



INTEROFFICE MEMO

Gary Grief, Executive Director

Alfonso D. Royal III, Charitable Bingo Operations Director

To: J. Winston Krause, Chairman
Carmen Arrieta-Candelaria, Commissioner
Doug Lowe, Commissioner
Peggy A. Heeg, Commissioner
Robert Rivera, Commissioner

From: Mike Fernandez, Administration Division Director *MAF*

Date: October 13, 2016

Re: Report, possible discussion and/or action on agency prime contracts, including the procurement for the contract for security officer services and document management services.

The following briefing item is to advise the Commission of staff's intent to issue Requests for Proposals for Security Officer Services and Document Management Services.

Service or Goods to be Provided	Security Officer Services
Recommended Term	9/1/2017 – 8/31/2018 with two 1-year extensions
Estimated Annual Cost	\$480,000
Proposed Action	Issue a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	none

Service or Goods to be Provided	Document Management Services
Recommended Term	12/23/2017 -8/31/2020 with three 1-year extensions
Estimated Annual Cost	\$225,000
Proposed Action	Issue a Request for Proposal
Notice of any potential issue that may arise in the solicitation, purchasing or contractor selection process	Limited bids received in past, can no longer procure through DIR due to dollar amount limits