



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 3/12/2024

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2550

Vote Requirement: Majority

Supervisorial District(s): All

Title:

Award Blanket Purchase Orders for as needed Uniformed Security Services throughout the County

Recommended Action:

A) Authorize the Purchasing Agent to execute five (5), one (1) year Blanket Purchase Order agreements with an option to extend for up to four (4) additional one (1) year periods with the following firms for Uniformed Security Guard Services: Securitas Security Services USA, Inc.; Citiguard, Inc.; Defense Block Security; Armourous; Whitestar Group, Inc.

B) Authorize Purchasing Agent to execute amendments for price adjustments or additional services that may be required under these agreements.

Executive Summary:

Sonoma County Public Infrastructure (SPI) is requesting authorization for the Purchasing Agent to execute Blanket Purchase order agreements for as needed Uniformed Security Guard Services and authorize the Purchasing Agent to execute amendments for price adjustments for additional services that may be required under these agreements. The proposed Blanket Purchase Order agreements will provide for security services throughout the County during the normal course of work and during a declared disaster or emergency.

Discussion:

Background:

A Blanket Purchase Order (BPO) is a purchasing agreement established and managed by the Sonoma County Public Infrastructure (SPI) Purchasing Division. BPOs are structured to achieve the most favorable prices, terms, and conditions in the procurement of goods or services required to achieve the maximum benefit of the end user and the County. Once established, they are available for repetitive usage by County departments and provide a streamlined process for procuring goods or services.

The County has an ongoing need for security services and over the past five years has contracted with five firms under BPO agreements. Those BPO agreements are due to expire on July 31, 2024, and to ensure continued availability of security services, the Purchasing Division issued a Request for Proposals (RFP) for Uniformed Security Guard Services on August 31, 2023. Human Resources and Employee Relations were consulted prior to releasing the RFP and it was determined that the County does not have a job classification

for armed security guard, nor does it have the capacity to provide these services through employed County staff.

The RFP included the following positions and requested hourly bill rates for each position:

- Supervisor
- Unarmed Security Guard
- Armed Security Guard
- Unarmed Security Patrol
- Special Event Security Guard

The Purchasing Division directly invited 447 potential proposers (190 of which were Minority and Women owned businesses) to submit proposals. In addition, in order to expand the pool of potential proposers, notification of the RFP was distributed through GovDelivery, a public sector messaging platform that sent the notification to over 2,000 subscribers.

The RFP closed on October 4, 2023, and twelve (12) proposals were submitted. Nine (9) of the proposals were deemed responsive and responsible, and met the minimum requirements. Those nine (9) proposals moved forward for evaluation. Proposals were evaluated by a three-member team comprised of team members from Regional Parks, Sheriff's Office, and Health Services.

Proposals were evaluated on the following criteria:

- Operational Approach
- Qualifications & Experience
- Cost of Service
- Quality Assurance
- References
- Willingness to Accept County's Contract Terms

After thorough review and consensus by the evaluation team, it was recommended that the County move forward with the following five (5) firms:

1. Securitas Security Services USA, Inc.
2. Citiguard, Inc.
3. Defense Block Security
4. Armourous
5. Whitestar Group, Inc.

The Purchasing Division negotiated favorable terms and conditions with all five (5) firms for "as needed" services as a result of the RFP solicitation process and has BPO agreements in place.

Terms of the agreements include the following:

1. Each of the proposers received a request for their Best and Final Offer (BAFO) to give proposers the opportunity to finalize their hourly bill rates. Bill rates range from \$31 to \$60 per hour depending on the position. Please refer to Attachment 2 – Final Bill Rates for additional details on these rates.

2. BPO agreements will be available to all Sonoma County departments in addition to the Water Agency, Community Development Commission, and the Agricultural Preservation and Open Space District (“affiliated entities”).
3. FEMA provisions are included in the BPO agreements to allow for utilization of these services in the event of a declared disaster or emergency.
4. FAA Provisions are included in the BPO agreements to allow for utilization of these services at Charles M. Shultz – Sonoma County Airport (STS) if needed.
5. Negotiated rates are firm and fixed for a period of one (1) year and each BPO agreement includes an escalation clause for any future price modifications.

Strategic Plan:

N/A

Prior Board Actions:

07/23/2019 – the Board of Supervisors approved five (5) year BPO agreements for uniformed security services.

FISCAL SUMMARY

	FY 23-24 Adopted	FY 24-25 Projected	FY 25-26 Projected
Expenditures			
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

There is no direct fiscal impact associated with approving these Blanket Purchase Orders. Appropriations for work performed under these agreements will be included in the individual Departments annual recommended budget or added through the consolidated budget adjustment process.

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

- 1-Request for Proposal
- 2-Final Proposed Bill Rates

Blanket Purchase Order Agreements for the following contractors:

- 3-Securitas Security Services USA, Inc.
- 4-Citiguard, Inc.
- 5-Defense Block Security
- 6-Armorous
- 7-Whitestar Group, Inc.

Related Items "On File" with the Clerk of the Board:

None