

933



**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FROM: Assessor-County Clerk-Recorder

SUBMITTAL DATE:
December 20, 2006

SUBJECT: Approve the agreement with International Security, Inc., for security guard services for the Assessor-County Clerk-Recorder

RECOMMENDED MOTION:

- 1) Approve and execute the personal service agreement with International Security, Inc., in the annual amount of \$186,000, for three (3) years, renewable in one-year increments;
- 2) Authorize the Purchasing Agent to sign amendments and exercise renewal options for an amount not to exceed the contract maximum, and;

BACKGROUND:

Unarmed security guard services are required to ensure public and County employee safety to those visiting the Assessor-County Clerk-Recorder's offices located at the Gateway facility in Riverside and Indio facility. The Gateway facility currently has guard service, but the contract expired. Therefore, Purchasing issued a formal Request for Proposal (RFP) for security guard service for the Assessor-County Clerk-Recorder.

(Continued on Page 2)

Larry W. Ward
Assessor-County Clerk-Recorder

FORM APPROVED COUNTY COUNSEL

DEC 21 2006
BY: *[Signature]*
Deputy Assessor-County Clerk-Recorder

Purchasing: *[Signature]*
Assistant Director

Consent
 Policy
 Per Exec. Ofc.:
 Dept's Recomm.:

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 93,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	FY 06/07

SOURCE OF FUNDS: Recording Fees	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**

County Executive Office Signature

5001 7th -3 6WIS: 05
RECEIVED RIVERSIDE COUNTY

Prev. Agn. Ref.: 3.43 7/24/04 District: Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3 . 4

BOARD OF SUPERVISORS

**FORM 11: APPROVE THE AGREEMENT WITH INTERNATIONAL SECURITY INC., FOR SECURITY
GUARD SERVICES FOR THE ASSESSOR-COUNTY CLERK RECORDER**

PAGE 2

PRICE REASONABLENESS: On behalf of the Assessor-Clerk – Recorder, Purchasing issued a formal request for proposal. Solicitations were sent to 61 potential bidders and advertised on the internet. Seven proposal responses were received with hourly rates ranging from \$13.19 to \$25.00. Based on the evaluation criteria set forth in the RFP, International Security, Inc., at \$13.19 per hour (\$186,000 annually) was selected as the lowest cost and most responsive and responsive bidder.

REVIEW/APPROVAL: Purchasing and the Assessor-County Clerk-Recorder mutually agree with this request.

Form 11 Attachment Contract/Lease/Purchase Summary Data

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Contract | <input type="checkbox"/> Lease | <input type="checkbox"/> Purchase |
| <input type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Sole Source | <input type="checkbox"/> Multi-Year Lease | <input type="checkbox"/> Other Than Low Bid |
| <input type="checkbox"/> Personal Services | <input type="checkbox"/> Equipment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Real Property | |
| <input type="checkbox"/> Other than low Bid | <input type="checkbox"/> Change Order | |
| <input type="checkbox"/> Change Order | | |

User Department:	Assessor-Clerk-Recorder
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Selection Committee Member Names (RFP's Only) John O'Neil & Mary Cox	
Local Preferences Applied: Effectuated Award?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Vendor/Lessor Name:	International Security, Inc.,
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Vendor/Lessor Location:	Torrance, CA
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Applicable Board Policy # California Code 459.4

Comments:

RFQ/RFP Process:

Date Mailed: 10/19/06
Response Date: 11/21/06

of Responses: 7
of Qualified Responses: 7

Bidding Process:

Bid Range: \$185,873 to \$352,300
Local Bid Range: \$195,174 to \$352,300

Responsive and
Responsible Bid Range: \$185,873 to \$195,174
Local Preference Award Cost: 0
Local Preference FYTD: Cost: 0

Contract/Lease Renewals Only Proposed Differences

<u>Existing Agreement Items</u>	<u>Proposed Agreement Items</u>
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1. Rates
2. Terms
3. Conditions
4. Legal Issues
5. Accountability
6. Other

(Continue on blank sheet, if necessary)