



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 1, 2021

FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL

SUBJECT: MEASURE Z - SEVENTH AMENDMENT TO AGREEMENT FOR UNARMED SECURITY OFFICER SERVICES AT VARIOUS CITY FACILITIES WITH UNIVERSAL PROTECTION SERVICE, LP DOING BUSINESS AS ALLIED UNIVERSAL PROTECTION SERVICES FOR AN ADDITIONAL ONE YEAR TERM FROM JULY 1, 2021 THROUGH JUNE 30, 2022 IN THE AMOUNT OF \$1,215,162.08 PLUS A 15% CHANGE ORDER AUTHORITY OF \$182,274.31 FOR A REVISED TOTAL CONTRACT AMOUNT OF \$6,202,459.70

ISSUES:

Approve the Seventh Amendment to Agreement for Unarmed Security Officer Services at Various City Facilities with Universal Protection Service, LP dba Allied Universal Security Services for an additional one year term from July 1, 2021 through June 30, 2022 in the amount of \$1,215,162.08; and authorize a 15% change order authority in the amount of \$182,274.31 for unforeseen service needs and to add facilities as necessary, for a total contract amount of \$6,202,459.70.

RECOMMENDATIONS:

That the City Council:

1. Approve the Seventh Amendment to Agreement for Unarmed Security Officer Services at Various City Facilities with Universal Protection Service, LP dba Allied Universal Security Services in the amount of \$1,215,162.08 for an additional one-year term from July 1, 2021 through June 30, 2022;
2. Authorize 15% change order authority in the amount of \$182,274.31 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 for a total revised contract amount of \$6,202,459.70; and
3. Authorize the City Manager, or his designee, to execute the Seventh Amendment to Agreement for Unarmed Security Officer Services at Various City Facilities with Universal Protection Service, LP dba Allied Universal Security Services including making minor and non-substantive changes.

BACKGROUND:

The General Services Department is responsible for Unarmed Security Officer Services at multiple City facilities.

On August 11, 2015, the City Council approved the Agreement for Unarmed Security Officer Services at Various City Facilities (Agreement) with Guardsmark, LLC for daytime Unarmed Security Officer Services at City Hall, Public Utilities Orange Square, Public Utilities Resource Center, Main Library, Eastside Library, Arlanza Library, the Riverside Metropolitan Museum, and after-hours services at the Corporation Yard and the Water Quality Control Plant, for a three year term in the amount of \$1,367,655, plus \$100,000 change order authority for a total contract amount of \$1,467,655. This approval included authorizing the City Manager, or his designee, to execute up to three one-year extensions of the agreement depending upon satisfactory contractor performance.

Guardsmark, LLC was subsequently acquired by Universal Protection Service, LP. On February 23, 2016, the City Council approved a First Amendment to the Agreement assigning all rights and obligations from Guardsmark GP, a subsidiary of Guardsmark, LLC, under the original agreement to Universal Protection Service, LP (“Universal”) without changes to the value or length of service.

On September 27, 2016, the City Council approved a Second Amendment to add additional facilities and modify service at other facilities. There was no change in compensation, or any other terms associated with the Second Amendment.

On May 9, 2017, the City Council approved a Third Amendment to modify and/or add services at City facilities, and increased compensation in the amount of \$289,908.30, for a revised contract amount of \$1,757,563.30 with a 15% change order authority in the amount of \$263,634.50, for a total contract amount of \$2,021,197.80.

On June 12, 2018, the City Council approved a Fourth Amendment to extend services for one year at City facilities in the amount of \$696,419.72, for a revised contract amount of \$2,717,514.52 with a 15% change order authority in the amount of \$104,462.96, for a total contract amount of \$2,822,080.47.

On July 2, 2019, the City Council Approved the Fifth Amendment to Agreement for Unarmed Security Officer Services at Various City Facilities with Universal Protection Service, LP dba Allied Universal Security Services for an additional one year term through June 30, 2020 in the amount of \$798,201.62 for a revised contract amount of \$3,620,282.09; plus a 15% change order authority in the amount of \$119,730.24 for a total contract amount of \$3,740,012.34.

On August 18, 2020, the City Council Approved the Sixth Amendment to Agreement for Unarmed Security Officer Services at Various City Facilities with Universal Protection Service, LP dba Allied Universal Security Services for an additional one year term through June 30, 2021 in the amount of \$926,096.50 for a revised contract amount of \$4,666,108.84; plus a 15% change order authority in the amount of \$138,914.48 for a total contract amount of \$4,805,023.31.

DISCUSSION:

The General Services Department (General Services) is responsible for maintaining City facilities, including security services. The Unarmed Security Officer Services Agreement had one more option year remaining however, General Services elected to issue a Request for Proposal No. 1992 (RFP) to ensure the City received the most competitive pricing. On February 2, 2020,

General Services issued RFP No. 1992, soliciting qualified vendors to provide annual unarmed security services for various City facilities. A non-mandatory pre-proposal for Unarmed Security Officer Services meeting was held on February 11, 2020, and final proposals were due on April 29, 2020.

RFP No. 1992 received nine proposals, all of which were deemed responsive. A Selection Committee (Committee) was convened to review the proposals, consisting of representatives from the General Services, Fire, Library, Public Utilities, and Public Works departments. The proposals were evaluated and scored based on vendor experience, qualifications, proposed pricing, demonstrated ability and willingness to adhere to the time frames required for proposed services, and financial resources sufficient to maintain solvency while performing the services. The six highest scoring proposers were then invited to interview with the Committee on March 19, 2020.

After careful consideration, the Committee selected Universal Protection Service, LP of Santa Ana, California dba Allied Universal Security Services, as the most qualified responder to best meet the Unarmed Security Officer Services RFP requirements.

Staff determined the final option year's pricing of the current agreement was more competitive than the proposed pricing submitted in RFP No. 1992. Therefore, General Services opted to cancel RFP No. 1992 and exercised the sixth amendment for the last option year with Allied Universal Security Services. An RFP will be issued on or around January 2022 to procure Unarmed Security Officer Services for FY 2022/23 through FY 2024/25.

With the continued challenges of COVID-19 in mind, and where possible, the City has renewed existing contracts rather than seek new bids if the vendors honor their current pricing. Allied Universal Security Services' agreed to maintain the current Agreement pricing, other than the adjustment for the mandatory State minimum wage increase. The continuation of services falls within Purchasing Resolution 23256, Section 702(g), which states that competitive procurement through the informal and formal procurement process shall not be required "When Services can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so". Allied Universal Security Services continues to be the most cost-efficient option as compared with the proposed pricing submitted in RFP No. 1992.

The following table depicts costs of the Agreement under the current and amended terms.

Agreement	Term	Base/Revised Cost	Change Order	Total Contract Amt
Original Contract	08/11/2015 to 06/30/2018	\$1,367,655.00	\$100,000.00	\$1,467,655.00
Second Amendment Name Change from Guardsmark to Universal Protection	08/11/2015 to 06/30/2018	NA	NA	NA
Third Amendment	08/11/2015 to 06/30/2018	\$ 289,908.30	\$263,634.50	\$2,021,197.80
Fourth Amendment	07/01/2018 to 06/30/2019	\$ 696,419.72	\$104,462.96	\$2,822,080.47
Fifth Amendment	07/01/2019 to 06/30/2020	\$ 798,201.62	\$119,730.24	\$3,740,012.34
Sixth Amendment	07/01/2020 to 06/30/2021	\$ 926,096.50	\$138,914.48	\$4,805,023.31
Seventh Amendment	07/01/2021 to 06/30/2022	\$1,215,162.08	\$182,274.31	\$6,202,459.70

The Purchasing Manager concurs the recommendation is in compliance with Purchasing Resolution No. 23256.

FISCAL IMPACT:

The fiscal impact of this action is \$1,215,162.08 plus a 15% change order authority in the amount of \$182,274.31 for a total amount of \$1,397,436.39 for Unarmed Security Officer Services from July 1, 2021 through June 30, 2022. Sufficient funds are included in the FY 2021/22 budget in the following accounts for Unarmed Security Officer Services in the General Fund, Public Utilities Electric Fund, Public Utilities Water Fund, and Measure Z Library - Neighborhood Services Account No. 8004002-421000.

Account Number	Department-Divisions	Dollar Amount
2210000-421000	General Services Building Services	\$ 5,307.12
2215000-421000	General Services Fleet	\$ 22,396.05
2315200-421000	Finance Purchasing Central Stores	\$ 5,307.12
3510000-421000	Fire Operations	\$ 5,307.12
4110100-421000	Public Works Streets	\$ 5,307.12
4110300-422200	Public Works Storm Drains Maint	\$ 5,307.12
4110400-422201	Public Works Signal Maint	\$ 6,262.40
4130100-421000	Public Works Solid Waste	\$ 26,535.60
5135000400-4210000	Library Neighborhood Services	\$ 158,125.68
5200200-421000	Park & Rec Special Trans Services	\$ 5,307.12
5205000000-4210000	Park & Recreation - Recreation	\$ 63,180.00
5215000-421000	Park & Rec Parks	\$ 5,307.12
6000019230-4210000	Public Utilities Admin Bldg. Occupancy	\$ 176,904.00
6015009230-4210000	Public Utilities Customer Service	\$ 132,678.00
6100009230-4210006	Public Utilities Electric Operations	\$ 31,842.72
6105009230-4210006	Public Utilities Water Field Operation	\$ 31,842.72
6205009230-4210006	Public Utilities Water Operations	\$ 20,874.67
7222100-421000	City Hall Occupancy Non-Departmental	\$ 134,784.00
8004002-421000	Measure Z Library – Neighborhood Services	\$ 372,586.40
		\$1,215,162.08

Prepared by: Carl Carey, General Services Director
 Certified as to availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
 Approved by: Moises Lopez, Deputy City Manager
 Approved as to form: Kristi J. Smith, Chief Assistant City Attorney

Attachment: Seventh Amendment to Agreement for Unarmed Security Services