



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-8

For the meeting of: May 10, 2016

Date: April 18, 2016

To: Board of Supervisors

From: Connie Beck, Director *[Signature]*
Department of Health and Human Services

Subject: Security Guard Services and/or Secure Transportation Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Receives and files the proposals in response to Request for Proposals DHHS – RFP No. DHHS2016-01 for provision of security guard services and/or secure transportation services;
2. Approves awarding a combined contract for the provision of security guard services and secure transportation services to SVT GRUPPE, Inc.;
3. Approves the Department of Health and Human Services (DHHS) to enter into negotiations with SVT GRUPPE Inc. to sign a contract for the provision of security guard services and secure transportation services;
4. Authorizes the DHHS-Director to execute a contract for the provision of security guard services and secure transportation services with SVT GRUPPE Inc. upon approval of County Counsel and Risk Management that is substantially similar to the sample agreement for security guard services and secure transportation services attached as Attachment D to RFP No. DHHS2016-01; and
5. Directs the Clerk of the Board to forward one (1) certified Board report to the DHHS-Contract Unit.

Prepared by Michelle Tucker, ASO

CAO Approval *[Signature]*

REVIEW: Auditor *[Signature]* County Counsel Sm Human Resources *[Signature]* Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Fennell Seconded by Supervisor Bass
Ayes Sundberg, Fennell, Lovelace, Bohn, Bass
Nays _____
Abstain _____
Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. D-5; D-7

Meeting of: 9/08/09; 11/10/09

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: May 10, 2016
By: *[Signature]*
Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING:

Social Services, Children and Family Services, Mental Health, and Public Health Funds

DISCUSSION:

DHHS requires security guard coverage services at various DHHS facilities to improve safety conditions for clients and staff. Additionally DHHS requires secure in-county and out-of-county transportation services to transport patients and clients from DHHS facilities. DHHS' prior (RFPs) for security guard services and/or secure transportation services went before the Board on September 8, 2009 (item D-5); on November 10, 2009 (item D-7), the Board awarded a combined contract for the provision of security guard services and secure transportation services to American Star Private Security, Inc. for the term of January 1, 2010 through June 30, 2012. Thereafter, the contract was renewed with American Star Private Security, Inc. The current contract for security guard services and secure transport services will expire on June 30, 2016.

Humboldt County Purchasing Department policies and procedures specify contracts awarded as the result of a Request for Proposal (RFP) may be renewed for up to five years. Thereafter, Humboldt County departments are requested to post RFPs. On March 3, 2016, the county posted Request for Proposals (RFP) No. DHHS2016-01 for the provision of Security Guard and/or Secure Transportation Services to the county's website (Attachment 1). As part of the RFP process, proposers were allowed to submit questions and request clarification. The deadline for proposers' questions was March 22, 2016. Four proposers submitted questions. DHHS posted its responses to the proposers' questions to the county's website on March 18, 2016 (Attachment 2).

DHHS received four proposals by the RFP's closing date of March 29, 2016. All proposers (American Guard Services, Inc., American Star Private Security, Inc., Securitas Security Services USA, Inc., and SVT GRUPPE, Inc.) submitted proposals for the provision of security guard services. Three of these proposers (American Guard Services, Inc., American Star Private Security, Inc., and SVT GRUPPE, Inc.) also submitted proposals for the provision of secure transportation services (Attachments 3 – 6).

On April 6, 2016, DHHS convened an evaluation committee utilizing the evaluation criteria included in the RFP. The evaluation committee was comprised of seven scoring members. During the committee's initial review, committee members determined that additional clarification was required from the proposers. On April 6, 2016, the DHHS-Contract Unit emailed (blind-copied) all proposers the same four questions, with a response due date of April 8, 2016, by 5:00 p.m. Among other things, proposers were requested to confirm if their proposed payment bids would be impacted by California legislation that was signed on April 4, 2016 to increase minimum wage. Proposers were asked to confirm whether, in the event they were awarded contracts, they would honor their proposed payment bids, or seek to amend their contract(s) to increase their rates to offset costs related to minimum wage increase(s) during the initial proposed two-year term of the contract(s) (Attachment 7). All proposers provided responses to DHHS' April 6, 2016 request for clarification by the April 8, 2016 deadline (Attachment 8).

On April 11, 2016, the evaluation committee reconvened to discuss the proposers' clarification responses. During that review, two additional questions arose and committee members determined that additional clarification was required from the proposers. On April 12, 2016, the DHHS-Contract Unit emailed (blind copied) all proposers two final questions with a response due date of April 14, 2016, by 5:00 p.m. (Attachment 9). Proposers were asked to confirm, that in the event they were awarded a contract for the provision of secure transportation services only, if they would accept the award of contract for that service only. *(The question was asked because the proposed contract for the provision of secure transportation services would have less fiscal value than the proposed contract for the provision of security guard*

services). Proposers also were reminded that the proposed start date for the contracts to be awarded would be July 1, 2016 and were asked to confirm if they would be able to provide security guard services and/or secure transportation services by that date. All proposers provided responses to DHHS' April 12, 2016 final request for clarification by the April 14, 2016 deadline (Attachment 10).

April 18, 2016 was the deadline for the evaluation committee members to submit their individual scores for the RFP proposals to the DHHS-Contract Unit for compilation. As a result of the evaluation committee members' compiled scores, SVT GRUPPE, Inc. was rated the most suitable proposer for the provision of security guard services. SVT GRUPPE, Inc. was also rated the most suitable proposer for the provision of secure transportation services (Attachment 11).

FINANCIAL IMPACT

The maximum value of the proposed combined agreement for the provision of security guard services and secure transportation services resulting from the RFP No. DHHS2016-01 will not exceed the maximum payable amount of \$450,000 per fiscal year for both services and is included in the proposed fiscal year 2016-17 budget in Sempervirens/Psychiatric Emergency Services Budget Unit 1170-495, Children and Family Services Budget Unit 1170-497, Social Services budget unit 1160-511 Administration, and Public Health Budget Unit 1175-400 Administration. There is no impact to the county General Fund.

This award of contract supports the Board's Strategic Framework by creating opportunities for improved health and safety and protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve awarding a combined contract for the provision of security guard services and secure transportation services to SVT GRUPPE Inc.; however, DHHS does not recommend this alternative because of the impact it would have on the security and transportation needs of clients and staff in or at DHHS facilities.

ATTACHMENTS:

1. County of Humboldt Request for Proposals – RFP No. DHHS2016-01
2. County's Responses to Proposers (Nos. 1- 4) Questions for RFP No. DHHS2016-01
3. Proposal - American Guard Services
4. Proposal – American Star Private Security
5. Proposal – Securitas
6. Proposal - SVT – GRUPPE
7. County's April 6, 2016 Request to Proposers for Clarification
8. Proposers' Combined Responses to County's April 6, 2016 Request for Clarification
9. County's April 12, 2016 Request to Proposers for Clarification
10. Proposers' Combined Responses to County's April 12, 2016 Request for Clarification
11. DHHS Final Scoring Matrixes – with RFP evaluation committee's compiled scores