



**FIRST AMENDMENT**

**City of Flagstaff – Sedona Protective Services, LLC**

**Security Services: Parks and Recreation Locations/LIBRARIES AND CITY HALL**

**Contract No. 2021-28**

This First Amendment to the Contract for Services dated October 28, 2021 (“Initial Contract”) between the City of Flagstaff, a political subdivision of the State of Arizona (“City”) and Sedona Protective Services, LLC, an Arizona Limited Liability Company d/b/a Southwest Protective Services (“Contractor”) is made and entered into effective this \_\_\_\_ day of \_\_\_\_\_ 2024.

The Parties to the Initial Contract hereby agree to the following amendment. Deleted text has a ~~strike through~~ and new text is **ALLCAPS and bold**.

1. Scope of Work: Contractor shall provide the services generally described as follows:

Security Services: Parks and Recreation Locations/**LIBRARIES AND CITY HALL**

and as more specifically described in the Scope of Work attached hereto as Exhibit A, **TO INCLUDE ADDITIONAL SERVICES AND FEES.**

2. Compensation: In consideration for the Contractor’s satisfactory performance, City shall pay Contractor ~~an amount not to exceed~~ Thirty-Five Thousand Dollars and Zero Cents (\$35,000.00) **FOR SERVICES RELATED TO PARKS AND RECREATION LOCATIONS PLUS AN AMOUNT OF EIGHTY-SEVEN THOUSAND THREE HUNDRED SIXTY DOLLARS (\$87,360) FOR ADDITIONAL SERVICES RELATED TO THE LIBRARIES AND CITY HALL** as defined by Exhibit A ~~and the attached Bid Sheet~~ **FOR A TOTAL ANNUAL AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY-TWO THOUSAND AND THREE HUNDRED SIXTY DOLLARS.**

All other terms and conditions of the Initial Contract shall remain unchanged and in full effect.

IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed by their duly authorized representatives as of the date first written above. This First Amendment will be in full force and effect when it has been approved and executed by the duly authorized City officials.

CITY OF FLAGSTAFF

SEDONA PROTECTIVE SERVICES, LLC

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney’s Office



## Scope of Work

(928) 774-4645  
Fax (928) 774-4797  
[www.swps.us](http://www.swps.us)

### Security Guard Services

## SECURITY GUARD SERVICE – 2023

Southwest Protective Services (SWPS) is a very high profile guard and patrol service. Our service is unique in that we cater the service to the client's needs. Guard Site and Patrol service is available nightly, every day of the year. We use highly visible, fully marked patrol vehicles for maximum crime deterrence. Clients also have access to local SWPS management staff and can expect prompt response 24-hours a day, 365 days a year. All our patrol vehicles are also equipped with GPS monitoring service for certification and verification of stops and time of stops.

SWPS has been in operations since 2004 and has had both patrol service and site guard services in the area for over 19 years. Based on our years in security service with both options available to clients we can customize your coverage to meet your exact needs and have the flexibility to add or remove patrol services within 6 hours of notice. Our site guard service can also be added to a Flagstaff and Sedona client's location within hours' notice based on our local staff and local management headquarters in the Flagstaff city limits.

SWPS was able to assist Silar Homes in January 2019 with immediate coverage during the time when residents had to be relocated for temporary housing during some repairs. This immediate coverage is an example of the flexibility and quickness of how the company was able to assist local locations with quick security requests.

SWPS currently employs 45 to 50 full and part-time officers, supervisors, and administrators. We also purchase and maintains our patrol vehicles locally, with them stationed at our office headquarters in the Kachina Square Shopping complex, they are available and ready for usage at multiple city locations serviced. SWPS presently holds more than 70 permanent patrol, site, and alarm response contracts, and accepts numerous short-term special event and emergency assignments.

### **SITE AND PATROL OFFICERS**

All officers are fully uniformed, and are equipped with everything they need to handle your needs. Our officers are trained and licensed by the Arizona Department of Public Safety. Our agency follows the strict guidelines, policy and procedure implemented by the state department licensing division. Our SWPS security guards are licensed by DPS after an extensive background investigation and the successful completion of a required training program. You will find the course syllabus of the state's training requirements attached in Attachment D. In addition all guards are wearing issued approved uniform by AZ DPS Licensing department with agency logos on shoulder sleeves and jacket sleeves, with SECURITY in bold print on back of jackets.

## - Scope of Work

### **INCIDENT DOCUMENTATION**

All incidents on client properties are documented on incident reports. One copy is the client copy and the other is kept on files for future reference. All reports are scanned and sent daily to the clients electronically. If police or other law enforcement agencies are dispatched to client property, that incident is documented with an agency report number for client benefit. Daily Activity reports are also completed by site guards at clients locations, reports include any and all activity that occurred during time of coverage.

### **ADDITIONAL CHARGE**

If circumstances exist that require a patrol officer to return OR to remain on the Client's property beyond the normal service period agreed upon, a rate of \$1.50 per minute will apply, and will be added to the monthly bill.

### **EMERGENCY COMMUNICATION**

Our staff will contact RP listed immediately in the event of any emergency and document all findings. The guards will also remain on site until directed otherwise to assist and confirm that all areas are secure.

**On call Rate for Immediate Coverage for less than 72 hours**

**Notice: \$45.00/ hour**

Coverage will be attempted to be fulfill but not guaranteed for Same Day Request of Coverage or for anything less than 48 hours notice of coverage.

## - Scope of Work

### SCOPE OF DETAILED SERVICES TO BE PROVIDED:

**East Flagstaff Public Library** 3000 N Fourth Street, Suite 5 Flagstaff, AZ 86004

**Monday-Thursday (1200-1730) = 5.5 hours X \$30.00/hour = \$165.00/day X 4 days = \$660.00**

**Friday 1200-1800 = 6 hours X \$30.00/hour = \$180.00**

**Saturday 0900-1300 = 4 hours X \$30.00/hour = \$120.00**

**Sunday 1200- 1700) = 5 hours X \$30.00/hour = \$150.00**

**Estimated Monthly Total = \$4,810.00**

The guard will assist the location's staff with any concerns. The Security Guard will be there to maintain as a deterrent for crime and behavioral incidents for the presence of those in the area. Guard will always conduct themselves professionally and politely in assisting the center's staff and attendees. Security Guard will patrol the designated event area to make his/her presence known. The guard will keep an eye out for suspicious behavior and check perimeter regularly. The officer is to patrol the grounds in and around the area, deterring crime and searching for problems. . Client anticipates that they may have a few people in the area that may not want to comply with policy and the guard will assist in informing and enforcing of policy politely. At end the closure of the library, guards will assist to clear out any and all areas requiring to be secured, locked and direct customers to the exits. The guard will complete a Daily Activity Report detailing activity of the day and will complete a Incident Report in the event of out of the ordinary occurrence. The reports will be issued to the staff for their records.

**One check nightly: East Flagstaff Public Library :**

**Extra fee will be only for Monday – Friday only @ \$550.00/ Month**

**Guard will conduct nightly closing services at no extra cost Friday, Saturday and Sunday**

Check nightly –

Monday through Thursday check is at 1950 hours (7:50 pm),

Enter building and check in with Reference staff on duty. Walk the interior of the building inform people the library is closing. Check the restrooms for people. Deter any potential incidents or criminal activity. Once the library is closed the guard will perform another check to make sure everyone is gone. If there is a problem the guard will stay with library staff until the problem is resolved. Once all patrons are out of the library, guard will secure front doors. Then he/she will drive around to the back driveway and wait for staff to leave the garage and make sure the garage door closes. No service on holidays as Library is closed.

**Total Monthly Estimate: \$5360.00**

Guard will check with front desk staff and conduct the following:

- WALK THE INTERIOR OF THE ENTIRE BUILDING CHECK THAT ALL WINDOWS AND DOORS ARE SECURED.
- INFORM PATRONS THAT THE LIBRARY IS CLOSING.
- CHECK THE "TEEN ZONE" LOFTS. CHECK THE RESTROOMS (CHILDRENS AREA & MAIN). LEAVE DOORS OPEN UPON EXIT.
- CHECK COMMUNITY ROOM FOR PATRONS.REMAIN ON PREMISES UNTIL ALL PATRONS AND LIBRARY PERSONNEL EXIT THE BLDG. ESCORT LIBRARY STAFF TO THEIR VEHICLES.
- DO NOT LEAVE PROPERTY UNTIL ALL STAFF IS SAFELY IN VEHICLE OR OFF PROPERTY.

## - Scope of Work

### **COPE OF DETAILED SERVICES TO BE PROVIDED:**

#### **West Flagstaff Public Library**

**Saturday 1200-1700 = 5 hours X \$30.00/hour = \$150.00**

**Sunday 0900- 1300 = 4 hours X \$30.00/hour = \$120.00**

**Estimated Monthly Total = \$1170.00**

The guard will assist the location's staff with any concerns. The Security Guard will be there to maintain as a deterrent for crime and behavioral incidents for the presence of those in the area. Guard will always conduct themselves professionally and politely in assisting the center's staff and attendees. Security Guard will patrol the designated event area to make his/her presence known. The guard will keep an eye out for suspicious behavior and check perimeter regularly. The officer is to patrol the grounds in and around the area, deterring crime and searching for problems. . Client anticipates that they may have a few people in the area that may not want to comply with policy and the guard will assist in informing and enforcing of policy politely. At end the closure of the library, guards will assist to clear out any and all areas requiring to be secured, locked and direct customers to the exits. The guard will complete a Daily Activity Report detailing activity of the day and will complete a Incident Report in the event of out of the ordinary occurrence. The reports will be issued to the staff for their records.

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