

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

930



FORM APPROVED COUNTY COUNSEL
BY: *[Signature]* 12-10-12 DATE

FROM: DEPARTMENT OF PUBLIC SOCIAL SERVICES

SUBMITTAL DATE:
December 18, 2012

SUBJECT: UNARMED SECURITY GUARD SERVICES – GENERAL SECURITY SERVICES, INC., AMENDMENT TO AGREEMENT NO. AA-02057-02

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute the Amendment to the one year professional service agreement with General Security Guard Services for an additional \$100,000.00 and a maximum reimbursable amount of \$550,000.00 for fiscal year 2012/2013, and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, including amendments to the compensation provision that do not exceed the annual CPI rates; and
3. Authorize the Director of DPSS to administer the program.

[Signature: Susan Loew]

Susan Loew, Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ \$100,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 4,800	Budget Adjustment:	No
	Annual Net County Cost:	\$ 4,800	For Fiscal Year:	2012/2013
SOURCE OF FUNDS: Federal Funding: 56.36% State Funding: 32.86%; County Funding: 4.80%; Realignment Funding: 5.39%; Other Funding: 0.59%				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *[Signature: Debra Courmoyer]*
Debra Courmoyer

County Executive Office Signature

Policy Policy

Consent Consent

Dept't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: 3-15-11, 3.36

District: All

Agenda Number:

3.44

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

RE: UNARMED SECURITY GUARD SERVICES – GENERAL SECURITY SERVICES, INC. AMENDMENT TO AGREEMENT NO. AA-02057-02

Date: December 18, 2012

Page 2

BACKGROUND:

On March 15, 2011 (Agenda item #3.36), the Board approved the Professional Services Agreement with General Security Services, Inc. for \$450,000 annually, which contains an option to renew the agreement for two additional one-year periods.

In support of the Self Sufficiency reorganization and improved business processes, DPSS commenced a major lobby remodel project in the Hemet Self Sufficiency building in order to better serve our customers. The project was approved by the Board of Supervisors on December 20, 2011 and construction began on May 14, 2012. The project was broken into four phases so DPSS could continue to assist customers while the improvements were under way. Phase 1 of the project was completed and went live on July 9, 2012. Phase 2 opened to the public on Monday, August 27, 2012; Phase 3 opened on November 5, 2012; and Phase 4 is in process and expected to be completed mid-December 2012.

As a result of the remodel project, the Project Manager required additional guards be placed on patrol during and after hours to keep the building secure while the contractor's team moves in and out of the building. As a result of the additional guard service, it is anticipated that there will be a cost overrun in General Security Services' annual allocation for fiscal year 2012/2013. To this end, DPSS is requesting approval to increase the Professional Services Agreement with General Security Service by an additional \$100,000.00 to cover the cost for the increased guard service during the remodel project.

PRICE REASONABLENESS: General Security was deemed most responsive and reasonable for DPSS' needs through the previous RFQ No DPARC-191 competitive bid process, and is currently providing unarmed guard services at the DPSS facilities. The increased funding is requested to cover the additional hours required for security services and does not increase the hourly rates.

General Security Service has been providing armed and unarmed contract security officers, specialized contract patrol service and full service investigations since 1944. General Security Service serves all areas of Riverside County including Indio with an area manager specifically for the Riverside County area. Approximately 25% of General Security Service work force is bilingual and is available for immediate deployment.

FINANCIAL:

56.36% Federal, 32.86% State, 5.39% Realignment, and 4.80% County, 0.59% Other.

ATTACHMENT(S):

Amendment No. 2 to Agreement No. AA-02057-02 between DPSS and General Security Services, Inc.

CONCUR/EXECUTE –

SL:

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
AMENDMENT # 2
PROFESSIONAL SERVICES AGREEMENT WITH

General Security Service, Inc.

PROFESSIONAL
SERVICES CONTRACT: AA-02057-02

CONTRACT TERM: July 1, 2012 through June 30, 2013

EFFECTIVE DATE
OF AMENDMENT: July 1, 2012

MAXIMUM AMOUNT: \$550,000

The agreement between the Riverside County Department of Public Social Services, hereinafter referred to as DPSS, and General Security Services Inc., hereinafter referred to as Contractor, is amended in the following particulars and no others:

1. On page 1 in the heading and every page thereafter, revise all references to the contract number to read: "AA-02057-02"
2. On page 1 in the heading "MAXIMUM AMOUNT," revise to read: \$550,000.
3. On page 4, at Section II.A.5., "DPSS RESPONSIBILITIES," delete in its entirety.
4. On page 5, at Section III.C., "CONTRACTOR RESPONSIBILITIES," revise to read:

"Ensure that all security officers assigned to DPSS facilities shall meet the requirements of the California State Department of Consumer Affairs, Bureau of Security and Investigation Services by possessing a current permanent guard card."

5. On page 5, at Section III.J., "CONTRACTOR RESPONSIBILITIES," delete in its entirety.
6. On page 5, at Section III., "CONTRACTOR RESPONSIBILITIES," reorder items K – EE to read: "J – DD."
7. On page 6, at Section III.O.3., "CONTRACTOR RESPONSIBILITIES," delete in its entirety.
8. On page 6, at Section III.O., reorder items 1-9 to read: "1-8."
9. On page 8, at Section V.B., "TRAINING REQUIREMENTS," revise to read:

V. TRAINING REQUIREMENTS

- A. Cross-train security guards on DPSS facilities/assignments, to ensure proper coverage in the event of call-offs.
- B. All security guards must attend and successfully complete the Contractor's Training Program. The Training Program shall consist at a minimum, a customized modular training

curriculum that incorporates various scenarios and role-playing exercises, videos, PowerPoint presentations, handout materials, and verbal and written testing to ensure that security guards are thoroughly prepared for their assignment.

- C. Security guards trainees who have not been previously assigned to a DPSS facility shall receive a minimum of 40-hours of formal training prior to being assigned to a DPSS facility. In addition, they are required to receive a minimum of 8-hours of on-site training with a Supervisor or veteran security guard prior to being scheduled to work at a location alone.
- D. Maintain training logs that document security guard name, training topic, date of training, length of training, and the printed names and signatures of both the security guards receiving training and the instructor conducting the training.
- E. Security guards must all be certified in First Aid and CPR. Security guards are to maintain certification, and carry certification cards while on duty. The Contractor will maintain a copy of the First Aid/CPR certification/completion documentations in each guard's personnel file."

10. On page 8, at Section VI., "REPORTING REQUIREMENTS," revise to read:

VI. REPORTING REQUIREMENTS

A. Weekly, submit the following reports to DPSS upon request:

- 1. Summary of Daily Shift Logs/Daily Activity Report;
- 2. Weekly Activities Report; and

B. Provide to DPSS the following reports:

- 1. Incident Reports (within 24-hours of incident); and
- 2. Investigative follow-up reports.

11. On page 9, at Section VII.A., MAXIMUM AMOUNT, revise to read:

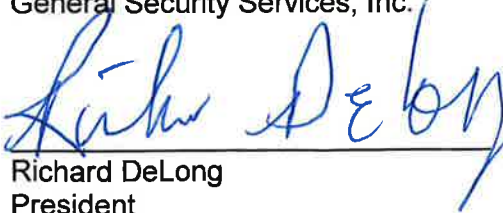
" Total payment under this Contract shall not exceed \$550,000."

The undersigned, as authorized representatives of DPSS and Contractor, respectively, certify the establishment of the Amendment #2 to the Contract.

Riverside County

General Security Services, Inc.

John Tavaglione
Chairman, Board of Supervisors



Richard DeLong
President

Date

Date