



City of Arts & Innovation

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: MARCH 7, 2023**

**FROM: GENERAL SERVICES DEPARTMENT      WARDS: ALL**

**SUBJECT: REQUEST FOR PROPOSAL NO. 2174 - AGREEMENT FOR UNARMED SECURITY GUARD SERVICES AT MULTIPLE CITY FACILITIES WITH GOOD GUARD SECURITY, INC. IN THE AMOUNT OF – \$2,811,973.84 FOR THE INITIAL TWO-YEAR TERM, PLUS 15% CHANGE ORDER AUTHORITY IN THE TOTAL AMOUNT OF \$3,233,769.92**

## **ISSUES:**

Approve an Agreement for Unarmed Security Guard Services at Multiple City Facilities with Good Guard Security, Inc. in the amount of \$2,811,973.84 for the initial two-year term, plus 15% change order authority in the total amount of \$3,233,769.92.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve an Agreement for Unarmed Security Guard Services at Multiple City Facilities with Good Guard Security, Inc, of Chatsworth, CA in the amount of \$2,811,973.84 for the initial two-year term March 1, 2023 to February 28, 2025, with two additional two-year options to extend;
2. Authorize 15% change order authority in the amount of \$421,796.08 for unforeseen changes in service to include, but not limited to requests to increase service frequency, add new City facilities, or provide special or emergency security services; and
3. Authorize the City Manager, or designee, to execute an Agreement for Unarmed Security Officer Services at Multiple City Facilities with Good Guard Security, Inc. including making minor and non-substantive changes, and to execute any optional extensions.

## **BACKGROUND:**

Unarmed daytime security guard service is provided at City Hall, Public Utilities Orange Square, Public Utilities Resource Center, Eastside Library and Arlanza Library. Twenty-four seven (24/7) service is provided at the Main Library, the Corporation Yard and at the Utilities Operation Center. Additionally, after-hours service is provided at the Water Quality Control Plant. After-hours service provides an active mobile patrol of the identified sites during non-business hours and is intended to protect property and products being delivered, stored and installed at those sites when City

staff is not present.

## **DISCUSSION:**

The General Services Department (General Services) is responsible for maintaining City facilities, including security services. The current Unarmed Security Officer Services Agreement will expire on February 28, 2023. No extensions are available. General Services elected to issue a Request for Proposal No. 2174 (RFP) to ensure the City received the most competitive pricing. On April 4, 2022, General Services issued RFP No. 2174, soliciting qualified vendors to provide annual unarmed security services for various City facilities. A non-mandatory pre-proposal for the Unarmed Security Officer Services meeting was held on April 12, 2022, and final proposals were due on May 3, 2022.

RFP No. 2174 received twenty-one proposals, after an initial evaluation by the Purchasing Division, nineteen proposals were deemed responsive. Proposals from Global Alliance Protection and Global Security were deemed non-responsive due to incomplete proposals that did not meet the minimum requirements to evaluate. A Selection Committee (Committee) consisting of representatives from the General Services, Parks and Recreation, Library, Public Utilities, and Public Works departments reviewed the proposals to determine which proposal was the most qualified. However due to COVID 19 issues and staffing shortages in Purchasing the Selection Committee could not begin its review of the proposal until after July 25, 2022.

Since a vendor could not be selected prior the end of fiscal year 2021/2022, and in order to continue Unarmed Security Services, General Services requested that our current vendor continue to provide said services until February 28, 2023. Universal Protection Service agreed to the extension and did so at their current rate without any increase.

After careful review of the nineteen responsive proposals received, the Selection Committee determined that per RFP No. 2174, the four highest scoring proposers were invited to present to the City and answer questions from the Selection Committee. The scoring criteria for both the proposal round and the presentation round was as follows: A. Qualifications (35%); B. Pricing (20%); C. Experience (20%); D. Professional References (15%); and Approach and Methodology (10%).

<b>Rank</b>	<b>Consultant</b>	<b>Location</b>	<b>Score</b>
1	<b>Good Guard Security</b>	<b>Chatsworth</b>	<b>890.68</b>
2	Universal Protection Service, LP	Santa Ana	859.67
3	American Global Security	Chatsworth	831.33
4	Inter-Con Security Systems Inc.	Pasadena	821.73
5	Servexo	Gardena	797.31
6	Lyons Security Service, Inc.	Anaheim	795.92
7	American Guard Services Inc.	Carson	785.86
8	Professional Security Consultants	Los Angeles	776.32
9	Power Security Group	Corona	768.57
10	Alltech Industries Inc.	Monterey Park	749.96
11	Absolute Security International, Inc.	El Monte	748.01
12	Select Patrol Agency, Inc.	Pasadena	743.81
13	Command International Security Services	Van Nuys	726.92

14	Triton Global Services, Inc.	Ontario	725.22
15	Arya Security Services Inc.	Corona	675.75
16	Contact Security, Inc.	Brea	666.89
17	Security Systems Management Inc	Hayward	650.55
18	PSMG, Inc.	Costa Mesa	636.91
19	ESP Pros	Santa Rosa	569.19

After the scores for the presentation round were reviewed and tabulated, Good Guard Security, Inc. was the highest proposer and entered into negotiations with the City. The negotiated amounts included in the recommendations represent a 1% reduction in the hourly rates from Good Guards, Inc.

Rank	Consultant	Location	Score
1	<b>Good Guard Security</b>	<b>Chatsworth</b>	<b>836.39</b>
2	American Global Security	Chatsworth	805.43
3	Universal Protection Service, LP	Santa Ana	787.53
4	Inter-Con Security Systems Inc	Pasadena	785.83

The Purchasing Manager concurs that the recommendation to approve the agreement is in compliance with Purchasing Resolution No. 23914.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to Strategic Priority No. 5 *High Performing Government* and Goal No. 5.4 - achieve and maintain financial health by addressing gaps between revenues and expenditures and aligning resources with strategic priorities to yield the greatest impact.

This item aligns with each of the five Cross-Cutting threads, as follows:

1. Community Trust- This item has been agendized for City Council consideration, ensuring public transparency.
2. Equity - Security services are provided equitably across City facilities, helping to ensure the safety of staff and visitors.
3. Fiscal Responsibility - The Selection Committee sufficient evaluated the nineteen submitted proposals to determine which vendor is the most qualified and return to City Council for award of RFP No. 2174.
4. Innovation - This item is neutral towards this cross-cutting thread
5. Sustainability & Resiliency - Contract security services help to mitigate safety risks, furthering the City's operational sustainability and resiliency.

**FISCAL IMPACT:**

The fiscal impact of this action is \$3,233,769.92 for the initial term of the contract ending February 28, 2025. The amount for FY2022/23 is \$458,314.48 and sufficient funds are budgeted and available in the accounts listed in the table below. Appropriations for future fiscal years will be included in the Department’s Budget submissions for those fiscal years to be presented to the City Council for approval.

<b>Fund</b>	<b>Account Number</b>	<b>Department-Divisions</b>	<b>Amount</b>
General Fund	2210000-421000	General Services Building Services	\$1,884.36
	2315200-421000	Finance Purchasing Central Stores	\$1,884.36
	3510000-421000	Fire Operations	\$1,884.36
	4110100-421000	Public Works Streets	\$1,884.36
	4110300-422200	Public Works Storm Drains Maintenance	\$1,884.36
	4110400-422201	Public Works Signal Maintenance	\$2,223.54
	5135000-421000	Library Neighborhood Services	\$212,313.92
	5205000-421000	Park & Recreation – Recreation	\$23,597.60
	5215000-421000	Park & Rec Parks	\$1,884.36
	7222100-421000	City Hall Occupancy Non-Dept	\$49,670.40
Electric	6000010-421000	Public Utilities Admin Bldg. Occupancy	\$109,920.72
	6100000-421000	Public Utilities Electric Operations	\$11,306.13
	6105000-421000	Public Utilities Electric Field Operation	\$11,306.13
Water	6205000-421000	Public Utilities Water Operations	\$7,411.80
Solid Waste	4130100-421000	Public Works Solid Waste	\$9,421.78
Special Transit	5200200-421000	Park & Rec Special Trans Services	\$1,884.36
Central Garage	2215000-421000	General Services Fleet	\$7,951.98
<b>Total</b>			<b>\$458,314.48</b>

Prepared by: Carl Carey, General Services Director  
 Certified as to availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
 Approved by: Kris Martinez, Assistant City Manager  
 Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Agreement for Unarmed Security Services