

Agenda Report

July 21, 2014

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: CONTRACT AWARD TO U.S. SECURITY ASSOCIATES, INC. FOR CITYWIDE SECURITY SERVICES AT BUILDINGS, PARKS, AND PARKING STRUCTURES IN AN AMOUNT NOT TO EXCEED \$2,403,741

RECOMMENDATION:

It is recommended that the City Council:

1. Accept the bid dated June 25, 2014, submitted by U.S. Security Associates, Inc.; and
2. Reject all other bids; and
3. Authorize the City Manager to enter into a contract with U.S. Security Associates, Inc. in an amount not to exceed \$2,403,741 over a three year period with the option for two, one-year additional terms in the annual amount of \$801,247 at the discretion of the City Manager for a maximum total contract length of five years, for citywide security services.

BACKGROUND:

The City provides security services at various City facilities including parks, City Hall, City Yard, Pasadena Community Health Center, and the Holly Street and Del Mar Parking Structures. Since 1991, the City has used a combination of in-house Security Rangers and an outside security firm to provide a safe and secure environment for Pasadena employees, residents, and visitors.

The security contractor patrols the aforementioned locations; monitors and arms security alarms; locks and unlocks buildings and restrooms; and immediately responds to and/or reports suspicious activity to City staff and law enforcement officials as necessary. In addition, the security contractor may also provide leave coverage for the City Security Rangers.

Inter-Con Security Systems, Inc. has provided security services since July, 1991. On September 12, 2011, the City Council authorized a three year contract with Inter-Con. The contract expires September 30, 2014. While the City Council provided the City Manager the discretion to exercise two, one-year contract extensions for a total contract length of five-years, Inter-Con informed the City that it would not continue to provide services at the contact price.

On May 29, 2014, a Notice Inviting Bids for citywide security services was advertised. On June 25, 2014, seven bids were received by the City Clerk's office. The bid results are as follows:

	Bidder	Amount (\$)
1.	U.S. Security Associates, Inc., Commerce	667,706
2.	Alltech Industries, Inc., Montebello	674,170
3.	National Security Industries & Services, San Jose	712,020
4.	Inter-Con Security Systems, Inc., Pasadena	712,042
5.	ABC Security Service Inc., Oakland	713,442
6.	Platinum Security, Los Angeles	806,450
--	Absolute International Security Services, Covina	Non-Responsive

All bid proposals were evaluated for responsiveness and U.S. Security Associates, Inc. was identified as the lowest responsive and responsible bidder for the citywide security services contract. U.S. Security Associates, Inc. has a proven track record with other governmental agencies including City of Montebello, Gold Coast Transit of City of Oxnard, and County of Ventura. The Contractor will make effort to hire local if new employees are needed.

The contract will have an initial period of three years, with an option of two one-year additional terms, renewable at the discretion of the City Manager, for a maximum total contract length of five years.

For the initial three-year period, the contract will be set annually as follows:

Base Bid	\$667,706
Contingency Allowance	<u>\$133,541</u>
Contract "Not to Exceed" Amount	\$801,247

The contingency allowance is for use in the in the event of emergency and/or special events and requests. The contract amount shall be adjusted in years two through five by the change in the Consumer Price Index, for the Los Angeles-Riverside-Orange County area, for the most recent, available 12-month period.

The new contract is scheduled to be in place and the new contractor will begin on Wednesday, October 1, 2014.

COUNCIL POLICY CONSIDERATION:

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

ENVIRONMENTAL ANALYSIS:

This 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 applies to projects that have the potential for causing a significant effect on the environment. The citywide security service contract will not result in any significant effect on the environment.

FISCAL IMPACT:

The cost of contract is \$2,403,741 and the total cost of this action will be \$2,445,414. Funding for this action will be addressed by the utilization of existing budgeted appropriations from the following accounts: Building Maintenance (502-766500); Transportation - Holly Street Parking (407-774210) and Del Mar Parking (407-774710); Park Maintenance (101-765100); Health Administration (203-561000); and Municipal Services (101-327200). It is anticipated that \$600,935 of the cost will be spent during the current fiscal year. The remaining cost will be spent over the next three fiscal years.

The following table presents a summary of the sources of funds that will be used.

	Three-Year Amount
Building Maintenance Fund	\$ 439,977
Transportation Fund	\$1,194,912
Health Fund	\$ 411,926
General Fund	\$ 398,599
Total Sources	\$2,445,414

The following table represents a contract summary.

	Three-Year Amount
Base Bid	\$ 2,003,118
Contingency Allowance	\$ 400,623
Contract Administration	\$ 41,673
Total Fiscal Impact	\$ 2,445,414

The anticipated impact to other operational programs or capital projects as a result of this action will be none.

Respectfully submitted,



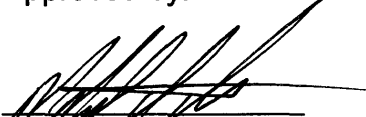
SIOBHAN FOSTER
Director of Public Works

Prepared by:



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Approved by:



MICHAEL J. BECK
City Manager

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name: U.S. Security Associates, Inc

2. Type of Entity:
 non-government nonprofit 501(c)(3), (4), or (6)

3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

CEO Chuck Schneider
Secretary Paul Litz
Treasurer Karl Scott

4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

n/a

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Date: 7/9/2014