

# CONSENT ITEM

Committee Meeting, March 15, 2016  
Board of Governors Meeting, March 16, 2016

<b>CONTRACT ID:</b>	<b>Security Officer Services</b> Vendor: US Security Associates, Inc.
<b>BUDGETED</b>	This is an operating expense item budgeted annually.
<b>CONTRACT AMOUNT</b>	\$350,657 This represents approximately \$332,657 in daily security services and \$18,000 in contingency needs that may arise due to Catastrophe Operations or other emergency service needs.
<b>CONTRACT HISTORY</b>	At the September 20, 2013 Board of Governors Meeting the original term of February 1, 2014 – January 31, 2017, a three (3) year base term, for \$2,170,000 was approved. This procurement and the resulting contract allowed for the addition or reduction of sites/services as needed to support facility operations as business needs change. This procurement also allowed for three (3), one (1)-year renewals through January 31, 2020; however, the spending authority was not requested at that time.
<b>CONTRACT TERM(S)</b>	February 1, 2017 – January 31, 2020
<b>PURPOSE/SCOPE</b>	<b>Purpose:</b> This procurement seeks Board approval of the proposed estimated expenditure for the continuation of existing security officer services by executing the available renewal options. <b>Scope:</b> This procurement provides for security officer services at the Citizens Centre 1 Tallahassee office location. Primary services include one officer per shift for coverage 24 x 7 for roaming patrols, daily monitoring of cameras and lobby area support during normal working hours. In addition, this renewal will allow for the activation of additional services as needed resulting from a Catastrophic event or other emergency requiring security support services.
<b>PROCUREMENT METHOD</b>	Contract No. 13-13-0012-00. ITN No. 13-0012 was issued on May 30, 2013. A total of 16 vendor proposals were evaluated and 4 vendors were moved to negotiations. The recommendation to award was made on August 30, 2013.
<b>RECOMMENDATION</b>	It is recommended that Citizens' Board: <ul style="list-style-type: none"><li>a) Approve the expenditures for services for the renewal to US Security Associates, Inc. as set forth in this Consent Item; and</li><li>b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.</li></ul>
<b>CONTACTS</b>	Kelly Booten, Chief, Systems and Operations Cherri Linn, Director, Facilities Management