s), in whole or in part, and to waive any informalities or technicalities which at the City's discretion are determined to be in the best interests of the City. The City may require the Vendor to participate in negotiation and to submit such additional price or technical or other revisions to its bids as may result from negotiation. The Vendor shall be responsible for all costs incurred as part of its participation in the pre-award process.

Addenda. Changes affecting the specifications will be made by addenda. Changes may include, or result in, a postponement in the bid due date. Vendors are required to complete the Vendor Response Sheet, acknowledging receipt of all parts of the bid, including all addenda.

Price Proposal. All Vendors are required to identify the proposed manufacturer and model, and to indicate the proposed delivery time on the attached Proposal Form. Failure to do so may cause the bid to be considered not responsive. If desired, the Vendor may include product literature and specifications. The price quoted will remain firm throughout each contract period. If price escalation/de-escalation clause is required that will be negotiated into Contract Terms.