

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

DATE: March 17, 2023

TO: Marcelia Nicholson, Chairperson, Milwaukee County Board of Supervisors

FROM: Donna Brown-Martin, Director, Department of Transportation

SUBJECT: From the Director of the Milwaukee County Department of Transportation (MCDOT) and Airport Director, authorization to enter into a written agreement for unarmed airport security services at General Mitchell International Airport MKE.

File Type: Action Report

REQUEST

The Department of Transportation, Airport Division, is seeking authorization to enter into an agreement with HSS Security, LLC for unarmed airport security services at General Mitchell International Airport MKE.

POLICY

Milwaukee County Code of Ordinances Chapter 32 defines the procedure for acquisition of goods and services by competitive solicitation. Per Wisconsin Statutes, 59.52 (31), County Board review is required for service contracts exceeding \$300,000 and multi-year budget contracts.

BACKGROUND

A Request for Proposal (RFP) was issued in 2022 through the Department of Administrative Services Procurement Division that requested competitive proposals from qualified firms to provide five security officer posts, one supervisor post, and one program manager to provide 24-hour coverage for unarmed security services required by the airport. The RFP was for renewal of existing services.

The RFP review panel reviewed all proposals and recommended that an agreement be awarded to the incumbent contractor, HSS Security, LLC.

Security officers are primarily needed to meet and maintain compliance with applicable federal, county and other aviation regulations, including those governing civil aviation security, through implementation of the Airport Security Program. This program includes officers patrolling the terminal building and officers inspecting vehicles and occupants entering the airfield through vehicle check points.

ALIGNMENT TO STRATEGIC PLAN

3B: Enhance the County's fiscal health and sustainability

FISCAL EFFECT

Based on the scheduled hours for security services, the annual cost of the agreement is estimated at \$1,369,381 plus 3% annual increase for contract years 2 and beyond. A fiscal note is attached.

TERM

The Term of the agreement is from April, 2023 through April, 2026 with up to two (2) optional one-year extensions.

VIRTUAL MEETING INVITES:

Presented by: James Martin, Airport Director of Finance and Administration, MCDOT Airport Division

Brian Dranzik, Airport Director, MCDOT Airport Division

PREPARED BY:

Brian Dranzik, Airport Director, MCDOT Airport Division

APPROVED BY:

Donna Brown-Martin, Director, Department of Transportation

Donna Brown-Martin

Signature

ATTACHMENTS:

Resolution, Fiscal Note, Draft Agreement

Cc. Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk