

Executive Summary

Board of Governors Meeting, December 4, 2024

Security Officer Services – TLH and JAX

Topic

Citizens staff requests Board approval to execute new contracts for security officer services for our Jacksonville and Tallahassee offices. These contracts will be procured utilizing the Florida State Term Contract No.: 92121500-24-STC. Citizens is an Eligible User for these contracts which are established in accordance with s.287.057 Florida Statutes. This meets the requirements of Citizens' Purchasing Policy 501.

History

Citizens currently occupies office space in the Jacksonville area at the EverBank Center, 301 West Bay Street, and in the Tallahassee area at Citizens Center, 2101 Maryland Circle. The current security contracts were also competitively procured through the Florida Department of Management Services State Term Contract. These were recently re-procured, with eight vendors listed to provide these services.

A state-term contract is a contract that the Division of State Purchasing competitively procures for selected products and services for use by agencies and eligible users. Florida agencies and eligible users may request quotes to obtain pricing from a state term contract for contractual services available from that vendor.

As an eligible user, Citizens may contact the contractors directly to place an order using these contracts. Before identifying the appropriate pricing to estimate for these services, Citizens sent a Request for Information (RFI) to multiple vendors, including:

- (1) Barkley Security Agency, Inc.
- (2) Blackhorse Security Group,
- (3) Dynamic Security Inc.
- (4) First Coast Security Services Inc.
- (5) Giddens Security Corporation
- (6) Inner Parish Security Corporation
- (7) Kent Security Services, and
- (8) Veteran's Security Corps of America, Inc.

Jacksonville's RFI also included Universal Protection Services LLC d/b/a Allied Universal Security Services. The purpose of state term contracts, procured through the Florida Department of Management Services, is to provide government entities with access to competitively priced products and services.

Pricing estimates were received from (1) Barkley Security Agency, Inc., (2) Giddens Security Corporation, (3) Inner Parish Security Corporation, and (4) Allied Universal Security Corporation. Each gave their "ceiling" pricing, and further negotiations are anticipated to result in contracts at rates below the amounts requested.

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Primary services include 24 x 7 roaming patrols, camera and door access monitoring, and lobby area support during normal business hours. Hours are site-specific and based on business needs, with the flexibility to cancel, add, or modify services as operational needs and processes shift.

Recommendation

Staff proposes that the Board of Governors:

- a) Approve the two security services contracts with Vendors qualified from State Term Contract 92121500-24-STC for an estimated amount of \$565,098 for a 30-month term in Tallahassee and for an estimated amount of \$406,056 for a 15-month term in Jacksonville for a combined estimated total amount of \$972,024, as set forth in this Security Officer Services Action Item; and
- b) Authorize staff to take any appropriate or necessary action consistent with this Action Item.

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ACTION ITEM

New Contract

Contract Amendment

Other _____

CONSENT ITEM

Contract Amendment

Existing Contract Extension

Existing Contract Additional Spend

Previous Board Approval _____

Other _____

Action Items: Items requiring detailed explanation to the Board. When a requested action item is a day-to-day operational item or unanimously passed through committee it may be moved forward to the board on the Consent Index.

Move forward as Consent: This Action item is a day-to-day operational item, unanimously passed through committee or qualifies to be moved forward on the Consent Index.

Consent Items: Items not requiring detailed explanation to the Board of Governors. Consent items are contract extensions, amendments or additional spending authorities for items previously approved by the Board.

<p>Item Description</p>	<p>Security Officer Services – TLH and JAX State Term Contract – Security Guard Services (92121500-24-STC)</p>
<p>Purpose/Scope</p>	<p>Purpose: This procurement seeks Board approval of the proposed estimated expenditure for security officer services. The services are currently provided under a previous State Term Contract through purchase orders, which expire on March 8, 2025. This new procurement of services, also through the Florida Department of Management Services (DMS) State Term Contract vendors, ensures the continuation of services.</p> <p>These contracts are for security officer services for Citizens leased office space at the EverBank Building in Jacksonville and Citizens Centre I in Tallahassee. Primary services include 24 x 7 roaming patrols, camera and door access monitoring, and lobby area support during normal business hours. Hours are site-specific and based on business needs, with the flexibility to cancel, add, or modify services as operational needs and processes shift.</p> <p>The services for the current Jacksonville office will be eliminated on or before the end of the lease term in June 2026. Tallahassee services will be continued through the end of the current lease term in August of 2027.</p>
<p>Contract ID</p>	<p>Security Guard Services - 92121500-24-STC TLH Vendor: TBD from DMS qualified vendors JAX Vendor: TBD from DMS qualified vendors</p>

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Budgeted Item	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>The estimated cost for this contract is an annual budgeted expense.</p>
Procurement Method	<p>These contracts will be procured utilizing the Florida State Term Contract No.: 92121500-24-STC. Citizens is an Eligible User for these contracts, and this meets the requirements of Citizens Purchasing Policy.</p>
Contract Amount	<p>Based on published contract rates, approval is requested for an estimated total amount of \$972,024. Citizens anticipates this amount will be reduced as comparison of services and site-specific negotiations are completed.</p> <p>Tallahassee Estimated Cost (30 months current location) (3/9/25 – 8/31/27) \$565,968</p> <p>Jacksonville Estimated Cost (15 months current location) (3/9/25 – 5/31/26) \$406,056</p>
Contract Terms	<p>These contracts are anticipated to start March 9, 2025, for a term of 30 months for Tallahassee (3/9/25 - 8/31/27) and for Jacksonville (3/9/25 – 5/31/26) from March 9, 2025, for a term of 15 months.</p>
Board Recommendation	<p>Staff proposes that the Board of Governors:</p> <ul style="list-style-type: none"> a) Approve two security services contracts with the qualified Vendors from State Term Contract 92121500-24-STC for a 30-month term in Tallahassee with an estimated amount of \$565,968 and for a 15-month term in Jacksonville for an estimated amount of \$406,056, for a combined estimated total amount of \$972,024, as set forth in this Security Officer Services Action Item; and b) Authorize staff to take any appropriate or necessary action consistent with this Action Item.
Contacts	<p>Jeremy Pope, Chief of Administrative Services Cherri Linn, Director of Facilities Management & Real Estate</p>