



**AGENDA ITEM REPORT**

**DATE:** August 2, 2022  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contract for Security Guard Services - Countywide

**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP210146BJB, Security Guard Services- Countywide to Mason Evans, Inc. for security guard services throughout the County, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budget.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to additional years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

**II. ITEM SUMMARY**

Awards a contract to Mason Evans, Inc. for security guard services countywide on an as needed basis for an initial period of three years with an option to renew the contract for up to three additional years. Departments utilizing these services include Library, Parks & Recreation, Facilities Construction and Management, and Transit. Total expenditures under this contract during Fiscal Year 2020-2021 were approximately \$535,850.65.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

On March 18, 2022, Procurement Management issued a Request for Proposal No. RFP210146BJB for Security Guard Services – Countywide. On the solicitation deadline of April 19, 2022, Procurement Management received ten submittals.

An evaluation meeting was held on May 16, 2022, during which the Evaluation Committee considered criterion listed in the solicitation request including such items as: Qualifications of Company, Company Relevant Experience, Plan of Approach, Personnel and Price. Based on the information submitted by the proposers, the Committee reached a consensus to recommend the award of a contract to Mason Evans, Inc.

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.	
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
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
<a href="#">Proposed Contract - Mason Evans Inc</a>	7/18/2022	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	7/20/2022 - 2:51 PM
Budget Services	Henkel, Anne	Approved	7/20/2022 - 4:22 PM
Budget Services	Winton, Peter	Approved	7/21/2022 - 2:11 PM
County Attorney	Halverson, David	Approved	7/26/2022 - 8:51 AM
County Manager	Winton, Peter	Approved	7/26/2022 - 10:08 AM