

BOARD MEETING DATE: August 6, 2021

AGENDA NO. 8

PROPOSAL: Authorization to Amend Contract for Security Guard Services

SYNOPSIS: The current contract with Contact Security, Inc. for security guard services at the headquarters facility will expire on November 30, 2021. In order to appropriately assess security needs for the current and future work environment prior to a competitive bid process, staff is recommending that the contract be extended for a period of seven months in order to ensure continuity of services and operations during this assessment period. This action is to authorize amending the current contract with Contact Security, Inc. to extend the term to June 30, 2022, at a cost not to exceed \$356,000.

COMMITTEE: Administrative, June 11, 2021; Recommended for Approval

**RECOMMENDED ACTION:**

Authorize the Executive Officer to amend the current contract with Contact Security, Inc. for security guard services to extend the term by seven months to June 30, 2022, in an amount not to exceed \$356,000.

Wayne Nastri  
Executive Officer

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**Background**

South Coast AQMD contracts with a security guard firm to provide professional security guard services and, on occasion, enhanced services for additional coverage for Board meetings and special events. After a competitive bid process in 2018, the Board selected Contact Security, Inc. for security guard services at the Diamond Bar headquarters facility.

The current contract with Contact Security, Inc. is set to expire on November 30, 2021. Staff is requesting authorization to extend the current contract to June 30, 2022 to ensure

continuity of services and operations as staff reviews and updates the competitive bid process for this contract. This extension would afford Risk Management staff the opportunity to analyze security protocols in a work environment that has been adapted to address health and safety concerns related to the pandemic. Contact Security, Inc. has been effective in providing security guard services during this contract term and it is expected that this same standard of service would continue during this extension period.

**Proposal**

In order for Risk Management to conduct a thorough assessment of security guard services at the headquarters facility and to maintain continuity of service and operations while doing so, staff is recommending that the current contract with Contact Security, Inc. be extended for the period of seven months, from December 1, 2021 to June 30, 2022, at a cost not to exceed \$356,000. An RFP process will be initiated with a schedule to have a new long-term contract in place by the start of the next fiscal year, July 1, 2022.

**Resource Impacts**

Sufficient funds are available in FY 2021-22 Budget.