



**City of Coral Gables
CITY COMMISSION MEETING
May 09, 2017**

ITEM TITLE:

A Resolution accepting the recommendation of the Chief Procurement Officer to award the IFB contract for the Background Investigation Services to Journey & Associates, Inc., in an amount not to exceed the budgeted available funds, for a term of three (3) years with the option to renew for one (1) additional two (2) year period, pursuant to Invitation for Bids (IFB) 2017.02.LS and Section 2-828 of the Procurement Code entitled "Contract Award". *(Budgeted at approximately \$35,000 per fiscal year).*

DEPARTMENT HEAD RECOMMENDATION:

Approval.

BRIEF HISTORY:

The purpose of this Invitation for Bids is to select a qualified and licensed Firm/ Individual to conduct Pre-employment Personnel Background Investigation for Firefighters, Fire and Police support staff, Senior Management, Executive level and Commissioners positions within the City.

On February 03, 2017, the Procurement Division of Finance formally advertised, issued and distributed the IFB for the Background Investigation Services. A non-mandatory pre-bid conference was held with two (2) prospective bidders in attendance of the thirty-nine (39) prospective bidders that downloaded the IFB package from Public Purchase, the City's web based e-Procurement service.

On March 31, 2017, two (2) bids were received in response to the IFB 2017.02.LS from North America Security and Investigation, Inc.; and Journey & Associates, Inc.

The lowest responsive responsible bidder for this project was determined to be Journey & Associates, Inc. with an estimated amount of \$9,072 based on the quantities provided by the user department. The services on this contract will be based on the unit price, the number of applicants and their respective backgrounds and subject to available funds at the time of need. The Human Resources Director and the Chief Procurement Officer recommend awarding the IFB contract to Journey & Associates, Inc. for the Background Investigation Services.

FINANCIAL INFORMATION:

No.	Amount	Account No.	Source of Funds
1.	\$35,000	001-1120-534-31-90	Operating
Total:	\$35,000	APPROVED BY:	

ATTACHMENT(S):

1. Draft Resolution 2. Bid Tabulation 3. Bid Response