



SUMMARY REPORT

Agenda Date: 7/23/2019

To: Sonoma County Board of Supervisors
Department or Agency Name(s): General Services
Staff Name and Phone Number: Caroline Judy, 707-565-8058
Vote Requirement: Majority
Supervisory District(s): All

Title:

Award of Multiple Professional Service Agreements for As-Needed Security Guard Services

Recommended Action:

- A) Authorize Sonoma County Purchasing Agent to execute Professional Service Agreements with five (5) security guard service companies for as-needed security guard services, each Agreement being for a period of one (1) year, with the option to extend for up to four (4) additional one (1) year periods.
- B) Authorize the Sonoma County Purchasing Agent, or designee, to issue purchase orders and work requests pursuant to said Agreements, contingent on there being sufficient funding for such services.

Executive Summary:

The Purchasing Division is proposing the County enter into five Blanket Purchase Order Agreements to make guard services available on an as needed basis to all County departments (and affiliated public entities, such as Sonoma County Water Agency) on an as-needed basis, including in the event of emergencies and disasters. Work requests pursuant to these Agreements would then be issued by individual departments as needed. The proposed Agreements have no guaranteed minimum or maximum amounts of usage and will be used based on identified departmental and County needs. Services available include as-needed security patrol at County facilities, or non-county facilities, as well as services in support of emergency events. These services may also be used for specific circumstances such as have been provided in downtown Guerneville for the County owned properties.

Discussion:

Background?

The General Services Purchasing Division currently maintains contracts for guard services on behalf of all County departments. County departments require security guard services that vary dependent upon the location and operations of the department. The nature of work in some County departments requires highly trained security guards to deal with conflict and volatile situations. Routine guard patrols are also needed to ensure doors and/or gates are locked, or to escort employees to their vehicle, or monitoring sites for suspicious activity. Guard services are also needed for emergency and disaster-related services to ensure the

safety of employees, the public, and County facilities and equipment.

Due to the Countywide need for security guard services and the broad spectrum of services requested, General Services recommends the Board of Supervisors consider award to multiple security guard service providers. The proposed agreements will make security guard services available for County departments based upon each department's respective needs. All such services will be authorized and managed based on blanket purchase orders initiated by or on behalf of each department. All services will be paid on an all-inclusive hourly basis pursuant to rates contained in each agreement. □

Expenditures for Security Guard Services over the past three years have been an average of \$1.3 Million annually. County departments will utilize funding from their approved budgets to pay for security guard services they may require.

Procurement

The General Services Department Purchasing Division issued a Request for Proposal (RFP) on March 29, 2019, soliciting submittals for armed and un-armed Security Guard Services. Seven (7) responses were received and evaluated based on the following criteria: responsiveness; demonstrative ability to perform services; experience, qualifications and expertise; quality of work verified by references; cost relative to scope of services; willingness to accept the County's contract terms; and any additional information provided such as financials or training. Local preference was not applied in order to comply with federal procurement requirements. This solicitation was performed in compliance with current federal regulations in order to be utilized during a qualifying emergency or disaster and in other situations where federal funds could be utilized for such security services. Proposals were ranked as follows:

- #1 American Guard Services
- #2 First Security Services
- #3 Professional Event Services
- #4 Servexo Protective Services
- #5 Securitas Security Services
- #6 Barbier Security Group - Non-responsive
- #7 Delta One Security, Inc. - Non-responsive

The Sonoma County Purchasing Agent recommends that the County enter into agreements with the following companies for security guard services:

- American Guard Services
- First Security Services
- Professional Event Services

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- Servexo Protective Services
- Securitas Security Services

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
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:

Fees for security guard services are paid through the approved budget of each department utilizing the services. Costs are incurred on a fee for service basis, and each agreement states the billing rates for services provided by each awarded company. Individual departments will authorize work based on need and their available approved budget. Therefore there are no budget impacts associated with approval of these services.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

None

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Related Items “On File” with the Clerk of the Board:

On File 1: Copy of RFP

On File 2: Proposed Service Agreements