

Agenda Report

DATE: March 21, 2011

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: REJECTION OF BIDS FOR CITYWIDE SECURITY SERVICES

RECOMMENDATION:

It is recommended that the City Council:

- 1) Reject all bids received on January 21, 2011 in response to specifications for municipal facility security services; and
- 2) Authorize the City Manager to extend contract number 18,970-3 with Inter-Con Security Systems, Inc. on a month-to-month basis for a maximum of six months and not-to-exceed amount of \$120,000.

BACKGROUND:

The City provides security services at various City facilities including parks, the City Yards, and parking structures.

Currently, Inter-Con Security Systems, Inc. provides security services at the City Yards, City parks, and the Holly Street Parking Structure. These services include, but are not limited to: patrolling these locations; monitoring and setting security alarms; protecting City employees and equipment from harm; securing and unlocking buildings and restrooms; and immediately responding to and/or reporting suspicious activity to City staff and law enforcement, when necessary. Inter-Con Security Systems, Inc. also provides vacation and sick coverage for the City's Security Rangers.

On December 13, 2010, the City Council awarded a three-month contract extension to Inter-Con Security Systems, Inc. in order to provide City staff enough time to revise the bid specifications and complete the formal bid process. This three-month extension is set to expire on March 31, 2011. Under this contract extension recommendation, Inter-Con will continue to provide these services on a month-to-month basis without interruption at the same rate of \$17.00 per hour.

On December 23, 2010, a Notice Inviting Bids to provide security services for City facilities and locations was published in the *Pasadena Star News* and posted on the City's website.

As a result of this bid opportunity, the City received 11 bids, and only five were deemed responsive. After reviewing the five vendor responses, it is recommended that the bids for the security services be rejected and a Request for Proposal (RFP) be published. After various discussions with key stakeholders, staff recommends that an evaluation component be required for these professional services. This will give the City the mechanism required to see how the respondents are meeting the City's needs, rather than relying on all responsive bidders meeting the minimum requirements of a bid specification. An RFP will allow the City to follow a process designed to identify and select the vendor best suited to meet the City's needs and requirements.

For these services, quality will be measured in terms of security guard qualifications. The bid specifications call for a supplemental coverage, which includes vacation and sick coverage at various locations; and replacement coverage, which includes fixed long term security coverage at specific City locations. Each type of coverage requires a specific set of qualifications required to perform the duties, different from each other. Therefore, a two-tier bid was developed to match the City's expectations.

As evidenced by the bid pricing, the current bids do not make a discernable distinction between the two types of coverage that is being requested by the City. Because the bid specification clearly defines different qualifications for the two levels, it is unclear how quality service is to be provided given the pricing structures offered by the bidders. Only three of the five responsive bidders provided individual pricing for each type of requested coverage. Based upon this information, an RFP process is needed to evaluate the quality of the security firm and the service the City will receive, and not rely solely on the lowest bidder to provide this high-profile, security service.

Staff anticipates completing the RFP document by the end of March, and advertising this opportunity in April 2011. Given ample time for evaluation, staff anticipates a contract award in June 2011.

COUNCIL POLICY CONSIDERATION:

This contract services agreement furthers the City Council's Strategic Plan goal to ensure public safety.

ENVIRONMENTAL ANALYSIS:

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a

significant effect on the environment. The security services will not result in any significant effect on the environment.

FISCAL IMPACT:

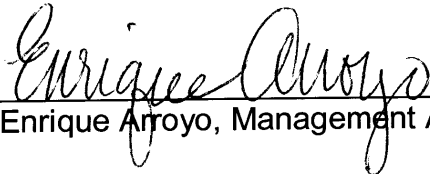
Sufficient funds in the amount of \$120,000.00 from the Building Maintenance Funds and General Funds are available in the Department of Public Works, Building Systems and Fleet Management, and Parks and Natural Resources operating budgets (502-766500, 101-765111, and 101-765500) to fund this contract extension.

Respectfully submitted;




JULIE A. GUTIERREZ
Assistant City Manager/
Acting Director of Public Works

Prepared by:



Enrique Arroyo, Management Analyst

Approved by:



MICHAEL J. BECK
City Manager