



# COUNTY OF SAN DIEGO

## AGENDA ITEM

### BOARD OF SUPERVISORS

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**DATE:** May 18, 2021

**09**

**TO:** Board of Supervisors

### SUBJECT

**AUTHORIZE COMPETITIVE SOLICITATION FOR SECURITY GUARD SERVICES FOR HEALTH AND HUMAN SERVICES AGENCY FACILITIES (DISTRICTS: ALL)**

### OVERVIEW

The County of San Diego (County) Health and Human Services Agency (HHSA) contracts for security guard services to ensure secure environments for County employees and clients at HHSA facilities. The current contract expires on June 30, 2022, and HHSA needs to ensure that this critical service continues uninterrupted.

Today's action requests the San Diego County Board of Supervisors to authorize the Director of the Department of Purchasing and Contracting to issue a competitive solicitation for security guard services for HHSA facilities. This action supports the County's *Live Well San Diego* vision and contributes to safe communities by providing customers and staff with a safe environment.

### RECOMMENDATION(S)

#### CHIEF ADMINISTRATIVE OFFICER

1. In accordance with Section 401, Article XXIII of the County Administrative Code authorize the Director, Department of Purchasing and Contracting to issue a Competitive Solicitation for security guard services for Health and Human Services Agency (HHSA), and upon successful negotiations and determination of a fair and reasonable price, award a contract for a term of one year, with four option years, and up to an additional six months if needed, and to amend the contract as needed to reflect changes to services and funding allocations, subject to the availability of funds and approval of the Director, Health and Human Services Agency.

### FISCAL IMPACT

Funds for this request are included in the Fiscal Year 2021-22 CAO Recommended Operational Plan in the Health and Human Services Agency (HHSA). If approved, this request will result in estimated costs and revenue of up to \$11,500,000 in Fiscal Year 2022-23. The funding sources are various federal and State revenue available for administration of health and human services programs and Realignment. There will be no change in net General Fund cost and no additional staff years.

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**BUSINESS IMPACT STATEMENT**

N/A

**ADVISORY BOARD STATEMENT**

N/A

**BACKGROUND**

The San Diego County Board of Supervisors (Board) approved initial solicitation of Guard Services for Health and Human Services Agency (HHSA) facilities on November 6, 2007 (5), again on January 8, 2013 (5) and January 24, 2017 (5). The last option on the current contract expires June 30, 2022.

Security guard services help to maintain a safe environment for County of San Diego clients and staff. HHSA uses security guard services to greet customers, provide directions, answer general questions, assist with defusing incidents, coordinate with law enforcement and emergency services personnel, assist in emergency evacuations, and monitor facilities and parking lots for unusual activity.

Today's action requests the Board to authorize the Director of the Department of Purchasing and Contracting to issue a competitive solicitation for security guard services for HHSA facilities, and upon successful negotiations and determination of a fair and reasonable price, award a contract with an initial term of one year, with four option years and up to an additional six months if needed, and to amend the contract as needed to reflect changes to services and funding allocations, subject to the availability of funds and approval of the Director, Health and Human Services Agency.

**LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN**

Today's proposed action supports the Safe Communities Initiative in the County of San Diego's 2021-2026 Strategic Plan as well as the County's *Live Well San Diego* vision, in that it ensures that HHSA programs are able to maintain a safe environment in which to provide services to clients in San Diego County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'H. Robbins-Meyer', with a stylized flourish at the end.

HELEN N. ROBBINS-MEYER  
Chief Administrative Officer

**ATTACHMENT(S)**

N/A

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**AGENDA ITEM INFORMATION SHEET**

**REQUIRES FOUR VOTES:** ☐ Yes ☒ No

**WRITTEN DISCLOSURE PER COUNTY CHARTER SECTION 1000.1 REQUIRED**

☐ Yes ☒ No

**PREVIOUS RELEVANT BOARD ACTIONS:**

January 24, 2017 (5), approved Security Guard Services for Health and Human Services Agency Facilities; January 8, 2013 (5), approved Security Guard Services for Health and Human Services Agency Facilities; November 6, 2007 (5), approved Security Guard Services for Health and Human Services Agency Facilities.

**BOARD POLICIES APPLICABLE:**

A-87, Competitive Procurement

**BOARD POLICY STATEMENTS:**

N/A

**MANDATORY COMPLIANCE:**

N/A

**ORACLE AWARD NUMBER(S) AND CONTRACT AND/OR REQUISITION NUMBER(S):**

557360

**ORIGINATING DEPARTMENT:** Health and Human Services Agency

**OTHER CONCURRENCE(S):** Department of Purchasing and Contracting

**CONTACT PERSON(S):**

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