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Title: Award a Requirements Contract for Security Services Program at Municipal Service Center, City Hall and Various Other City Locations in the amount of \$1,251,778.58 per year for three years with an option for two one-year extensions to American Guard Services. Bid File 9494 (Council District 3)

Sponsors: Public Works Department

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Attachments: 1. 19-11549 REPORT FROM EVALUATION COMMITTEE, 2. 19-11549 Bid Evaluation, 3. 19-11549 Scope of Services, 4. Standard Contract

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REPORT TO THE CITY COUNCIL

December 5, 2019

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THROUGH: WILLIAM C. HERR, Assistant Director
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SUBJECT

Award a Requirements Contract for Security Services Program at Municipal Service Center, City Hall and Various Other City Locations in the amount of \$1,251,778.58 per year for three years with an option for two one-year extensions to American Guard Services. Bid File 9494 (Council District 3)

RECOMMENDATIONS

Staff recommends that the City Council award a Requirements Contract for Security Service Program at Municipal Service Center (MSC), City Hall and Various Other City Locations in the amount of \$1,251,778.58 for three years with an option for two one-year extensions to American Guard Services and authorize the Public Works Director or designee to sign the contract on behalf of the City.

EXECUTIVE SUMMARY

The Facilities Management Division of the Public Works Department is seeking to award a requirements contract for security services at the MSC, City Hall and Various Other City Locations. The current contract has expired. A committee was formed to evaluate all proposals. Based on this evaluation, staff recommends award of a three year contract with an option of two one-year extensions to American Guard Services, for the amount of \$1,251,778.58 per year for three years with an option of two one-year extensions. Funding for this contract is available within the adopted FY20 Budget.

BACKGROUND

The City solicited a Request for Proposals (RFP) to provide a security service program for locations which include MSC, City Hall, Santa Fe Depot, Water Yard, PARCS and the Police Department. Evaluation of the security firms' proposals were based on the ability to meet the stated service requirements, cost as shown on the proposal form, past performance and experience with the City or other entities, conformance to the terms and conditions of the RFP, financial stability, exceptions to the RFP, and other related information provided by proposers.

A Notice Inviting Proposals was published in the Business Journal on May 6, 2019, and posted on the City's website. RFP specifications were distributed to nineteen prospective proposers. Seven sealed proposals were received and opened in a public bid opening on June 4, 2019. Interviews for the proposers were held on August 28, 2019 and August 29, 2019 with the Selection Committee. The Selection Committee submitted the attached Report and Recommendation.

The Selection Committee, comprised of representatives from the Public Works Department, PARCS Department and Planning and Development Department evaluated the seven responses and decided that, due to the complexity and magnitude of the contract, it was best for the City to continue the evaluation process only with respondents whose proposal demonstrated a proven business model and experience in executing that model. As a result of that determination, four (4) companies were selected for follow-up interviews.

The Selection Committee met on August 28, 2019 and August 29, 2019 and interviewed four candidates. The committee members evaluated the proposers on the ability to meet the stated service requirements, cost as shown on the proposal form, past performance and experience with the City or other entities, conformance to the terms and conditions of the RFP, Financial Stability, and other related information provided by proposers.

The four proposals chosen for interviews were evaluated extensively by the Selection Committee.

Staff recommends that Council award a requirements contract for a security service program in the amount of \$1,251,778.58 per year for three years with an option for two one-year extensions to American Guard of Fresno, CA and authorizes the Public Works Director, or his designee, to sign the contract on behalf of the City. The proposals received expire within 120 days of bid opening, i.e., as of October 2, 2019. However, proposers have agreed to extend their proposals through December 6, 2019.

ENVIRONMENTAL FINDINGS

By the definition provided in the California Environmental Quality Act Guidelines Section 15378 this item does not qualify as a “project” as defined by the California Environmental Quality Act.

LOCAL PREFERENCE

Local preference did not come into play because the RFP was based on multiple criteria, not only the cost proposal. American Guard Services has an office within Fresno city limits.

FISCAL IMPACT

Funding is included in the FY20 Public Works Department Budget through the Facilities Management ISF charges.

Attachment:

Report from the Evaluation Committee

Bid Evaluation

Scope of Services

Sample Contract