

Facility & Support Services

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~ Our Promise: Professional People, Solving Problems, High Performance

February 24, 2020

To: Mahesh Sharma
County Administrator

From: Tammy Speidel, FMP
Director, Facility & Support Services

Ref: Contract Security Services- Scott County Administrative Center

As you are aware, an Administrative Building Security Committee was established in September 2019 to discuss and review building occupant's ongoing security concerns, most notably the lack of a consistent security presence at the post on the first floor of the building.

This group is composed of representatives from the Treasurer's Office, Iowa Department of Human Services, Community Services, Health Department, Auditor's Office, Recorder's Office, the two Assessor's offices, Administration, Facility & Support Services, Sheriff's Office, the Risk Manager, Information Technology and Conservation.

We have met several times to discuss issues and evaluate information obtained from a Department of Homeland Security Audit that was conducted in August 2018, the Sheriff's Office Report that was prepared in September of 2019 and a second Department of Homeland Security Audit that the Auditor requested in October of 2019.

After discussions with the Sheriff's Office, even with the Board approved over fill of 2.0 full time bailiff positions on July 25, 2019, it became clear that they cannot guarantee a bailiff will be present during business hours due to issues with staffing and transports.

Overwhelmingly the building occupants feel that having a presence at the security post in the Administrative Center, no matter what is going on with jail transports or Courthouse bailiff needs, is the top priority, and needs to be addressed immediately. If implemented we believe that this will likely reduce or eliminate some of the other suggested actions and associated estimated 1.4 million dollars in security enhancements over the next several fiscal years.

Based on this feedback, at the December 10, 2019 Committee meeting it was decided to obtain for proposals for a private security contractor for this post. This request was posted to the Public Purchase Website and also the Scott County webpage.

We received four proposals to provide security and moved forward with interviewing two local firms. The interview team consisted of representatives from the Treasurer's Office, Sheriff's Office, Administration and Facility & Support Services.

After the interview process the team is recommending moving forward with a contract with Global Security Services for an armed security officer to staff this post. The initial contract period would expire on June 30, 2020 with options to renew on a yearly basis, coinciding with our fiscal year. Global Security Services currently provides armed courier services for the Treasurer's Office.

Projecting the need for security staffing for approximately fifty hours each week, typically 7:30 am – 5:00 pm, but later on Health Clinic and Board meeting nights, the estimated cost of this contract is \$54,096.00 for the first year.

The contract has been reviewed by the County Attorney's office. The Risk Manager is requiring an increased liability insurance policy of 3 million dollars which is above the County's standard 1 million dollar level. This is an additional cost of \$5.95 per hour, estimated at \$15,470.00 per year.

On behalf of the Offices and Departments located in the Administrative Center, the interview team and I am recommending that the Board move forward and enter into a contract with Global Security to provide contract security services.

I will be in attendance at the next Committee of the Whole.

CC: Mike Fennelly Treasurer
Nichole Uthoff, Iowa Department of Human Services
Lori Elam, Community Services
Amy Thoreson, Deputy Health Director
Roxanna Moritz, Auditor
Rita Vargas, Recorder
Mary Thee, Assistant County Administrator
Tom McManus, County Assessor
Nick VanCamp, City Assessor
Tim Lane, Sheriff
Shawn Roth, Sheriff's Office
Chad Cribb, Sheriff's Office
Rob Jackson, Sheriff's Office
Roger Kean, Conservation
Matt Hirst, Information Technology

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

March 5, 2020

A RESOLUTION APPROVING THE BID AND AWARDING THE CONTRACT FOR
ARMED SECURITY SERVICES FOR THE SCOTT COUNTY ADMINISTRATION
CENTER IN THE ESTIMATED AMOUNT OF \$69,566.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the contract for armed security services at the Administrative Center in the estimated annual amount of \$69,566.00 or actual cost of hours worked is accepted and the contract is awarded to Global Security Services.
- Section 2. That the Director of Facility & Support Services is hereby authorized to execute contract documents on behalf of the Scott County Board of Supervisors.
- Section 3. This resolution shall take effect immediately.