



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize an increase in fiscal authority with Davie Police Department for the Off-Duty Detail Request - special detail law enforcement services at A. Hugh Adams Central Campus by utilizing a bid waiver (sole source). Fiscal Impact: \$140,000.00 (cumulative \$230,750.00)

Presenter(s): John Thornton, Dean, Business Affairs Central

What is the purpose of this contract and why is it needed? This request provides for a law enforcement presence on the A. Hugh Adams Central Campus during peak day hours and the evening. An armed law enforcement presence on campus augments the College's campus safety team and provides additional protection for students, faculty and staff and is aimed at furthering a collective sense of security at the College.

What procurement process or bid waiver was used and why? Bid waiver exemption per FLDOE Rule 6A-14.0734(2) and College Procedure A6Hx2-6.34 was used based on the exception to the requirement to solicit competitive offers for goods or services for (e) service or commodities available from a single or sole source. Davie Police Department is the primary law enforcement agency having jurisdiction over the A. Hugh Adams campus.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?
Yes.

What fund, cost center and line item(s) were used? FD100, CC0246, 64500 project NFR-25-000036.

Has Broward College used this vendor before for these products or services? Yes.

Was the product or service acceptable in the past? Yes.

Was there a return on investment anticipated when entering this contract? The presence of law enforcement on campus will provide an enhanced feeling of safety and security among the members of the campus community.

Was that return on investment not met, met, or exceeded and how? Past experience indicates that the community does feel safer with a law enforcement presence.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? This request supports the college's strategic objectives as part of the overall effort to ensure the safety and security of students, faculty and students and improves the College's emergency preparedness capacity.

Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

FISCAL IMPACT:

Board Item

Description: \$140,000.00 CC0246, FD100, BU201, project NFR-25-000036

Meeting of October 8, 2024

08/20/24

CC0246 · Safety & Emergency Operations

(\$140,000.00)

Jo Anderson

Jo Anderson

7/17/2024

APPROVAL PATH: 12362 Davie Police Department - Law Enforcement Services for A. Hugh Adams
 Central Campus- Amendment 1

 **Workflow**  Synchronize Routing  Edit View  Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Jeffrey Nasse	Provost and SVP of Academic Affair		 Completed	
2	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
3	Zaida Riollano	Procurement Approval		 Completed	
4	Christine Sims	Budget Departmental Review		 Completed	
5	Rabia Azhar	CFO Review		 Completed	
6	Legal Services Review Group	Review and Approval for Form and		 Completed	
7	Board Clerk	Agenda Preparation		 Pending	
8	District Board of Trustees	Meeting	10/08/24 11:00 AM	 Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



PRIVATE DUTY DETAIL APPLICATION

BILLING INFORMATION

Business Name:	Broward College	Billing Contact:	Lt. Korella Holmes
Billing Address:	3501 Davie Rd	City/State/Zip:	Davie, FL 33314
Phone Number:	954-201-4854	Fax Number:	
Email Address:	KHOLMES@BROWARD.EDU		

DETAIL REQUEST INFORMATION

Recurring Detail:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Type of Event:	Recurring Campus Detail	Expected Attendance:	
Detail Address:	3501 Davie Rd. Davie, FL 33314	Business Name:	Broward College - Davie Campus
Contact Person:	Lt. Korella Holmes	Phone Number:	954-201-4854
Email Address:	KHOLMES@BROWARD.EDU		
Date(s) or Days:	Monday through Friday, 0800-1300 hours, starting on Monday, 09/25/2023 - ongoing/recurring.		
Event Times:	0800-1300 hours		
Number of Officers:		1	
Number of CSA's (Traffic Control Only):		0	

Town of Davie Special Permit/ Facility Rental Agreement Approved: Yes (please attach) No

Specific Requirements (Security Assignments, Traffic Posts, Responsibilities, Etc.):

Patrol BC Campus primarily by foot and with a car. Patrol/walk through building and facility interiors. Engage with community members
Respond to calls for service and emergency situations as required. Complete police reports. Operate Public Safety radio. Investigate
accidents and assist with trespass orders as needed. Engage in law enforcement activities as allowed by FDLE.

DETAIL FEE SCHEDULE

<u>Regular Rate</u>		<u>Special Event Rate</u>		<u>Emergency Rate</u>		<u>Holiday Rate</u>	
Officer/ CSA:	\$48.00	Officer/ CSA:	\$55.00	Officer/ CSA:	\$60.00	Officer/CSA:	\$94.00
Sergeant:	\$54.00	Sergeant:	\$61.00	Sergeant:	\$66.00	Sergeant:	\$100.00
Lieutenant:	\$60.00	Lieutenant:	\$67.00	Lieutenant:	\$72.00	Lieutenant:	\$106.00

Regular Rate: Regularly scheduled or recurring monthly requests.

Special Event Rate: Any one-time/non-recurring special event, athletic event, carnival/festival, any event that takes place at the Davie Arena at the Bergeron Rodeo Grounds, any event under an approved Town of Davie Special Event Permit/Facility Rental Agreement, any establishment licensed to sell and/or serve alcohol, or as determined by the Chief of Police upon application review.

Emergency Rate: Any new detail request made within 72 hrs. of the start of the detail or as determined by the Chief of Police upon application review.

Holiday Rate: Any detail request made on the following recognized holidays: Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Patriot Day, Veteran's Day, Thanksgiving Day, (Friday After) Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.



PRIVATE DUTY DETAIL APPLICATION

PROGRAM CONTACT INFORMATION

If you have any questions regarding the scheduling, billing, or other administrative questions please contact the Detail Coordinator:

Adrienne Fletcher
PoliceDetail@davie-fl.gov
(954) 693-8320 Office

All other questions or concerns regarding the Private Duty Detail program may be directed to the Detail Administrator:

Lieutenant Edwin Smith Sergeant Abel Rivas
PoliceDetail@davie-fl.gov or PoliceDetail@davie-fl.gov
(954) 693-8246 Office (954) 693-8386 Office

TERMS AND CONDITIONS

General:

1. The Chief of Police reserves the right to decline a detail request for any reason. Members of the Davie Police Department, who are authorized to work Private Duty Details, do so voluntarily during their off-duty hours.
2. Every reasonable effort will be made to fill the detail request, but there is no guarantee it will be filled. It will be the responsibility of the applicant to ascertain the status or approval of a request.
3. It is understood that, notwithstanding the fact that the applicant will reimburse the Davie Police Department for the services rendered, the assigned members remain employees of the Davie Police Department. The applicant is restricted to the general assignment of duties to be performed and has no authority over the assigned members.
4. The applicant understands and agrees that while working the detail, the Officer may be required to report to duty at the direction of the on-duty supervisor.
5. Community Service Aides are only authorized to work non-security, traffic control related details.
6. The Chief of Police reserves the right to require a specific number of officers and rate to be charged, based on the type of event, business type or activity, expected attendance, or any other circumstance. If the detail request is for a party or similar celebratory or special event (indoor/outdoor), please be aware that the Town of Davie Code of Ordinances may include certain restrictions such as special event permit requirements, hours of operation and noise regulations [Chapter 15 – Noise, shall be enforced].
7. Private Duty Detail requests made as a requirement under a Town of Davie Special Event Permit or facility rental agreement, may be required to pay an amount equal to the Emergency Rate or higher if the request is not filled within 72 hrs. of the starting time.
8. When a Private Duty Detail requires at least five (5) officers, the fifth officer shall be a Sergeant or above. If the detail requires ten (10) officers, the tenth officer shall also be a Sergeant or above. If the detail requires more than ten (10) officers, the eleventh shall be a Lieutenant or above.
9. In the event an officer takes lawful police action that falls within the scope of the detail requirements, the applicant shall be continuously billed until the completion of any action.



PRIVATE DUTY DETAIL APPLICATION

Billing:

- 10. All Private Duty Detail requests shall have a minimum of three (3) hrs. billed per officer.
- 11. An invoice will be sent after the completion of the detail or at the end of the month. In some cases, the applicant may be required to pay in advance at the discretion of the Chief of Police. Payment is due upon receipt or a 15% late fee will be added if not received within 30 days of the invoice date, and shall be made payable to the "Town of Davie".
- 12. If additional officers are requested after the initial detail request is approved and the additional request is made within 3 days of the scheduled detail, all officers scheduled to work will be compensated at the Emergency Rate as defined in this agreement.
- 13. If any part of the detail falls on a holiday listed above, all hours worked will be billed at the Holiday Rate.
- 14. Detail request cancellations must be made in writing, and must be received during normal business hours. Cancellations made with less than twenty-four (24) hrs. notice or upon the arrival of detail officer will result in a minimum charge of three (3) hrs. billed per officer.

Termination:

- 15. In its sole discretion, the Davie Police Department may provide written notice as to the cancellation of a private duty detail request for any reason, including but not limited to late payment or non-payment of services provided. Recurring detail requests shall automatically renew on a month-to-month basis unless written notice of cancellation is received.

Indemnification/Attorney's Fees:

- 16. Applicant agrees to indemnify and hold harmless the Town of Davie, Davie Police Department, its employees, or agents against any and all liability, costs, expenses, attorney's fees, or damages arising from any claim, demand, cause of action, or lawsuit resulting or arising from, either directly or indirectly, services provided under this agreement.
- 17. In the event the Town of Davie has to take legal action to enforce this agreement, applicant agrees to pay the Town of Davie its costs and attorney's fees, including the costs of any appeal.

Amendments:

- 18. All parties agree that the Davie Police Department may amend the terms and conditions of this agreement with written notice of the changed terms.

I have read, understand, and agree to the above terms and conditions. I am authorized to sign on behalf of the business or corporation (if applicable).

Applicant Signature: *K. Holmer* Date: 09/21/2023

For Police Department Use Only:

Private Duty Detail Request Approved: Yes No

Additional Comments: *St. J. Urbane #888* *[Signature]*