

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

From: Mike Blondino, District Administrator
Alaina Lofthus, Recreation Services Manager

Date: July 20, 2023

Subject: Security Services Agreement with Guardian Protection Force, Inc. for Facility Rentals, Events and Programs.

Introduction/Background:

The District hires unarmed security guards for all facility rentals with alcohol, some special events, and when needed for sport leagues. For the last several years, the District has been contracting these services to Guardian Protection Force, Inc. As facility rentals increase, so does the need for increased security. Because of that, staff reached out to Guardian Protection Force and two other security companies to provide quotes on services. After receiving the quotes, staff selected Guardian Protection Force, Inc. as the lowest, responsible quote for the qualified services we require. All fees for security guards that the District hires for facility rentals are charged to the facility rental customer.

Discussion:

Terms and Conditions

Staff worked collaboratively with Guardian Protection Force, Inc. on the following terms and conditions in the Agreement. The Agreement was reviewed and approved by County Counsel and County Risk Management as to form, including risk and insurance matters. CAPRI is reviewing the Indemnification Clause because the County Risk Management change differs from the CAPRI approved language. CAPRI has not provided their feedback yet.

The following are contract highlights:

- Term of Agreement: Retroactive to July 1, 2023 to June 20, 2025 or terminated by one of the parties pursuant to paragraph XXIII.
- Rates:
Rate for July 1, 2023 – June 30, 2024

Guard Total	Regular	21 Days or Less	7 Days or Less
1	\$42.00/HR	\$49.00/HR	\$54.00/HR
2	\$79.00/HR	\$94.00/HR	\$52.00/HR → \$104.00/HR
3	\$116.00/HR	\$139.00/HR	\$51.00/HR → \$153.00/HR
4	\$154.00/HR	\$184.00/HR	\$50.00HR → \$200.00/HR

The fee agreement for July 1, 2024 – June 30, 2025 would be as follows:

Guard Total	Regular	21 Days or Less	7 Days or Less
1	\$44.00/HR	\$51.00/HR	\$55.00/HR
2	\$84.00/HR	\$96.00/HR	\$53.00/HR → \$106.00/HR
3	\$118.00/HR	\$141.00/HR	\$52.00/HR → \$156.00/HR
4	\$156.00/HR	\$186.00/HR	\$51.00HR → \$204.00/HR

- **Scope of Services:**
 - The Contractor is scheduled as needed to provide unarmed security officers who will respond to property emergencies while on duty, identify park/facility users and discourage trespassing, assist in orderly compliance of rules and regulations, parking control, and curfew.
 - The Contractor will provide officers with uniforms, badges, and all necessary equipment. Officers will not carry weapons of any type, unless agreed to in writing prior.

Budget and Fiscal Impact

The new proposed Agreement with Guardian Protection Force, Inc. will provide a stable fee structure which will allow staff to budget accordingly and include accurate security guard charges to facility rental permits.

Recommendation:

Staff recommends that the Carmichael Recreation and Park District Advisory Board of Directors approve entering into an Agreement with Guardian Protection Force, Inc. to provide security guard services for District facility rentals, special events, and sport leagues as presented; delegate authority to the District Administrator or designee to negotiate and execute the Agreement.