



AGENDA ITEM REPORT

DATE: November 7, 2023
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Contract Amendment for Security Guard Services - Countywide

I. MOTION REQUESTED

- A) Approve Amendment No. 2 with Mason Evans, Inc., under Solicitation No. RFP210146BJB, Security Guard Services - Countywide, to add security guard services for the LeeTran South Transfer Park and Ride. The amendment will increase the contract amount by \$66,144.00 per year. Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budgets.
- B) Authorize the County Manager or designee to execute the amendment on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves a contract amendment with Mason Evans, Inc., under the solicitation for Security Guard Services- Countywide to add security guard services for the LeeTran South Transfer Park and Ride. The amendment will increase the contract amount by \$66,144.00 per year. Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budgets. Total expenditures during Fiscal Year 2020-2021 were approximately \$535,850.65.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 On August 2, 2022 the Board of County Commissioners awarded RFP210146BJB, Security Guard Services- Countywide, to Mason Evans, Inc. to provide security guard services throughout the County. The original term of the contract was for 3 years with an option to renew for up to three additional 1-year periods.

 On November 10, 2022, Amendment No. 1 was administratively approved to change the hours for the Administrative Building East to Monday-Friday, 8:00am-5:00pm, to modify the language concerning adding/removing locations in in Section 13 of the Scope of Work section of the Exhibit A. Special Conditions and Scope of Work, and to modify the language regarding allocating personnel in in Section 18 of the Scope of Work section of the Exhibit A. Special Conditions and Scope of Work.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Enterprise Program: LeeTran Project: Transit Operating Account Strings: KI5440148600.503490.0095	
G)	Fund Type?	Enterprise
H)	Comments: Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
RFP210146BJB - Security Guard Services CW - Mason Evans, Inc. - Am 2 - New Location - VENDOR OCR	10/5/2023	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Lamontagne, Angela	Approved	10/26/2023 - 3:11 PM
Budget Services	Henkel, Anne	Approved	10/27/2023 - 8:28 AM
Budget Services	Winton, Peter	Approved	10/27/2023 - 8:30 AM
County Attorney	Holborn , Robert	Approved	10/30/2023 - 8:29 AM
County Manager	Winton, Peter	Approved	10/30/2023 - 11:25 AM