

Juvenile Probation Commission

Meeting Date: February 8, 2023

Re: SFJPD Contracts for Commission Review & Approval

The Juvenile Probation Department (SFJPD) requests delegated authority from the Juvenile Probation (JP) Commission to approve the following contractual agreements:

Contractor	TBD - pending OCA procurement	TBD - pending OCA procurement
Action	New Equipment Lease Agreement	New Services Agreement
Service Description	As-needed postage meter use for correspondence mailing	As-needed security services at Log Cabin Ranch
Original Term	60-Months	60-months
Not-to-Exceed-Amount	\$20,000	\$2,500,000
Contracting Authority	SF Admin Code 21.1, 21.4	SF Admin Code 21.1, 21.4
Court-Ordered Service	N/A	N/A

For your reference, please refer to the next page(s) for detailed service descriptions and/or fee schedules by contractual agreement.

Contractor	TBD - pending OCA procurement
Action	New Equipment Lease Agreement
Service Description	As-needed postage meter use for correspondence mailing

I. Description of Equipment Needed

SF Juvenile Probation Department (“JPD” or “JUV”) wishes to procure a postage meter for as-needed use to mail correspondence. The successful vendor shall be a qualified business that possesses experience in leasing and servicing postage machine equipment that is similar in function to the Neopost IN710 system currently in place. **The equipment lease agreement amount shall not exceed \$20,000.**

II. General Requirements

A. At a minimum, the postage meter shall have the following features:

- Label printer
- Weighing platform
- Mixed mail feeder
- Dynamic scale
- All-in-one interactive display for navigation purposes
- Desk/mounting options

Specifications and other needs shall be finalized between JPD and Lessor during equipment lease agreement negotiations.

Contractor	TBD - pending OCA procurement
Action	New Services Agreement
Service Description	As-needed security services at Log Cabin Ranch

Services to be Provided by Contractor

SF Juvenile Probation Department (“JPD” or “JUV”) is requesting as-needed security services for the Log Cabin Ranch (LCR) location for the period of **May 1, 2023 to February 29, 2028**. LCR is located at 500 Log Cabin Ranch Road, La Honda, CA 94020. JUV’s specific security needs for LCR are outlined below. **The agreement amount shall not exceed \$2,500,000.**

I. General Requirements

- B. Prior to assignment, provide affidavit of training per Contract requirements certifying that each type of training has been completed by security guards stationed at LCR (including PREA).
- C. Provide one (1) security guard at LCR, Sunday – Saturday, from 6:00 a.m. – 6:00 p.m., and one (1) security guard from 6:00 p.m. – 6:00 a.m. The hours of service are seven (7) days per week, 24 hours per day, including holidays.

II. Authorized Access

Access to LCR shall be limited to the following individuals:

- Kingman Ma (Superintendent, Building & Grounds)
- Wai Man Lee (Chief Engineer, Building & Grounds)

Individuals not listed above, including other JUV staff, shall not be permitted to enter LCR without written pre-authorization. All requests for access to LCR must be made to JUV Building & Grounds. JUV Building & Grounds shall then coordinate with security services to authorize access to the requester.

III. Scope of Services

- A. Monitor all visitors, what is brought in to LCR, and removed from LCR to ensure no unauthorized items are left at LCR and no JUV equipment or property is removed from LCR without written pre-authorization is from JUV Administration.
- B. Be thoroughly familiar with all building’s life safety systems, alarm systems, building life safety manual, building security policies, and key and key control procedures for each building and structure.
- C. Complete and maintain Incident Report and maintain an Incident/Issues Log for any unusual incidents or hazardous conditions, complaints, and issues and submit with invoice statements.
- D. Complete and maintain daily log of all persons and their agency/company, and suppliers entering/exiting the property and submit with each invoice statements.
- E. Perform foot patrols and verify exterior entrances/exists for buildings and structures are locked and secured, “do not access” areas and roads are free from unauthorized persons and vehicles, and unusual and suspicious activities are reported promptly. The buildings and structures and associated exterior entrances/exists consist of the following:

Building	Entrance and Exit Count
Administration Building	15 doors
Classrooms	11 doors, 1 rollup door
Dormitories	8 doors
Engineering Building	7 doors, 1 rollup door
Kitchen	6 doors, 1 rollup door
Multipurpose Room	4 doors
Workshop	5 doors, 2 rollup doors

- F. Complete and maintain daily log reflecting the security status of each building, structure, and designated security check point for security rounds and submit with each invoice statement.
- G. All additional duties that Facility Manager/City Designated Representative and the security services Contractor agree upon from time to time.

IV. General Post Orders

Below are a list of duties, which include, but are not limited to, the tasks which may be requested of the awarded security services Contractor(s) to be performed in fulfillment of the scope of work.

- A. The security guard(s) shall be stationed at the LCR main entrance and secure all access to the property, buildings, and structures. The administrative building at the Log Cabin Ranch site may serve as the working station for security guard(s) on duty.
- B. The security guard(s) will perform regular rounds, no less than four (4) times during each designated 12-hour shift to physically verify all exterior entries and exits to buildings and structures remain locked and no unauthorized persons are on the property or roads.
- C. Security guards will receive key access to the LCR Administration Building conference room and restroom.
- D. Security guards will have access to a telephone land line in the Administration Building for business related phone calls including calls to security guard's company and/or supervisor. No unauthorized calls are allowed, and any such calls will be billed to the security services Contractor.
- E. The security guard(s) will become familiar with JUV's tenants and suppliers at LCR for the purpose of allowing authorized individuals access to specified buildings and locations only authorized as identified by JUV.
- F. Security Guards will provide the following services:
 - 1. Monitor all incoming and outgoing traffic and delivery of goods.
 - 2. Perform perimeter patrols/tours to ascertain that all property access points and building exterior doors are secure.
 - 3. Monitor security and safety devices including fire safety monitors.
- G. After appropriate instruction, a security guard will, at all times, be knowledgeable about the following:
 - 1. Emergency response and emergency client telephone numbers.
 - 2. City tenant telephone numbers.
 - 3. Emergency fire or fire alarm procedures including floorplans with locations of fire alarm pull boxes, fire extinguishers, fire alarm monitoring panel and other life/safety systems.
 - 4. Emergency intrusion alarm procedures including computer programs, closed circuit television monitors, voice intercom systems, alarms and alarm annunciator panels and other equipment

required for monitoring and control of building access.

5. Procedures and protocols for responding to medical emergencies, bomb threats, riots, fires, earthquakes, hazardous spills, floods and other emergencies.
6. Procedures for authorized deliveries.
7. Equipment removal policy and procedures.
8. Procedures and protocols for issuing, cancelling, using, replacing, and confiscating access control devices including keys and access cards.
9. Building patrol procedures.
10. Operation of parking areas and access roads.

V. ATTACHMENTS

Attachment A LCR Site Plan Drawing

