



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Public Health
Department No.: 041
For Agenda Of: October 3, 2017
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Van Do-Reynoso, PhD, Director
Director(s) Public Health Department
Contact Info: Dan Reid, Assistant Deputy Director, Public Health Department
SUBJECT: Bid Waiver and Agreement with Tel-Tec Security Systems, Inc. for Facility Security

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider the following recommendations:

- a) Approve and authorize installation services and the purchase of goods consisting of security system hardware without competitive bidding in accordance with Santa Barbara County Code section 2-39(c) since there are limitations in the source and supply and necessary restrictions in specifications to maintain countywide compatibility.
- b) Approve and authorize the Chair to execute a Professional Services Agreement with Independent Contractor Tel-Tec Security Systems, Inc. (“Agreement”) (Attachment A) to install additional facility locking devices and necessary controls to improve the security of thirteen Public Health Department facilities in an amount up to but not to exceed \$271,055.06 for the period of October 3, 2017 through June 30, 2019.
- c) Approve and authorize the Director of Public Health, or designee, to make immaterial changes in accordance with Section 32.
- d) Find that the Agreement does not constitute a “Project” within the meaning of California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(4) of the CEQA Guidelines, since it is creation of a government funding mechanism or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Summary Text:

This item is on the agenda to enter into an agreement with Tel-Tec Security Systems to enhance the security of thirteen (13) Public Health Department (PHD) facilities in alignment with recommendations of the County Security Task Force by increasing the number of electronic door and window locking mechanisms compatible with the WIN-DSX security system. The Agreement includes a clause and allocation for immaterial changes (Section 32) as exact lock locations, wiring, etc. may need to be adjusted, relocated or added to ensure the security of the facilities as these projects move forward.

General Services has adopted the WIN-DSX system as a standard for County facilities. The Public Health Department (PHD) has multiple facilities that are currently operating with WIN-DSX security systems. There are only two (2) WIN-DSX security system authorized hardware installation and service companies within 120 miles. Although County General Services staff can maintain the WIN-DSX installed hardware, on occasion technical as well as system repair support is necessary. As such, County General Services maintains a small support agreement with Tel-Tec security systems, Inc. PHD and General Services past history has demonstrated that Tel-Tec security systems, Inc. have responded to service and support requests more timely and more consistently than its competitor in the Los Angeles area. Considering that these systems often protect the integrity of facility security and the security of our clients and county assets, critical response is essential to maintaining this security.

Background:

In response to County direction to improve the security of County facilities to prevent or minimize risks to staff and clients associated with active shooter scenarios, PHD collaborated with General Services and consultants to evaluate the security of its facilities. Based upon recommendations from security consultants and in consultation with General Services, PHD has developed a plan to enhance security of its facilities. One element of this plan involved the addition of enhanced security system measures at these facilities through expansion of the components of the WIN-DSX security system.

Tel-Tec has a proven track record of being a responsive vendor (onsite faster and as a result able to restore system integrity faster than their nearby competitor) for the installation of the access card readers which are used by the WIN-DSX system. The benefits of a security system that matches the standard County system are numerous: 1) the WIN-DSX server and software are already in place and the equipment is functioning well for other County buildings; 2) the system will be supported and maintained by General Services; 3) the system is in compliance with General Services' recommendations for using proximity card reader systems; 4) employees who have access to multiple County buildings will only require one access card that can be programmed for all appropriate sites; 5) the access cards will also serve as identification cards for employees during working and non-working hours; and 6) these access cards will be relied upon in the event of a county disaster to identify County employees and facilitate access to sites and regional areas.

Timely implementation of the security system for the thirteen PHD facilities is needed to heighten building access security, increase the safety of PHD employees, and maximize the confidentiality of patient records as PHD consistently strives to be in complete compliance with the federal HIPAA privacy law which requires that "...Protected Health Information be stored in locked filing cabinets or locked rooms with secure access".

County Code Section 2-39 states that the Purchasing Agent is, generally, obliged to purchase all goods using a formal competitive bidding process. The Board of Supervisors, however, may waive competitive bidding requirements when the purchase of goods exceeding twenty-five thousand dollars and meets waiver requirements. (County Code § 2-39(c).) County Code Section 2-39(c) allows competition to be

waived “where there are limitations on the source or supply, necessary restrictions in specifications, or other valid reasons provided that a full record of the circumstances is made ...”. Due to limitations in source and supply and necessary restriction in specifications, pursuant to County Code Section 2-39, PHD is requesting your Board waive the requirement for a competitive bid, for purchase of the installation services and security systems hardware required for thirteen Public Health facilities.

Performance Measure:

The Public Health Department in alignment with County recommendations has incorporated security upgrades into our Strategic Plan. Other than project specific timelines, hardware installation and programming, PHD will coordinate with County General Services for ongoing access and system maintenance.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total 2 Year Project Cost</u>
General Fund			
State	\$ 33,000		\$ 56,097
Federal	\$ 77,000		\$ 130,892
Fees			
Other: Agency Funds			\$ 84,066
Total	\$ 110,000	\$ -	\$ 271,055

The Public Health Department expects to phase in the installation of WIN-DSX doors over the 2 year period of the contract. Currently, \$250,000 is budgeted in the department’s adopted Fiscal Year 2017-18 budget for safety and security updates, including the installation of WIN-DSX doors, surveillance cameras, and other measures to keep staff, clients, and visitors safe.

It is anticipated that only \$110,000 of these funds will be used during this fiscal year for WIN-DSX doors. A small allocation is included for Project Enhancements that may or may not be utilized for immaterial changes. Any remaining appropriation at the end of the fiscal year will be *rebudgeted to* FY 2018-19 through a final budget adjustment and any additional funds need to complete the work of this contract beyond that already budgeted in FY 2017-18 will be provided for in the FY 2018-19 budget process through funds already identified and designated for this purpose in restricted special revenue fund reserves and agency funds.

Key Contract Risks:

Tel-Tec Security Systems, Inc. was established in 1982 and has an annual gross income of just over \$8.4 million dollars annually. Tel-Tec Systems, Inc. is an authorized distributor and installer of DSX Access Systems, a multi-national hardware and software security systems corporation. Tel-Tec Systems, Inc. has a successful history of installation and maintenance services with PHD for more than 14 years and longer with the County of Santa Barbara.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Subject: Tel-Tec Security Systems, Inc. Agreement
Agenda Date: October 3, 2017
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Special Instructions:

Please execute two (2) originals of the Tel-Tec Security Systems Agreement and retain one (1) original Agreement and one (1) Minute Order for pick-up by the department. Please email phdcu@sbcphd.org when available for pickup.

Attachments:

- A. Tel-Tec Security Systems, Inc. Professional Services Agreement

Authored by:

Dan Reid, Assistant Deputy Director