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Title: Actions pertaining to the Armed Security Services at City Hall - Bid File 9497 (Council District 3)
 1. Award a Requirements Contract for Armed Security Services at City Hall in the amount of \$327,584.40 per year for three years with an option for two one-year extensions to American Guard Services
 2. Approve an amendment to the contract with American Guard Services in the amount of \$17,760 per year to lease one Baggage Scanner, two Walk-Through Magnetometers, and four Hand-Held Scanners

Sponsors: Public Works Department

Indexes:

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Date	Ver.	Action By	Action	Result
8/22/2019	1	City Council	approved	

REPORT TO THE CITY COUNCIL

August 22, 2019

FROM: SCOTT L. MOZIER, PE, Director
Public Works Department

THROUGH: ROBIN O'MALLEY, Facilities Manager
Public Works Department, Facilities Management Division

BY: DEBBIE BERNARD, Supervising Engineering Technician
Public Works Department, Facilities Management Division

SUBJECT

Actions pertaining to the Armed Security Services at City Hall - Bid File 9497 (Council District 3)

- Award a Requirements Contract for Armed Security Services at City Hall in the amount of \$327,584.40 per year for three years with an option for two one-year extensions to American Guard Services
- Approve an amendment to the contract with American Guard Services in the amount of \$17,760 per year to lease one Baggage Scanner, two Walk-Through Magnetometers, and four Hand-Held Scanners

RECOMMENDATION

Staff recommends that the City Council award a Requirements Contract for Armed Security Services at City Hall in the amount of \$327,584.40 and approve an amendment in the amount of \$17,760 per year 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 armed security services at City Hall and approve an amendment to lease equipment. This includes manning a single point of entry with two magnetometers and one baggage scanner. 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 \$327,584.40 per year and leasing equipment from American Guard for the amount of \$17,760 per year for three years with an option of two one-year extensions. Appropriations for this contract are included within the adopted Fiscal Year 2019/2020 Budget.

BACKGROUND

On December 13, 2017, the City received a Threat Vulnerability Assessment prepared by a consultant, Elert & Associates, which included the recommendation of having a public single point of entry at City Hall with magnetometers, a baggage scanner and armed security.

The City solicited a Request for Proposals (RFP) to provide armed security services for City Hall. Evaluation of the security firms' proposals were based on ability to meet the stated service requirements, past performance and experience, financial stability, conformance to the terms and conditions of RFP, as well as cost.

A Notice Inviting Proposals was published in the Business Journal on February 25, 2019, and posted on the City's website. RFP specifications were distributed to thirteen prospective proposers. Four sealed proposals were received and opened in a public bid opening on March 12, 2019. Interviews for the proposers were held on April 8, 2019 and April 12, 2019 with the Selection Committee. The Selection Committee submitted the attached Report and Recommendation.

The Selection Committee was comprised of representatives from the Public Works Department. This committee's responsibility was to evaluate the proposers and make a recommendation on vendor selection. The four proposals received for the RFP were evaluated extensively by the Selection Committee.

The Selection Committee met on April 8, 2019 and interviewed three candidates. The fourth candidate was interviewed on April 12, 2019. 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.

Staff recommends that Council award a requirements contract for armed security services to American Guard Services in the amount of \$327,584.40 per year and approve an amendment in the amount of \$17,760 per year to lease equipment 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 July 10, 2019.

City Attorney has reviewed and approved as to form.

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 just cost.

FISCAL IMPACT

Funding is included in the Fiscal Year 2019/2020 Public Works Department Budget through the Facilities Management ISF charges. The project is located in Council District 3.

Attachments:

Report from the Evaluation Committee

Bid Evaluation

Sample Contract

First Amendment to Agreement