



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number: SC PO SC2400001422

Award Type: Contract

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 05/12/2026

Supplier / Customer / Grantor / Subrecipient: Off Duty Management, Inc.

Project Title / Description: Tucson Police Department Special Duty Service

Purpose: Amendment of Award: Supplier Contract No. SC2400001422, Amendment No. 06. This Amendment increases the annual award amount by \$210,000.00 from \$250,000.00 to \$460,000.00 for a cumulative not-to-exceed contract amount of \$1,402,000.00. The increase is needed due to a greater amount of off-duty police services being implemented at library locations to allow for better support to Library staff with the incidents they are handling daily.

Administering Department: Library District.

Procurement Method: Other

Insert additional Procurement Method info, if applicable: Pursuant to Pima County Procurement Code 11.12.020, Sole Source procurement, on 09/09/2022, the Procurement Director approved an award of contract for an initial term of one (1) year and an annual award amount of \$250,000.00 with four (4) one-year renewal options.

On 05/04/2023, the Procurement Director approved Amendment No. 01, which increased rates as approved in section 5.1 of the Sole Source Procurement Agreement effective 04/02/2023, replaced Exhibit A in its entirety, and appended the Forced Labor of Ethnic Uyghurs provision to the contract, pursuant to A.R.S. § 35-394.

On 05/22/2023, the Procurement Director approved Amendment No. 02, which approved a one-time increase in the amount of \$192,000.00 for a cumulative not-to-exceed contract amount of \$442,000. This increase was required to provide a security presence at the Drexel shelter. The amendment was executed by the Procurement Director under the Emergency Procurement Authorization signed by the County Administrator on December 1, 2022.

On 06/02/2023, the Procurement Director approved Amendment No. 03, which extended the termination date to 06/30/2024 and added the annual award amount of \$250,000.00 for a cumulative not-to-exceed contract amount of \$692,000.00. Three (3) renewal options remained.

To: COB 4-27-26 (1)
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On 06/11/2024, the Procurement Director approved Amendment No. 04, which extended the termination date to 06/30/2025 and added the annual award amount of \$250,000.00 for a cumulative not-to-exceed contract amount of \$942,000.00. Two (2) renewal options remained.

On 04/01/2025, the Procurement Director approved Amendment No. 05, which extended the termination date to 06/30/2026, added the annual award amount of \$250,000.00 for a cumulative not-to-exceed contract amount of \$1,192,000.00, and appended the Heat Injury and Illness Prevention and Safety Plan pursuant to Procurement Code 11.40.030. One (1) renewal option remained.

PRCUID: 451914
Attachment: Contract Amendment No. 06.

Program Goals/Predicted Outcomes:	To provide a safe environment for library customers and staff and to reduce the number of 911 calls.
Public Benefit and Impact:	Pima County community members will enjoy library services in a safe and welcoming environment without fear of interaction with individuals who might pose a danger.
Strategic Plan Pillar	<ul style="list-style-type: none">Public Service
Support of Prosperity Initiative:	<ul style="list-style-type: none">C-S-3. Prevent and Reduce Crime
Provide information that explains how this activity supports the selected Prosperity Initiatives	Security guards play a critical role in maintaining a safe environment. Their presence helps deter disruptive behavior, de-escalate conflicts, and respond promptly to emergencies. Libraries house valuable resources, including books, technology, and equipment. Security personnel help prevent theft, vandalism, and misuse of these assets, preserving them for community use. At times, libraries encounter individuals exhibiting inappropriate or unsafe behavior. Security guards are trained to address these situations professionally, allowing library staff to focus on service delivery rather than enforcement. Their presence ensures that procedures are followed efficiently and safely. A visible security presence can help patrons feel more comfortable and secure, particularly families, children, and vulnerable populations who rely on the library as a safe space. Library employees are not trained law enforcement professionals. Security guards provide necessary support in situations that require authority, conflict resolution, or physical intervention.
Metrics Available to Measure Performance:	Computerized incident tracker, number of 911 calls, number of 911 medical calls, number of onsite officer assists, number of actual incidents.
Retroactive:	NO

Amendment / Revised Award Information

Record Number: SC PO SC2400001422

Document Type: SC

Department Code: PO

Contract Number: SC2400001422

Amendment Number: 06
Commencement Date: 05/12/2026
Termination Date: 06/30/2026
Supplier / Subrecipient Headquarters Location: Katy, TX

* Headquarters information is not a consideration for awards

Is the Termination Date new? NO

Classification: Expense

Adjust Level: Increase

Prior Contract Number (If Applicable): MA-PO-22-201

Amount This Amendment:
\$210,000.00

Funding Source(s) required: Library District Ops

Funding from General Fund? NO

Contract is fully or partially funded with Federal Funds? NO

Contract is fully or partially funded with Non-Federal Grant Funds? NO

Department: Procurement

Name: Justin Mink

Telephone: 520-724-8458

Add GMI Department Signatures No

Division Manager/Procurement Officer Signature: Ana Wilber Digitally signed by Ana Wilber Date: 2026.04.27 08:21:06 -07'00' Date: _____

Procurement Director Signature: Bruce D Collins Digitally signed by Bruce D Collins Date: 2026.04.27 09:51:19 -07'00' Date: _____

Digitally signed by Theresa Mayer
DN: cn=Theresa Mayer, o=Pima County, ou=Pima County
Public Library, email=less.mayer@pima.gov, c=US
Date: 2026.04.27 09:36:35 -0700

Department Director Signature:  _____ Date: _____

Deputy County Administrator Signature:  _____ Date: 4-27-2016

County Administrator Signature: _____ Date: 4/27/2016

Pima County Library District

Administering Department: Library District

Project: Tucson Police Department Special Duty Service

Contractor: Off Duty Management Inc

1906 Avenue D, Ste 200

Katy, TX 77493

Contract No: SC2400001422

Contract Amendment No.: 06

Original Contract Term	7/1/2022 – 6/30/2023	Original Contract Amount:	\$	250,000.00
Prior Termination Date	6/30/2026	Prior Amendments Amount:	\$	942,000.00
New Termination Date	N/A	This Amendment Amount:	\$	210,000.00
		Revised Total Amount:	\$	1,402,000.00

CONTRACT AMENDMENT

1. Parties, Background and Purpose.

1.1. Background.

On July 1, 2022, County and Contractor entered into the above referenced agreement to provide Tucson Police Department Special Duty Service.

1.2. Purpose.

County requires continuing Tucson Police Department Special Duty Services for library customers.

2. Maximum Payment Amount.

The maximum amount County will spend under this Contract, as set forth in Section 5.2, is increased by \$210,000.00. County's total payments to Contractor under this Contract, including any sales taxes, will not exceed \$1,402,000.00.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties have approved this Amendment and agree to be bound by the terms and conditions of the Contract on the dates written below.

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

This contract template has been approved as to form by the Pima County Attorney's Office.

Pima County Library District

Off Duty Management Inc

Chair, Board of Directors



Authorized Officer Signature

Date

4-25-2026

Date

ATTEST

Clerk of the Board

Date