



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JULY 2, 2019

FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL

SUBJECT: FIFTH AMENDMENT TO AGREEMENT FOR UNARMED SECURITY GUARD SERVICES AT VARIOUS CITY FACILITIES WITH UNIVERSAL PROTECTION SERVICE, LP FOR AN ADDITIONAL ONE YEAR TERM THROUGH JUNE 30, 2020 IN THE AMOUNT OF \$798,201.62 FOR A REVISED CONTRACT AMOUNT OF \$3,620,178.58; PLUS A 15% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$119,730.24 FOR A TOTAL CONTRACT AMOUNT OF \$3,739,908.82

ISSUES:

Approve the Fifth Amendment to Agreement for Unarmed Security Guard Services at Various City Facilities with Universal Protection Service, LP for an additional one year term through June 30, 2020 in the amount of \$798,201.62 for a revised contract amount of \$3,620,178.58; and authorize a 15% or \$119,730.24 change order authority for unforeseen service needs, for a total contract amount of \$3,739,908.82.

RECOMMENDATIONS:

That the City Council:

1. Approve the Fifth Amendment to Agreement for Unarmed Security Guard Services at Various City Facilities with Universal Protection Service, LP in the amount of \$798,201.62 for an additional one year term through June 30, 2020, for a revised contract amount of \$3,620,178.58;
2. Authorize 15% change order authority in the amount of \$119,730.24 for unforeseen changes in service to include, but not be limited to, requests to increase service frequency, add new City facilities, or provide special or emergency security services, for a total contract amount of \$3,739,908.82; and
3. Authorize the City Manager, or his designee, to execute the Fifth Amendment to Agreement for Unarmed Security Guard Services at Various City Facilities with Universal Protection Service, LP including making minor and non-substantive changes.

BACKGROUND:

The General Services Department is responsible for unarmed security guard services at multiple City facilities.

On August 11, 2015, the City Council approved the Agreement for Unarmed Security Guard Services at Various City Facilities (Agreement) with Guardsmark, LLC for daytime security guard 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 \$1,367,565, plus \$100,000 change order authority for a total contract amount of \$1,467,565. 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 \$1,757,473.30 with a 15% change order authority in the amount of \$263,620.99, for a total contract amount of \$2,021,094.29.

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 \$2,717,514.01 with a 15% change order authority in the amount of \$104,462.95, for a total contract amount of \$2,821,976.96.

DISCUSSION:

The Fourth Amendment to extend the Agreement will expire on June 30, 2019. The City is satisfied with the performance of Universal and recommends extending the Agreement for an additional one year term covering July 1, 2019 through June 30, 2020, at a cost of \$798,201.62. Universal has agreed to no rate increases for FY 2019/20, with the exception of adding the Public Utilities Operations Center to the existing scope of service.

Compensation

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

| CONTRACT TERM AUGUST 11, 2015 TO JUNE 30, 2020 | |
|---|-----------------------|
| Original Contract Amount (incl. \$100,000 Change Order Authority) | \$1,467,565.00 |
| Third Amendment for Additional Funds (\$289,908.30) plus 15% Change Order Authority (\$263,620.99) through 6/30/2018 | \$553,529.29 |
| Fourth Amendment to extend term from 7/1/2018 – 6/30/2019 (\$696,419.72) plus 15% Change Order Authority (\$104,462.95) | \$800,882.67 |
| Fifth Amendment to extend term from 7/1/2019 – 6/30/2020 (\$798,201.62) plus 15% Change Order Authority (\$119,730.24) | \$917,931.86 |
| Total Compensation | \$3,739,908.82 |

The Purchasing Manager concurs that the recommendations are in compliance with Purchasing Resolution No. 23256.

FISCAL IMPACT:

The fiscal impact of this action is \$798,201.62 plus a 15% change order authority in the amount of \$104,462.95 for a total amount of \$917,931.86 for unarmed security guard services from July 1, 2019 through June 30, 2020. Sufficient funds are included in the FY 2019-20 budget in the following accounts for unarmed security guard services.

| Department | Account Number | Amount | Account Description |
|----------------------|---------------------|---------------|---|
| General Services | 7222100-421000 | \$ 114,586.56 | City Hall Occupancy – Professional Services |
| | 2215000-421000 | \$ 20,096.33 | Central Garage Fleet Management Professional Services |
| | 2210000-421000 | \$ 4,762.25 | Building Services – Professional Services |
| Fire | 3510000-421000 | \$ 4,762.25 | Fire Operations – Professional Services |
| Public Works | 4110100-421000 | \$ 4,762.25 | Street Maintenance – Professional Services |
| | 4110400-421000 | \$ 5,619.44 | Signals Maintenance–Professional Services |
| | 4110300-421000 | \$ 4,762.25 | Storm Drain Maintenance-Professional Services |
| | 4130100-421000 | \$ 23,811.18 | Solid Waste – Professional Services |
| Parks and Recreation | 5200200-421000 | \$ 58,142.81 | Parks Admin – Professional Services |
| | 5215000-421000 | \$ 4,762.25 | Parks Division – Professional Services |
| Library | 5135000400-42100000 | \$ 160,645.92 | Neighborhood Services – Professional Services |
| Public Utilities | 6015009230-42100006 | \$ 119,301.00 | Admin/Customer Service - Professional Services |
| | 6100009230-42100006 | \$ 28,573.41 | Electric Operations – Professional Services |
| | 6105009230-42100006 | \$ 28,573.41 | Electric Field Ops – Professional Services |
| | 6000019230-42100006 | \$ 172,448.64 | Building Occupancy – Professional Services |
| | 6400000-421000 | \$ 4,762.25 | Central Stores-Professional Services |
| | 6205009230-42100006 | \$ 18,731.66 | Water Field Ops – Professional Services |
| Museum | 5305000-421000 | \$ 19,097.76 | Administration – Professional Services |

Prepared by: Carl Carey, General Services Director
 Certified as to availability of funds: Edward Enriguez, Chief Financial Officer/Treasurer
 Approved by: Moises Lopez, Deputy City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Attachment: Fifth Amendment to Agreement for Unarmed Security Services