

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



**FROM:** Community Health Agency/Department of Animal Services

**SUBMITTAL DATE:**  
8 December 2010

**SUBJECT:** Ratify the extension of a Purchase Order to exceed \$25,000 without formal competition for Security Guard Services to the Department of Animal Services.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Ratify an increase of funding from \$24,999 to a new amount of \$40,000 for Security Guard Services at the Western Riverside County/City Animal Shelter without seeking formal competition, and;
- 2) Authorize the Purchasing Agent to issue a purchase order amendment to allow for the increase in funds.

(Continued on page 2)

Departmental Concurrence

Purchasing: *[Signature]*  
Mark Selter, Assistant Director

*[Signature]*

Robert P. Miller  
Director, Department of Animal Services

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 40,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 40,000	Budget Adjustment:	No
	Annual Net County Cost:	\$ 40,000	For Fiscal Year:	10/11

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

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

BY: *[Signature]*  
Debra Courmoyer

**County Executive Office Signature**

Consent  
 Policy  
 Per Exec. Off.:  
 Policy  
 Dep't Recomm.:

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Buster, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: January 11, 2011  
 xc: CHA-Animal Services, Purchasing

Kecia Harper-Ihem  
Clerk of the Board  
By: *[Signature]*  
Deputy

**Prev. Agn. Ref.:** | **District:** All | **Agenda Number:** **3.17**

## Form 11

**SUBJECT:** Ratify the extension of a Purchase Order to exceed \$25,000 without formal competition for Security Guard Services to the Department of Animal Services.

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**BACKGROUND:** The Department of Animal Services has been utilizing the services of Statewide Public Safety to provide security guard services at the Western Riverside County/City Animal Shelter since the shelter was under construction beginning in August of 2009. Statewide Public Safety was originally hired by the Economic Development Agency (EDA) to provide security during the construction phase of the project. Once the building was completed and handed over to the Department of Animal Services (DAS) in May 2010, DAS elected to retain Statewide as the security provider on a short term basis. At that time, CHA Purchasing performed a price comparison, pitting the hourly rate from Statewide against an existing security services provider, Guardian Eagle Security, serving the Community Health Agency. The pricing was competitive, and further negotiated to match the pricing from Guardian Eagle Security. Based on this negotiated pricing, a purchase order was issued with a maximum value of \$24,990 to allow time for CHA Purchasing to issue a formal bid and make the award. Processing of the formal bid required more time than anticipated, and the funds made available on the purchase order were expended. In order to continue services without interruption, it was necessary to increase funding by an additional \$15,000. A new contract award has been completed with a new security services provider selected to take over. As a result of a formal Request for Proposal, a new contract has been awarded to a new security services provider which will take effect on December 20, 2010.

**FINANCIAL INFORMATION:** The security services cost is a part of the existing budget for the Department of Animal Services and no adjustment is necessary.

**PRICE REASONABLENESS:** Pricing for the services provided by Statewide Public Safety was negotiated to match the pricing of an existing provider serving the Community Health Agency under a competitively awarded County contract, HSARC095. During the short term period of performance, the pricing has remained unchanged. The contractor has performed admirably, including the timely notification to Animal Services personnel of a water main break which occurred on the property, preventing significant damage to the property. Based on the negotiated pricing, the price is deemed to be fair and reasonable.